

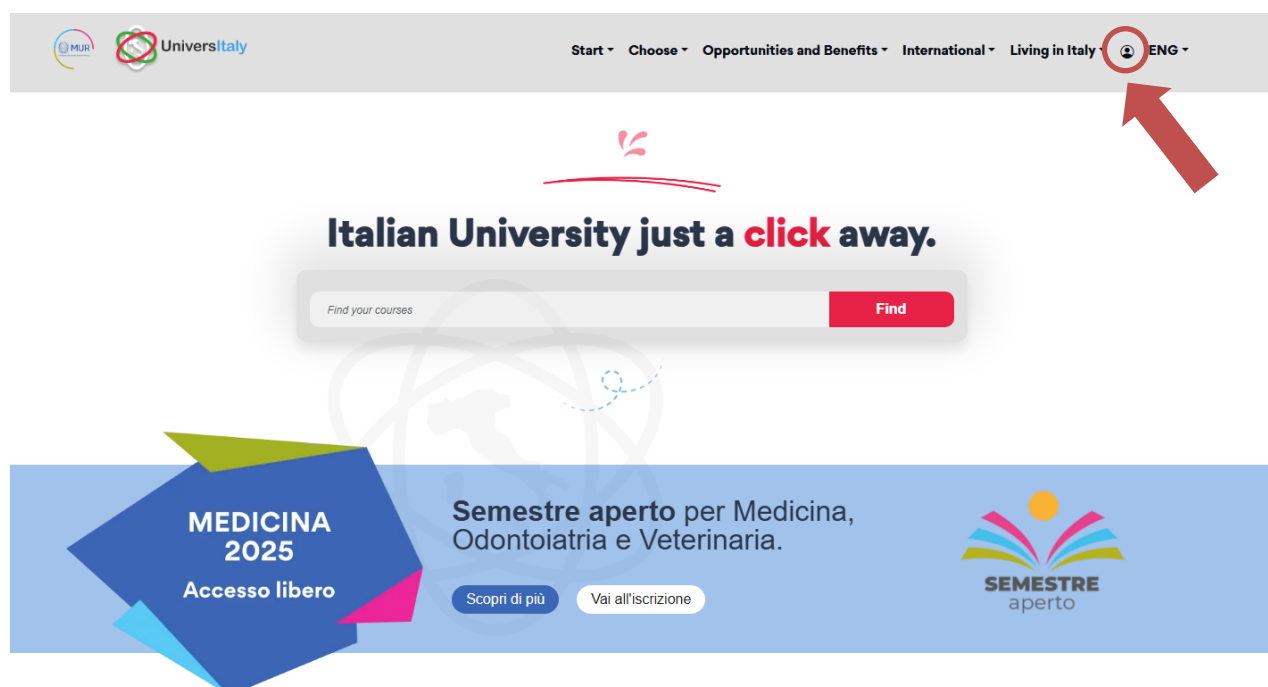
Registration and submission of applications on University for students enrolling in single courses

STEP 1: Registration

Click on the following link to access the online platform: [Universitaly.it](https://www.universitaly.it).

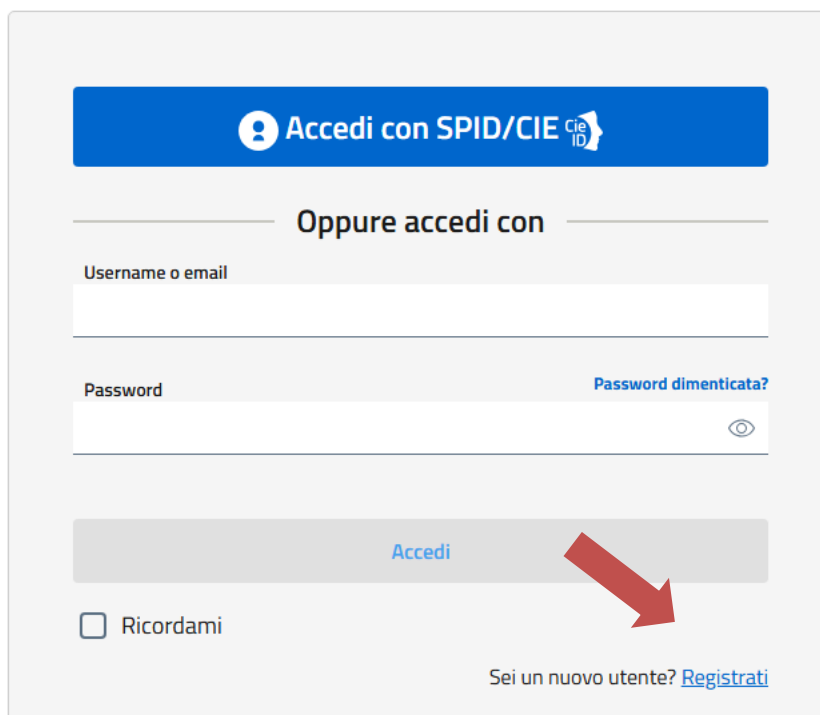
You can switch the language to English or Italian by clicking on the relevant button on the top-right corner of the webpage (you'll see "ITA" for Italian - click it and select "ENG" for English).

