Registration and submission of the application on the Universitaly portal

STEP 1: Registration

PLEASE, GO TO THIS LINK: https://www.universitaly.it/index.php/registration/firststep

You can switch to English/Italian on the top right of the webpage. Fill in the fields required to create your profile and remember to enter your personal information exactly as written in your passport. The Italian tax code (Codice Fiscale) will appear automatically and is not official. If you do not already have an official tax code, the correct one will be issued to you once the University enrolment procedure is completed. For further information, please visit the page dedicated: Your stay, insurance, transport Please, do not copy the data in the following picture: Insert your own personal data: this is just an example!

STEP 2

Insert your email address. Remember to use an email address that you check regularly, as notifications will be sent there. Please, fill in also the fields about your phone number, identity document and official residence.
<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email address</td>
<td><a href="mailto:kettip@virgilio.it">kettip@virgilio.it</a></td>
</tr>
<tr>
<td>Confirm email address</td>
<td><a href="mailto:kettip@virgilio.it">kettip@virgilio.it</a></td>
</tr>
<tr>
<td>Telephone</td>
<td>+39 35256290582</td>
</tr>
<tr>
<td>Identity document</td>
<td>Identity Card</td>
</tr>
<tr>
<td>Number</td>
<td>XXXXXXXXXXXXX</td>
</tr>
<tr>
<td>Issued by</td>
<td>XXXXXXXXXXXXX</td>
</tr>
</tbody>
</table>

We remind you 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, Mail and Live because these domains do not receive any emails from the 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!
STEP 3
Check your email inbox to confirm your registration on Universitaly.

STEP 4
You will receive an email asking you to confirm your account and complete your registration by choosing a password.

Hello KATHY LUNA,

To complete the registration to Universitaly, click on this link: [Confirm account]

or copy and paste this link in your browser:
https://www.universitaly.it/index.php/registration/confirmauto/confirmauto?mytoken=%404459c0f8

You will be asked to enter your personal password.

Universitaly Team
STEP 5
Once you have created your password, go back to the home page.
Search on the menu on your right >> INTERNATIONAL STUDENTS
(highlighted in grey colour). Click on PRE-ENROL NOW to start.
STEP 6: step A

Remember that you can only send one application for the 2020/2021 academic year, so you must indicate one university and one study programme. Then check your personal data and go to step B.
STEP 7: step B
Fill in the fields required about your passport and upload a passport size picture (WELL VISIBLE) of your face and a picture of your valid passport. **PLEASE MAKE SURE THAT YOUR PASSPORT IS VALID OR IS NOT ABOUT TO EXPIRE!**
You can upload pdf, jpeg or png files only.

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**PRE-ENROLMENT APPLICATION**

**STEP B**

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<table>
<thead>
<tr>
<th>Passport</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passport number</td>
</tr>
<tr>
<td>ZDFGJUXFXGKXHKGC</td>
</tr>
<tr>
<td>Expiry date</td>
</tr>
<tr>
<td>14/01/2022</td>
</tr>
</tbody>
</table>

Upload a passport size picture of your face
Only pdf/jpeg/png - 10Mb max are accepted

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<table>
<thead>
<tr>
<th>Visa Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country</td>
</tr>
<tr>
<td>VIETNAM</td>
</tr>
</tbody>
</table>

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STEP 8
Enter the name of the Country and of the Embassy/Consulate where you will apply for your visa. Specify the reason for the visa application by including the activity (e.g. study or traineeship) and the type of mobility (e.g. Visiting student/Free mover).

When filling the Course Information, you should add the following data:
Institution: **Università**
Institution Name: **Università Ca' Foscari VENEZIA**
Course type: **Laurea (BA) or Laura Magistrale (MA) or PhD**
and select **English Language**
STEP 9
When selecting the Course, choose the Degree that best corresponds to the Degree you are attending at your Home University and for which you received the letter of eligibility for enrolment (it is recommended that you not filter the courses by teaching language, so that the curricula are visible). If you have been accepted for multiple courses, you have to choose one. You do NOT need to enter “Identification account at the chosen University/AFAM/Institute”

STEP 10: Qualifications
You are asked to upload the qualifications required to attend the Course you’ve chosen. Upload the academic qualification certificates and supporting documents that you provided for your pre-evaluation on Ca’ Foscari’s online application portal:

- final diploma (if available) or provisional certificate - copy of original and Italian/English translation (where necessary) >> NOT COMPULSORY

- certificate showing the exams taken - copy of original and Italian/English translation (where necessary) >> TRANSCRIPT OF RECORDS

- language certificate(s) (where required) >> LANGUAGE CERTIFICATE AT A B2 LEVEL OF ENGLISH OR ITALIAN LANGUAGE
**STEP 11: Summary**
Check the data you’ve entered and at the end tick the “I have read the data processing”. Then click on Apply for Pre-enrolment.

### PRE-ENROLMENT APPLICATION

<table>
<thead>
<tr>
<th>Name</th>
<th>Surname</th>
</tr>
</thead>
<tbody>
<tr>
<td>KATHY LUNA</td>
<td>ROSSI</td>
</tr>
</tbody>
</table>

**Birth Date:** 18-04-1994  
**Gender:** F

<table>
<thead>
<tr>
<th>Country of birth</th>
<th>Town/City of birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>FINLAND</td>
<td>Helsinki</td>
</tr>
</tbody>
</table>

**Current Citizenship 1:** ITALY

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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.

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and you’re done!

**IN CASE OF QUESTIONS OR DOUBT, YOU CAN CONTACT:**

incoming.mobility@unive.it

Please, mind that you can also count on the Italian Embassy or Consulate you will apply for your VISA.