

Step-by-step guide for pre-enrolment on University and FAQs for students enrolling in first, second and single cycle degree programme

To enter Italy, non-EU students wishing to enrol in a degree programme **must pre-enrol and apply for an entry visa** for study purposes.

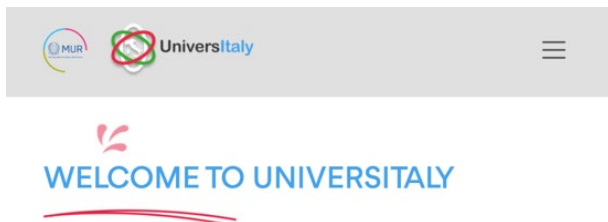
[Read here if you are enrolling in a First or Single Cycle degree programme.](#)

[Read here if you are enrolling in a Second Cycle degree programme.](#)

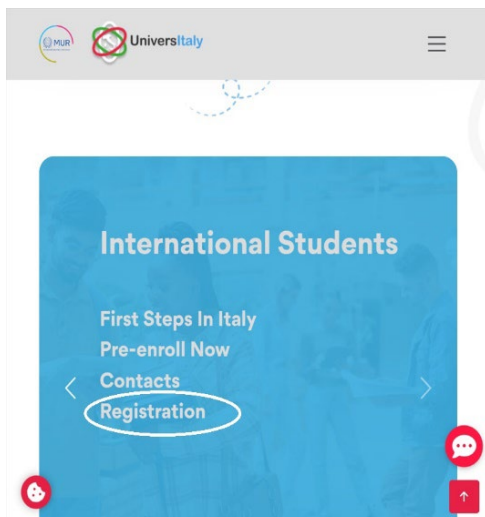
Pre-enrolment:

- **is needed to apply for a visa**
- **does not guarantee admission to the degree programme;** you must also carry out the specific admission procedures.

Go to www.universitaly.it and register.



To register click on “Registration”



Fill in the “Registration” section by entering your personal data and then click on “Save”. **Carefully check that you have entered your personal data correctly**, as they must match those on your passport (including middle names and/or other surnames).

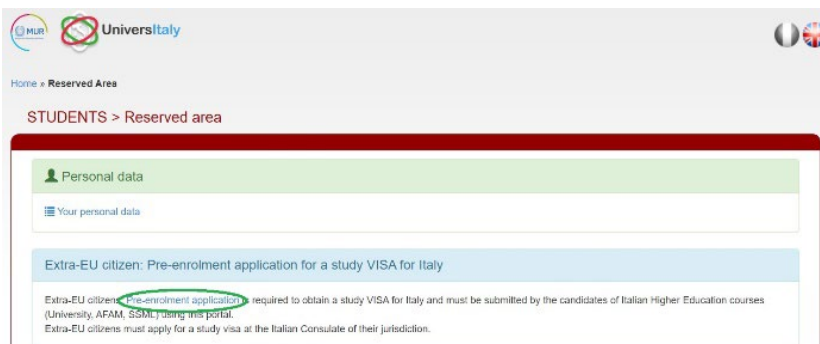
The screenshot shows the registration page on the UniversItaly website. At the top, there are links for "Log in", "Forgot your password?", and "Why and how to register". The UniversItaly logo is on the left, and a globe icon is on the right. Below the header, the section is titled "> Registration". A grey box contains the instruction: "Enter your complete personal data, exactly as shown in your passport". The form fields are: "Name (including your middle names) *", "Surname *", "Country of birth *" (with a dropdown menu showing "ITALY"), "Birth District *" (with a dropdown menu showing "Select your birth district"), and "City of birth *" (with a dropdown menu showing "Select your birthplace").

You will receive a link at the e-mail address that you entered when registering. Click on the link to be redirected to the section in which you can choose a password.

