

## 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.

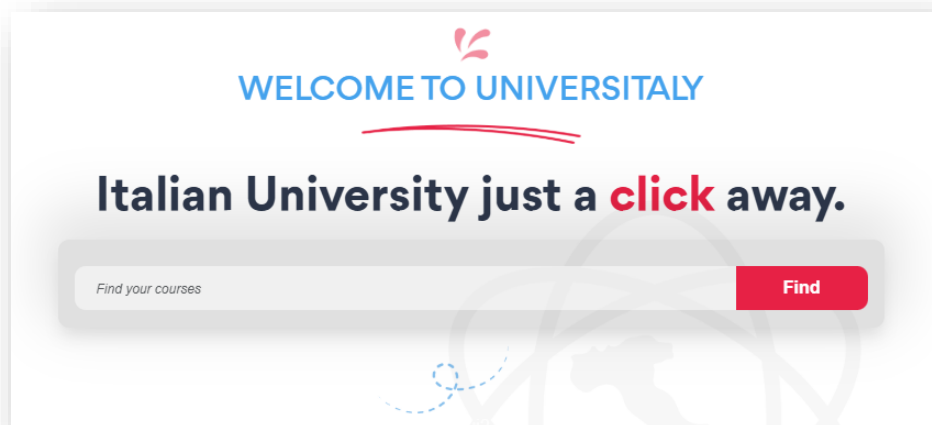
[Read here if you are enrolling in a First or Single Cycle degree programme.](#)

[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](http://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).

Log in   Forgot your password?   Why and how to register

MUR   UniversItaly

> Registration

Enter your complete personal data, exactly as shown in your passport

Name (including your middle names) \*

Surname \*

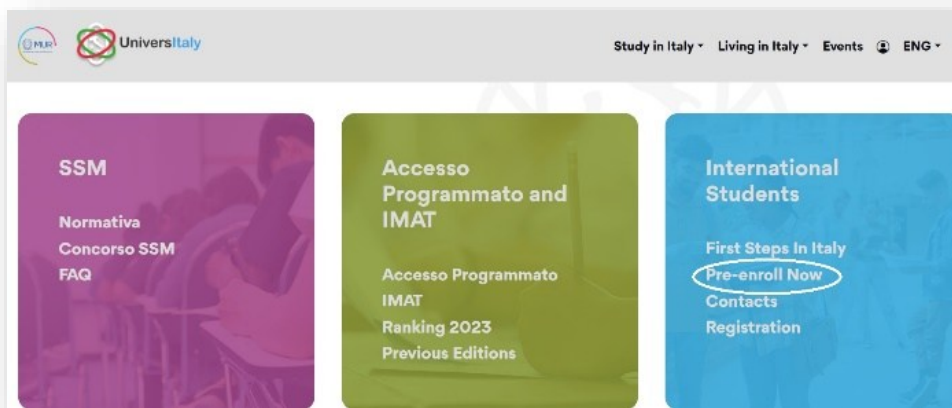
Country of birth \*   ITALY

Birth District \*   Select your birth district

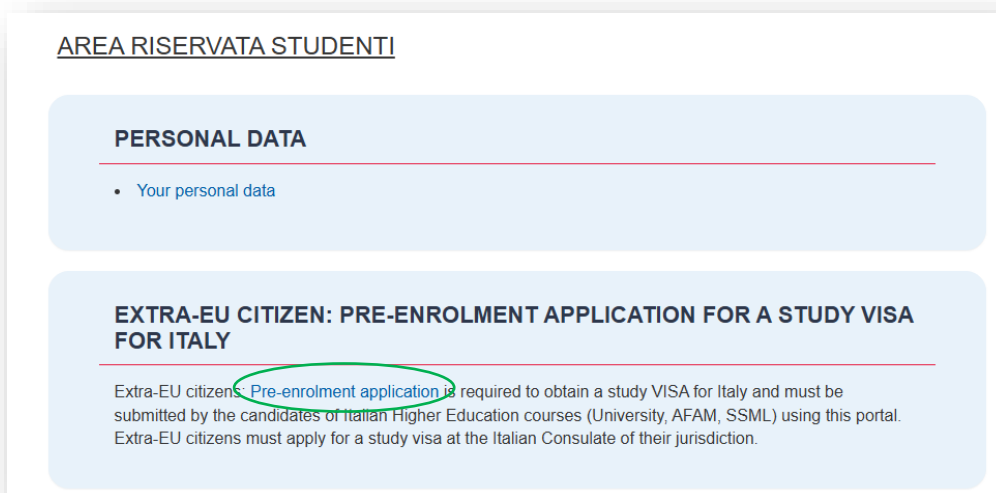
City of birth \*   Select your birthplace

