

# Bridge Year 2019

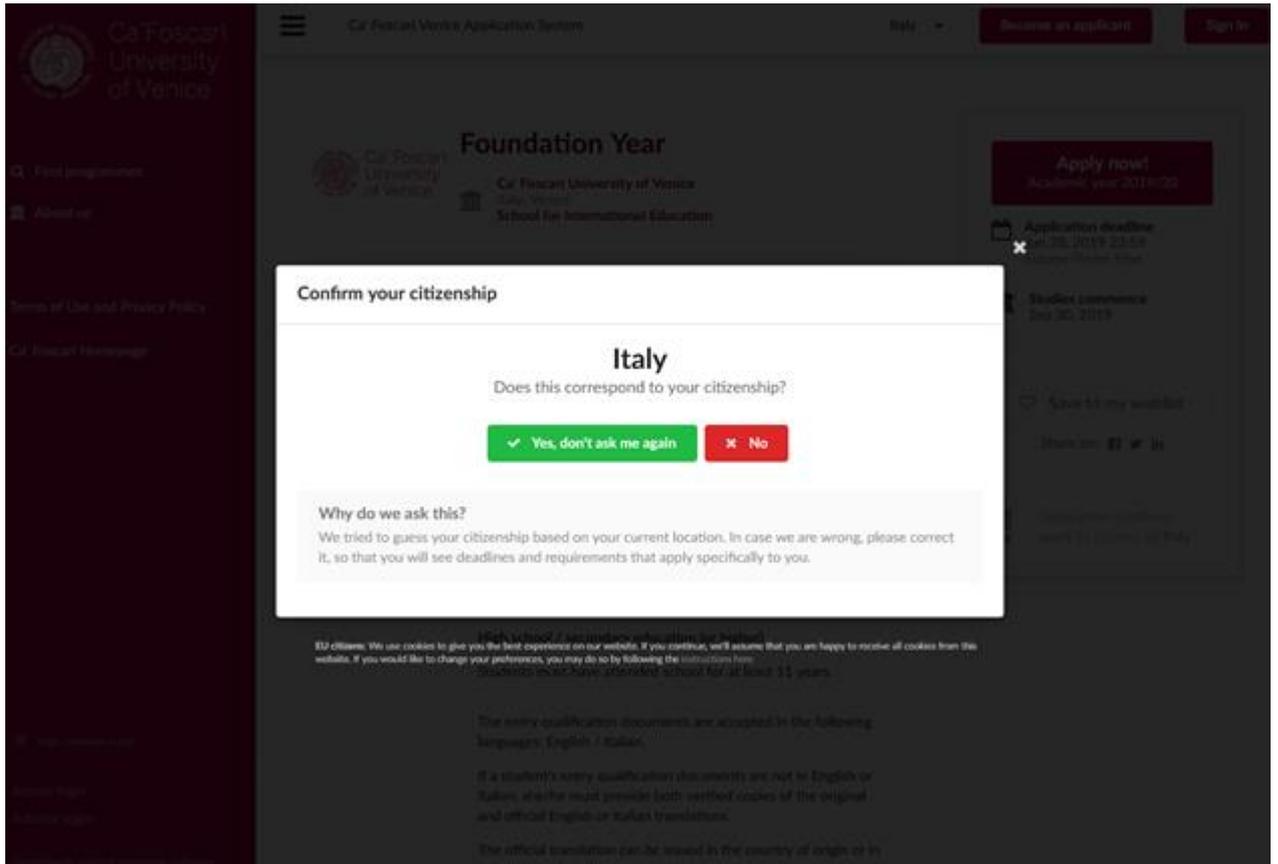


## Online Enrolment handbook

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Ca' Foscari School for International Education, Dorsoduro 1686

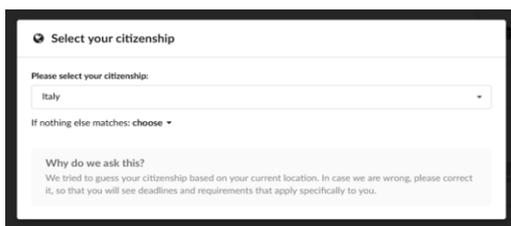
1. Please select your country:



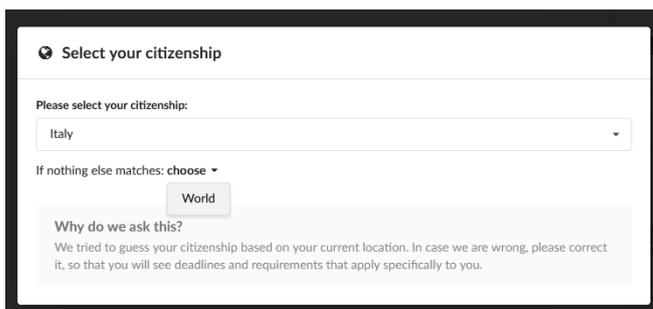
Click on "**Yes, don't ask me again**" if your country is Italy, otherwise click **No**.

