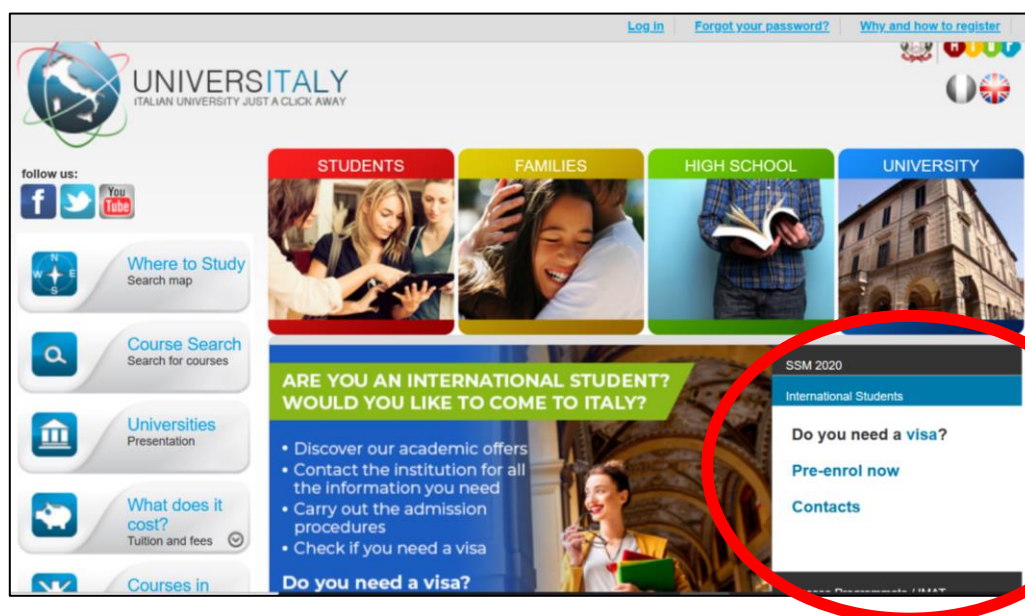


# Guide to Pre-Enrolment Application - University Portal

## PART 1: Registration

1. Register on the [portal UNIVERSITALY](#)  
For Identity document, please select PASSPORT. If you do not have a valid passport at this stage you can select another document. However, please make sure to apply for a new one as soon as possible since the pre-enrolment application cannot be submitted if you do not have a valid passport.
2. You will receive an email from [universality@ Cineca.it](mailto:universality@ Cineca.it) at the email address you provided at the registration phase. The email will instruct you to finalize your registration by inserting a password of your choice.
3. Complete your registration by inserting a password. You will be taken to a page summarizing your personal data. You will also receive another confirmation email.
4. On [UNIVERSITALY's homepage](#), click on the blue window INTERNATIONAL STUDENTS + PRE-ENROL NOW (on the center-right) and start the pre-enrolment process.



**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. You'll simply need to log in.

**Nota 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 appears on your passport.

Note 2: all data (except the fiscal code) is required, even if without an \*.

### **STEP B**

**Passport:** upload on the portal 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 spend a period of mobility for study/traineeship (e.g. Erasmus)" as the reason for visa application.

**Course Information:** select as indicated here below:

Institution: Università

Institution name: Università Cattolica del Sacro Cuore

Course type: Single course(s)

Course Name: write the Programme name reported on your Admission Letters

Course Curriculum: leave blank

Course location: leave blank

ID account at the chosen University: leave blank

### **STEP C**

#### **Qualifications**

This section can be left blank as it is not mandatory for study abroad/mobility students and applies only to Degree Seeking Students.

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

#### **Next steps after completing your pre-enrollment application:**

1. You will receive an email from [no-reply@cineca.it](mailto: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.

2. If your pre-enrolment application is not complete, you will receive an email from [no-reply@cenecca.it](mailto:no-reply@cenecca.it) with the specific request of the missing document/information.  
If your pre-enrolment application is complete Cattolica International will forward it to the consulate you are planning to request your study VISA.
3. You will receive an email from [no-reply@cenecca.it](mailto:no-reply@cenecca.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.
4. 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".
5. Once you are logged in, you will be taken back to the home page. You will see your name and an arrow on the top right hand corner. Open the arrow and click on "Reserved area" of the home page.
6. Click on your pre-enrollment application. Click through all the steps of the application until the last page (SUMMARY) where you find a green button that allows you to download and print the application.