Then, click on the small icon indicated by the red arrow (see the image below).



You will be redirected to a login page, as shown in the image below. Click on "Credenziali personali (Universitaly)" (*Personal credentials (Universitaly)*) and then on "Registrali" (*Register*)

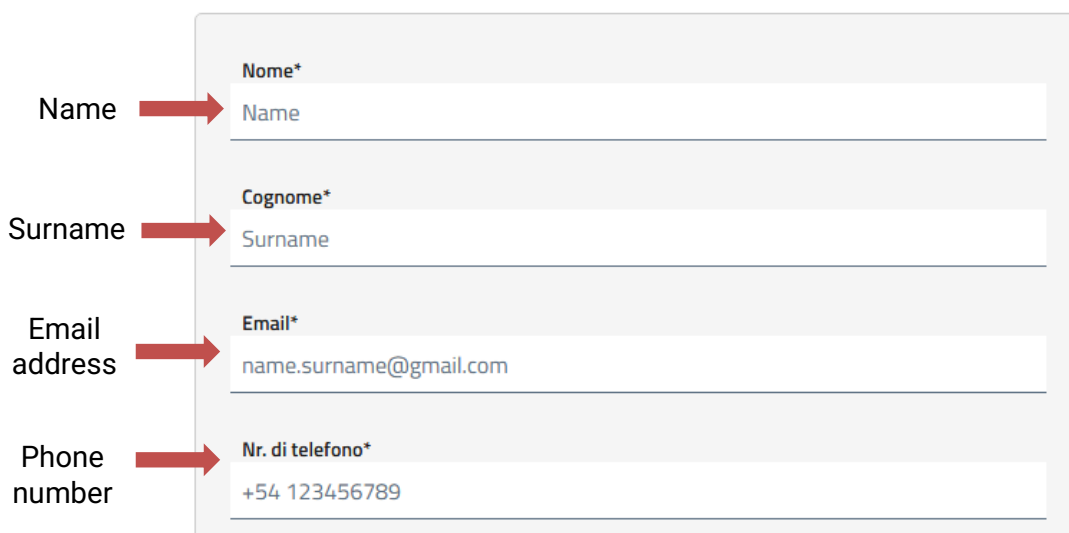




The image shows a login interface. At the top is a blue button with a person icon and the text "Accedi con SPID/CIE". Below this is a section titled "Oppure accedi con". It contains two input fields: "Username o email" and "Password". To the right of the password field is a link "Password dimenticata?". Below the inputs is a grey button labeled "Accedi". A red arrow points from this button to the registration form below. At the bottom left is a checkbox labeled "Ricordami". At the bottom right is a link "Sei un nuovo utente? Registrati".

Fill in the online form with your personal information to create your profile. Please mind to enter your personal information exactly as shown on your passport. *Keep in mind that the information displayed in the following screenshot is just an example!*

Compila il modulo per registrarti al servizio. I campi contrassegnati con * sono obbligatori.



The image shows a registration form with four fields, each with a label and a red arrow pointing to the input field. The fields are: "Nome*" with label "Name", "Cognome*" with label "Surname", "Email*" with label "Email address", and "Nr. di telefono*" with label "Phone number". The example values are "Name", "Surname", "name.surname@gmail.com", and "+54 123456789".

