Guide to pre-enrolment on Universitaly and frequently asked questions

Non-EU students residing abroad who enrol in degree programs **must pre-enrol and apply for a study visa** to enter Italy.

Read here if you are enrolling in a First or Single Cycle degree programme.

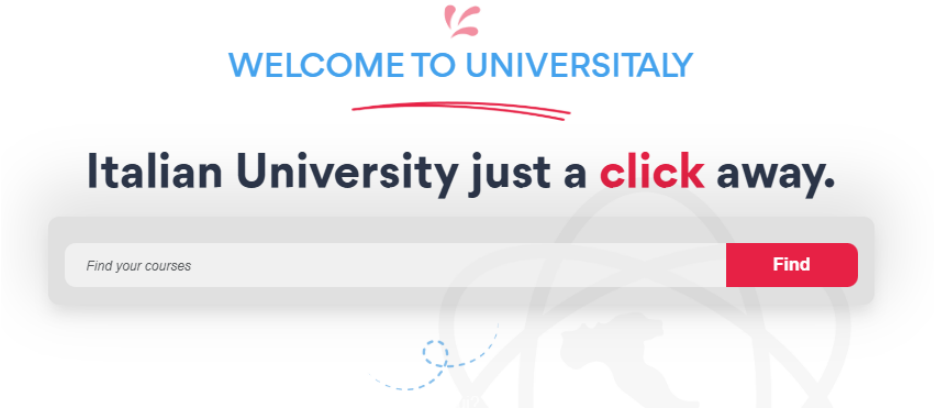
Read here if you are enrolling in a Second Cycle degree programme.

Pre-enrolment:

- is required to apply for a visa

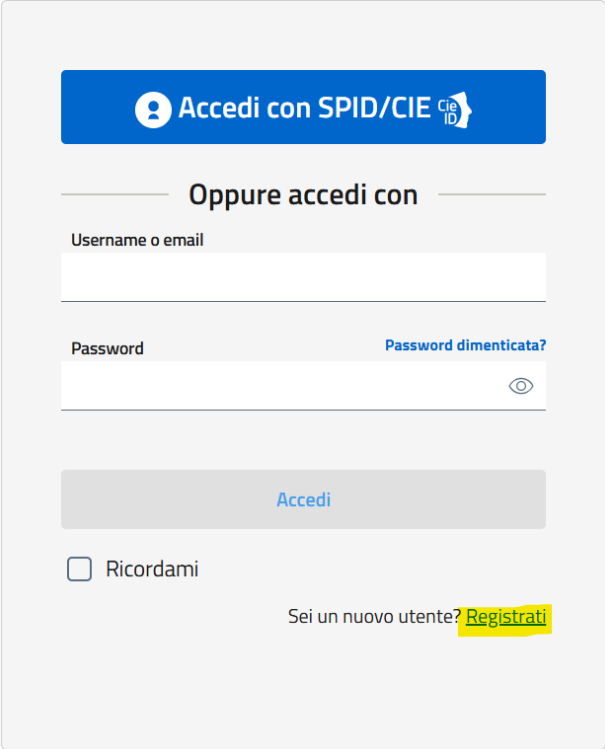
- does not guarantee admission to the degree programme; you must also carry out the specific admission procedures.

Go to www.universitaly.it and register.



To register click on “Registration”

Click on “Credenziali Personali (Universitaly)” and then on “Registrati”.

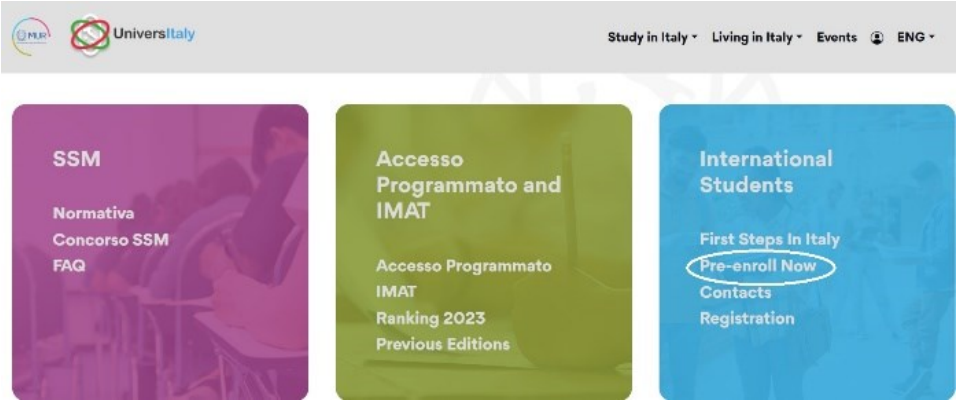


Complete the “Registration” section by entering your personal data and then click on “Save**”.**

Important! You must copy your personal data from your passport. The data entered must match your passport information exactly (including middle names and/or last names).

