

UNIVERSITÀ  
DI PAVIA

**Guidelines about your pre-enrolment application through the  
Universitaly portal**

# Select the portal language

The screenshot shows the UniversItaly homepage. At the top right, there is a language selection menu with icons for Italian (green), English (blue), and other languages (red, yellow, green). A large blue arrow points from the text on the right towards this menu. Below the menu, there are four main categories: STUDENTI, FAMIGLIE, SCUOLA SUPERIORE, and UNIVERSITÀ, each with a corresponding image.

On the left side, there is a sidebar with several links:

- seguici su: (Facebook, Twitter, YouTube)
- Dove Studiare (Ricerca con la mappa)
- Cosa Studiare (Cerca i corsi)
- Le Università (Gli atenei si presentano)
- Quanto costa (Tasse e contributi)
- Corsi in Inglese (Cerca i corsi in lingua)

The central part of the page features a large banner for the "OFFERTA FORMATIVA POST LAUREA 2019/20". To the right of the banner is a sidebar with the following text:

- Studenti Internazionali
  - Accesso Programmato / IMAT
  - SSM 2019
  - OFF 2019/2020
- Vai all'offerta formativa
- POST-LAUREA
- Offerta Formativa

Select English

Do not use the browser translation system, it may cause technical issues and you will be sent all the following communication in italian

# Pre-enrol now

The screenshot shows a website designed for international students. At the top right are links for 'Log in', 'Forgot your password?', and 'Why and how to register'. On the left, there's a sidebar with social media links (Facebook, Twitter, YouTube) and several buttons for navigation: 'Where to Study' (Search map), 'Course Search' (Search for courses), 'Universities' (Presentation), 'What does it cost?' (Tuition and fees), 'Courses in English' (Courses), and 'Orientation' (Making the right choice). The main content area features four large colored boxes: 'STUDENTS' (red, showing two students looking at a tablet), 'FAMILIES' (yellow, showing a smiling child being hugged), 'HIGH SCHOOL' (green, showing a student reading a book), and 'UNIVERSITY' (blue, showing the exterior of a building). Below these is a large image of a smiling woman holding books, with a green overlay asking 'ARE YOU AN INTERNATIONAL STUDENT? WOULD YOU LIKE TO COME TO ITALY?'. To the right of the image is a sidebar for 'International Students' with links for 'Do you need a visa?', 'Pre-enrol now', and 'Contacts'. At the bottom right is a vertical sidebar with links for 'Accesso Programmato / IMAT', 'SSM 2019', 'OFF 2019/2020', and 'POST-LAUREA'. The footer includes a 'NEWS' section and a small logo.

Select  
International  
Students  
And  
Pre-enrol  
now

Please note that at one point you will be asked which embassy or consulate you are going to use for your visa application: select visa for more information about Italian Representative in your country

# Registration

> Personal area - login

email:

Password:

**Log in**

[Forgot your password?](#)

[Why and how to register](#)

Attenzione: credenziali di accesso errate.

> Why and how to register

The Universitaly portale gives you access to lots of useful information.

After you register you will have access to all the resources and services of the Universitaly portale.

Complete the online registration form, once your account is set up you will have access to all the website resources and services.

**Join now!**

You need to  
register to  
Universitaly

It's preferable  
using the **same**  
**email address** you  
**used to contact**  
**us.** It will make  
easier to indentify  
you.

Please note that  
you will need to  
confirm you email  
address to  
complete your  
registration

# Registration: fiscal code

> Registration

Enter your complete personal data, exactly as shown in your passport

Name (including your middle names) \*

Surname \*

Country of birth \*

City of birth \*

Date of birth \*

Gender \*

Citizenship \*

Citizenship \*

ITALY

Italian tax code if you have one

PRVCLD97H58Z222P

Codice Fiscale: PRVCLD97H58Z222P

compulsory field

We remind that for any communication about universitaly 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 Universitaly.

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!