If you click "**No**":

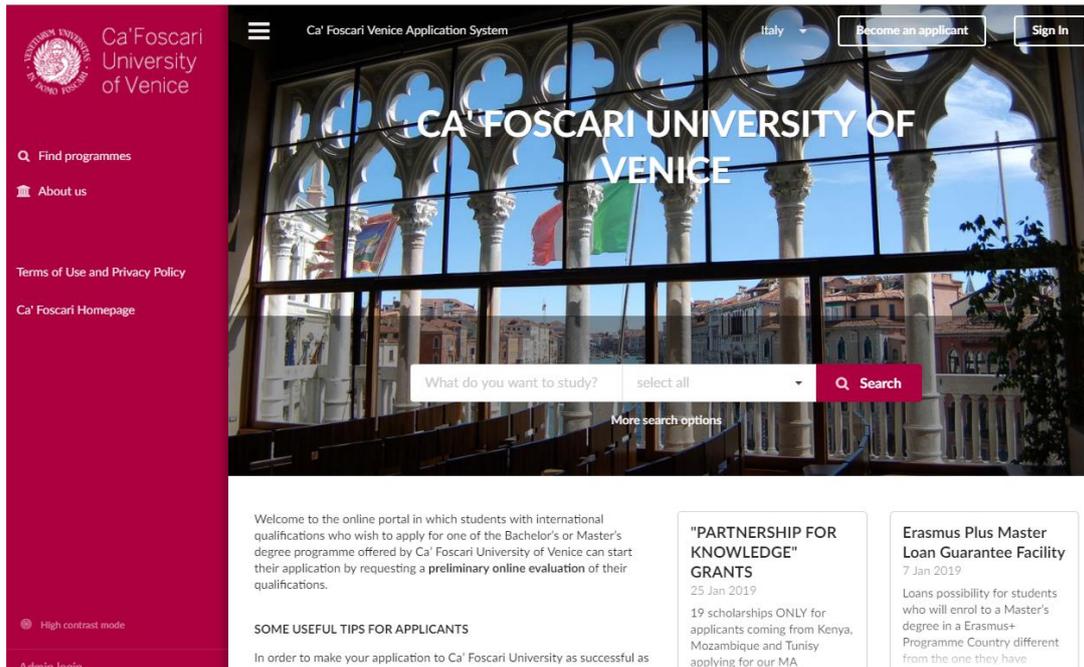
please select the country of citizenship:



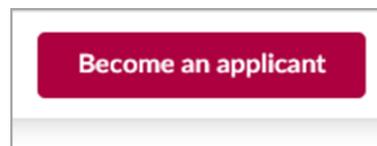
If the country you are looking for does not appear on the list, please select "**Unknown Region**" or, one line down, at "**if nothing else matches**" choose "**World**", as shown in the following screenshot:



2. You will then be taken to the main page of the University Ca' Foscari:



3. Now click on "**Become an applicant**":



4. You need to fill in the form with all the required personal data:

Home > Sign up

Please fill in the following fields to create your applicant account. If you already have an account, please click [here](#)

Your given name(s) \*  Your family name \*

Please type your name exactly as it is written in your passport.

Your e-mail \*

Please double-check that your email is correct.

Your Skype name (optional)

Your mobile phone (optional)

Your citizenship \*

I have a reference code:

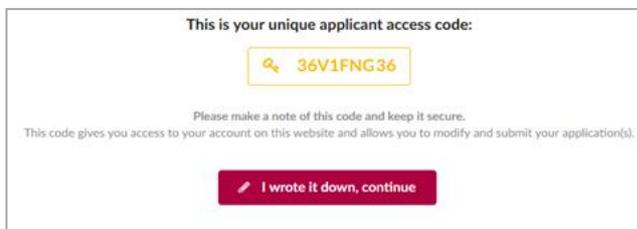
Here you can insert a reference code that you may have received. If you do not have a reference code, just leave this empty. It will not affect your application.