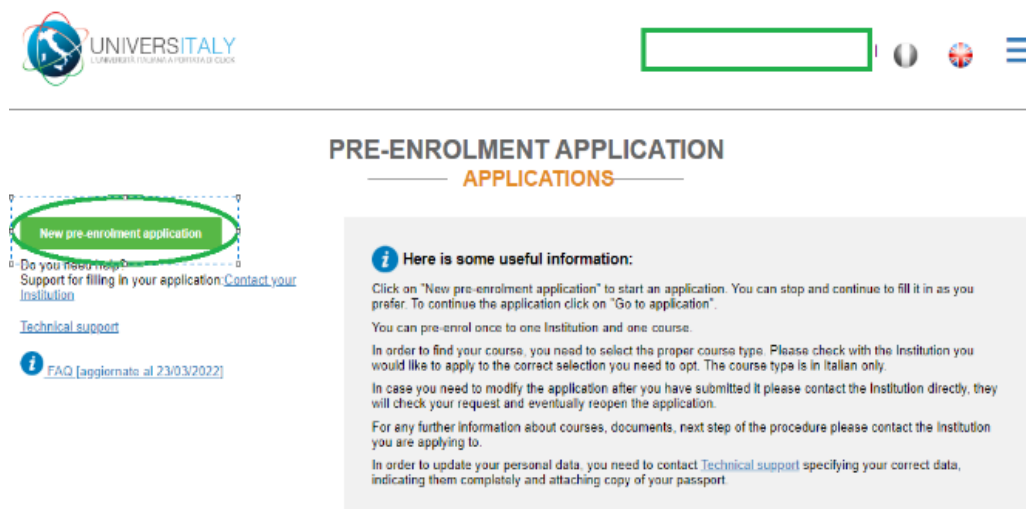
Go back to the homepage and click on “Pre-enroll now”

The screenshot shows the homepage navigation menu on the UniversItaly website. At the top, there are links for "Study in Italy", "Living in Italy", "Events", and "ENG". Below the header, there are three main navigation cards: "SSM" (with sub-links: Normativa, Concorso SSM, FAQ), "Accesso Programmato and IMAT" (with sub-links: Accesso Programmato, IMAT, Ranking 2023, Previous Editions), and "International Students" (with sub-links: First Steps In Italy, Pre-enroll Now, Contacts, Registration). The "Pre-enroll Now" link is circled in red.

Log in with your username and password and then click on "Pre-enrolment application".



The following page will open. Click on "New pre-enrolment application"



In this section, you must enter your personal data.

The screenshot shows the 'PRE-ENROLMENT APPLICATION STEP A' form. It includes a header with the University of Perugia logo and navigation icons. The form is divided into sections: 'Personal data' and 'Official home address'. The 'Personal data' section contains fields for Name, Surname, Birth Date, Gender, Country of birth, and Town/City of birth. The 'Official home address' section contains fields for Street, Number, Country, and Town/City. Below this is the 'Contacts' section with fields for Telephone and E-mail. At the bottom, there is a field for 'Italian tax code: ONLY if you have one (optional)' with the value 'LVNPN02E47Z223E' circled in green. A blue button labeled 'GO TO STEP B' is located at the bottom right of the form.

UNIVERSITY OF PERUGIA

PRE-ENROLMENT APPLICATION
STEP A

Choose the academic year in which you want to enrol / carry out the mobility
Academic year

Personal data

Name (including your middle names) Surname
Birth Date Gender
07/05/2002 F
Country of birth Town/City of birth
INDONESIA
Current Citizenship 1 Current Citizenship 2
LIBERIA Current Citizenship 2

Official home address

Street Number
Country Town/City
HONDURAS
ZIP Code Additional address information
ZIP Code Additional address information

Contacts

Telephone E-mail
Telephone

Italian tax code: ONLY if you have one (optional)
LVNPN02E47Z223E

GO TO STEP B

The tax code automatically generated by the system is not the official Italian one. Read [on this page](#) how to obtain the official Italian tax code, before or after your arrival in Italy.

GO TO STEP B

Enter your passport details and upload your passport and a photo of your face.



PRE-ENROLMENT APPLICATION STEP B



Passport	
Passport number	Expiry date
SF84503902	19/10/2041
Upload a passport size picture of your face <small>Only pdf/jpeg/png - 10Mb max are accepted</small>	Upload your valid passport <small>Only pdf/jpeg/png - 10Mb max are accepted</small>
Scogli file Nessun file selezionato	Scogli file Nessun file selezionato

Choose the Embassy/Consulate where you'll apply for a [visa](#).