The procedure prompts to enter your Italian tax code

If you do not have an italian fiscal code, click on save: the system will show show a pop up with a new one based on the personal data you input

Click on the code to add it to your registration

# Registration: confirm your email address

UniversItaly registration ➤ Posta in arrivo x

universitaly@cineca.it

a me ▾

lun 15 giu, 10:53 (2 giorni fa)

inglese ▾ > italiano ▾ Traduci messaggio

Disattiva p



**UNIVERSITALY**  
ITALIAN UNIVERSITY JUST A CLICK AWAY

Hello Daria,

To complete the registration to UniversItaly, click on this link:  
[Confirm process](#)

or copy and paste this link in your browser:

<https://www.universitaly.it/index.php/registration/confirm/mail/dariamilone%40gmail.com/token/ac57521423767bb2abffa0bdd1f289bd57fddeb4>

You will be asked to enter your personal password.

UniversItaly Team

You will receive an  
email from  
**universitaly@cineca.it**

You need to confirm  
your email address  
following the  
instructions

If you did not set the  
language the email will  
be in Italian

<https://www.universitaly.it/index.php>

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



follow us:  
  

 Where to Study  
Search map

 Course Search  
Search for courses

 Universities  
Presentation

 What does it cost?  
Tuition and fees

 Courses in English  
Courses

 Orientation  
Making the right choice

 TECO  
Valutazione sulle conoscenze

STUDENTS FAMILIES HIGH SCHOOL UNIVERSITY

> Registration - nearly complete!

To complete registration please insert a personal password and you will be redirected to your personal page

New Password

Repeat Password

[Save](#)

STUDENTS	FAMILIES	HIGH SCHOOL	UNIVERSITY
<b>Student/Graduate</b> <ul style="list-style-type: none"><li>Making the right decision for you</li><li>Locations</li><li>Postgraduate courses and programmes</li></ul>	<b>Which choice?</b> <ul style="list-style-type: none"><li>Choose the programmes of study</li></ul>	<b>Scientific degrees</b> <ul style="list-style-type: none"><li>Assessment of initial knowledge for enrolment on scientific degree courses</li></ul>	<b>Universities</b> <ul style="list-style-type: none"><li>Presentation of the Universities</li><li>Where to study</li><li>Accreditamento periodico degli atenei</li></ul>
<b>Are you an international student?</b> <ul style="list-style-type: none"><li>Would you like to study in Italy?</li></ul>	<b>Locations</b> <ul style="list-style-type: none"><li>Deciding where to study</li></ul>	<b>Data and research</b> <ul style="list-style-type: none"><li>Students in Higher Education Institutions - National database</li><li>Student surveys</li><li>Enrolled students</li></ul>	<b>Academies of Fine Arts</b> <ul style="list-style-type: none"><li>Presentation of Academies of Fine Arts</li><li>Where to study</li></ul>
<b>Do you work?</b> <ul style="list-style-type: none"><li>Would you like to study while working?</li></ul>	<b>International students</b> <ul style="list-style-type: none"><li>Study for a degree in Italy</li></ul>	<b>Music Conservatories</b> <ul style="list-style-type: none"><li>Presentation of Music Conservatories</li><li>Where to study</li></ul>	<b>Higher Technical Education Institutions (ITS)</b> <ul style="list-style-type: none"><li>Presentation of ITS</li><li>Where to study</li></ul>
<b>Student services</b> <ul style="list-style-type: none"><li>Scholarships</li></ul>	<b>Fees and benefits</b> <ul style="list-style-type: none"><li>Fees and scholarships info</li></ul>		
<b>Disabled students</b> <ul style="list-style-type: none"><li>Disabled Student Support</li></ul>			

[Contacts](#) | [News and deadlines](#) | [FAQ](#) | [Video Multimedia](#) | [Glossary](#)

In cooperation with Cineca

Questo sito utilizza cookie tecnici, propri e di terze parti. Proseguendo la navigazione del sito o confermando tramite il tasto «OK, accetto» ne accetti l'utilizzo.

[Se vuoi saperne di più e leggere come disabilitarne l'uso clicca qui.](#)

[OK, accetto](#)

# Registration: password

Choose your password and log in!