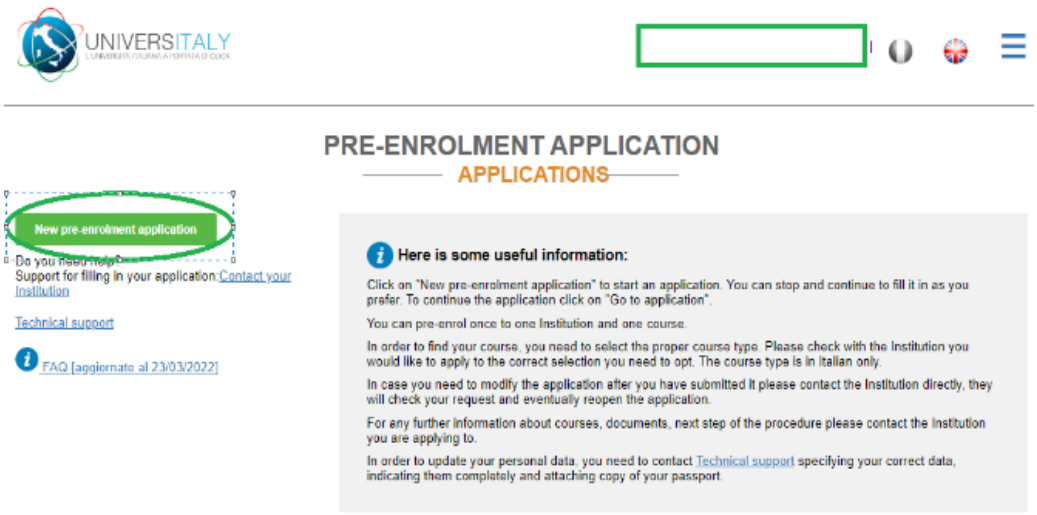
You will receive a link to the email address that you entered when registering. Click on the link and you will be redirected to a section where you can choose a password.

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

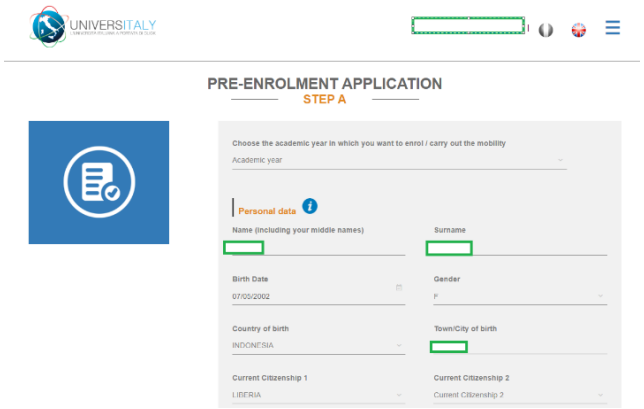


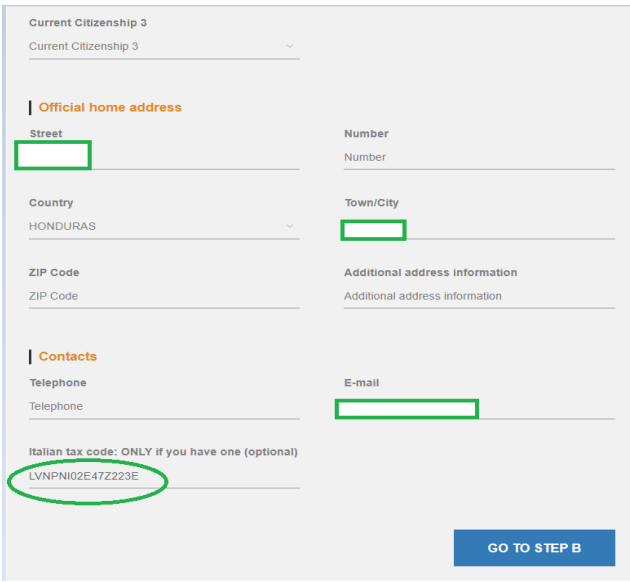
Log in with your username and password and then click on "Pre-enrolment application”.

