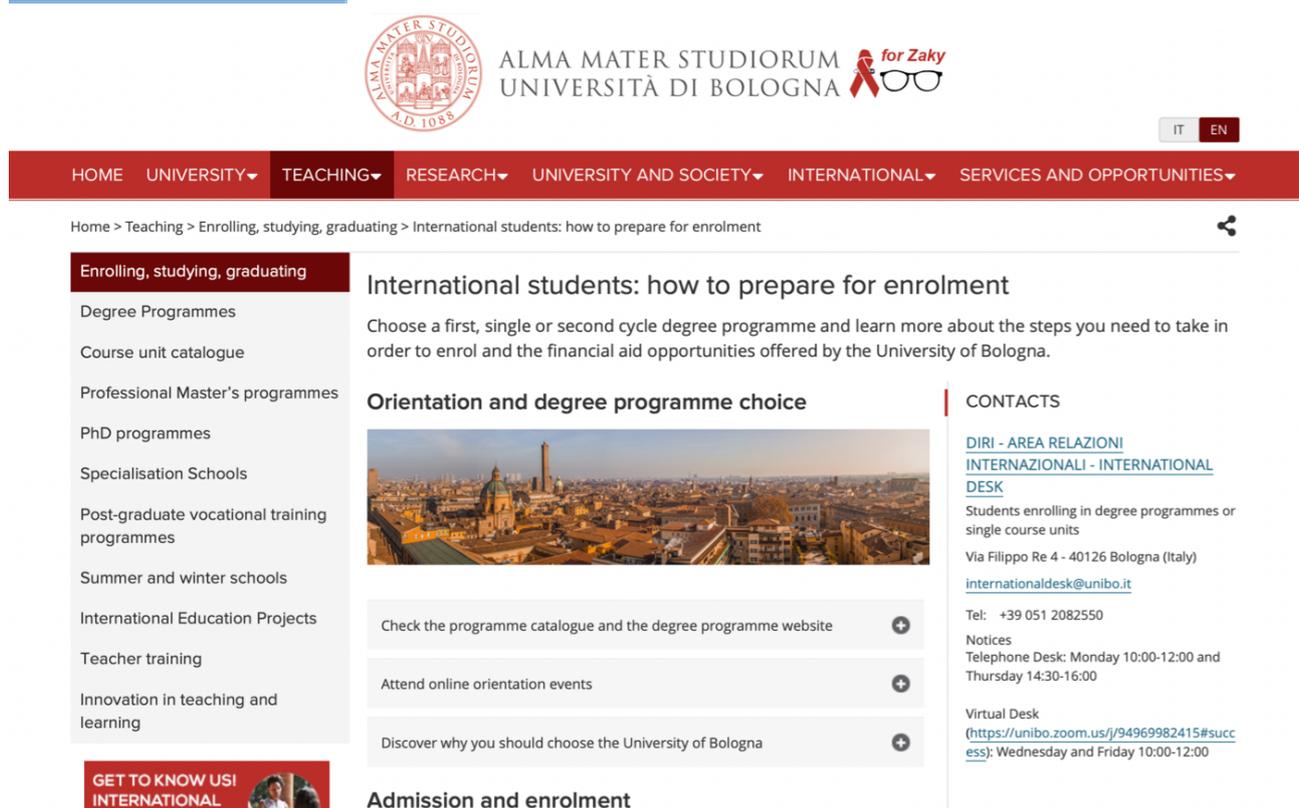


# PRE-ENROLMENT PROCEDURE

To enter Italy, non-EU students must apply for an **entry visa for study purposes**. The pre-enrolment procedure is a process that is parallel to admission to degree programmes. It is intended for non-EU students with residency abroad who wish to enrol in a degree programme at the University of Bologna. ([www.unibo.it/admissions](http://www.unibo.it/admissions)). *The website can be seen in figure 1.*



The screenshot shows the website of the University of Bologna. At the top, there is the university's logo and name: "ALMA MATER STUDIORUM UNIVERSITÀ DI BOLOGNA" with a red ribbon logo and the text "for Zaky". Below this is a navigation menu with options: HOME, UNIVERSITY, TEACHING, RESEARCH, UNIVERSITY AND SOCIETY, INTERNATIONAL, and SERVICES AND OPPORTUNITIES. The main content area is titled "International students: how to prepare for enrolment". It includes a sidebar with a list of links: Enrolling, studying, graduating; Degree Programmes; Course unit catalogue; Professional Master's programmes; PhD programmes; Specialisation Schools; Post-graduate vocational training programmes; Summer and winter schools; International Education Projects; Teacher training; Innovation in teaching and learning. The main content area has a sub-header "Orientation and degree programme choice" and a list of three items: "Check the programme catalogue and the degree programme website", "Attend online orientation events", and "Discover why you should choose the University of Bologna". To the right, there is a "CONTACTS" section with links for "DIRI - AREA RELAZIONI INTERNAZIONALI - INTERNATIONAL DESK", contact information for the desk (Via Filippo Re 4 - 40126 Bologna (Italy), internationaldesk@unibo.it, Tel: +39 051 2082550), and information about the Virtual Desk (https://unibo.zoom.us/j/94969982415#success): Wednesday and Friday 10:00-12:00. At the bottom left of the screenshot, there is a red button that says "GET TO KNOW US! INTERNATIONAL" with a small image of a person.

