

Guide to pre-enrolment on University 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.](#)

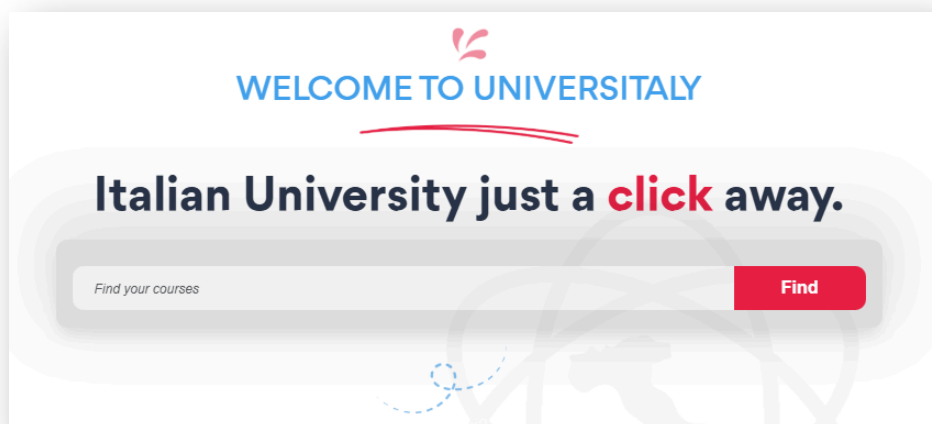
[Read here if you are enrolling in a Second Cycle degree programme.](#)

Pre-enrolment:

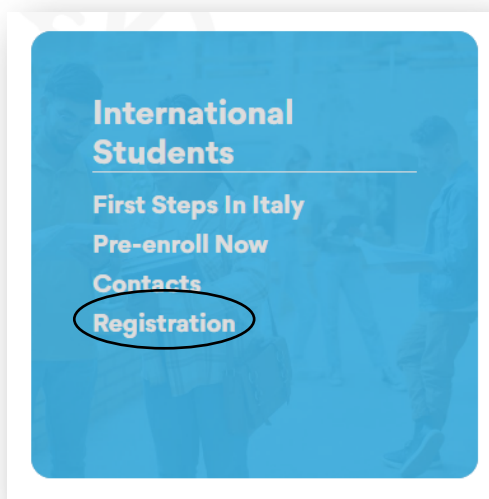
- is required to apply for a visa

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

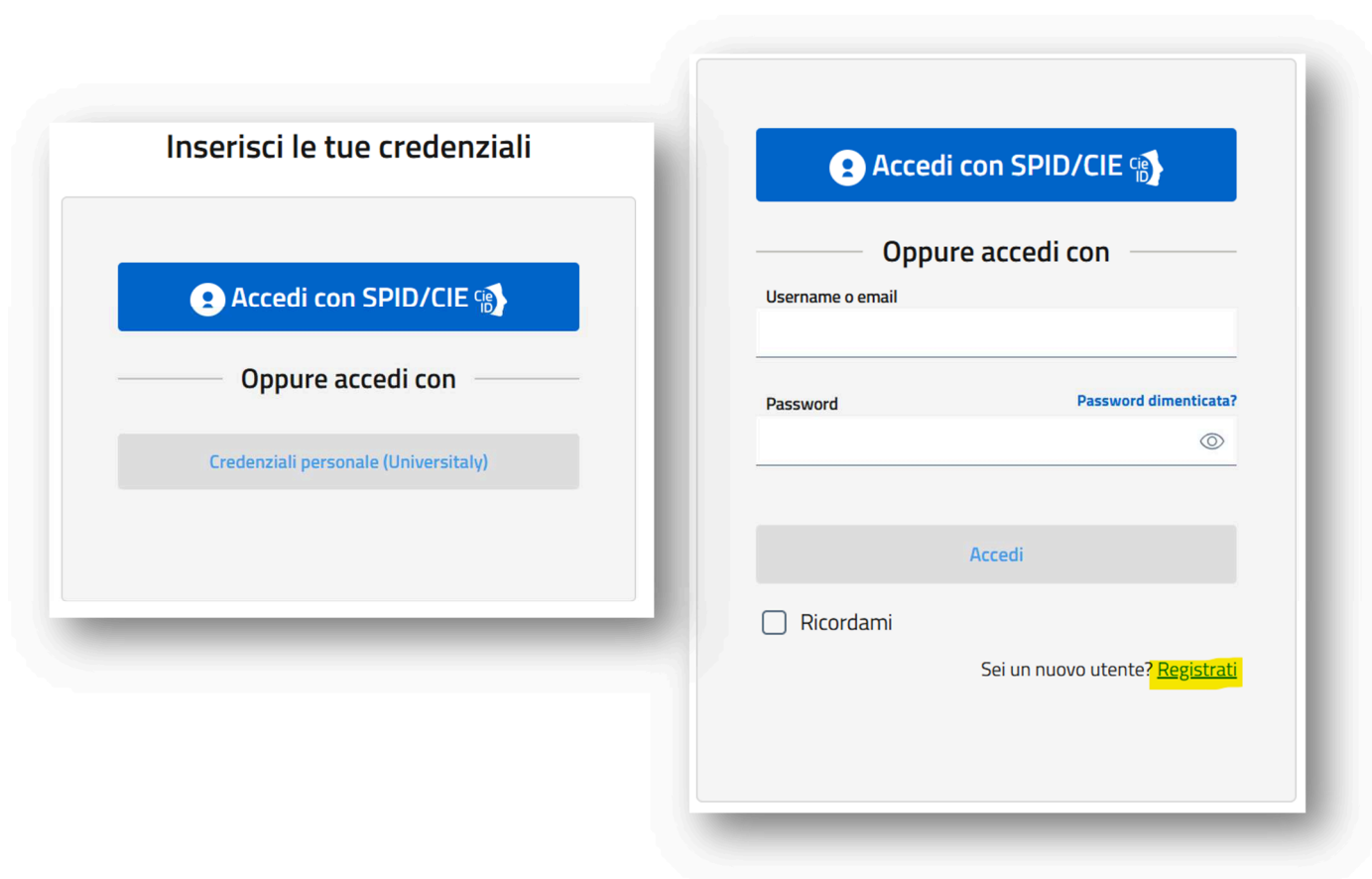
Go to www.universitaly.it and register.



