

ENROLLMENT PROCEDURES FOLLOWING ELIGIBILITY

To proceed with enrollment after being deemed eligible, candidates must follow the procedures outlined below.

INSTRUCTIONS FOR FORMALIZING ENROLLMENT:

- Connect to the website: <http://sol.liuc.it>;
- Access the “Reserved Area” (located in the left-hand box of the screen), select “Login” and enter your Username and Password;
- In the menu on the left, select “Enrollment” and proceed with the guided compilation, confirming the information already provided during the admission phase to complete the process.

The availability of the place will be guaranteed for fifteen days from the date of notification of eligibility. After this period, if enrollment is not completed with the payment of the first installment, it will still be possible to enroll (until 27 March 2026), provided that the maximum number of participants specified in the Call for Applications has not been reached.

The application must be submitted to the Master’s Office using one of the following methods:

- Online upload: print the application form, sign it, scan it, and upload it to the portal (<https://sol.liuc.it>) in the “Career Attachments” section, together with the receipt of payment of the first installment;
- By certified email (PEC): send an email attaching the scanned application form and the payment receipt of the first installment to the PEC address liucbs@pec.liuc.it;

- By registered mail with return receipt (type 1): send the signed application form and a copy of the payment receipt by registered mail with return receipt addressed to Elisabetta Mentasti – Master’s Office, Corso Matteotti, 22 – 21053 Castellanza (VA), by the final enrollment deadline for each window (the postmark will serve as proof).

For payment of tuition fee installments, pagoPA payments are available on the website <https://sol.liuc.it> using the credentials already in your possession.

Detailed instructions are available at: https://my.liuc.it/doc/LIUC_PagoPA.pdf

In the event that payment is made by an **Entity/Company** requiring a receipt for tax deduction purposes, payment may be made via bank transfer. The bank details are the same as those used for the €50 admission fee payment.

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

Office hours:

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