MBA Global Business and Sustainability – Social Entrepreneurship Track

Guidelines for Online Application Form

How to apply

1 Go to the online application page.

To do this, copy and paste this link in your browser:

http://immatricolazioni.unicatt.it/iol/jsp/immatricola/start.jsp?RESPONSE_CONTAINER=RESPONSE_CONTAINER101582350&REQUEST_CONTAINER=REQUEST_CONTAINER37093942&

or go here:

http://altis.unicatt.it/mba-set

which is the link to the ALTIS website page of the Master. In this page, in the column of the summary, you have to click on "How to apply", a new page will be open, with the instruction and the list of the admission requirements; at the beginning of this list, at the voice "Application Form", you can find also the linkable words “to be completed online”; click on these words and you will be re-directed in the page of the online application.

Once you are in the online application page, if the language is still not in English, click on the small symbol of the English Flag on the right, and the page will be open in English

2 In the online application homepage, to make the online application you have first of all to insert your personal credentials (username and password); to get them, the first time you enter you have to register yourself, following these instructions:

− Click on the linkable word “Register”, below the spaces for username and password
− A page will be open, asking you “Were you born in Italy?”; click on “no” and then click on the button “Next”
− The next page asks you “Do you have an Italian fiscal code?”: click on “no” and then click on the button “Next”
− A page will be open, asking you some personal info to create your Italian fiscal code; the code created by this system has no value as fiscal code and can be used only for this application procedure. Kindly fill in the page with your correct info and data. At the end, click on the button “Next”
− Continue in filling in the subsequent pages with your correct data. Some of the further required data are an email address and the creation of a password; kindly report an existing email address you use, because you will receive an email with your username and password at the address you report
− Follow the instruction in the last registration page, after the creation of the password.
3 Once you’ve received on your email address your personal username and password, go back again in the online application homepage, and insert your credentials in the appropriate spaces.

4 Logging in with your personal credentials, a new page will be open, with the box of your application which is still empty and reporting: “Application not found”; click on the linkable words below “ADD NEW APPLICATION”.

5 In this new page, choose the type of course clicking on “One Year Specializing Master”, then select the academic year (that is still 2012-2013, so click on this academic year), then select the Campus site choosing “Milano” among the list

6 Now, after the selection of the Campus site, you are allowed to select the Master: select “MBA Global Business And Sustain. Global Entrepren. Track” among the list of the available Masters, and click on “Next”

7 In the subsequent pages, you have to complete the form with some info about your education and your curriculum. Then, at the end of this step, once you see the button “print”, kindly remind to print the Application Form before clicking “Next”. Then, do not worry for the step “Pay Admission Fee” (simply click on a casual solution) because at the moment Admission Fee is not due for the selected Master.

**Now your online Application Form is completed.**

8 Kindly read with attention the last page with further information about the delivery of the required materials for the completion of your request and follow these information.