To register click on “Registration”



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



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

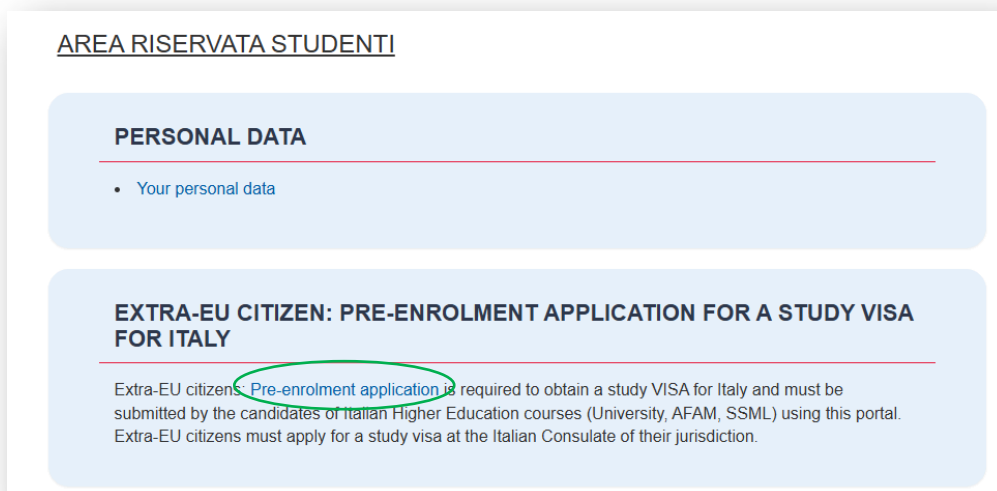
Important! You must copy your personal data from your passport. The data entered must match your passport information exactly (including middle names and/or last names).

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.

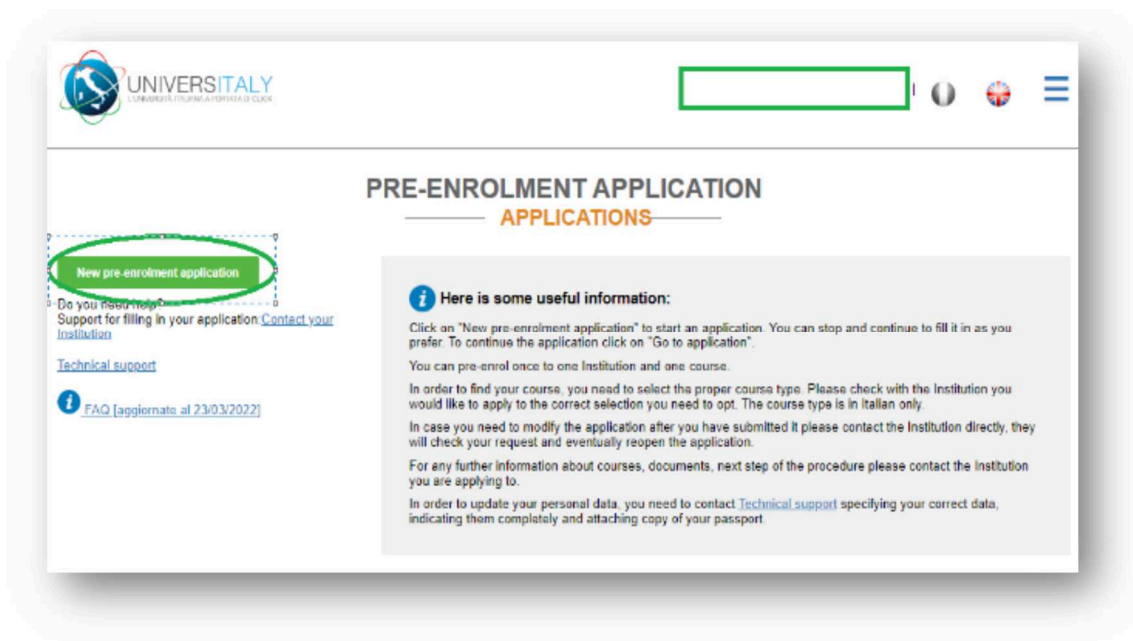
Go back to the homepage and click on “Pre-enroll now”