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”



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"



Current Citizenship 3  
Current Citizenship 3

**| Official home address**

Street  
Number

Country  
HONDURAS

Town/City

ZIP Code  
ZIP Code

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.

UNIVERSITY  
UNIVERSITÀ DEL SALENTO

PRE-ENROLMENT APPLICATION  
STEP B

**| Passport**

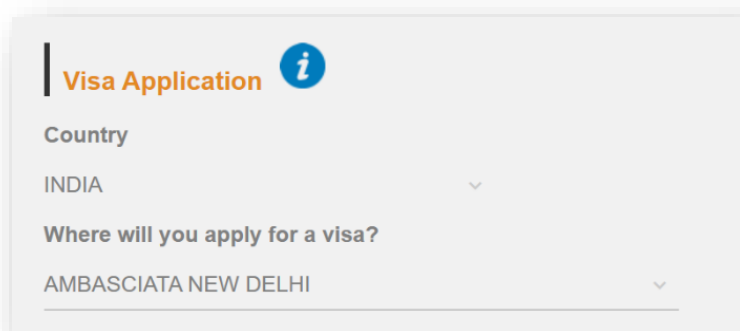
Passport number  
SF84583902

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

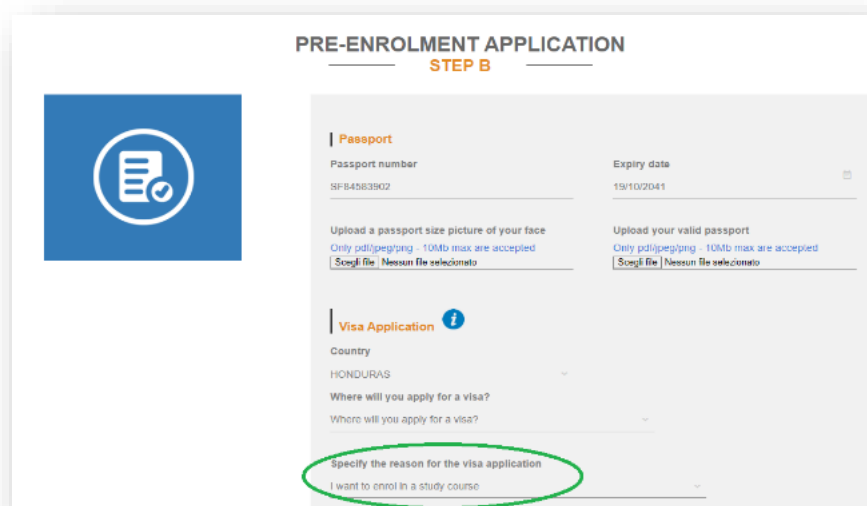
Upload your valid passport  
Only pdf/jpeg/png - 10Mb max are accepted  
Scegli file | Nessun file selezionato

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 circle with a white 'i' icon. Below it, the text 'Visa Application' is displayed. The form has two main sections: 'Country' and 'Where will you apply for a visa?'. The 'Country' field is set to 'INDIA' with a dropdown arrow. The 'Where will you apply for a visa?' field is set to 'AMBASCIATA NEW DELHI' with a dropdown arrow.

