

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 <u>university staff will check the</u> applications received via the <u>Universitaly portal</u> in order to indicate the final result of the pre-evaluation process carried out previously on the <u>university's online</u> application portal, specifying whether they have been accepted or conditionally accepted.

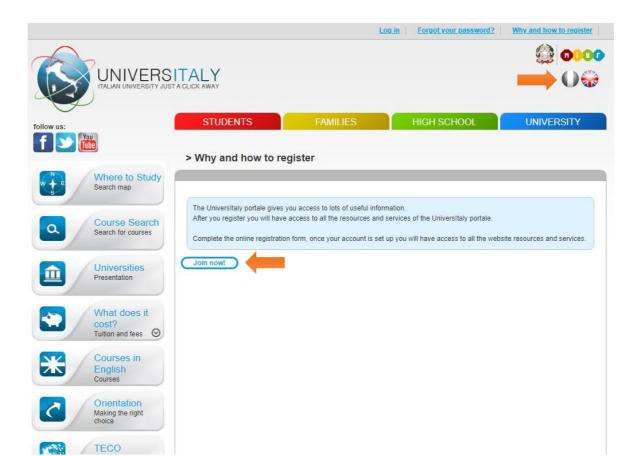
Technical support

If you need technical support, please contact directly the <u>Universitaly provider</u>.

How to send the pre-enrolment application on Universitaly

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

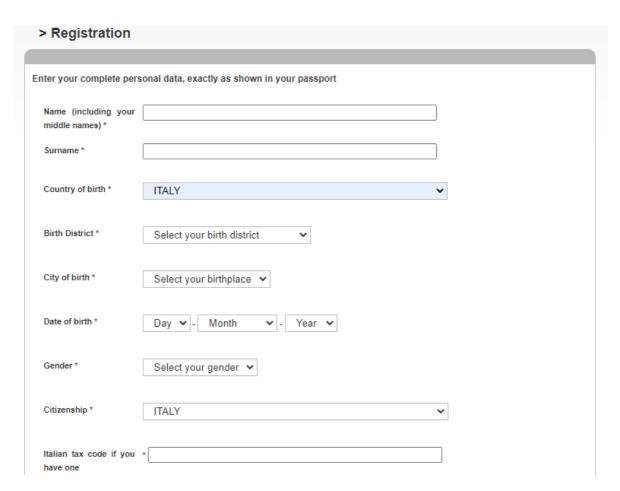
You can switch to **English/Italian language** on the top right of the webpage.





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

- Enter your personal information exactly as presented in your passport. For example, if you have 2 or more names/surnames displayed on your passport, you must write down all of them;
- The self-generated Italian tax code (codice fiscale) in your apply.unive.it
 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.
- 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.



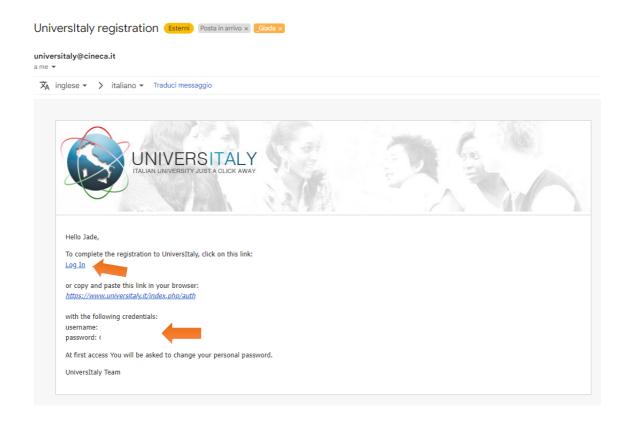


We remind that for any communication about universitaly procedures you will be contacted through email given in registration. Each User must keep it updated. We remind you that it is not possibile to use PEC, Hotmail, Msn and Live because these domains do not receive any emails from Universitaly. We 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! Email adress * Important! all notifications relating to pre-enrolment will be sent to this address Confirm email address (international code telephone plus number) Identity document * Identity Card Number * Issued by * Valid from * Month Year 🕶 Expiry date Day 🗸 -Month Year 🕶

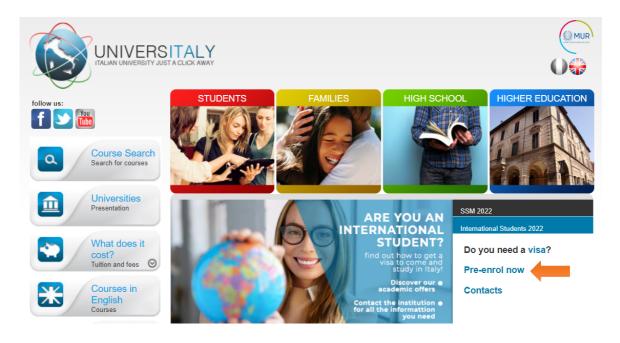
Official home res	idence:	
Country *	ITALY	~
District *	Select your residence district 💙	
City *	Select your residence city ➤	
ZIP code *		
Address *		
* required field		
Save		



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** click on *International Students* > *Pre-enrol now*.

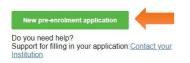




Click on New pre-enrolment application to start.

Remember that you can only send **one application for the 2023/2024 academic year**, so you must indicate one university and one study programme.

PRE-ENROLMENT APPLICATION APPLICATIONS



Technical support

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.