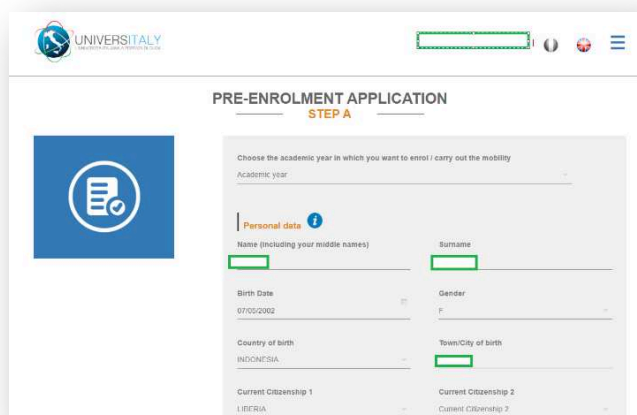
Log in with your username and password and then click on "Pre-enrolment application".



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



In this section, you must complete your personal data.



Current Citizenship 3
Current Citizenship 3

Official home address

Street

Country HONDURAS

ZIP Code ZIP Code

Number
Number

Town/City

Additional address information
Additional address information

Contacts

Telephone
Telephone

E-mail

Italian tax code: ONLY if you have one (optional)
LVNPN102E47Z223E

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.

UNIVERSITALY
UNIVERSITÀ ITALIANA DI FORTE DEI MARMI

PRE-ENROLMENT APPLICATION
STEP B

Passport

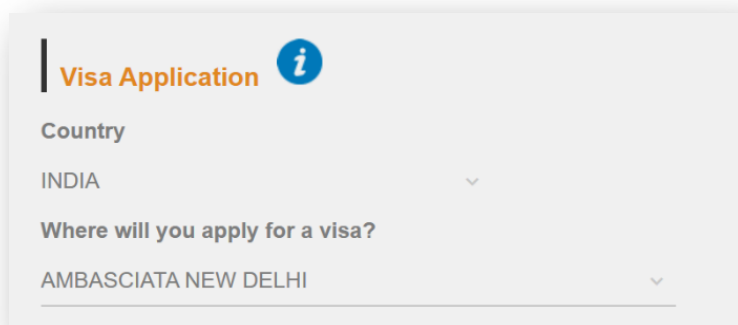
Passport number
SFB4563902

Expiry date
19/10/2041

Upload a passport size picture of your face
Only pdf/jpeg/png - 10Mb max are accepted
[Scegli file] | Nessun file selezionato

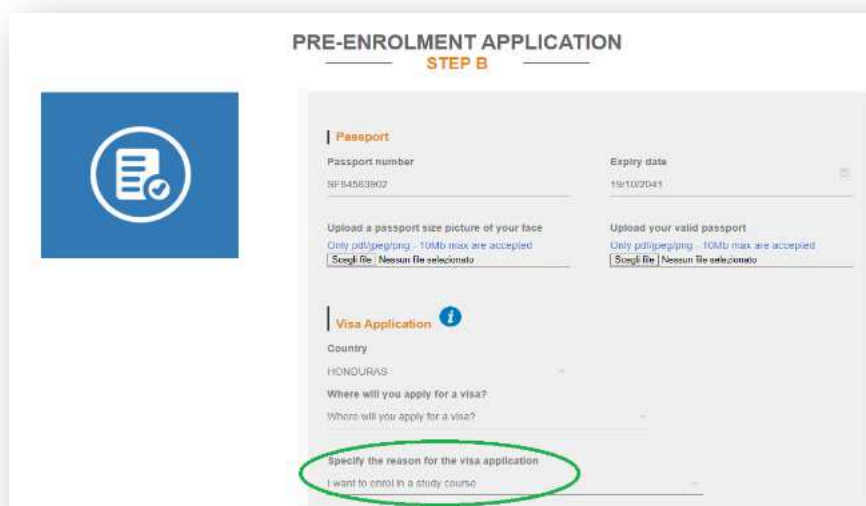
Upload your valid passport
Only pdf/jpeg/png - 10Mb max are accepted
[Scegli file] | Nessun file selezionato

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



The screenshot shows a 'Visa Application' form. At the top, there is a blue information icon. Below it, the 'Country' field is set to 'INDIA'. The 'Where will you apply for a visa?' field is set to 'AMBASCIATA NEW DELHI'. There are dropdown arrows next to both fields.

