

## **ADMISSION PROCEDURES FOR THE SELECTION PROCESS**

**The admission fee for the selection process is €50, payable by bank transfer (see Step 3).**

**Before proceeding, ensure that the following documents are available to upload:**

DOCUMENTS REQUIRED FOR HOLDERS OF DEGREES OBTAINED IN ITALY:

- Copy of the €50 payment receipt;
- Self-certification (duly signed) attesting to the award of the academic qualification;
- Curriculum vitae indicating the current job position and the number of years of work experience;
- Passport-size photograph;
- Photocopy (front and back) of the identity card and tax code, signed;
- For non-EU students: entry visa for participation in the selection process or receipt of the visa application;
- Any certificates of proficiency in the Italian language, if available (language skills will in any case be assessed by the selection committee);
- Any letters of reference.

DOCUMENTS REQUIRED FOR HOLDERS OF DEGREES OBTAINED ABROAD:

- Copy of the €50 payment receipt;
- Original degree certificate and diploma issued by the competent academic authority with official translation into Italian;
- Certificate of examinations taken and related grades issued by the competent academic authority;
- Declaration of value issued in the home country by the competent Italian representation abroad (Italian Embassy or Consulate) on official letterhead with original stamp, attesting to the number of years of schooling (minimum 12);
- Consular legalization of all documents drafted in a foreign language for selection purposes;
- Curriculum vitae indicating the current job position and the number of years of work experience;
- Passport-size photograph;
- Photocopy (front and back) of the passport or identity card, signed, and any tax code;
- For non-EU students: entry visa for participation in the selection process or receipt of the visa application;
- Any certificates of proficiency in the Italian language, if available (language skills will in any case be assessed by the selection committee);
- Any letters of reference.

To participate in the selection process, candidates must connect to the website <http://sol.liuc.it> by 20/02/2026 and follow all steps.

### STEP 1

- Access the “Reserved Area” (located in the right-hand box of the screen) and select “Registration”;
- Click on “Proceed with registration”;
- N.B.: fields marked with an asterisk are mandatory;
- Complete the form 1 of 3 (Personal Data) and, after filling in all fields, select “Proceed”;
- Complete form 2 of 3 (Addresses) and, after filling in all fields, select “Proceed”;
- Complete form 3 of 3 (Contact Details) and, after filling in all fields, select “Confirm Registration”;
- N.B.: it is important to provide a valid mobile number for contact;
- Registration is now complete: the screen will display your Username and Password (also sent to your registered email address) required to proceed to Step 2. You can proceed immediately by clicking “Proceed with authentication” or follow the instructions for Step 2.

### STEP 2

- Access the “Reserved Area”, select “Login” and enter Username and Password;
- Select “Admissions and Selections” and follow the guided procedure where the required documents must be uploaded.

### STEP 3 – Payment of the Application Fee

**BANK TRANSFER** payable to:

UNIVERSITÀ CARLO CATTANEO – LIUC  
BANCA POPOLARE DI MILANO  
Branch no. 01295 – Castellanza  
Via della Chiesa 6  
21053 Castellanza (VA)

CIN: M

ABI: 05034

CAB: 50123

Account no.: 000000031662

IBAN: IT 82 M 05034 50123 000000031662

BIC: BAPPIT21C95

**MANDATORY REASON FOR PAYMENT:** student's surname and name, Master's Program name, and Master code 9622-2026

**For further information:**

**Master's Office**

Tel: +39 0331 572379

Email: [master@liucbs.it](mailto:master@liucbs.it)

**Office hours:**

Monday to Friday from 9:00 AM to 12:00 PM and from 2:00 PM to 3:00 PM