All the entries marked with a red star are obligatory, the other ones are optional (i.e. cell phone number, skype account, etc).

Please note that only one account per person is allowed. An email address cannot be used for more than one person, it is a personal identification reference detail.

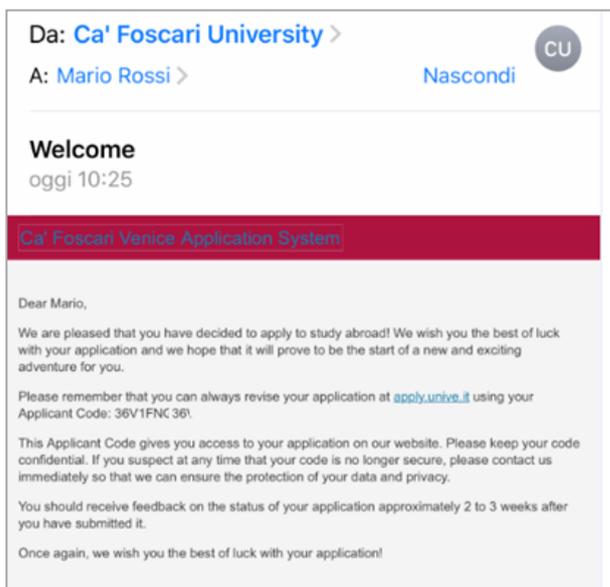
By clicking on “**sign up and continue**” you are giving your consent for the utilization of your personal data according to the University Privacy Policy. For more information, please see: <http://www.unive.it/pag/17993>

An enrolment identification access code is automatically generated:



5. Next step is to click on “**I wrote it down, continue**”

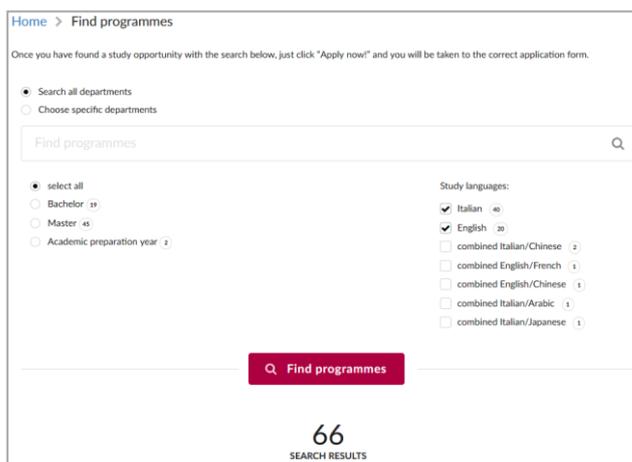
At the same time a message is created and sent to your email address informing that you have successfully logged in the system:



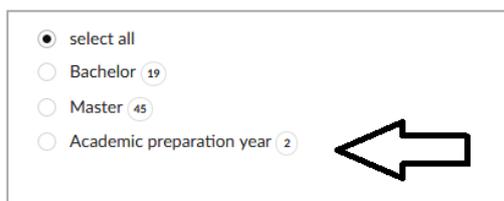
A message confirms that you have not yet filed an application. Click the red link (“**Continue by selecting a study program**”) in order to start the application process.



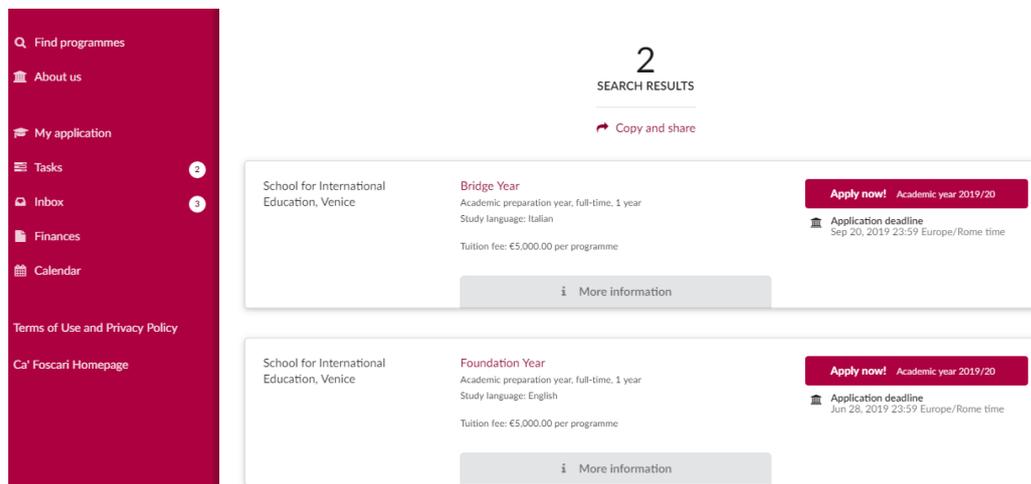
6. You then come to a page with all the degree course possibilities.