Please mind to use an email address that you check regularly, as it will be used to deliver notifications and relevant communications.

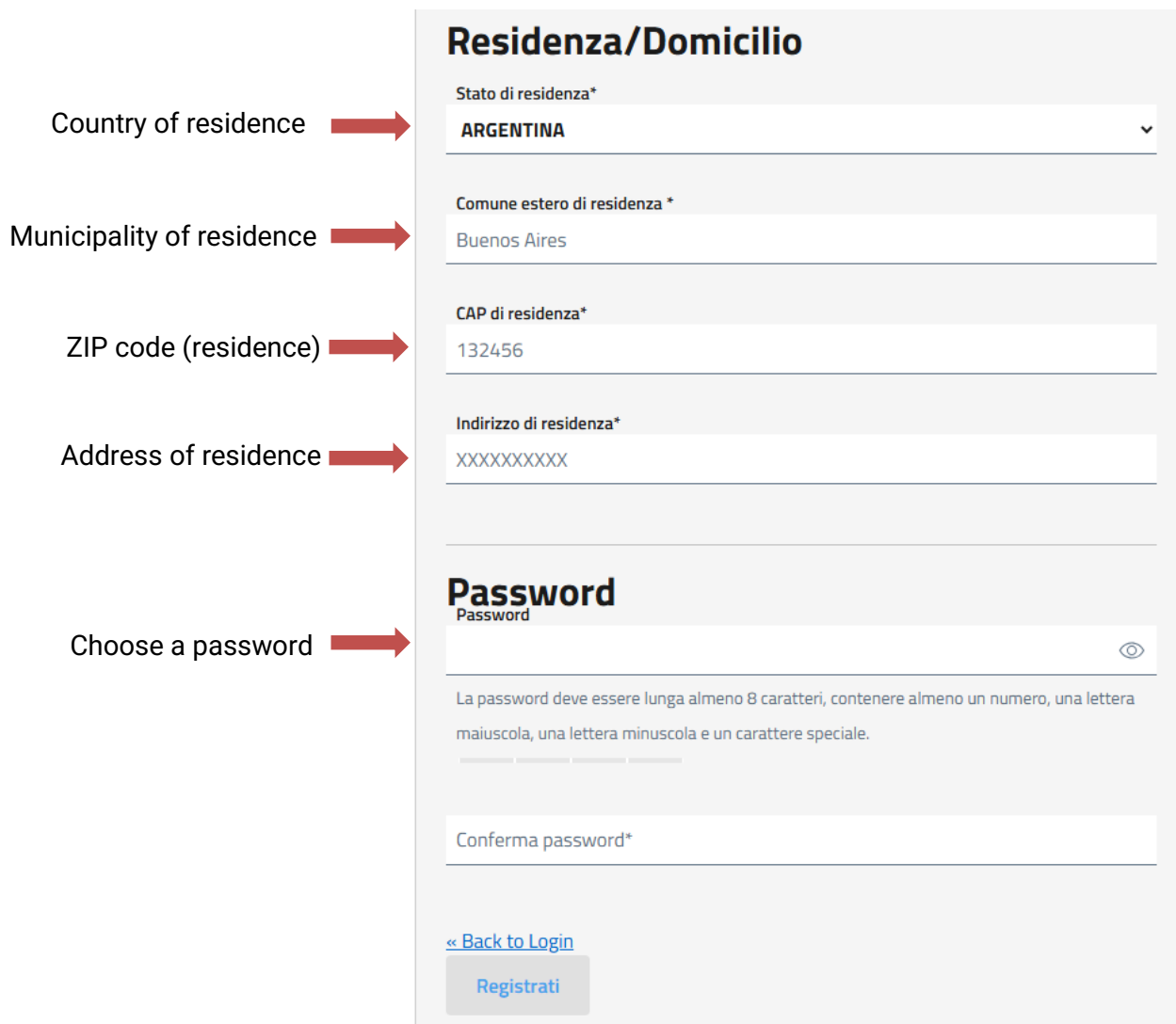
Country of birth	→	Dati anagrafici Stato di nascita* ARGENTINA
City of birth	→	Comune estero di nascita* Buenos Aires
Birth date	→	Data di nascita* 13/03/2000
Gender	→	Genere* Maschio
Citizenship	→	Cittadinanza* ARGENTINA
Tax code	→	Codice Fiscale* SRNNMA00C13Z600F

Il campo viene calcolato in modo automatico, cliccare sul pennino per modificarlo o sulle frecce per ricalcolarlo

The Italian tax code (*Codice Fiscale*) will be calculated based on the personal information you report in the form and automatically appear in the relevant field. Please keep in mind that it is not official!