Figure 1

## ***How to prepare yourself for pre-enrolment?***

To matriculate, you must pre-enrol online via the UNIVERSITALY portal (<https://www.universitaly.it/index.php/students/stranieri>). *The website can be seen in figure 2.*

The pre-enrolment procedure is to be done online, and all the steps to complete it will be explained respectively throughout the guideline.



Figure 2

## Steps to be performed:

1. Registration on the UNIVERSITALY portal
2. Access to the personal area
3. Presentation of the pre-enrolment application:
  - You must indicate the University of Bologna and choose the degree programme you wish to enrol in from the SUA CDS 2023-2024 database.
  - You will also need to specify the Embassy / Consulate where you will apply for an entry visa to Italy.
  - Do not forget to upload your passport and other documents in the system.  
The pre-enrolment application will be verified by the University of

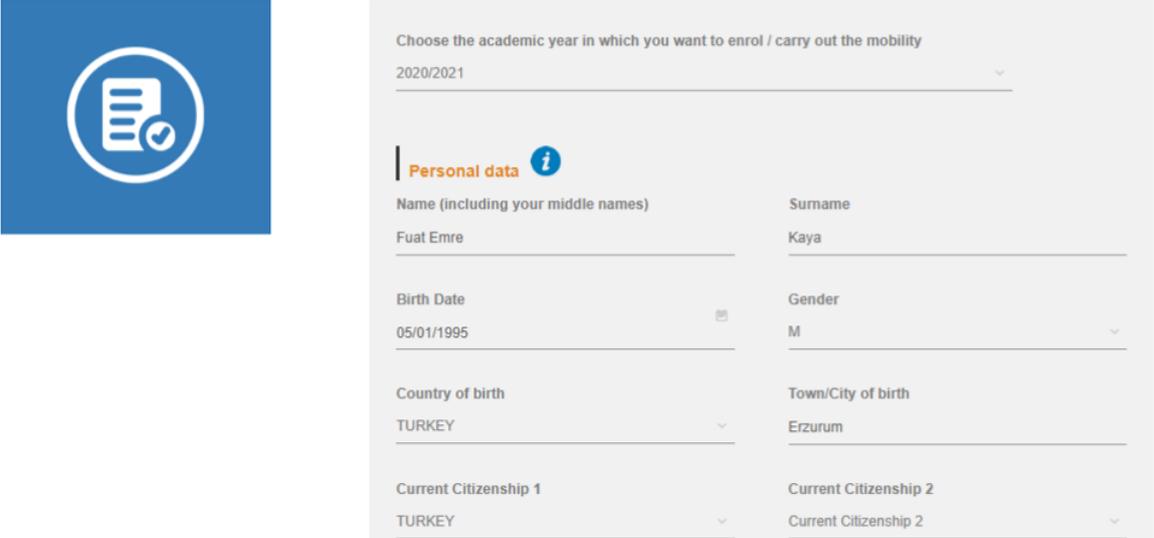
Bologna and forwarded to the Embassy / Consulate you have specified.

**IMPORTANT:** Pre-enrolment alone does not grant admission to the degree programme. To matriculate, you will also need to take and pass the verifications of the entry requirements and the admission procedures set for the degree programme of your interest.

After registration on the UNIVERSITALY portal, the personal area must be accessed, and the pre-enrolment steps should be completed as follows.

## STEP A

In this step, you must fill the required fields with the correct personal information. The important part is to select the academic year as 2023/2024 (see figure 3).



PRE-ENROLMENT APPLICATION  
STEP A

Choose the academic year in which you want to enrol / carry out the mobility  
2020/2021

Personal data ⓘ

Name (including your middle names)	Surname
Fuat Emre	Kaya
Birth Date	Gender
05/01/1995	M
Country of birth	Town/City of birth
TURKEY	Erzurum
Current Citizenship 1	Current Citizenship 2
TURKEY	Current Citizenship 2

Choose the academic year in which you want to enrol / carry out the mobility  
2022/2023

Figure 3

In the **E-mail** field, you could either write your personal e-mail or the one assigned to you after registering on StudentiOnline, ending in '@studio.unibo.it'. Pay attention that this is the e-mail you will receive communications to.