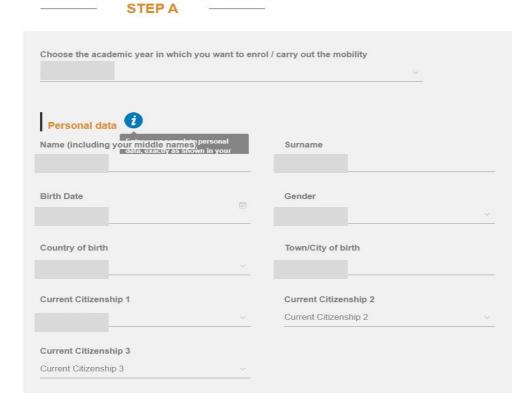
In order to update your personal data, you need to contact <u>Technical support</u> specifying your correct data indicating them completely and attaching copy of your passport.



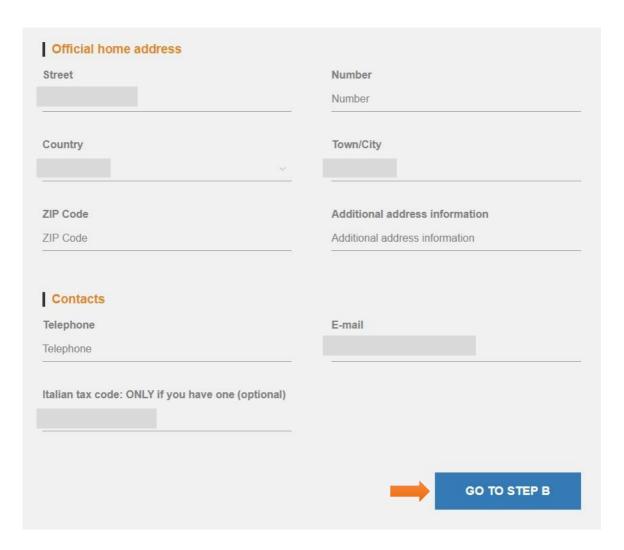
STEP A:

- select the academic year (2023/2024)
- check your personal data

PRE-ENROLMENT APPLICATION





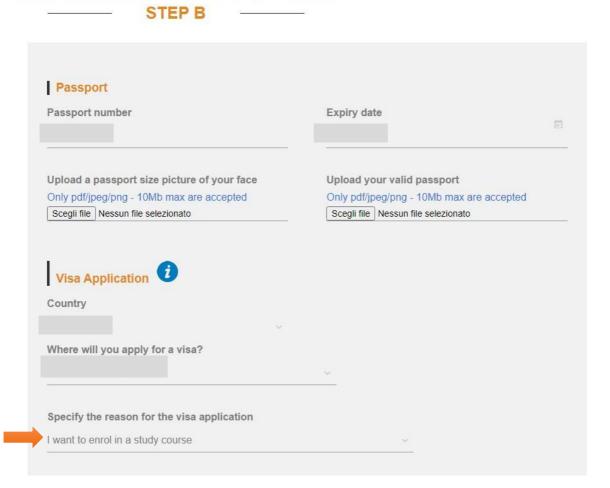




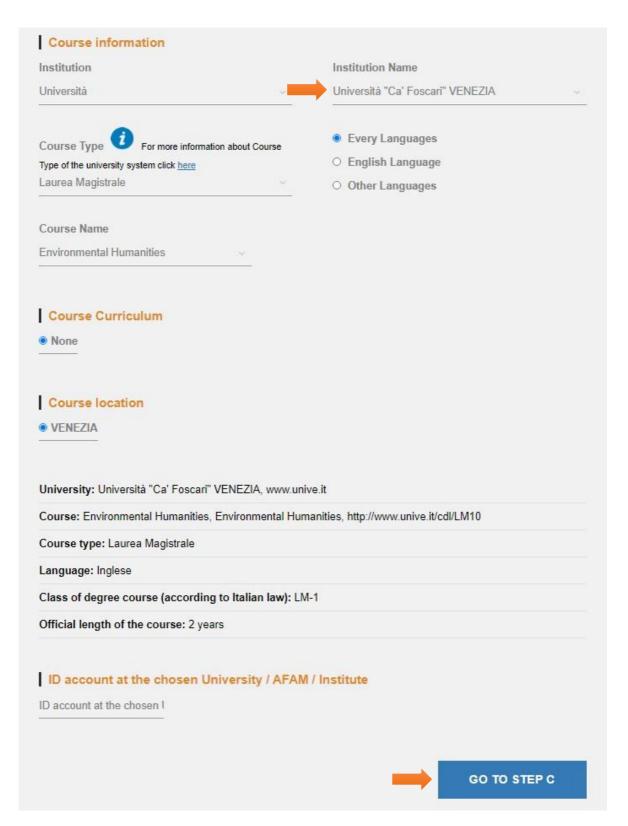
STEP B:

- 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 (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









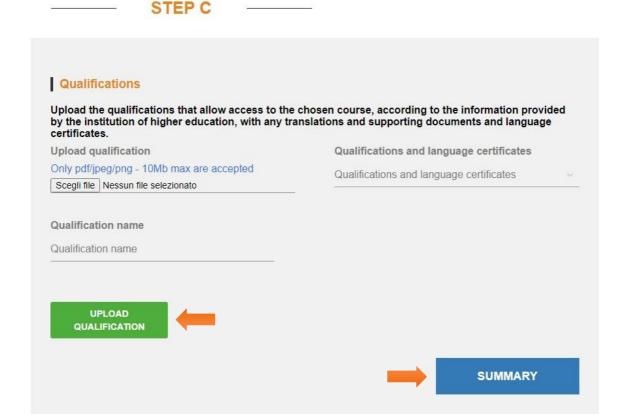
STEP C:

- 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)

<u>Important</u>: 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 apply.unive.it.

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;
- 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.