

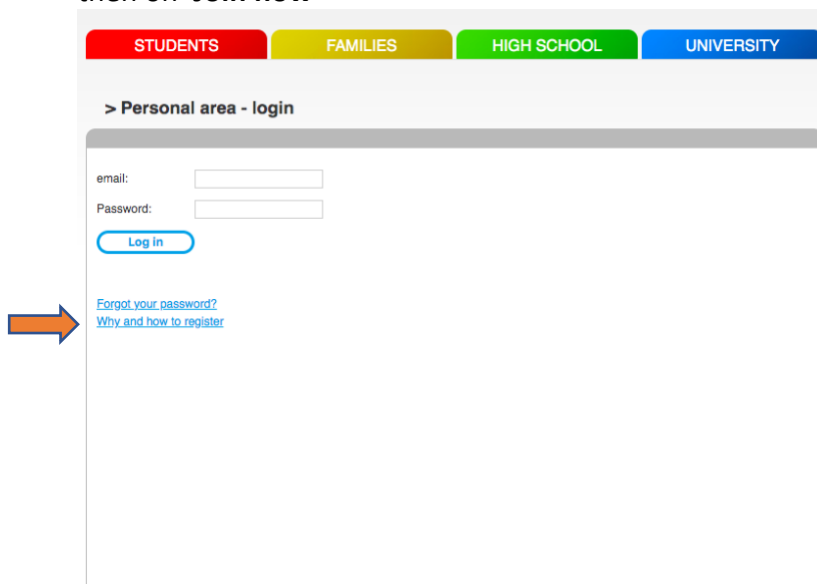


Short guide on the Pre-enrollment procedure

Go to 'University' 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'

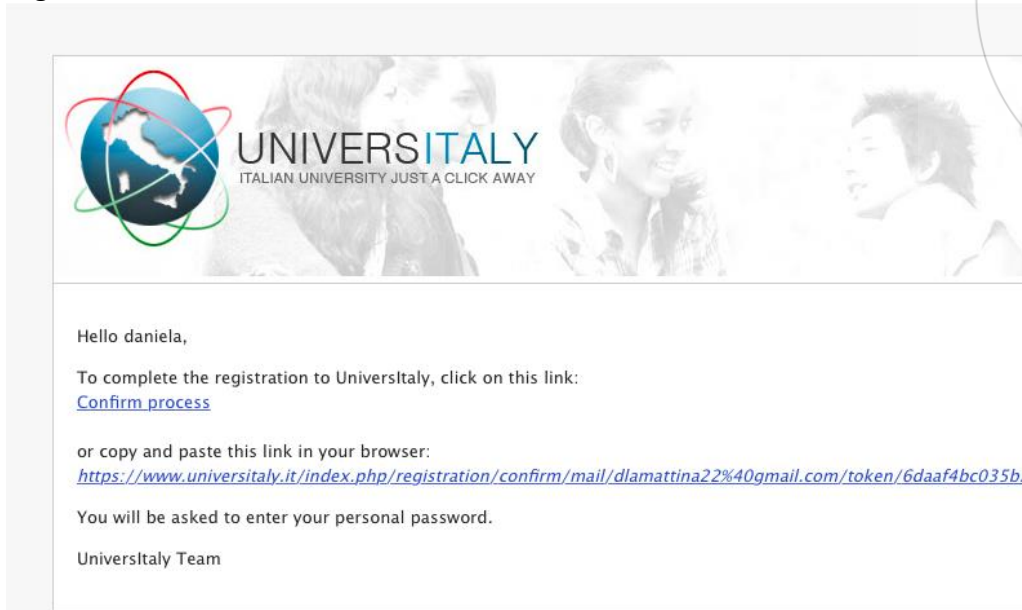


You will be asked to put your personal data, passport and contact details.

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'

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

PRE-ENROLMENT APPLICATION APPLICATIONS



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

Personal data **i**

Name (including your middle names) daniela	Surname la mattina
Birth Date 02/06/1982	Gender F
Country of birth ANGOLA	Town/City of birth 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	Expiry date
HR203050	14/03/2022

Upload a passport size picture of your face <small>Only pdf/jpeg/png - 10Mb max are accepted</small> <input type="button" value="Scegli file"/> PICTURE	Upload your valid passport <small>Only pdf/jpeg/png - 10Mb max are accepted</small> <input type="button" value="Scegli file"/> PASSPORT
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Visa Application i

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	Institution Name
Università	Università degli Studi di PADOVA

Course Type i For more information about Course <small>Type click: here</small> Master universitario di primo livello	<input checked="" type="radio"/> Every Languages <input type="radio"/> English Language <input type="radio"/> Other Languages
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Course Name
HUMAN RIGHTS AND DEMOCRATISATION

Course Curriculum

None

Course location

PADOVA



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'**

PRE-ENROLMENT APPLICATION

STEP C

The screenshot shows the 'Qualifications' section of the application form. It includes a heading 'Qualifications', instructions to upload documents, a file upload area with a dropdown menu set to 'Final Diploma', and a text field for the qualification name containing 'Bachelor's degree in Global Studies'. Two orange arrows point to the 'UPLOAD QUALIFICATION' and 'SUMMARY' buttons.

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 Final Diploma

Bachelor's degree

Qualification name

Bachelor's degree in Global Studies

UPLOAD QUALIFICATION

SUMMARY

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'**

The screenshot shows the summary page with the checkbox 'I have read the data processing' checked. Below it are two buttons: 'Apply for pre-enrolment' and 'Back to the homepage'. A paragraph of text explains that pushing the button sends the application to the chosen university for verification and forwarding to the consulate. A final instruction asks the user to check their email regularly.

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.

For any problem, feel free to ask!