To enrol in the Bridge Year Programme, select **Academic preparation year**:



Your search will result as follows:



In the middle of the page ***"i More information"*** gives you in-depth information about the course, including the requirements needed and the cost:

The screenshot displays the Ca' Foscari Venice Application System interface. On the left is a dark red navigation menu with options: Find programmes, About us, My application, Tasks (with a '2' notification), Inbox, Finances, and Calendar. Below the menu are links for Terms of Use and Privacy Policy, and Ca' Foscari Homepage. The main header includes the university logo and name, and the user's name 'Roberto R'. The main content area is titled 'Bridge Year' and provides details for the program: Location (Italy, Venice), Type (Academic preparation year, full-time), Nominal duration (1 year), Study language (Italian), Awards (Bridge year certificate), and Tuition fee (€5,000.00 per programme). A 'Convert' button is next to the tuition fee. Below this, there is a section for 'High school / secondary education (or higher)' with requirements for students, including a minimum of 11 years of school and passing a university admission test. It also lists accepted entry qualification documents in English or Italian. On the right side, there is a white box with a red 'Apply now!' button for the Academic year 2019/20. Below the button, it lists the application start date (Mar 29, 2019), application deadline (Sep 20, 2019 23:59 Europe/Rome time), and studies commence date (Oct 1, 2019). There is also a 'Save to my wishlist' button and social media share options for Facebook, Twitter, and LinkedIn. A note at the bottom of the box states that application deadlines apply to citizens of Italy.

7. To start your application click on: "**Apply now!**":

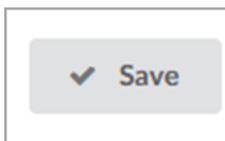


On the left hand side of the page you will see all the areas you are required to fill in:

- profile
- contacts
- education
- documents
- motivation
- checklist

Priorities	
<b>Profile</b>	<p><b>Given name(s)</b></p> <input type="text" value="RES"/> <p><b>Family name(s)</b></p> <input type="text" value="red"/> <p>Please type your name exactly as it is written in your passport.</p> <p><b>Citizenship</b></p> <input type="text" value="Italy"/>
Contacts	
Documents	
Motivation	
Checklist	

You can save the data at any time by clicking the button **“Save”**



8. The section **“Contacts”** shows your personal data, including address, residence place and address, etc.
9. The section **“Documents”** is used to upload the certificates and documents needed: The uploaded files must be jpeg, gif, png, pdf and not larger than 4MB.

Priorities	
Profile	
Contacts	
<b>Documents</b>	<p>Please read the <b>checklist</b> very carefully in order to know which documents you must upload and then double-check that you have uploaded all of them. After obtaining scans or photographs of your documents, you can drag them into the box below in order to upload them.</p> <div style="border: 1px solid #ccc; padding: 5px; background-color: #f9f9f9;"> <p> <b>No documents have been uploaded</b> Use the form below to upload the required documents</p> </div> <div style="border: 1px solid #ccc; padding: 20px; text-align: center; margin-top: 10px;">   <p>Click to select documents or simply drop them here</p> </div>
Motivation	
Checklist	

The red link “**checklist**” on the upper side of the page gives more information about the certificates and documents to be uploaded, and about missing files.

The screenshot shows a sidebar menu on the left with the following items: Priorities, Profile, Contacts, Documents, Motivation, and Checklist. The 'Checklist' item is highlighted. The main content area displays two checklist items, each with a red prohibition sign icon and a 'blocks application' label:

- Passport or ID card**  
I have NOT yet uploaded my passport (or receipt)/ID card
- Entry qualification documents**  
I have finished high school / secondary school. I am preparing the documents for submission (final diploma and academic records)

Passport or ID card and qualification documents are needed to proceed with the enrolment

According to your country (whether it is within the EU or outside) you are required to send copy of passport or ID card.