The **Italian tax code** (*Codice Fiscale*) field can be left empty (see figure 4); however, it will be required to matriculate to the University of Bologna. Before

matriculation, do not forget to obtain a tax code from *Agenzia delle Entrate* or an Italian embassy.

The screenshot shows a web form with two main sections: 'Official home address' and 'Contacts'. The 'Official home address' section includes fields for Street (filled with 'Tarabya mah. mühendis sok. Kemer sitesi A blok no:'), Number (filled with 'Number'), Country (filled with 'TURKEY'), Town/City (filled with 'Istanbul'), and ZIP Code (filled with '34457'). There is also a field for 'Additional address information' which is currently empty. The 'Contacts' section includes fields for Telephone (filled with '0000000000') and E-mail (filled with '.....@studio.unibo.it'). Below these fields is a field for 'Italian tax code: ONLY if you have one (optional)' with the instruction '-leave empty if needed-'. A blue button labeled 'GO TO STEP B' is located at the bottom right of the form.

Figure 4

***After completing step A, you may proceed to step B.***

## **STEP B**

**Passport number and expiry date** should be filled **correctly** from a **valid passport**. Apart from that, you will also need to **specify the Embassy / Consulate**, where you will apply for an entry visa to Italy, indicate the University of Bologna, and choose the degree programme you wish to enrol in from the SUA CDS 2023-2024 database. For reference, see *figure 5*.

## PRE-ENROLMENT APPLICATION

### STEP B



**Passport**

Passport number

Expiry date

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

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

**Visa Application** i

Country  
TURKEY

Where will you apply for a visa?  
AMBASCIATA ANKARA

Specify the reason for the visa application  
I want to enrol in a study course

**Course information**

Institution  
Università

Institution Name  
Università degli Studi di BOLOGNA

Course Type i For more information about Course  
Type click: [here](#)  
Laurea Magistrale

Every Languages  
 English Language  
 Other Languages

Course Name  
Engineering of building processes and systems

**Course Curriculum**

None  
 GESTIONE DEL PROCESSO EDILIZIO NEL RECUPERO DI EDIFICI STORICI, IT  
 HISTORIC BUILDINGS REHABILITATION, EN

Figure 5

At the end of step B, in the **ID account at the chosen University** field, you should write the e-mail address assigned to you after registering on StudentiOnline, ending in '@studio.unibo.it' (see figure 6).

**| Course location**

● RAVENNA Via Tombesi dall'Ova 55 48121

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**University:** Università degli Studi di BOLOGNA, [www.unibo.it/](http://www.unibo.it/)

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**Course:** Ingegneria dei processi e dei sistemi edilizi, Engineering of building processes and systems, <http://corsi.unibo.it/Magistrale/IngegneriaSistemiProcessiEdilizi>

---

**Course type:** Laurea Magistrale

---

**Language:** Italiano

---

**Class of degree course (according to Italian law):** LM-24

---

**Official length of the course:** 2 years

---

**| ID account at the chosen University / AFAM / Institute**

ID account at the chosen U

---

**GO TO STEP C**

**| ID account at the chosen University / AFAM / Institute**

.....@studio.unibo.it

---

Figure 6

*After completing step B, you may proceed to step C.*

## **STEP C**

In this step, you will be required to upload your qualifications and language certificates (*see figure 7*).

## PRE-ENROLMENT APPLICATION

### STEP C



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 0512088101 (in the coronavirus emergency phase check [www.unibo.it/admissions](http://www.unibo.it/admissions))

#### 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 Qualifications and language certificates  
Only pdf/jpeg/png - 10Mb max are accepted Qualifications and language certificates

Choose File no file selected

Qualification name

Qualification name

**UPLOAD QUALIFICATION**

**SUMMARY**

Figure 7

After uploading all the necessary documents, click **summary**, check whether all the information you inserted is correct, and **apply for pre-enrolment**, thus, sending your application to the University of Bologna (*see figure 8*).

Figure 8

### Please Note:

The pre-enrolment application will be verified by the University of Bologna and forwarded to the Embassy / Consulate you have specified.

After your pre-enrolment is validated by the University of Bologna, you will receive a notification from UNIVERSITALY. You can then download the verified summary of the application of pre-enrolment in PDF, which you should bring to the indicated embassy along with your academic documentation in order to:

1. obtain the Declaration of Value; and other documents required for matriculation;
2. submit the visa application.

**IMPORTANT:** The University of Bologna does not issue admission letters for obtaining a visa. **FOR A.Y. 2023/2024, VISA PROCEDURES MUST BE CONCLUDED BY NOVEMBER 30, 2023.**

**Good luck with your pre-enrolment and arrival in Italy!**