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



In this section, you must complete your personal data.

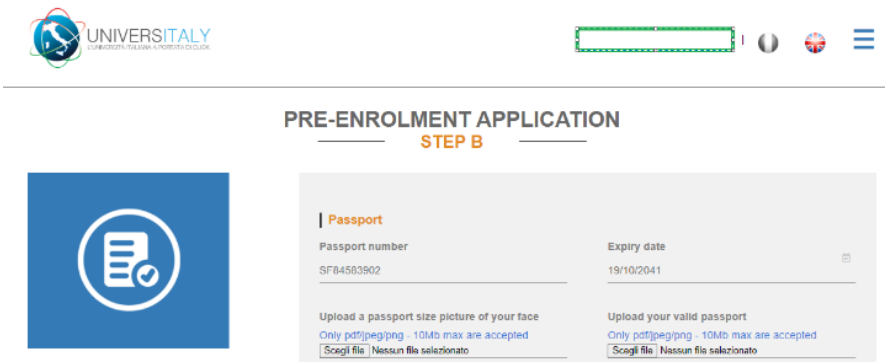




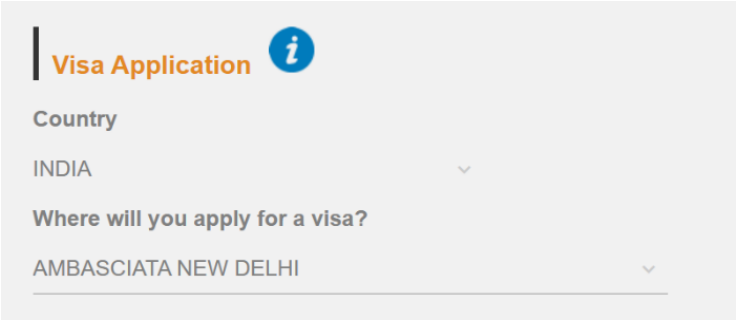
The tax code automatically generated by the system is not the official Italian one. Read on this page how to obtain the official Italian tax code, before or after your arrival in Italy.

GO TO STEP B

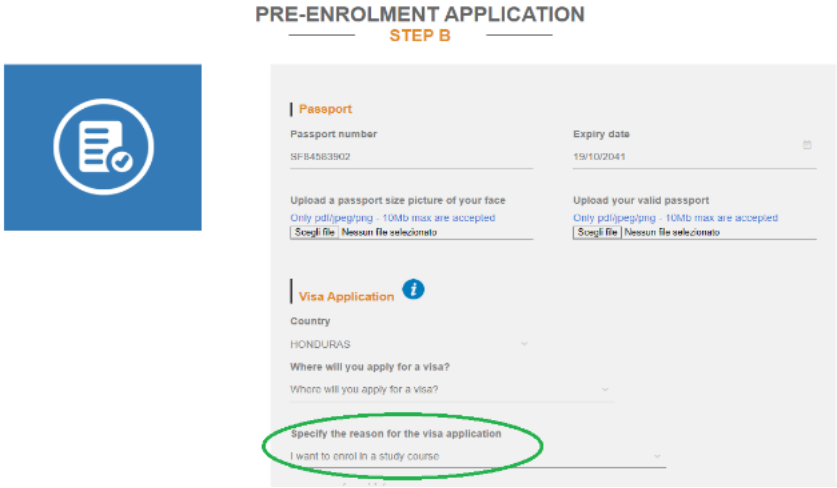
Enter your passport details and upload your passport and a photo of your face.



Choose the Embassy/Consulate where you'll apply for a visa.