Visa Application i
Country
INDIA
Where will you apply for a visa?
AMBASCIATA NEW DELHI

Choose "I want to enrol in a study course" as the reason for the visa application

PRE-ENROLMENT APPLICATION STEP B



Passport	
Passport number	Expiry date
SF84503902	19/10/2041
Upload a passport size picture of your face <small>Only pdf/jpeg/png - 10Mb max are accepted</small>	Upload your valid passport <small>Only pdf/jpeg/png - 10Mb max are accepted</small>
Scogli file Nessun file selezionato	Scogli file Nessun file selezionato
Visa Application i	
Country	
HONDURAS	
Where will you apply for a visa?	
Where will you apply for a visa?	
Specify the reason for the visa application	
I want to enrol in a study course	

In this section you must enter:

- **Institution Name:** Università degli Studi di Bologna
- **Course Type:** select the degree programme level (Laurea, Laurea Magistrale a ciclo unico or Laurea Magistrale)
- **Languages:** select “every languages”
- **Course Name:** choose the degree programme
- **Course Curriculum (if available):** choose the curriculum.

The screenshot shows a form with the following sections and fields:

- Course information**
 - Institution:** Università (dropdown)
 - Institution Name:** Università degli Studi di BOLOGNA (dropdown)
 - Course Type:** Laurea Magistrale (dropdown). Includes an info icon and a link: "For more information about Course Type of the university system click [here](#)".
 - Languages:** Radio buttons for "Every Languages" (selected), "English Language", and "Other Languages".
 - Course Name:** Civil Engineering (dropdown)
- Course Curriculum**
 - Radio buttons for: "None", "STRUCTURAL ENGINEERING, EN" (selected), "INFRASTRUCTURE DESIGN IN RIVER BASINS, EN", "SUSTAINABLE MOBILITY IN URBAN AREAS, EN", and "HARBOUR ENGINEERING, EN".
- Course location**
 - Radio button for "BOLOGNA Viale del Risorgimento 2 40136" (selected).

Enter your @studio.unibo.it account.

If you don't have an account yet, register on the platform [Studenti Online](#).

The screenshot shows a form field with the label "ID account at the chosen University / AFAM / Institute" and a text input field containing "ID account at the chosen U".

GO TO STEP C

In this section, upload your qualification (high school diploma or degree and transcript). At this stage, documents do not need to be legalized and you do not need to upload the Declaration of Value (or alternative documents).

Do you need help?
Institution: Università degli Studi di BOLOGNA
Institution website: <https://www.unibo.it>
Institution email: internationaldesk@unibo.it
Institution telephone: +39 051 2082550 for more details please check www.unibo.it/admissions (contacts)

PRE-ENROLMENT APPLICATION
STEP C

Qualifications

Upload the qualifications that allow access to the chosen course, according to the information provided by the institution of higher education, with any translations and supporting documents and language certificates.

Upload qualification
Only pdf/jpeg/png - 10Mb max are accepted
Scegli file | Nessun file selezionato

Qualifications and language certificates
Qualifications and language certificates

Qualification name
Qualification name

UPLOAD QUALIFICATION

SUMMARY

Click on “summary” and go the last section.

Do you need help?
Institution: Università degli Studi di BOLOGNA
Institution website: <https://www.unibo.it>
Institution email: internationaldesk@unibo.it
Institution telephone: +39 051 2082550 for more details please check www.unibo.it/admissions (contacts)

PRE-ENROLMENT APPLICATION
SUMMARY

Name
Surname

Birth Date
07-05-2002

Gender
F

Country of birth
INDONESIA

Town/City of birth

Current Citizenship 1
LIBERIA

Current Citizenship 2

Current Citizenship 3

Street
Number
22

Here you will find all your data to double-check and confirm them.

At the bottom of the page, you must confirm that you have read the information on data processing and then click the blue button ("Apply for pre-enrolment").

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.

Wait for your application to be validated. When validated, you will receive an automatic email and will be able to download the summary and apply for a visa.

In this phase your pre-enrolment is validated with reserve, as it is subject to verification of the authenticity and the value of your qualification.

If your Embassy or Consulate requires validation to be done without reserve, read the instructions to obtain it if you are enrolling in a [First and Single cycle degree programme](#) or in a [Second cycle degree programme](#).