Unless you already have one, the International Office staff will request the issuance of your official fiscal code to the authorities in charge and provide you with its pdf copy after the enrolment procedure is completed. For more information please check the dedicated webpage: [Students: your stay, insurance, transport](#).

Document type	→	Documento d'identità Tipo documento* Passaporto
Document number	→	Numero documento* ABCDEFGH
Issuing authority	→	Rilasciato da* XXXXXXXXXXXX
Valid from	→	Valido dal* 01/10/2018
Expiration date	→	Valido al* 01/10/2028

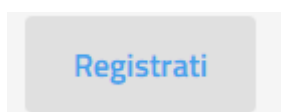


The image shows a registration form titled "Residenza/Domicilio" and "Password". On the left, there are five labels with red arrows pointing to specific fields in the form:

- Country of residence** points to the "Stato di residenza*" dropdown menu, which is currently set to "ARGENTINA".
- Municipality of residence** points to the "Comune estero di residenza *" text input field, which contains "Buenos Aires".
- ZIP code (residence)** points to the "CAP di residenza*" text input field, which contains "132456".
- Address of residence** points to the "Indirizzo di residenza*" text input field, which contains "XXXXXXXXXX".
- Choose a password** points to the "Password" text input field, which is empty. Below it is a password strength indicator and a "Conferma password*" field.

At the bottom of the form, there is a link "<< Back to Login" and a button labeled "Registrati".

When you have filled out all the mandatory fields, please click on "Registrati" (*Register*):



STEP 2: Start the pre-enrolment application

Once you have completed the registration process, you should automatically be redirected to your Reserved Area. If this does not happen, close the University window, reopen it, and log in again using the email address and password you provided during registration.

Then, click on "Domanda di preiscrizione" (*Pre-enrolment application*), as indicated in the image.

AREA RISERVATA STUDENTI

DATI PERSONALI

[I tuoi dati personali](#)

CITTADINI EXTRA UE DOMANDA PER OTTENERE IL VISTO DI STUDIO PER L'ITALIA

Cittadini extra UE: la [domanda di preiscrizione](#) è necessaria per il rilascio del visto per i candidati ai corsi di studio della formazione superiore in Italia (Università, AFAM, SSML) e dovrà essere presentata utilizzando questo portale.

I cittadini extra UE devono richiedere il visto per studio presso la rappresentanza diplomatica di competenza.

SSM - SCUOLE DI SPECIALIZZAZIONE DI MEDICINA

[Accedi alla domanda SSM 2025](#)

You will be redirected to the web page shown in the image below.

At this stage, if needed, you can switch the language to English again by clicking on the British flag icon on the top-right corner of the webpage.



Click on "New pre-enrolment application".

PRE-ENROLMENT APPLICATION APPLICATIONS

[New pre-enrolment application](#)

Do you need help?

Support for filling in your application: [Contact the Institution](#)

[Technical support](#)



[FAQ \[aggiornate al 23/03/2022\]](#)



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 Institution and one course.

In order to find your course, you need to select the proper course type. Please check with the Institution 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 Institution 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 Institution you are applying to.

In order to update your personal data, you need to contact [Technical support](#) specifying your correct data, indicating them completely and attaching copy of your passport.

STEP 3: Pre-enrolment application - Step A


PRE-ENROLMENT APPLICATION

STEP A

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

Academic year

First of all, choose the academic year in which you will enrol in single courses at Ca' Foscari University of Venice. Only one option will be displayed.

