

PRE-ENROLMENT APPLICATION ON UNIVERSITALY

for bachelor's and master's degree candidates

Applicants are invited to visit the <u>Pre-enrolment and visa application</u> webpage of Ca' Foscari University of Venice for all the relevant information.

After sending the pre-enrolment application, the **university staff will check the applications received via the Universitaly portal** 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 for your Universitaly application, please contact the Universitaly provider.

How to send the pre-enrolment application on Universitaly

Visit the official webpage <u>www.universitaly.it</u> and register on the portal on this webpage by clicking <u>**Pre-enroll now**</u>.

You can switch to English/Italian language 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 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.



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



To start filling out the **Pre-enrolment application**, scroll the blue box on the right until you reach *International Students 2025 > Pre-enrol now*.





Click on New pre-enrolment application to start.

Remember that you can only send **one application for the 2025/2026 academic year**, so you must indicate one university and one study programme.

F	PRE-ENROLMENT APPLICATION
	APPLICATIONS
New pre-enrolment application	
Do you need help?	i Here is some useful information:
Support for filling in your application: Contact your Institution	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".
Technical support	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 (2025/2026)
- check your personal information

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	<u> </u>	
Personal data (i) Name (including your middle names) personal	Surname	
Birth Date	Gender	~
Country of birth	Town/City of birth	
Current Citizenship 1	Current Citizenship 2	
Current Citizenship 3		



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 home country 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"

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Passport number	Expiry date
Upload a passport size picture of your face	Upload your valid passport
Only pdf/jpeg/png - 10Mb max are accepted	Only pdf/jpeg/png - 10Mb max are accepted
Scegli file Nessun file selezionato	Scegli file Nessun file selezionato
Visa Application <i>i</i>	
Visa Application <i>i</i>	
Visa Application i	
Visa Application i	
Visa Application i	۲.
Visa Application i	×
Visa Application i	~



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 them for the visa application. Please check their website or refer to them directly to inquire about specific requirements they might have.

Qualifications	
Upload the qualifications that allow access to the by the institution of higher education, with any tra certificates.	chosen course, according to the information provided inslations and supporting documents and language
Upload qualification	Qualifications and language certificates
Only pdf/jpeg/png - 10Mb max are accepted Scegli file Nessun file selezionato	Qualifications and language certificates
Qualification name	
Qualification name	
UPLOAD	
OUALIEICATION	
GOALIFICATION	



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;
- 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.

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** 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!