

### PRE-ENROLMENT APPLICATION ON UNIVERSITALY

Visit the <u>Pre-enrolment and visa application</u> webpage for all the relevant information. After sending the pre-enrolment application, the **university staff will check the applications received via the Universitaly portal** in order to indicate the final result of the pre-evaluation process carried out previously on the **university's online application portal**, specifying whether they have been accepted or conditionally accepted.

### **Technical support**

If you need technical support, please contact directly the Universitaly provider.

### How to send the pre-enrolment application on Universitaly

Register on the portal on this webpage https://universitaly-private.cineca.it/index.php/registration/firststep by clicking *Join now!*.

You can switch to English/Italian language on the top right of the webpage.

	versitaly
> Registration	
Enter your complete pe	rsonal 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 v
Date of birth *	Day V - Month V - Year V



Fill in the fields required to create your profile and remember to:

- Enter your **personal information** exactly **as presented in your passport AND on <u>apply.unive.it</u>. For example, if you have 2 or more names/surnames displayed on your passport, you must write down all of them;**
- Only use the email address with which you registered on Ca' Foscari's online application portal. If you use a different email address we won't be able to identify you and the application will be rejected;
- The self-generated Italian tax code (codice fiscale) in your <u>apply.unive.it</u> profile is not official. If you do not already have an official tax code, do not write it down. The official one will be issued to you once the university enrolment procedure has been completed.

#### > Registration

Enter your complete perso	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	

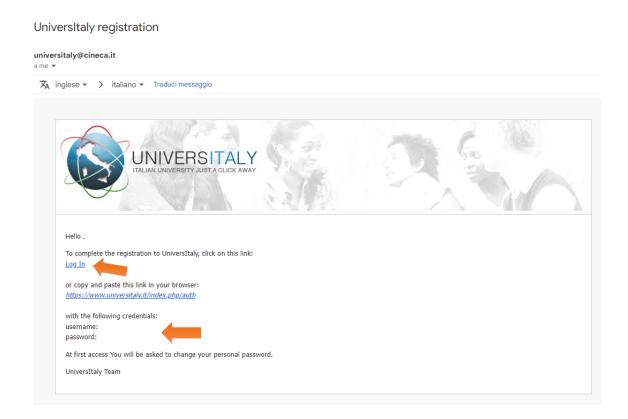


We remind that for any communication about universitaly procedures you will be contacted through email given in registration. Each User must keep it updated.		
Universitaly. We have already point	is not possibile to use PEC, Hotmail, Msn and Live because these domains do not receive any emails from ed 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)		
Identity document *	Identity Card	
Number *		
Issued by *		
Valid from *	Day 🗸 - Month 🗸 - Year 🗸	
Expiry date	Day 🗸 - Month 🗸 - Year 🗸	

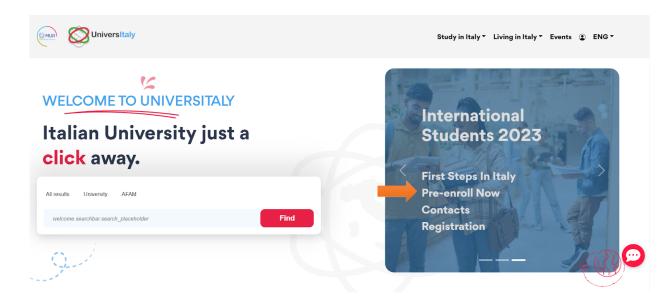
Official home residen	ce:	
Country *	ITALY	v
District *	Select your residence district 🗸	
City *	Select your residence city 🗸	
ZIP code *		]
Address *		]
* required field		
Save		



You will receive an email asking you to **log in to your account** and **complete your registration** by choosing a password.



In order to start filling out the **Pre-enrolment application** scroll the blue box on the right until you reach *International Students 2024 > Pre-enrol now*.

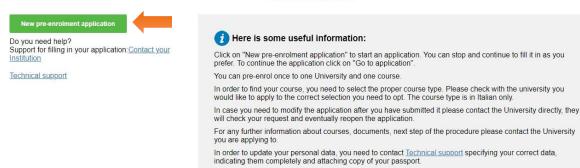




Click on New pre-enrolment application to start.

Remember that you can only send **one application for the 2024/2025 academic year**, so you must indicate one university and one study programme.

## PRE-ENROLMENT APPLICATION





### STEP A:

- select the academic year (2024/2025)
- check your personal data

## PRE-ENROLMENT APPLICATION

Personal data <i>i</i> Name (including your middle names) <sup>personal</sup>	Surname	
Birth Date	Gender	~
Country of birth	Town/City of birth	
Current Citizenship 1	Current Citizenship 2 Current Citizenship 2	

Remember to enter your **personal information** exactly **as presented in your passport AND on** <u>apply.unive.it</u>.