## Passport or ID card

Please upload colored scanned copy (in PDF format) of your **passport (or national ID-card ONLY if you are a EU citizen)** on the “Documents” tab of your application. If not in possession of a valid passport yet, please upload the scanned copy of the receipt confirming the request for having it released/renewed.

Please remember to check the expiration date of your documents.

Please choose one of the options below to best reflect your preference or current situation.

- I have NOT yet uploaded my passport (or receipt)/ID card
- I have attached the required document

If the above statuses don't fully reflect your current situation, please add additional comments below:

Additional comments

## 10. Next step is the section about qualification documents:

### Entry qualification documents

Secondary education is required for entry.

Please upload **ORIGINAL** colored scanned copies (in PDF format) of the following documents on the "Documents" tab of your application:

- **Final Secondary Education Leaving Qualification** (or the **Certificate of Enrolment**, if you are currently attending the last year of secondary School or if the final leaving qualification diploma is not yet ready);
- **Mark Sheet or Transcript of records**;
- Certificate declaring the pass grade of an eventual special *Academic Competence Exam* eventually required for entry to University in the Country of origin (*Selectividad* in Spain, *Prova de Aferiçao* or *Prova Geral de Acesso ao Ensino Superior* in Portugal, *Vestibular* or *Exame Nacional do Ensino Médio* in Brazil, *Gao Kao* in China etc.);
- Eventual **English or Italian translation** of the documents listed on the first 3 points.

Please choose one of the options below to best reflect your preference or current situation.

- I have finished high school / secondary school. I am preparing the documents for submission (final diploma and academic records)
- I'm currently studying in the final year of high school / secondary school. I have attached my grade transcript and certificate of enrolment to my application  
You should attach all other documents when you have completed your studies
- I'm currently studying in the final year of high school / secondary school. I have not yet added neither the grade transcript nor the certificate of enrolment to my application  
As you don't yet have your final diploma, you should attach a grade transcript, which reflects your current grades.
- I have attached all the required documents to my application

If the above statuses don't fully reflect your current situation, please add additional comments below:

Additional comments

A description of all needed documents is mentioned above. *Secondary school leaving certificate* and any document declaring the pass grade of an eventual special Academic Competence Exam eventually required for entry to University in the Country of origin. *O'Level* and *Gao Kao* for China are the most popular.

Students from the US, although usually required to own three APs to access University courses, are allowed to enrol in any degree course at Ca' Foscari University without having to provide them.

The *Transcript of records* is a list of the course units taken, the exams passed and the credits gained.

Once the file has been uploaded more files can be uploaded on the same page.

11. One of the most important sections is the *Motivation letter* to be inserted in the Motivation section. The page that shows up is the following:

The screenshot shows a navigation menu on the left with options: Priorities, Profile, Contacts, Documents, Motivation (highlighted), and Checklist. The main content area is titled "One of the most important parts of your application is the motivation letter. Its goal is to introduce your background and lend support to your application by answering this question: 'Why are you a suitable candidate?'"

Please write in a clear and logical manner, thinking carefully about what you would like to communicate about yourself.

Some points that may help you answer this question:

- Why have I chosen to apply to this programme?
- What do I expect to gain from my studies?
- Why does my background make me a suitable candidate?
- How will the programme help me to achieve my goals?

A blue box indicates: "You have currently typed 0 characters". Below it, a note says: "Please write at least 1200 characters, but not more than 2000 characters. \*"

To the right of the text is a large empty rectangular box for writing the motivation letter.

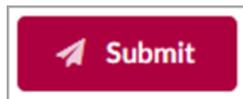
No less than 1200 characters are allowed and no more than 2000, as it is specified below the blue section.

12. The list ends with a "**Checklist**" which shows what has been checked in, including file uploads. The following page shows everything is in order.

If the procedure is not regular, because something has not been filed in, the page shows a yellow triangle to get the applicant's attention about some missing files:

The screenshot shows a checklist item with a yellow warning triangle icon. The text reads: "Entry qualification documents I'm currently studying in the final year of high school / secondary school. I have attached my grade transcript and certificate of enrolment to my application". Below the text is a grey button that says "follow-up required".

After checking that all fields have been properly filled in and that all the required files have been uploaded, you can submit your application by clicking on "**Submit**"



**Now your application is complete.** All files will be carefully considered and evaluated. The acceptance or refusal of the application will be notified via email.

If you need to update your application, you can sign in as many times as you want using your application code. The deadline is on September,20<sup>th</sup>

Thank you for your attention