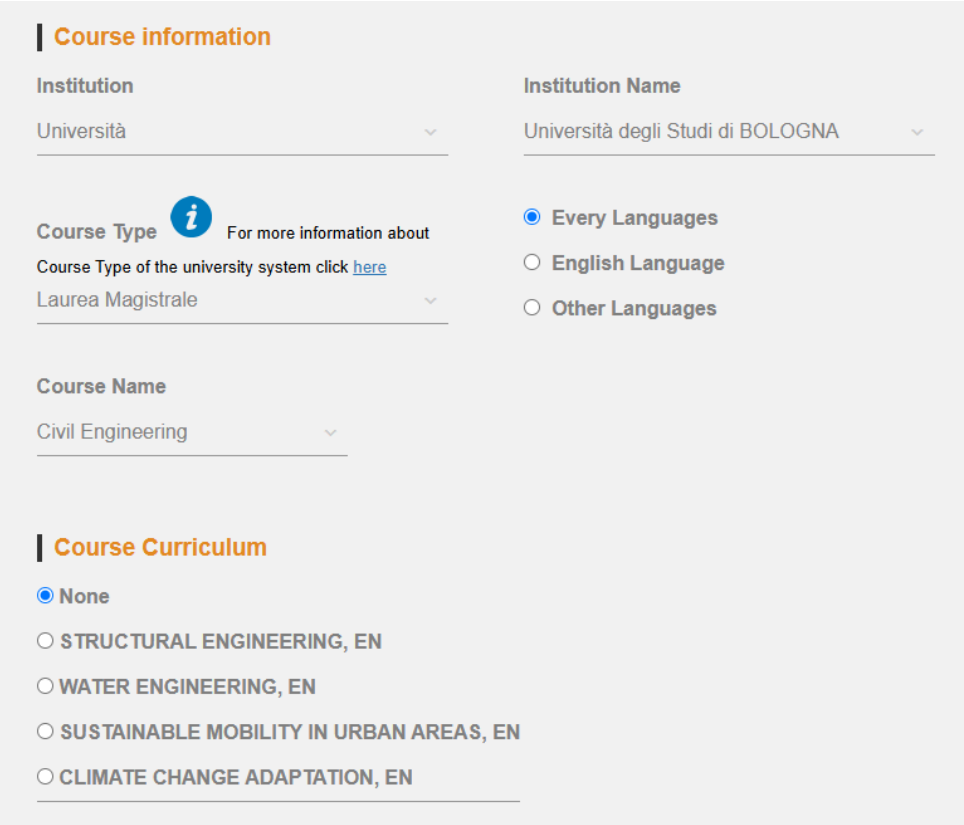


Choose "I want to enrol in a study course" as the reason for the visa application



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.



Enter your @studio.unibo.it account in the box below.

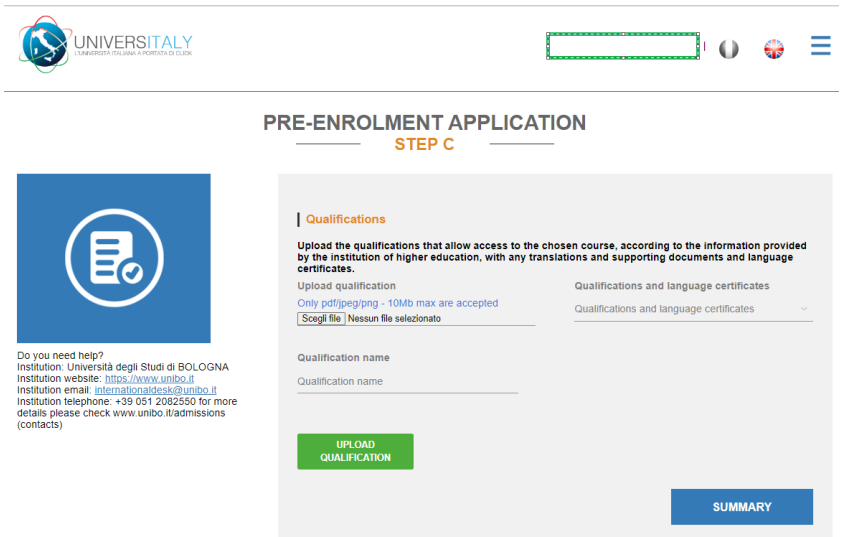
If you don't have an account yet, register on the Studenti Online portal.