The University of Bologna does not issue admission letters for visa applications

1) I made a mistake entering my personal data (name, surname, date of birth) when I registered on Universitaly. What should I do?

You must request an update from Universitaly [Technical support](#), specifying the data to be corrected and attaching a copy of your passport.

2) Do I have to pre-enrol or apply for admission to the degree programme first?

You can pre-enrol before receiving the results of your application, but please remember that your admission can only be confirmed to the Consulate after a successful admission. If the degree programme of your interest includes tests in Italy, please pre-enrol in time.

3) What is the deadline for pre-enrolment?

The University of Bologna has not set a general deadline for pre-enrolments. You must still obtain the study visa within the deadline set by the regulations for each academic year.

4) I want to apply for two degree programmes, do I have to pre-enrol twice on Universitaly?

You can pre-enrol on Universitaly in only one degree programme at a single university. If you have not been admitted to a degree programme yet, you can wait for the admission results and then pre-enrol. Alternatively, you can pre-enrol in a degree programme and [then request a change](#) if needed. If you are admitted to more than one degree programme, choose which one to pre-enrol for.

5) I have not obtained my final qualification (school/academic) yet. What should I upload on University?

FOR PRE-ENROLMENT

For First or Single cycle degree programmes, please upload on University your certificate of enrolment in the final year of school and/or your provisional qualification. For Second cycle degree programmes, please upload on University the list of passed exams and/or your provisional qualification.

FOR VISA APPLICATION

Check with the relevant Consulate which documents are required.

TO COMPLETE THE ENROLMENT

For all degree programmes, in order to complete the enrolment, when you obtain your final qualification you must upload it [on Studenti Online](#) using the specific procedure. Then take it to the relevant Student Administration Office for the degree programme, with [documents about its value and authenticity](#).

6) Do I also have to upload a certificate of knowledge of Italian/English on University?

No.

However, if you enrol in a degree programme taught in Italian, you must follow the steps [outlined on this page](#) and upload a valid certificate to [Studenti Online](#) to meet the Italian language requirement; alternatively, you must pass the Italian language test.

7) After how long will my pre-enrolment be verified by the University of Bologna?

After a few days or, in some periods of the year (e.g. August), after a few weeks.

Remember that it will be possible to validate your pre-enrolment and confirm to the Consulate that you have been admitted to the degree programme (with reserve) only after you have passed the admission procedures.

8) I want to change my pre-enrolment degree programme: what should I do?

Please read [this page](#).

9) I pre-enrolled for another university, but I changed my mind and would like to study at the University of Bologna: what should I do?

You must ask the other University to reject your pre-enrolment application. Once rejected, you must submit a new pre-enrolment application for the degree programme at the University of Bologna. If this is not possible, you must [apply for reallocation](#).

10) I pre-enrolled for the University of Bologna, but I changed my mind and would like to study at another university: what should I do?

Write to internationaldesk@unibo.it and ask to reject your pre-enrolment application. After this, you will not be able to submit other pre-enrolments for degree programmes at the University of Bologna for the same academic year. Remember that your pre-enrolment cannot be rejected if the Consulate has already recorded the outcome of your visa application on University (e.g. "Visa issued" or "Visa denied").

11) Which office can I ask for clarifications on my pre-enrolment?

For degree programmes / curricula in Italian and for Medicine and Surgery, you can contact internationaldesk@unibo.it

For degree programmes / curricula in English, you can contact the programme coordinator or tutor. You can find the email addresses on the degree programme website, in the "Contacts" section.

12) I have been admitted to a degree programme. What is the difference between validation with reserve and without reserve?

Validation of pre-enrolment is done with reserve when it is subject to the verification of the authenticity and value of your qualifications.

Validation of pre-enrolment can be done without reserve only after you have paid the first instalment of tuition fees and uploaded to Studenti Online the necessary documents to verify the authenticity and value of your qualifications and the International Students Registration Office has checked them with a positive outcome. Read the instructions to obtain it if you are enrolling in a [First and Single cycle degree programme](#) or in a [Second cycle degree programme](#).

The final check of the documents is however done at the desk by the International Student Administration office when completing the matriculation.

Updated on July, 9th 2024