UNIVERSITALY platform

Steps for registration and pre enrollment
Useful information for non EU nationals interested in post-graduate courses of the University of Siena: Postgraduate courses and Doctoral programmes

**Visa** – In order to apply for a student visa to an Italian diplomatic representation, pre-enrollment application is the first step a candidate to an Italian university programme is to take. Such pre-enrollment application (*domanda di pre-iscrizione*) must be made only through **UNIVERSITALY** portal

https://www.universitaly.it/index.php/students/stranieri

The pre-enrollment procedure is other than and separate from the one of enrollment (*immatricolazione*) that will take place later on, according to the rules of each university, and diplomatic representations will not be involved.

Universitaly is the portal a candidate to any and all degree courses or programmes at an Italian university must go through. When a student visa is required, candidates must submit their application/register on Universitaly; Italian diplomatic representations will take into account only candidacies that were validated by universities.
Apply for a student VISA

- Register to the Universitaly portal https://www.universitaly.it/index.php/registration
To register, you need to follow the instructions displayed along the process and enter your complete personal data, exactly as shown in your passport
1. Registration
Registration e pre-enrollment

- At the end of the registration process, you will receive a confirmation message into your email box.
- Click on the link you will receive and you will be redirected to the Universitaly portal, where you can choose your password.
- Now that you are registered, you need to go back to the home page and click on «International Student», then on «Pre-enrol now».
2. Pre-enrol via Universitaly

PRE-ENROLMENT APPLICATION
APPLICATIONS

Go to application

Here is some useful information:

Click on "New pre-enrolment application" to start an application. You can stop and continue to fill it in as you prefer. To continue the application click on "Go to application".

You can pre-enrol once to one University and one course.

In order to find your course, you need to select the proper course type. Please check with the university you would like to apply to the correct selection you need to opt. The course type is in Italian only.

In case you need to modify the application after you have submitted it please contact the University directly, they will check your request and eventually reopen the application.

For any further information about courses, documents, next step of the procedure please contact the
2. Pre-enrol via Universitaly - step A

PRE-ENROLMENT APPLICATION

STEP A

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

2020/2021

Academic year

2020/2021

Personal data

Name (including your middle names)

Surname

Elena

Gender

Birth Date

Country of birth

Town/City of birth

F
2. Pre-enrol via Universitaly - step A

- Scroll the page to the end and click on «go to step b»

Contacts

<table>
<thead>
<tr>
<th>Telephone</th>
<th>E-mail</th>
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<tbody>
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<td>333</td>
<td>elenace</td>
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Italian tax code: ONLY if you have one
(optional)

- GO TO STEP B
2. Pre-enrol via Universitaly- step B

- Now upload a passport-size picture of you, as well as your valid passport

PRE-ENROLMENT APPLICATION

STEP B

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**Passport**

- Passport number: [Redacted]
- Expiry date: 02/1 [Redacted]

**Upload a passport size picture of your face**

Only pdf/jpeg/png - 10Mb max are accepted

- Scelgili file 20200913_130612.jpg

**Upload your valid passport**

Only pdf/jpeg/png - 10Mb max are accepted

- Scelgili file Passport_Eleni
2. Pre-enrol via Universitaly- step B

- Scroll down and select for the drop-down menus:
  1) Your country of residence
  2) The reason for visa application «I want to enrol in a study course»
  3) The institution: Università
  4) The institution name: Università degli Studi di Siena.
Choose the name of the course

Choose the type of course

Choose the language
2. Pre-enrol via Universitaly- step B

- Scroll down and then select «Go to step C»

**Course location**
- SIENA

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

GO TO STEP C
2. Pre-enrol via Universitaly- step C

- Now select your original Degree certificate + transcript by clicking on «seglie file» button
- Then write the qualification name (Bachelor in....)
- Then click on the «upload qualification»
- And then click on the summary button

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/peg/png - 10Mb max are accepted
- Seegli file | Nessun file seelzionato

Qualification name

Qualification name

Upload Qualification

Summary
2. Pre-enrol via Universitaly- step C

- Now you can apply for pre-enrolment

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.

Check your email regularly and follow the instructions you will receive.