



UNIVERSITALY PRE-ENROLMENT APPLICATION INSTRUCTIONS

FOR EXCHANGE STUDENTS

(only for incoming students requiring a Study Visa)

BEFORE STARTING:

- Cheek on the <u>"Visa for Italy"</u> 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

<u>services</u>



STEP 1: Register on the Universitaly website:

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

	English V	
	Sign in to your account	
	Username	
	Password	
	Forgot Password?	
	To ensure the security of the data you entrust to us, we have adopted new authentication policies.	
	Sign In	
	Or sign in with	
	Accedi con SPID	
Univ	ersitaly	
> Registration	sonal data, exactly as shown in your passport	Select language by clicking on the flag
Name (including		
Surname *		
Country of birth *		
Birth District *	ITALY	
	ITALY ~	
City of birth *	ITALY ~ Select your birth district ~ Select your birthplace ~	



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**. Forexample, if you have 2 or more names/surnames registered on your passport, **you must include all of them**. <u>Do not provide nicknames or other names that are not officially registered on your passport!</u>
- 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.

> Registration

Enter your complete pers	onal data, exactly as shown in your passport
Name (including your middle names) *	
Surname *	
Country of birth *	ITALY 🗸
Birth District *	Select your birth district
City of birth *	Select your birthplace 🗸
Date of birth *	Day 🗸 - Month 🗸 - Year 🗸
Gender *	Select your gender 🗸
Citizenship *	ITALY 🗸
Italian tax code if you have one	*



We remind that for an Each User must keep i	y communication about universitaly procedures you will be contacted through email given in registration. it updated.
We remind you that it i Universitaly. We have already point We kindly invite you to Thank you!	is not possibile to use PEC, Hotmail, Msn and Live because these domains do not receive any emails from ed out the situation to the server administrators but they still treat our emails as spam. use different domains until this situation is fixed.
Email adress *	
Important! all notificatior	ns relating to pre-enrolment will be sent to this address
Confirm email address *	
Telephone	
(international code plus telephone	
number)	Ideath. Oad
identity document	Identity Card
Number *	
Issued by *	
Valid from *	Day V - Month V - Year V
Expiry date	Day V - Month V - Year V
Official home residen	ce:
Country *	ITALY 🗸
District *	Select your residence district
City *	Select your residence city 🗸
ZIP code *	
Address *	
* required field	
\frown	
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"







Start your online pre-enrollment application

To apply for a study programs in Italy you need to complete the "Pre-enrolment" application on Universitaly after having created your online account on the Universitaly portal ... Read more Login



V01 04/12/2023 Click on the green button **NEW PRE-ENROLMENT APPLICATION** to start.



PRE-ENROLMENT APPLICATION

Here is some useful information:

Click on "New pre-enrolment application" to start an application. You can stop and continue to fill it in as you prefer. To continue the application click on "Go to application".

You can pre-enrol once to one University and one course.

In order to find your course, you need to select the proper course type. Please check with the university you would like to apply to the correct selection you need to opt. The course type is in Italian only.

In case you need to modify the application after you have submitted it please contact the University directly, they will check your request and eventually reopen the application.

For any further information about courses, documents, next step of the procedure please contact the University you are applying to.

In order to update your personal data, you need to contact <u>Technical support</u> specifying your correct data, indicating them completely and attaching copy of your passport.

STEP A:

- select the academic year
- check your personal information

PRE-ENROLMENT APPLICATION

		~	
Personal data			
Name (including your middle names)	personal vn in your	Surname	
Birth Date		Gender	
Country of hirth		Tours/City of birth	
Country of birth		lowincity of birth	
Current Citizenship 1		Current Citizenship 2	
	~~	Current Citizenship 2	2
Current Citizenship 3			
Current Citizenship 3			



Street	Number	
	Number	
Country	Town/City	
ZIP Code	Additional address information	
ZIP Code	Additional address information	
Contacts		
Telephone	E-mail	
Telephone		
Italian tax code: ONLY if you have one (optional)		
	GO TO STEP B	

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)"



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visa Application			
Country			
Where will you apply for a visa?			
Where will you apply for a visa?			
Specify the reason for the visa application			
Reason	~		
Reason	^		
I want to enrol in a study course			
I want to spend a period of mobility for study / traineeship (e.g. Erasmus)		Institution Name	
		Institution Name	
Erasmus+ or other exchange programmes for studies/traineeship			
Erasmus+ or other exchange programmes for studies/traineeship Double or Joint degrees			

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 chosenUniversity/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"





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.studiare-in-italia.it/studentistranieri;
 to enrol 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 end 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/transliteration 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.