Short guide on the Pre-enrollment procedure

Go to '**Universitaly**' portal through this link: **https://www.universitaly.it/index.php/**.
In the homepage click on '**Pre-enrol now'**

In the next page, you will be asked to register an account. Click on "**Why and how to register**" and then on '**Join now**'
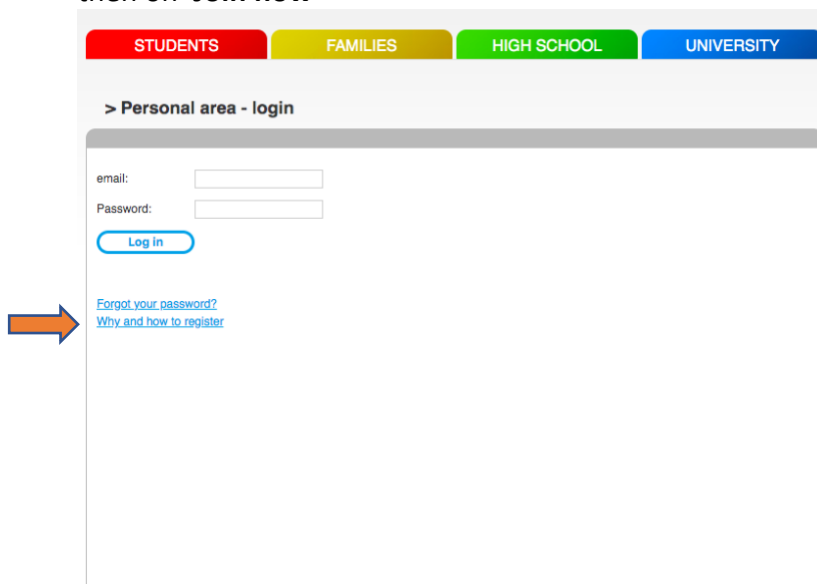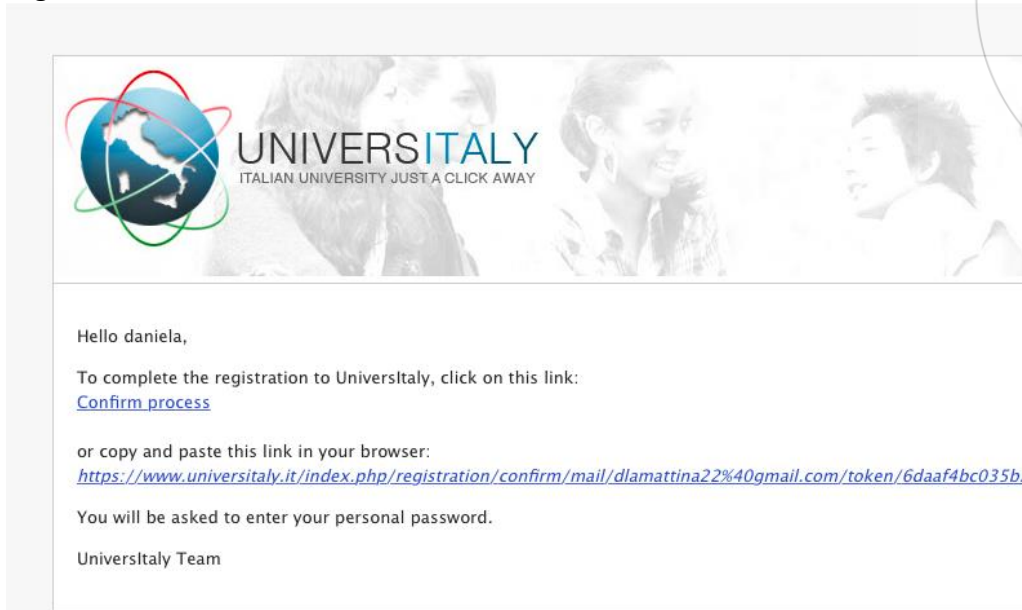

You will be asked to put your personal data, passport and contact details.
NB: the system asks you to provide the Italian 'tax code'. If it's possible, leave this section blank; if you cannot leave it blank, use the code that is automatically generated by the system.

Once you have signed up to the portal, you will receive an email asking you to confirm the registration.

Click on '**Confirm process**'. You will be redirected to the universitaly website where you will be asked to choose a personal password.

Your account is now active! You can move to the second step: **the pre-enrollment.**

Go back to universitaly homepage and click (again) on '**Pre-enrol now**':

Then click on 'Go to application'

PRE-ENROLMENT APPLICATION
APPLICATIONS

Do you need help?
Support for filling in your application:Contact your Institution
Technical support: universitaly@cineca.it

Pre-enrolment application A.Y. 2020/2021 , started on 28-07-2020:04:07   **Go to application**

ℹ️ **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 University you are applying to.

You are now accessing the **Pre-enrollment application**

STEP A: choose the **academic year** in which you want to enrol and the fill out the form with your personal data

PRE-ENROLMENT APPLICATION
STEP A

Choose the academic year in which you want to enrol / carry out the mobility

2020/2021

ℹ️ **Personal data**

Name (including your middle names)   Surname

daniela   la mattina

Birth Date   Gender

02/06/1982   F

Country of birth   Town/City of birth

ANGOLA   Luanda

Then click on **'Go to step B'**

Step B
You will be asked to:
- Provide your passport number
- Indicate the expiry date of your passport

- Upload a passport size picture and your passport
- Indicate the Embassy where you will apply for the visa
- Indicate the reason for the visa application

PRE-ENROLMENT APPLICATION
STEP B

| Passport

Passport number

HR203050

Expiry date

14/03/2022

Upload a passport size picture of your face
Only pdf/jpeg/png - 10Mb max are accepted
Scegli file | PICTURE

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

| Visa Application ⓘ

Country

ANGOLA

Where will you apply for a visa?

AMBASCIATA LUANDA

Specify the reason for the visa application

I want to enrol in a study course

In the second part of the form you will be asked to provide some information on the course that you want to attend.

| Course information

Institution

Università

Institution Name

Università degli Studi di PADOVA

Course Type ⓘ For more information about Course
Type click: here

Master universitario di primo livello

○ Every Languages
○ English Language
○ Other Languages

Course Name

HUMAN RIGHTS AND DEMOCRATISATION

| Course Curriculum

○ None

| Course location

○ PADOVA

DAAN international academy

Once you have filled out this section click on '**Go to step C'**

In this section you should upload your degree certificate and final transcript. In order to upload the documents click on '**Upload qualification'**

When you have uploaded all documents, click on **'Summary'**.
You will be directed to the summary of your application; if everything is correct, tick the box '**I have read the data processing'** and then click on '**apply for pre-enrolment'**

For any problem, feel free to ask!