GO TO STEP C

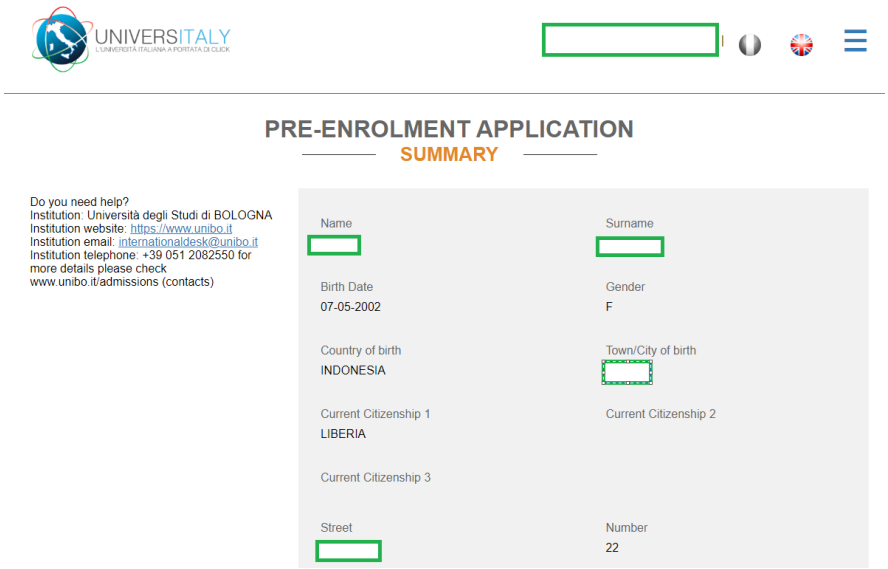
Upload your qualification here (high school diploma or degree with transcript) and, if available, supporting documents such as translation, proof of authenticity, and document attesting the value of the qualification.

If you don't have all the documentation yet, you can still upload the ones currently available. You will be able to add the missing documents later—check with the International Student Administration Office on how to do this.

If you are applying for a first cycle degree or a single-cycle degree programme with open access that requires the TOLC test, also upload the TOLC test result certificate.

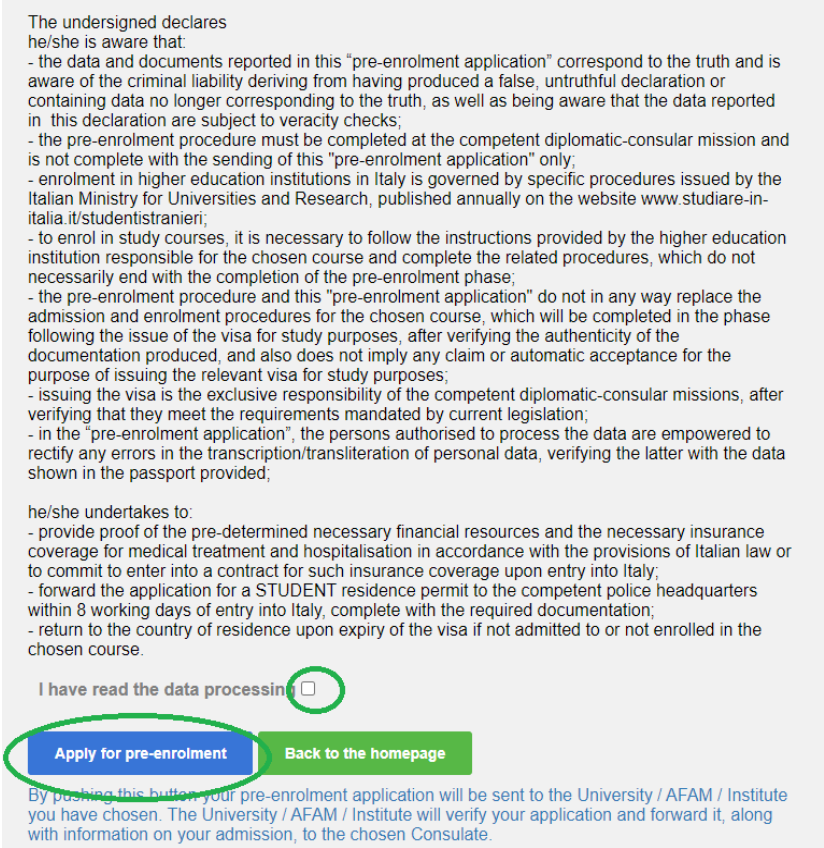


Click on “summary” and go the last section.



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

At the bottom of the page, you must confirm that you have read the privacy policy and click the blue button ("Submit prescription request").



Wait for your application to be validated. Once it is validated, you will receive an automatic email and will be able to download the summary.

At this stage your pre-enrolment is validated conditionally, as it is subject to verification of the authenticity and the value of your qualification.

To obtain unconditional validation, which is required to apply for a visa, read the instructions for obtaining it if you are enrolling in a First and Single cycle degree programme or in a Second cycle degree programme and read FAQ no. 7 carefully.

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

Frequently Asked Questions

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

For all restricted access programmes and for open-access second cycle degree programmes, you may pre-enrol before receiving the outcome of your application, but remember that your admission can be confirmed to the Consulate only after you have been accepted.

For open-access first and single cycle degree programmes, you may pre-enrol before applying (see FAQ 7).

