

UNIVERSITY 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 University 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

The screenshot shows a web browser window with the URL <https://www.universitaly.it/index.php/registration/firststep>. The page features the University logo and navigation tabs for STUDENTS, FAMILIES, HIGH SCHOOL, and UNIVERSITY. A sidebar on the left contains various utility links like 'Where to Study', 'Course Search', and 'Universities'. The main content area is titled '> Registration' and contains a form with the instruction: 'Enter your complete personal data, exactly as shown in your passport'. The form fields include: Name (including your middle names) *, Surname *, Country of birth * (set to ITALY), Birth District * (Select your birth district), City of birth * (Select your birthplace), Date of birth * (Day, Month, Year dropdowns), Gender * (Select your gender), and Citizenship * (set to ITALY).

1.Registration

University - Registration x +

https://www.university.it/index.php/registration/firststep

[Log in](#) | [Forgot your password?](#) | [Why and how to register](#)

We remind that for any communication about university procedures you will be contacted through email given in registration. Each User must keep it updated.

We remind you that it is not possible to use PEC, Hotmail, Msn and Live because these domains do not receive any emails from University.

We have already pointed out the situation to the server administrators but they still treat our emails as spam. We kindly invite you to use different domains until this situation is fixed. Thank you!

Email address *

Important! all notifications relating to pre-enrolment will be sent to this address

Confirm address * email

Telephone (international code plus telephone number)

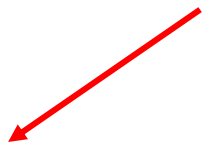
Identity document *

Number *

Issued by *

Valid from * Day - Month - Year

Expiry date Day - Month - Year



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 University 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»

The screenshot shows the homepage of the University of Italy portal (www.universitaly.it). The page features a navigation menu at the top with links for 'Log in', 'Forgot your password?', and 'Why and how to register'. Below the navigation, there are four main categories: 'STUDENTS', 'FAMILIES', 'HIGH SCHOOL', and 'UNIVERSITY'. A central banner asks 'ARE YOU AN INTERNATIONAL STUDENT? WOULD YOU LIKE TO COME TO ITALY?' and lists several options: 'Discover our academic offers', 'Contact the institution for all the information you need', 'Carry out the admission procedures', and 'Check if you need a visa'. Below this banner, there is a section titled 'Do you need a visa? OK, pre-enrol now!'. To the right of the banner, there is a sidebar with a 'Pre-enrol now' link highlighted by a red arrow. Another red arrow points to the 'International Students' link in the sidebar. The bottom of the page features a 'Benvenuti su Universitaly' message and a 'NEWS AND DEADLINES' section. The Windows taskbar at the bottom shows the date as 30/11/2020 and the time as 18:33.

2. Pre-enrol via University

PRE-ENROLMENT APPLICATION APPLICATIONS

ation: [Contact your
info-stranieri@Cineca.it](mailto:info-stranieri@ Cineca.it)

Pre-enrolment application A.Y. 2020/2021 , started on 30-11-2020:03:07

[Go to application](#)



i 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 University- 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	

Birth Date	Gender
	F

Country of birth	Town/City of birth

2. Pre-enrol via University- step A


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

Contacts

Telephone _____

E-mail _____

Italian tax code: ONLY if you have one
(optional)
 6M



GO TO STEP B

2. Pre-enrol via University- step B

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

PRE-ENROLMENT APPLICATION STEP B

Passport

Passport number
ya

Expiry date
02/1

Upload a passport size picture of your face
Only pdf/jpeg/png - 10Mb max are accepted
Scegli file 20200913_130612.jpg

Upload your valid passport
Only pdf/jpeg/png - 10Mb max are accepted
Scegli file Passport_Elena

2. Pre-enrol via University- step B

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

The screenshot shows a 'Visa Application' form with the following fields:

- Country:** BRAZIL (indicated by a red arrow)
- Where will you apply for a visa?:** CONSOLATO GENERALE RIO DE JANEIRO
- Specify the reason for the visa application:** I want to enrol in a study course (indicated by a red arrow)
- Course information:**
 - Institution:** Università (circled in blue)
 - Institution Name:** Università degli Studi di SIENA (highlighted in green)

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2. Pre-enrol via University- step B

- Scroll down and then select for the drop-down menus:
 - 1) Course type: [redacted]
 - 2) [redacted] Languages
 - 3) Course name: [redacted]

Course information

Institution	Institution Name
Università	Università degli Studi di SIENA

Course Type *i* For more information about
Course Type click: [here](#)

- Every Languages
- English Language
- Other Languages

Course Name

Course Curriculum

- None

Course location

- SIENA

Choose the type of course

Choose the language

Choose the name of the course



2. Pre-enrol via University- step B

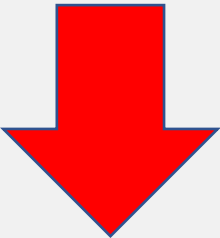
- Scroll down and then select «Go to step C»

Course location

SIENA

ID account at the chosen University / AFAM / Institute

ID account at the chosen U



GO TO STEP C

2. Pre-enrol via University- step C

- Now select your original Degree certificate + transcript by clicking on «scegli 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 Qualifications and language certificates
Only pdf/jpeg/png - 10Mb max are accepted Qualifications and language certificates

Nessun file selezionato

Qualification name
Qualification name

2. Pre-enrol via University- step C

- Now you can apply for pre-enrolment

passport provided,

he/she undertakes to:

- provide proof of the pre-determined necessary financial resources and the necessary insurance coverage for medical treatment and hospitalisation in accordance with the provisions of Italian law or to commit to enter into a contract for such insurance coverage upon entry into Italy;
- forward the application for a STUDENT residence permit to the competent police headquarters within 8 working days of entry into Italy, complete with the required documentation;
- return to the country of residence upon expiry of the visa if not admitted to or not enrolled in the chosen course.

I have read the data processing

Apply for pre-enrolment

Back to the homepage

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.