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UNIVERSITÀ DI MACERATA



Online Services for Student

A sin@gle password for multiple services

Tutorial for uploading Language Certifications

This document outlines the procedures for uploading language certifications online to be attached to the declaration of admission qualifications during the online enrolment process.



After logging in to the [Student Reserved Area](#) and starting the enrolment procedure, in the [Required Qualification Details](#), click the **Add** button to enter the details of your language certification in the section specifically provided for this qualification.

Required Qualification Details

To proceed, you must declare your educational qualifications. Mandatory qualifications are displayed first, while the available options refer to alternative qualifications. In the following pages, you will be asked to provide details of the qualifications obtained in previous years.

IMPORTANT: English Language Requirement (B2 Level) - Bachelor's Degree Programme in International, European and Comparative Legal Studies (IECoLS)

Students enrolling in the Bachelor's Degree Programme in International, European and Comparative Legal Studies (IECoLS) are reminded that one of the admission requirements is the possession of an English language certification at B2 level or higher. Students who do not already hold a valid certification may obtain it during their **first year of study** by passing one of the language tests organized by the University Language Centre (CLA) or by obtaining an equivalent certification from an accredited institution. Until the certification has been obtained and submitted, or the relevant CLA test has been successfully passed, **students will not be allowed to take second-year examinations**. Failure to meet this requirement will result in **their academic career being blocked**.

Mandatory Qualifications

Requirement Group Status	Qualification	Allowed Details:	Notes	Qualification Status	Actions
✓	SECONDARY SCHOOL DIPLOMA			●	

Alternative Qualifications

⚠ To proceed, you must provide all the qualifications required for at least one of the optional groups. The available options contain qualifications that are alternative to one another:

Option 1:

Requirement Group Status	Qualification	Allowed Details:	Notes	Qualification Status	Actions
✓	Degree			●	Add
	Language Proficiency Certificate			●	Add

Option 2:

Requirement Group Status	Qualification	Allowed Details:	Notes	Qualification Status	Actions
✓	Master's Degree			●	Add
	Language Proficiency Certificate			●	Add

Option 3:

Requirement Group Status	Qualification	Allowed Details:	Notes	Qualification Status	Actions
	Language Proficiency Certificate			●	Add

Remarks

- ✓ Completed
- ✓ Completed
- Declared Qualification
- Mandatory Qualification
- Optional Qualification
- Edit Qualification
- View Qualification Details
- Remove Qualification



Required Qualifications

To proceed with enrollment in the selected study programme, you must provide the following information: Awarding Institution

Select Institution

Awarding Institution: ☒ In Another Institution

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★ Needed datum

Add Another Institution/Organization

Qualification Awarded by Another Institution/Organization (Non-University)

Registered Awarding Institution

Awarding Institution

Unregistered Awarding Institution

To specify an unregistered awarding institution, select the following option: "Unregistered Awarding Institution"

Unregistered Awarding Institution

Institution Name

Country

Italy

Province

Please select a province.

Town/City

Select a city

Postal Code

Street Address

Street Number

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Remarks

★ Needed datum

Select the *awarding institution*. Click **Continue** to proceed.

On the next page, if the Institution is not available in the list, choose the option "*Unregistered Awarding Institution*" and click **Next** to proceed.



Select the *certification language*, the *language proficiency level achieved* (A1, A2, B1, B2, C1 or C2) and, where applicable, the *date* on which the certification was obtained. Fields marked with an asterisk (*) are mandatory. Once you have entered the required information, click the **Continue** button.

Once you have completed the entry of all admission qualifications required for the selected degree programme, click on the **Continue** button in the summary section to proceed.

Qualification Language Proficiency Certificate

To proceed with enrollment in the selected study programme, you must provide your qualification details. This form allows you to enter or update the details of a qualification

■ Details Qualification Language Proficiency Certificate

Level*

C1 - PROFICIENT USER

Awarded on

13/08/2025
(dd/MM/yyyy)

Certified Language*

English

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Required Qualification Details

To proceed, you must declare your educational qualifications. Mandatory qualifications are displayed first, while the available options refer to alternative qualifications. In the following pages, you will be asked to provide details of the qualifications obtained in previous years.

IMPORTANT: English Language Requirement (B2 Level) - Bachelor's Degree Programme in International, European and Comparative Legal Studies (IECoLS)

Students enrolling in the Bachelor's Degree Programme in International, European and Comparative Legal Studies (IECoLS) are reminded that one of the admission requirements is the possession of an English language certification at B2 level or higher. Students who do not already hold a valid certification may obtain it during their first year of study by passing one of the language tests organized by the University Language Centre (CLA) or by obtaining an equivalent certification from an accredited institution. Until the certification has been obtained and submitted, or the relevant CLA test has been successfully passed, students will not be allowed to take second-year examinations. Failure to meet this requirement will result in their academic career being blocked.