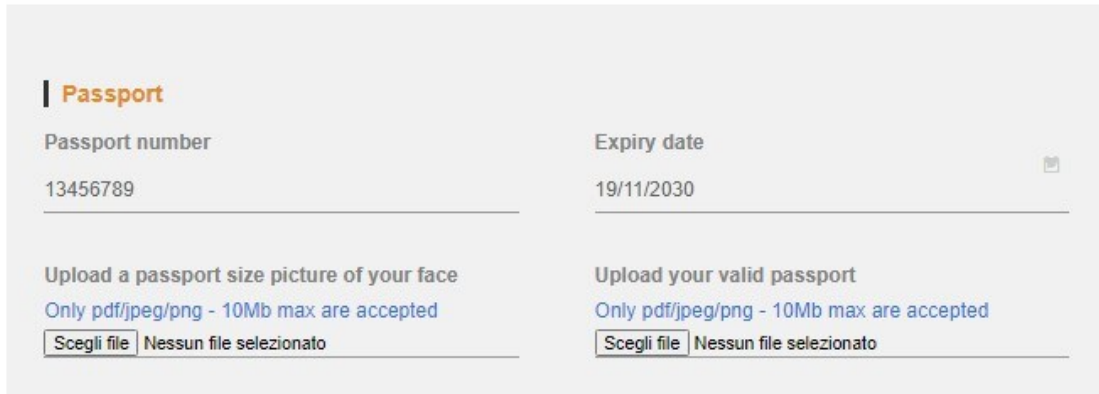
Personal data 	
Name (including your middle names)	Surname
Prova	Prova
Birth Date	Gender
13/03/1993	M
Country of birth	Town/City of birth
KOREA, DEMOCRATIC PEOPLE'S REPUBLIC...	Seoul
Current Citizenship 1	Current Citizenship 2
KOREA, REPUBLIC OF	Current Citizenship 2
Current Citizenship 3	
Current Citizenship 3	
Official home address	
Street	Number
Street name, number	545
Country	Town/City
KOREA, REPUBLIC OF	Seoul
ZIP Code	Additional address information
Zip code	Additional address information

Most of the fields in Step A of the pre-enrolment application are pre-filled based on the information you reported at registration stage. Add any further relevant information and then click on "Go to step B" in the bottom right-hand corner of the webpage:

GO TO STEP B

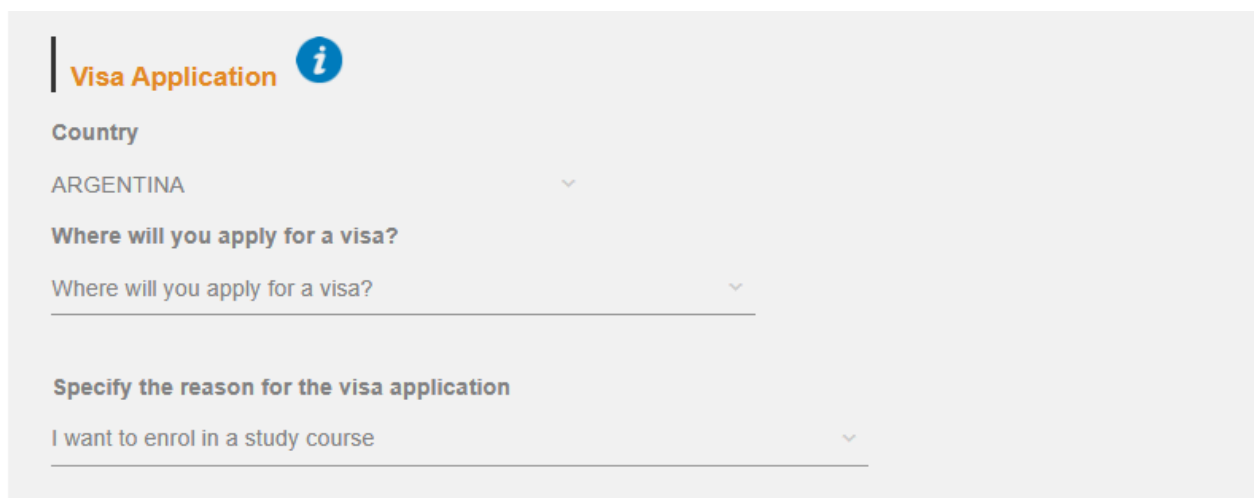
STEP 4: Pre-enrolment application - Step B

PRE-ENROLMENT APPLICATION STEP B



The screenshot shows the 'Passport' section of the application form. It contains two columns of fields. The left column has a 'Passport number' field with the value '13456789' and an 'Upload a passport size picture of your face' section with a file selection button labeled 'Scegli file' and the text 'Nessun file selezionato'. The right column has an 'Expiry date' field with the value '19/11/2030' and an 'Upload your valid passport' section with a file selection button labeled 'Scegli file' and the text 'Nessun file selezionato'. Both upload sections include a link: 'Only pdf/jpeg/png - 10Mb max are accepted'.

