UNIVERSITALY PRE-ENROLMENT APPLICATION INSTRUCTIONS

FOR EXCHANGE STUDENTS

(only for incoming students requiring a Study Visa)

BEFORE STARTING:

- Check on the “Visa for Italy” website if you need a study visa.

- Contact the relevant Italian Consulate/Embassy on how to book an appointment with them and the documentation that you need to provide. The Consulate/Embassy

- The application to Universitaly is a mandatory step in applying for a Study Visa in Italy.

- This application is relevant for the visa request only! It does not substitute the application on our website.

- The validation procedure carried out by UniTO does not imply any right to obtain the visa: the decision to issue a visa for study purposes is of exclusive jurisdiction of the relevant Italian Consulate/Embassy.

- If you have any technical issue when using the website, please contact the official website support services.
STEP 1: Register on the Universitaly website:

Direct link: https://universitaly-private.cineca.it/index.php/registration/firststep

Select language by clicking on the flag.
Fill in the form with all the required information then click on ‘Save’ at the bottom of the page.

USEFUL TIPS:

- Provide your PERSONAL INFORMATION EXACTLY AS THEY APPEAR IN YOUR PASSPORT. For example, if you have 2 or more names/surnames registered on your passport, **you must include all of them. Do not provide nicknames or other names that are not officially registered on your passport!**

- **Make sure that your data on the Universitaly website and in the UniTO application form match** (names, email addresses, etc...). If they differ we won’t be able to identify you and the application will be rejected.

- **Italian tax code (codice fiscale): it will be auto generated while filling in the form.** Please bear in mind that this is not official, but you can use it for the visa application purposes. To get an official “codice fiscale” you can either request it to the Consulate/Embassy or once you arrive in Italy.
We remind that for any communication about university procedures you will be contacted through email given in registration. Each User must keep it updated.

We remind you that it is not possible to use PEC, Hotmail, Iton and Live because these domains do not receive any emails from University.

We have already pointed out the situation to the server administrators but they still treat our emails as spam.

We kindly invite you to use different domains until this situation is fixed.

Thank you!

Email address * 

Important! all notifications relating to pre-enrolment will be sent to this address.

Confirm email address

Telephone (international code plus telephone number)

Identity document * - Identity Card

Number *

Issued by *

Valid from * - Day - Month - Year

Expiry date - Day - Month - Year

Official home residence:

Country * - ITALY

District * - Select your residence district

City * - Select your residence city

ZIP code *

Address *

* required field

Save
Now check your email inbox (the one you used to register) for the follow-up email. You will need to log in to your account again and complete your registration by choosing a password.

**STEP 2: VISA APPLICATION**

On the homepage, click on “Pre-enrol Now” in the slide-show, or on the box “First Step in Italy” and then “Login”
Click on the green button **NEW PRE-ENROLMENT APPLICATION** to start.

**STEP A:**
- select the academic year
- check your personal information
### Official home address

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street</td>
<td></td>
</tr>
<tr>
<td>Number</td>
<td></td>
</tr>
<tr>
<td>Country</td>
<td></td>
</tr>
<tr>
<td>Town/City</td>
<td></td>
</tr>
<tr>
<td>ZIP Code</td>
<td></td>
</tr>
</tbody>
</table>

### Contacts

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone</td>
<td></td>
</tr>
<tr>
<td>E-mail</td>
<td></td>
</tr>
</tbody>
</table>

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

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**STEP B:**

- check your passport information
- **upload a photo** (passport size) and a **scanned copy of your passport**
- indicate at **which Embassy/Consulate** you will apply for a visa
- indicate **the reason**: “I want to spend a period of mobility for study/traineeship (e.g. Erasmus)”
In the Course Information section choose the following:

- **Institution**: Università
- **Institution name**: Università degli studi di Torino
- **Course type**: Select the degree level at your home university (Laurea – UG -, Laurea magistrale - PG -, etc.)
- **Course name**: choose a course closest to your assigned department
- **You do NOT need to enter “Identification account at the chosen University/AFAM/Institute”**
STEP C:

Qualifications:
We do not require any other documentation to be uploaded.

Please make sure to contact the Embassy/Consulate and enquiry about any further necessary documents they may need to process your visa application.

Click on “Summary”

PRE-ENROLMENT APPLICATION

<table>
<thead>
<tr>
<th>Qualifications</th>
</tr>
</thead>
</table>
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

Qualifications and language certificates
Qualifications and language certificates

Qualification name

Qualification name

UPLOAD QUALIFICATION

SUMMARY
Summary:

In this section, you should check and confirm and/or complete your information you entered so far. Read and confirm the declaration about personal data processing and submit your application by clicking on the blue button “Apply for pre-enrolment”.

The undersigned declares:

he/she is aware that:
- the data and documents reported in this “pre-enrolment application” correspond to the truth and is aware of the criminal liability deriving from having produced a false, untruthful declaration or containing data no longer corresponding to the truth, as well as being aware that the data reported in this declaration are subject to veracity checks;
- the pre-enrolment procedure must be completed at the competent diplomatic-consular mission and is not complete with the sending of this “pre-enrolment application” only;
- enrolment in higher education institutions in Italy is governed by specific procedures issued by the Italian Ministry for Universities and Research, published annually on the website www.studiere-in-italia.it/studentistranieri;
- to enroll in study courses, it is necessary to follow the instructions provided by the higher education institution responsible for the chosen course and complete the related procedures, which do not necessarily and with the completion of the pre-enrolment phase;
- the pre-enrolment procedure and this “pre-enrolment application” do not in any way replace the admission and enrolment procedures for the chosen course, which will be completed in the phase following the issue of the visa for study purposes, after verifying the authenticity of the documentation produced, and also does not imply any claim or automatic acceptance for the purpose of issuing the relevant visa for study purposes;
- issuing the visa is the exclusive responsibility of the competent diplomatic-consular missions, after verifying that they meet the requirements mandated by current legislation;
- in the “pre-enrolment application”, the persons authorised to process the data are empowered to rectify any errors in the transcription/transliteratation of personal data, verifying the latter with the data shown in the passport provided.

he/she undertakes to:
- provide proof of the pre-determined necessary financial resources and the necessary insurance coverage for medical treatment and hospitalisation in accordance with the provisions of Italian law or to commit to enter into a contract for such insurance coverage upon entry into Italy;
- forward the application for a STUDENT residence permit to the competent police headquarters within 8 working days of entry into Italy, complete with the required documentation;
- return to the country of residence upon expiry of the visa if not admitted to or not enrolled in the chosen course.

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.

The International Mobility Office will check your application and submit it to the to the Embassy/Consulate you selected during the application process. **Make sure to contact the relevant Italian Consulate/Embassy for any further step to follow.**