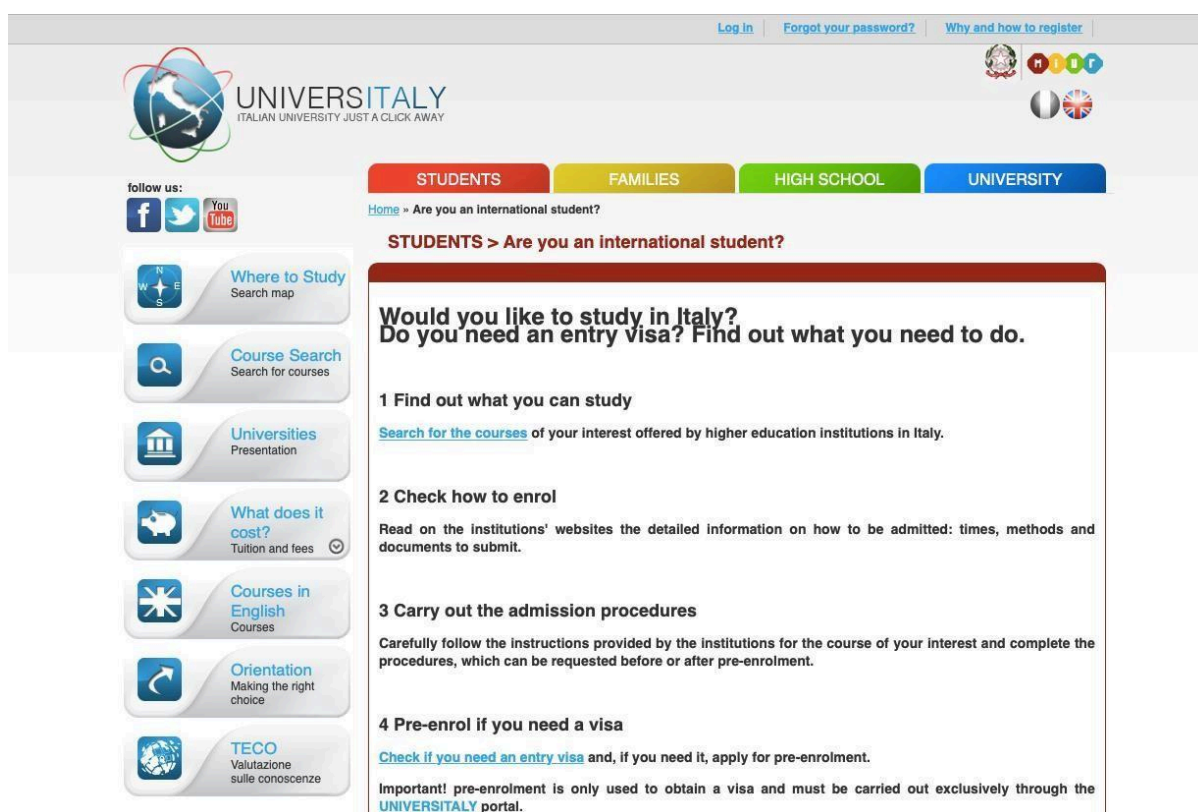


Guide to Pre-Enrolment Application University webportal

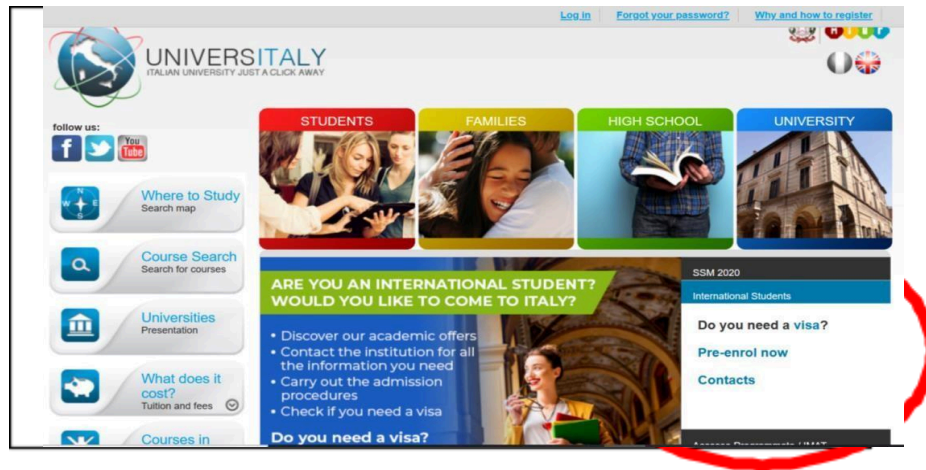
PART 1: Registration

1. Register on the [web portal UNIVERSITALY](#)

When required, for the identity document, please select PASSPORT. If you do not have a valid passport at this stage you can select another document. However, please make sure to apply for a new one as soon as possible since the pre-enrolment application cannot be submitted if you do not have a valid passport.



2. You will receive an email from universitaly@cineca.it at the email address you provided at the registration phase. The email will instruct you to finalize your registration by inserting a password of your choice.
3. Complete your registration by inserting a password. You will be taken to a page summarizing your personal data. You will also receive another confirmation email.
4. Click on the blue window INTERNATIONAL STUDENTS + PRE-ENROL NOW (on the center-right) and start the pre- enrolment process.