Upload a passport size picture (well visible!) of your face and a copy of your valid passport. You can upload pdf, jpeg or png files only.
Please make sure that your passport is valid and not about to expire!



The screenshot shows the 'Visa Application' section of the form. It includes a title 'Visa Application' with an information icon. Below are three dropdown menus: 'Country' with 'ARGENTINA' selected, 'Where will you apply for a visa?' (empty), and 'Specify the reason for the visa application' with 'I want to enrol in a study course' selected.

Enter the name of the Country and indicate the Embassy or Consulate where you will apply for your visa. Please make sure to specify the correct reason for the visa application: **I want to enrol in a study course**

When filling the Course Information, you should indicate the following data:

Institution: Università

Institution Name: Università Ca' Foscari VENEZIA

Course type: indicate Corso/i singolo/i – Single course(s)

Course name: type in "Single courses" - you do not need to indicate which courses you wish to enrol in at this stage

Course information

Institution

Università

Institution Name

Università "Ca' Foscari" VENEZIA

Course Type

i

For more information about Course

Type of the university system click [here](#)

Corso/i singolo/i - Single course(s)

Every Languages

English Language

Other Languages

Course Name

Single courses

Course Curriculum

None

Course location

None

ID account at the chosen University / AFAM / Institute

ID account at the chosen U

Once you are done, click on “Go to step C”.



GO TO STEP C



STEP 5: Pre-enrolment application - Step C

PRE-ENROLMENT APPLICATION

STEP C

Qualifications

Bachelor's degree diploma, Qualification: Final Diploma |  

Bachelor's degree transcript of records, Qualification: Transcript |  

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

Scegli file

images.jpg

Qualifications and language certificates

Transcript

Qualification name

MA transcript to date

UPLOAD QUALIFICATION

SUMMARY

Upload the documents you have used during the application process at Ca' Foscari.

Click on "scegli file" and upload the document. From the "Qualifications and language certificates" menu, please select the option which indicates what type of document it is. In the "Qualification name" section, rename the document.

Click on "Upload"

Repeat if necessary.

Then click on "summary"

STEP 6: Pre-enrolment application - Summary and submission

PRE-ENROLMENT APPLICATION

SUMMARY

Name Prova	Surname Prova
Birth Date 13-03-1993	Gender M
Country of birth KOREA, DEMOCRATIC PEOPLE'S REPUBLIC OF	Town/City of birth Seoul
Current Citizenship 1 KOREA, REPUBLIC OF	Current Citizenship 2
Current Citizenship 3	
Street Street name, number	Number 545
Country KOREA, REPUBLIC OF	Town/City Seoul

Please make sure that all the information is correct. If you need to correct some data you can click on "Back to the homepage". If everything is correct please tick the "I have read the data processing" and then click on Apply for pre-enrolment.

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 Confirmation on the portal will look like this:

PRE-ENROLMENT APPLICATION APPLICATIONS

Pre-enrolment application A.Y. 2024/2025 , started on 15-03-2024:05:05 | Sent to Institution Università "Ca' Foscari" VENEZIA on 15-03-2024 05:19

[Go to application](#)

The confirmation email will look like this:

Universitaly, pre-enrolment application confirmation Esterni Posta in arrivo x



no-reply@cineca.it
a me ▾



Traduci in italiano



Dear Prova Prova,
your pre-enrolment application, for the A.Y. 2024/2025, was successfully submitted to:

Università "Ca' Foscari" VENEZIA

Please wait for further notices.
This message was sent automatically. Please do not reply.

For any doubt or clarification, you can contact the Welcome Unit: jointdegree@unive.it.