



UNIVERSITÀ
CATTOLICA
del Sacro Cuore

PRE-ENROLMENT APPLICATION GUIDE UNIVERSITALY PORTAL



PART 1: Registration

Register on the [UNIVERSITALY Portal](#)

When completing your registration, for Identity document, please **select PASSPORT**. Please note that the **pre-enrolment application cannot be submitted if you do not have a valid passport**. Foundation Programme students should ensure that their **passport** remains **valid for at least one year and three months after the start date** of their programme.



You will receive an **email from universitaly@cineca.it** at the email address you provided at the time of registration.
The email will instruct you to insert a password of your choice.



Once you have created the password, **you will receive another confirmation email.**



Go **back to the [log in page](#)** and begin your **Pre-Enrolment Application**.



Note 1: if you want to temporarily interrupt the pre-enrolment process, you can save it as a draft, you will be able to resume from the exact point where you left it last. You'll simply need to log in.

Note 2: if the webpage is left inactive for too long, you will see the message "authentication problem" on a white webpage. You will not need to start again from scratch: you'll simply need to log in again.



PART 2: Pre-enrolment

This second part of the process is divided in **3 steps**:

STEP A



Insert your **personal data**, home address, and personal contacts.

Note 1: type in your data **exactly** as it appears **on your passport**

(if you have a middle name or more than one last name, be sure to include this data. This does not apply to the patronymic, which is not mandatory. Please enter only your first and last name.)

Note 2: all fields are mandatory (except the fiscal code), even if there is not an *.



STEP B



Passport-size picture and passport:

upload a passport-size picture of your face and a copy of your valid passport.



Visa Application:

indicate the Italian Embassy or Consulate where you are planning to apply for the study visa.

Select "I want to enrol in a study course" as the reason for visa application.



Course Information: select as indicated here below:

Institution: Università

Institution name: Università Cattolica del Sacro Cuore

Course type: Corso propedeutico (Foundation course)

Course Name: write the Programme name reported on your Admission Letter - Foundation Programme English Track

Select: every languages

Course Curriculum: leave blank/none

Course location: leave blank

ID account at the chosen University: leave blank



STEP C

Qualifications

Foundation Programme students are required to upload the following documents:

Original scan of your diploma | Transcript of records | English language certificate

Click on SUMMARY, verify that your pre-enrolment application is complete and proceed by **clicking on SUBMIT**.



PART 3: Next Steps

after completing your pre-enrollment application



You will receive an **email** from no-reply@cineca.it confirming that your **application** was sent to **Università Cattolica**.

Cattolica International will **review your pre-enrolment application**.

Note that this process **might take few days**.

If there are **any errors** in your application, Cattolica International **will contact you with instructions**.



If your **pre-enrolment application** is **not complete**, you will receive an **email** from no-reply@cineca.it with the **specific request** of the **missing document/information**.

If your **pre-enrolment application** is **complete** Cattolica International will validate your application and forward it to the **consulate where you are planning to request your study visa**.



You will receive an **email** from no-reply@cineca.it confirming that your **pre-enrolment application** has been **sent** to the appropriate **embassy or consulate**.

Note that the email text is first in Italian and then in English, make sure you **read until the end of the email**.



Click on the link in the email to enter in your **personal login area** and **download and print** the summary of the **"university pre-enrolment application"**.

A **copy** of the **validated application**, together with your **Admission Letter**, must be **submitted** to the **consular office in support of your visa application**.