Note 1: if you want to temporarily interrupt the pre-enrolment process, you will be able to resume from the exact point where you left it last. You'll simply need to log in.

Note 2: if the webpage is left inactive for too long, you will see the message "authentication problem" on a white webpage. You will not need to start again from scratch: you'll simply need to log in again.

PART 2: Pre-enrolment

This second part of the process is divided in 3 steps:

STEP A



PRE-ENROLMENT APPLICATION STEP A

Choose the academic year in which you want to enrol / carry out the mobility

2021/2022

Personal data 

Name (including your middle names)	Surname
Birth Date	Gender
Country of birth	Town/City of birth
Current Citizenship 1	Current Citizenship 2

Official home address

Street	Number
Country	Town/City
ZIP Code	Additional address information

Contacts

Telephone	E-mail

Italian tax code: ONLY if you have one (optional)

GO TO STEP B

Insert your personal data, home address, and personal contacts.

Note 1: type in your data exactly as they appear on your passport.

Note 2: all data (except the fiscal code) are required, even if without *.

STEP B



PRE-ENROLMENT APPLICATION

STEP B

Passport

Passport number

Expiry date

Upload a passport size picture of your face

Only pdf/jpeg/png - 10Mb max are accepted

Scegli file Nessun file selezionato

Upload your valid passport

Only pdf/jpeg/png - 10Mb max are accepted

Scegli file Nessun file selezionato

Visa Application

Country

Where will you apply for a visa?

Specify the reason for the visa application

Course information

Institution

Università

Institution Name

Course Type

Type click [here](#)

Course Name

Course Curriculum

☐ None

☐ GESTIONE DEL PROCESSO EDILIZIO NEL RECUPERO DI EDIFICI STORICI, IT

Passport: upload on the portal a passport size picture of your face and a copy of your valid passport.

Visa Application: indicate the Italian Embassy or Consulate where you are planning to apply for the study visa. Select **"I want to spend a period of mobility for study/traineeship (e.g. Erasmus)"** as the reason for visa application.

Course Information: select as indicated here below:

Institution: Università

Institution name: Sapienza Università di Roma *Course type:*
Single course(s)

Course Name: write the Programme name reported on your Invitation Letter *Course Curriculum:*
leave blank

Course location: leave blank

ID account at the chosen University: insert your matricola number

STEP C

Course location

University:

Course:

Course type:

Language:

Class of degree course (according to Italian law):

Official length of the course:

ID account at the chosen University / AFAM / Institute

GO TO STEP C

Qualifications

This section can be left blank as it is not mandatory for study abroad/mobility students and applies only to Degree Seeking Students.

Click on SUMMARY, verify that your pre-enrolment application is complete and proceed by clicking on APPLY FOR THE PRE-ENROLLMENT.

PRE-ENROLMENT APPLICATION STEP C



Do you need help?

Institution: Università degli Studi di BOLOGNA
Institution website: <https://www.unibo.it>
Institution email: internationaldesk@unibo.it
Institution telephone: +39 0512088101 (in the coronavirus emergency phase check www.unibo.it/admissions)

Qualifications

Upload the qualifications that allow access to the chosen course, according to the information provided by the institution of higher education, with any translations and supporting documents and language certificates.

Upload qualification

Only pdf/jpeg/png - 10Mb max are accepted

Choose File | no file selected

Qualifications and language certificates

Qualifications and language certificates

Qualification name

Qualification name

UPLOAD
QUALIFICATION

SUMMARY

I have read the data processing ☒

Apply for pre-enrolment

Back to the homepage

By pushing this button your pre-enrolment application will be sent to the University / AFAM / Institute you have chosen. The University / AFAM / Institute will verify your application and forward it, along with information on your admission, to the chosen Consulate.

Check your email regularly and follow the instructions you will receive.

IMPORTANT: remember to download the summary (or take a screenshot of it) and upload it on your personal page. This will allow us to know you have completed the pre-enrollment phase and we will be able to validate it later on.

Next steps after completing your pre-enrollment application:

1. You will receive an email from no-reply@cineca.it confirming that your application was sent to Sapienza.
Then, you have to upload the summary or a screenshot on your personal page as specified before and Sapienza International Office will validate your pre-enrolment application. Note that this process might take a few days.
2. If your pre-enrolment application is not complete, you will receive an email from no-reply@cineca.it with the specific request of the missing document/information.
If your pre-enrolment application is complete Sapienza International Office will forward it to the consulate you are planning to request your study VISA.
3. You will receive an email from no-reply@cineca.it confirming that your pre-enrolment application has been sent to the appropriate embassy or consulate. Note that the email text is first in Italian and then in English, make sure you read until the end of the email. If you do not receive it, please, check your spam folder!
4. Click on the link in the email to enter in your personal login area and download and print the summary of the "university pre-enrolment application".
5. Once you are logged in, you will be taken back to the home page. You will see your name and an arrow on the top right hand corner. Open the arrow and click on "Reserved area" of the home page.
6. Click on your pre-enrollment application. Click through all the steps of the application until the last page (SUMMARY) where you find a green button that allows you to download and print the application.
7. Contact the Embassy and get an appointment in order to get your Visa.