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



The screenshot shows the 'PRE-ENROLMENT APPLICATION STEP B' form. It has a blue icon on the left. The 'Passport' section includes fields for 'Passport number' (SF-545639K2) and 'Expiry date' (19/10/2041). There are two upload fields: 'Upload a passport size picture of your face' and 'Upload your valid passport', both with file selection buttons. The 'Visa Application' section shows 'Country' set to 'HONDURAS' and 'Where will you apply for a visa?' set to 'AMBASCIATA NEW DELHI'. The 'Specify the reason for the visa application' field is circled in green and contains the text '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.

Course information

Institution
Università

Institution Name
Università degli Studi di BOLOGNA

Course Type  For more information about Course Type of the university system click [here](#)
Laurea Magistrale

Every Languages
 English Language
 Other Languages

Course Name
Civil Engineering

Course Curriculum

None
 STRUCTURAL ENGINEERING, EN
 WATER ENGINEERING, EN
 SUSTAINABLE MOBILITY IN URBAN AREAS, EN
 CLIMATE CHANGE ADAPTATION, EN

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

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

ID account at the chosen University / AFAM / Institute

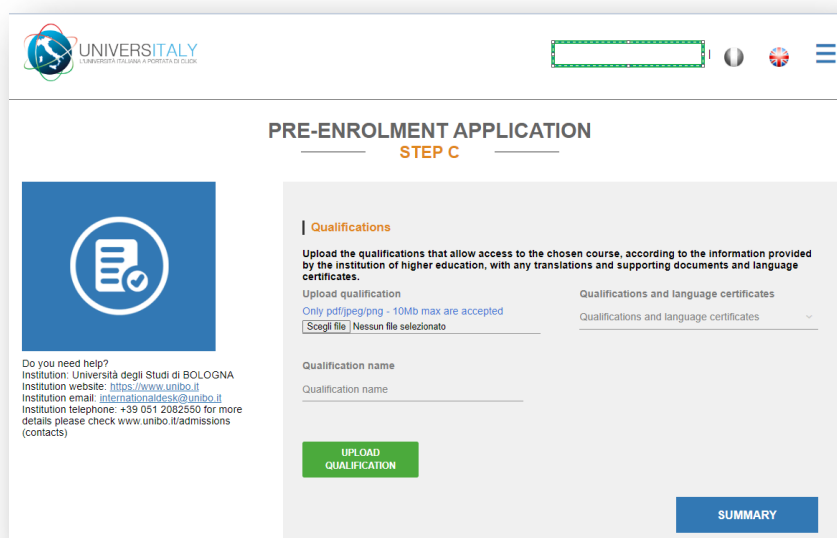
ID account at the chosen U

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.



The screenshot shows the 'PRE-ENROLMENT APPLICATION' page, specifically 'STEP C'. The page header includes the University of Bologna logo and navigation icons. The main content area is titled 'PRE-ENROLMENT APPLICATION' and 'STEP C'. On the left, there is a blue icon representing a document with a checkmark. Below the icon, there is a help section with contact information for the International Student Administration Office (UNIBO.IT). The main section is titled 'Qualifications' and contains instructions: '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.' There are two upload fields: 'Upload qualification' (with a note 'Only pdf/jpeg/png - 10Mb max are accepted') and 'Qualifications and language certificates'. Both fields have a 'Scogli file' button and a 'Nessun file selezionato' message. Below the upload fields, there are two text input fields for 'Qualification name'. At the bottom of the form, there is a green 'UPLOAD QUALIFICATION' button and a blue 'SUMMARY' button.

Click on “summary” and go the last section.

UNIVERSITY
L'UNIVERSITÀ ITALIANA A PORTATA DI CLICK

PRE-ENROLMENT APPLICATION
SUMMARY

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)

Name	Surname
Birth Date	Gender
Country of birth	Town/City of birth
Current Citizenship 1	Current Citizenship 2
Current Citizenship 3	
Street	Number

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").

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. 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 University?

You can pre-enrol on University 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 University?

- For pre-enrolment

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

For access to second-cycle degree programmes: upload to University 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 University 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 University, as it is generated automatically.

Updated on June 16, 2026