Mandatory Qualifications

Requirement Group Status	Qualification	Allowed Details:	Notes	Qualification Status	Actions
✓	SECONDARY SCHOOL DIPLOMA			●	

Alternative Qualifications

⚠ To proceed, you must provide all the qualifications required for at least one of the optional groups. The available options contain qualifications that are alternative to one another:

Option 1:

Requirement Group Status	Qualification	Allowed Details:	Notes	Qualification Status	Actions
✓	Degree			●	Add
	Language Proficiency Certificate			●	

Option 2:

Requirement Group Status	Qualification	Allowed Details:	Notes	Qualification Status	Actions
✓	Master's Degree			●	Add
	Language Proficiency Certificate			●	

Option 3:

Requirement Group Status	Qualification	Allowed Details:	Notes	Qualification Status	Actions
✓	Language Proficiency Certificate			●	

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Remarks

★ Needed datum

Remarks

- ✓ Completed
- ✓ Completed
- Declared Qualification
- Mandatory Qualification
- Optional Qualification
- Edit Qualification
- View Qualification Details
- Remove Qualification

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If multiple admission qualification combinations are available based on the information entered, select the one you intend to use for enrolment, making sure that it includes the previously declared language certification for which you wish to upload the relevant supporting document.

Ambiguous Entry Qualifications

Summary of Qualification Combinations and Ambiguous Entry Qualifications.

Eligible Entry Qualifications to Be Selected

Select	Qualification Combination	Qualification Details	Status	Qualification	Actions
☒	Combination TSS+CL	Language Proficiency Certificate SECONDARY SCHOOL DIPLOMA	✓	Language Proficiency Certificate • Details: C1 - LIVELLO AVANZATO	
☐	Combination TSS	SECONDARY SCHOOL DIPLOMA	✓	SECONDARY SCHOOL DIPLOMA • Year of Award: 1991 • Details: MATURITA' TECNICA COMMERCIALE	

Remarks

-  Edit Qualification
-  View Qualification Details
-  Remove Qualification

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To proceed with the upload of the attachment, click the button with the *magnifying glass icon* to open the language certification details page.

Language Certifications

On this page, you can view the details of the language certifications you have entered. Language certifications may also be entered if they have not yet been obtained; to do so, simply select the appropriate option on the following pages.

Language Certifications

Qualification	Qualification Details	Actions
Language Proficiency Certificate	• Date: 13/08/2025 • Title: C1 - LIVELLO AVANZATO • Lingua: English • Stato: Awarded 13/08/2025	   

[Add New Language Certification](#)[Back](#)[Continue](#)

Remarks

-  Edit Qualification
-  View Qualification Details
-  Remove Qualification



In the following screens, use the **Manage Attachments** and **Enter the Attachment** buttons to access the upload procedure and attach the document related to the declared language certification.

Qualification

On this page, you can view the details of the university qualification.

- Qualification Language Proficiency Certificate

Status	awarded
Awarded on	13/08/2025
Qualification Type	Language Proficiency Certificate
Details	C1 - LIVELLO AVANZATO
Language	English

[Manage Attachments](#)

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Remarks

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Attachments to the Qualification

On this page, you can upload documents to be attached to the qualification.

Attachments List

There are no attachments at the moment.

[Enter the attachment](#)

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In the *Enrollment Application Attachments* section, click the **Sfoggia** button to select and upload the file to be attached. Then enter a *title* and a brief *description* of the document and click **Next** to confirm the upload.

If necessary, you can repeat the procedure to upload additional documents by clicking the **Enter the attachment** button. Once all required attachments have been uploaded, click **Next** again.

You may also declare additional language certifications by repeating the procedure using the **Add New Language Certification** button. When finished, click **Continue** to proceed.

Enrollment Application Attachments

Please provide the details of the attached document.

Document details

Title: English Language Certification

Description: English Language Certification C2

Attachments: [Sfoggia...] Cert-Ling-B2.pdf

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Attachments to the Qualification

On this page, you can upload documents to be attached to the qualification.

Attachments List

Title	Description	Nome file	Azioni
English Language Certification	English Language Certification C2	Cert-Ling-B2.pdf	

Enter the attachment

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Language Certifications

On this page, you can view the details of the language certifications you have entered. Language certifications may also be entered if they have not yet been obtained; to do so, simply select the appropriate option on the following pages.

Language Certifications

Qualification	Qualification Details	Actions
Language Proficiency Certificate	- Date: 13/08/2025 - Title: C1 - LIVELLO AVANZATO - Lingua: English - Status: Awarded 13/08/2025	

Add New Language Certification

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Remarks
Edit Qualification
View Qualification Details
Remove Qualification



Registration: Registration details

Please, enter here some other details necessary for your registration.

Course of study

Academic Year	2026/2027
Department	LAW
Type of degree	Degree
Type of degree programme	Bachelor or equivalent first cycle
Admission type	Open-access degree programmes.
Course of study	International, European and Comparative Legal Studies (IECoLS)
Degree programme regulations	International, European and Comparative Legal Studies (IECoLS)
Study pathway	COMMON PATH

Enrolment type

Type*
Standard enrollment

Dati prima immatricolazione nel sistema universitario

Academic Year:*
1991/1992

Date of first enrolment in the university system:*
18/09/1991
(dd/MM/yyyy)

First enrolment university in the higher education system:*
University of Macerata

Further details

Administrative office
Macerata - Università degli Studi

Teaching type:*
Convenzionale

Disability status:*
☐ YES ☒ No

Employment status: *
type to search

Evaluation Test

☒ TOLC - Test OnLine CISIA verifica conoscenze Corsi di Laurea triennali (AI07)

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Complete the enrolment procedure by following the instructions provided in the subsequent screens.
For further information or if you encounter any difficulties during the procedure, please refer to the dedicated [tutorial](#).



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A single password for multiple services

Tutorial for uploading Language Certifications

LINKS:

- ❖ [Didattica](#)
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