Guide to Pre-Enrolment Application - Universitaly Portal

PART 1: Registration

1. Register on the UNIVERSITALY Portal
   When completing your registration, for Identity document, please select PASSPORT. If you do not have a valid passport, 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 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.

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

4. 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 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).

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 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 Letter

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 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.

2. 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 forward it to the consulate you are planning to request your study VISA.

3. 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.

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".