For programmes that require admission tests in Italy, you must pre-enrol before applying.

2) What is the deadline for pre-enrolment?

The University of Bologna has not set a general deadline for pre-enrolment. You must plan ahead to obtain your visa in time to enter Italy for enrolment and to attend classes, and in any case by the deadline set by the University of Bologna to complete enrolment.
You must also comply with the deadlines established by the Embassies.
For programmes with restricted access at national level, check the degree programme website for a specific deadline.

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

You can pre-enrol on Universitaly for only one programme at a single university. Choose carefully the programme you wish to pre-enrol in.
If you have not yet been admitted to a programme, you can wait for the admission results and then pre-enrol. Alternatively, you may pre-enrol in one programme and then request a change, if necessary, by writing to internationaldesk@unibo.it (note: waiting times for changing pre-enrolment may vary). If you are admitted to more than one programme, choose which one you wish to pre-register for.

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

- For pre-enrolment

For access to first-cycle degree programmes: upload to Universitaly a certificate of enrolment in your final year of school and/or a provisional qualification.
For access to second-cycle degree programmes: upload to Universitaly a transcript of records and/or a provisional qualification.

- For the visa application

Check with the relevant Consulate which documents are required.

- For completing enrolment

For all degree programmes, to complete your enrolment once you obtain your final qualification, you must upload it on Studenti Online using the dedicated procedure and then bring it to the relevant Student Administration Office for your programme, complete with the documents proving the value and authenticity of the qualification.

5) Do I also have to upload an Italian/English proficiency certificate on Universitaly?

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.

Warning: the Embassy/Consulate may require additional language certifications beyond those verified by the University.

6) How long will it take for my pre-registration to be verified?

Few days or, during certain periods of the year (e.g., August), few weeks.

Read the following FAQs for more details.

7) How can I obtain unconditional validation?

Pre-enrolments are initially validated conditionally.

Read below to find out how to obtain the unconditional validation.

For restricted-access programmes, you must have:

- passed the **admission tests**
- met the **Italian language requirement** (for programmes taught in Italian only)
- paid the **first instalment** of tuition fees
- submitted the documents supporting your **qualification** (read here for first-cycle and single-cycle degree programmes and here for second-cycle degree programmes)

For open-access programmes:

- **First-cycle / single-cycle degree programmes**, you must have:
  - taken the required **TOLC** test (or any other required test)
  - met the **Italian language requirement** (for programmes taught in Italian only)
  - submitted the **supporting documents for your qualification**
  - paid the **first instalment**. If this is not yet possible, you may contact the International Student Administration Office to check whether it can be unconditionally validated.

- **Second-cycle degree programmes**, you must have:
  - passed the **admission tests**
  - met the **Italian language requirement** (for programmes taught in Italian only)
  - submitted the **supporting documents for your qualification**
  - paid the **first instalment**. If this is not yet possible, you may contact the International Student Administration Office to check whether it can be unconditionally validated.

For all programmes, the final verification of documents is carried out in person by the International Students Administration Office when you complete your enrolment.

8) I want to change my pre-enrolment programme within the University of Bologna: what should I do?

Choose the programme you wish to pre-enrol in carefully.
If you need to change your programme within the University of Bologna, write to internationaldesk@unibo.it.

9) I pre-enrolled at another university, but now I want to study at the University of Bologna: what should I do?

You must ask the other University to reopen/reject your pre-enrolment application. Once reopened/rejected, you must submit a new pre-enrolment application for the degree programme at the University of Bologna.

10) I pre-enrolled at the University of Bologna, but now I want to study at another university: what should I do?

Write to internationaldesk@unibo.it to request the reopening of your pre-enrolment and the possibility to modify the information provided.
However, if your pre-enrolment has already been validated, we will have to reject it. You will not be able to submit further pre-enrolments for programmes at the University of Bologna in that academic year.

Please note that your pre-enrolment cannot be rejected/reopened if the Consulate has already entered the outcome of your visa application on Universitaly (e.g. “Visa issued” or “Visa denied”).

11) Which office can I contact 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 programme tutor. You can find the email addresses on the degree programme website, in the "Contacts" section.

12) The programme I selected is taught in English, but on Universitaly the teaching language is Italian/English. Can I correct it?

The pre-enrolment form indicates Italian as the language of instruction when the degree program is formally taught in Italian, even if there are several curricula with different teaching languages.

It is not possible to modify the language setting on Universitaly, as it is generated automatically.

Updated on June 16, 2026