

Guide to Pre-Enrolment Application

PART 1- Registration

1. Register on the portal UNIVERSITALY.
 - a. Choose immediately the language you prefer when completing the form (ITA or ENG)
 - b. Register with all names and surnames as on passport, middle names are to be indicated in the name field.
2. Wait for an email from universitaly@cineca.it to the email you provided at registration phase: you'll be asked to finalize your registration by selecting a password of your choice.
3. Wait for a new email from universitaly@cineca.it that confirms your registration has been successful.
4. [Click here](#) to login and, in the section "Extra-EU citizen: pre-enrolment application", click on "pre-enrolment application".

Note 1: if you want to temporarily interrupt the pre-enrolment process, you will be able to resume from the exact point where you left it last.

Note 2: if the webpage is left inactive for too long, you will see the message "authentication problem". You will not need to start again from scratch. You will just need to refresh the page and log in again.

PART 2 - Pre-enrolment

STEP A

Select the Academic year of reference.

Personal data: the section is automatically filled in based on the information you provided during registration.

Official home address: insert your complete home address

Contacts: the Italian tax code is needed ONLY if you have one.

STEP B

Passport: upload a copy of your passport (valid for at least three months after visa expiry date) and a passport-sized photo (i.e. a photo showing your face on a white background, valid for ID documents).

Visa application: indicate the country and the Italian Embassy or Consulate where you plan on asking for your study visa.

The reason to apply for visa must be "**I want to enrol in a study course**".

Course information:

Institution must be "Università".

Course type:

- 3-year degree: laurea
- 2-year degree: laurea magistrale
- 5-year degree: laurea magistrale a ciclo unico
- 1-year degree: Master universitario di I livello. NOTE: if you are enrolling in the master in economics and

finance (Milan), or in the master in AI-Driven Business Models (Milan), or in the master in Innovation in Food Science and Technology (Cremona), you must select Master universitario di II livello.

On the right side, click on “Every languages”.

Course name: details on the exact name and type of academic course you have been admitted on are specified in the admission letter you received: check it carefully!

Course Curriculum: if your programme is an English track of an Italian-taught degree, you must select the pertinent option: “Track name, EN”.

Course location: this field is automatically filled out based on course selection; if it is incorrect, check again the “course name” you picked.

ID account at the chosen university: indicate your username in Portale iscrizioni (usually name.surname01). If you do not recall it, leave the field blank.

STEP C

Qualifications

Are you joining us for an undergraduate degree? Upload:

- Mark sheets/transcripts of the final year.
- High school diploma, if available.
- Some qualifications require additional documents, check the General diploma requirements in the programme webpage, Admission and tuition > Entry requirements.
- English or Italian language certificate, depending on the teaching language of your academic programme (if relevant).

Are you joining us on a 2-year MSc (“laurea magistrale”) or 1-year Specializing Master (“Master Universitario”)? Upload:

- Official transcripts (which indicate all the exams taken, with grades and credits obtained).
- Degree/provisional degree certificate (if available).
- English or Italian language certificate, depending on the teaching language of your academic program (if relevant).

For each file you upload, click on the green button “**Upload qualification**”.

The name of the document uploaded will appear on top of the page.

Once all the necessary documents are uploaded, click on the blue button “**Summary**”.

PRE-ENROLMENT APPLICATION SUMMARY

Verify that your pre-enrolment application is complete, click on “I have read the data processing”, then select “**Apply for pre-enrolment**”.

Do not forget to check your email for submission confirmation (spam box as well). If any integration is needed, you will be notified via email, check it regularly!