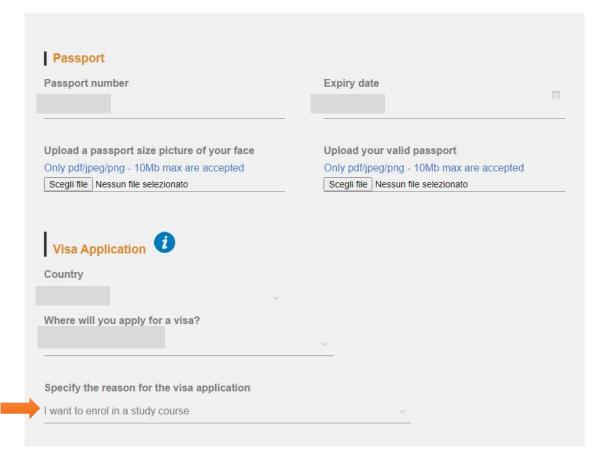
Street	Number
	Number
Country	Town/City
ZIP Code	Additional address information
ZIP Code	Additional address information
Contacts	
Telephone	E-mail
Telephone	
Italian tax code: ONLY if you have one (optional)	GO TO STEP B



#### 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 Remember you can select the offices both in your homecountry or in the country where you are officially residing.
- indicate the reason (prospective students should select: "I want to enrol in a study programme")
- select "Università "Ca' Foscari" VENEZIA"
- select **one programme for which you received the letter of eligibility** for enrolment as well as the curriculum, where available (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 must choose one in this moment
- You do **NOT** need to enter "Identification account at the chosen University/AFAM/Institute"

# PRE-ENROLMENT APPLICATION





Course information	
Institution	Institution Name
Universită 🗸 🗸	Università "Ca' Foscari" VENEZIA 🗸 🗸
Course Type 🕖 For more information about Course	Every Languages
Type of the university system click here	O English Language
Laurea Magistrale 🔍	O Other Languages
Course Name	
Environmental Humanities	
Course Curriculum	
None	
Course location	
VENEZIA	
University: Università "Ca' Foscari" VENEZIA, www.uni	ve.it
Course: Environmental Humanities, Environmental Hum	nanities, http://www.unive.it/cdl/LM10
Course type: Laurea Magistrale	
Language: Inglese	
Class of degree course (according to Italian law): LM	I-1
Official length of the course: 2 years	
ID account at the chosen University / AFAM	/ Institute
ID account at the chosen I	
	GO TO STEP C



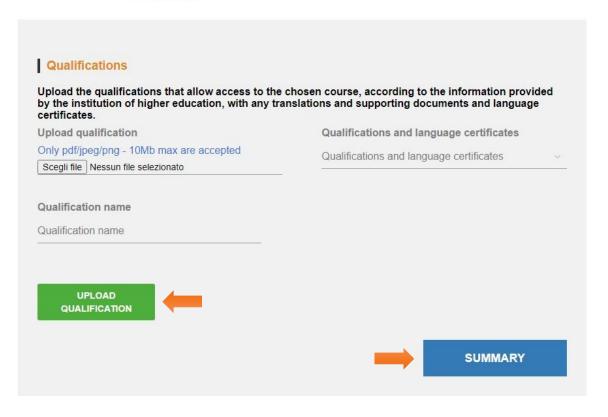
### STEP C:

- 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)
  - certificate showing the exams taken copy of original and Italian/English translation (where necessary)
  - language certificate(s) (where required)
  - CIMEA Statement of Comparability/Declaration of Value/Diploma Supplement (where held)

**Important**: As far as our institution is concerned, the **only mandatory document** to be uploaded to your pre-enrolment application is **your passport**, as all the other documents which are mandatory at this stage have already been provided in your online application on <u>apply.unive.it</u>.

However, you will have to provide the Embassy/Consulate with the necessary documents when you address to them for the visa application. Please check their website or refer to them directly to inquire about specific requirements they might have.

# PRE-ENROLMENT APPLICATION





#### SUMMARY:

• Check your details, read the declarations and submit the pre-enrolment application

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;
<ul> <li>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;</li> <li>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;</li> </ul>
- 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;
<ul> <li>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;</li> <li>return to the country of residence upon expiry of the visa if not admitted to or not enrolled in the chosen course.</li> </ul>
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.

This application will **reach our University** and will be validated following the **chronological order** of submissions.

After the validation of your application, you **must refer to the Italian representative's procedures** in order to request your **visa for study**.

Please keep in mind that the University is **NOT** responsible for visa issuance.

Good luck and see you in Venice!