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. On the left, there is a blue square icon with a white document and checkmark. The form is divided into two main sections: 'Passport' and 'Visa Application'. The 'Passport' section includes fields for 'Passport number' (SF84563802) and 'Expiry date' (15/10/2041). Below these are two upload fields: 'Upload a passport size picture of your face' and 'Upload your valid passport', both with file selection links. The 'Visa Application' section includes a blue circle with a white 'i' icon, a 'Country' field set to 'HONDURAS', and a 'Where will you apply for a visa?' field. At the bottom, there is a section titled 'Specify the reason for the visa application' with a dropdown menu. The option 'I want to enrol in a study course' is selected and highlighted with a green oval.

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

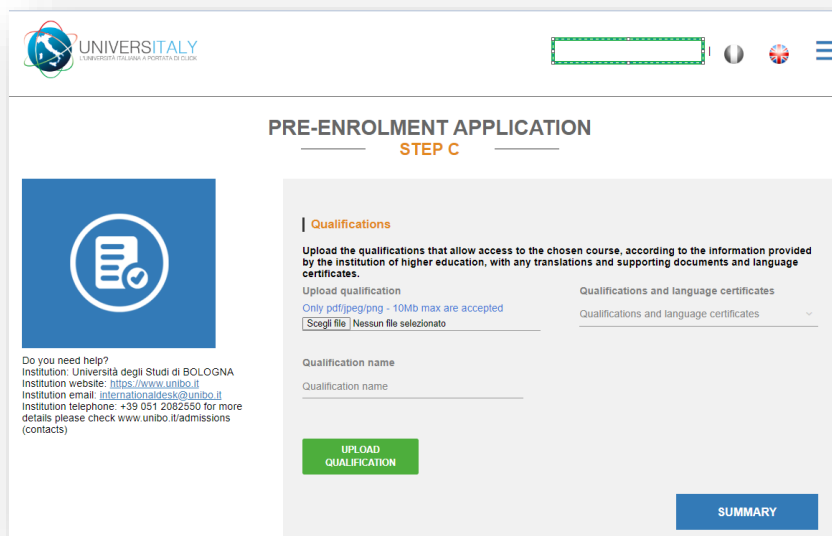
In the following box you should enter your @studio.unibo.it account.

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

**ID account at the chosen University / AFAM / Institute**  
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).



The screenshot shows the 'PRE-ENROLMENT APPLICATION' interface for the University of Bologna, specifically 'STEP C'. The header includes the university logo and navigation icons. The main content area is titled 'Qualifications' and instructs users to upload qualifications that allow access to the chosen course. It specifies that only pdf/jpeg/png files up to 10Mb are accepted. There are two input fields: 'Upload qualification' and 'Qualifications and language certificates'. The 'Upload qualification' field has a 'Scegli file' button and a note 'Nessun file selezionato'. Below the input fields are labels for 'Qualification name' and 'Qualification name'. At the bottom right, there is a blue 'SUMMARY' button. On the left side, there is a blue icon of a document with a checkmark and a help section with contact information for the University of Bologna.

**UNIVERSITY**  
UNIVERSITÀ ITALIANA A PORTATA DI CLICK

**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**

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

Click on “summary” and go the last section.







## 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](mailto:internationaldesk@unibo.it)  
Institution telephone: +39 051 2082550 for more details please check [www.unibo.it/admissions](http://www.unibo.it/admissions) (contacts)

Name	<input type="text"/>	Surname	<input type="text"/>
Birth Date	07-05-2002	Gender	F
Country of birth	INDONESIA	Town/City of birth	<input type="text"/>
Current Citizenship 1	LIBERIA	Current Citizenship 2	
Current Citizenship 3			
Street	<input type="text"/>	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](http://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 clicking 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 under condition, 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 unconditionally, 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) 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.

**2) 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.

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

You can pre-enrol on University 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.

**4) 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](#).

**5) 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.

#### **6) 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 (under condition) only after you have passed the admission procedures.

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

Please read [this page](#).

#### **8) 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](#).

**9) 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](mailto: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").

**10) 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](mailto: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.

**11) I have been admitted to a degree programme. What is the difference between validation under condition or unconditional?**

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

Validation of pre-enrolment can be done unconditionally 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 April, 08<sup>th</sup> 2025*