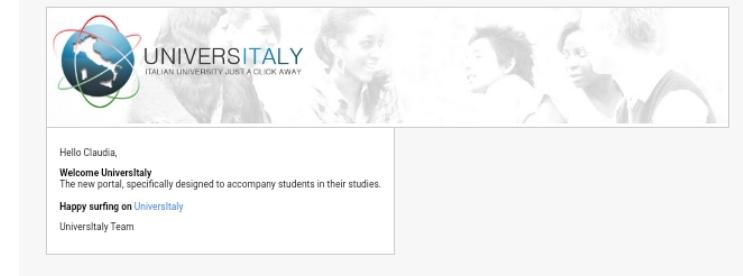
You will be sent a welcome email!

Welcome to Universitaly 

Posta in arrivo



universitaly@cineca.it 11:54  
a me ↘



Rispondi



Rispondi a tutti



Inoltra

# Log In: Reserved Area

The screenshot shows a navigation bar with links for STUDENTS, FAMILIES, HIGH SCHOOL, and UNIVERSITY. Below the bar, it says 'follow us:' with icons for Facebook, Twitter, and YouTube. The main content area is titled 'STUDENTS > Reserved area'. It contains two sections: 'Personal data' (with a link to 'Your personal data') and 'International Student - Pre-enrolment application' (with a link to 'Pre-enrolment application').

You will be ask to upload:

- A photo
- A scan copy of your passport
- Documents proving your education (transcript of records, study diploma, certificates of degree accomplishment). No need to upload the DoV if you do not already have it - we need it upon enrolment.

Go to Pre-enrollment application.

You will be asked to confirm your personal data anyway

# Application: contacts



SCNCLD@GMAIL.COM |

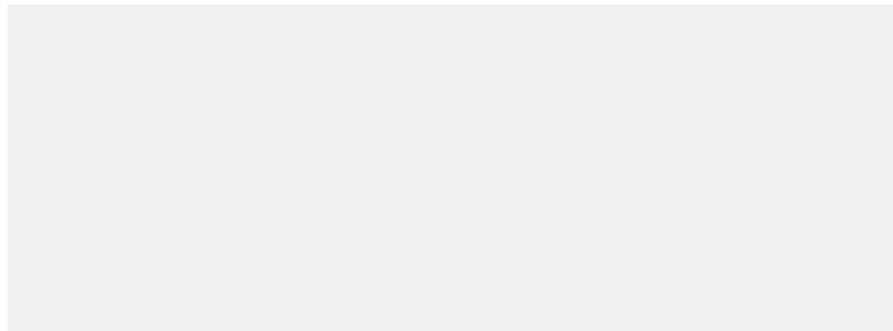
## PRE-ENROLMENT APPLICATION APPLICATIONS

New pre-enrolment application

Do you need help?

[Contacts](#)

Technical support: [universitaly@cineca.it](mailto:universitaly@cineca.it)



Please note that at one point you will be asked which embassy or consulate you are going to use for your visa application.

To find out more before applying go to

<https://vistoperitalia.esteri.it/home/en>

**HELP contacts:**

**Technical support:**  
**universitaly@cineca**

**University contact:**  
**Master.ateneo@univ  
pv.it**

# Application: Step A



SONCLOU@GMAIL.COM |

## PRE-ENROLMENT APPLICATION

STEP A



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

Academic year

**Personal data**

Name: Claudia Surname: Prova  
Birth Date: 18/06/1997 Gender: F  
Country of birth: INDIA Town/City of birth: INDIA  
Current Citizenship 1: ITALY Current Citizenship 2:  
Current Citizenship 3: Current Citizenship 3:

**Official home address**

Street: India Number: Number  
Country: INDIA Town/City: India  
ZIP Code: ZIP Code Additional address information: Additional address information

**Contacts**

Telephone: Telephone E-mail: [REDACTED]  
Italian fax code: ONLY if you have one (optional)  
F99/CLD9/H58/C222?

**GO TO STEP B**

Step A:

Personal Data and Official Home Address

Copy your data from your passport

Check your data and go to Step B

# Application: step B

## PRE-ENROLMENT APPLICATION STEP B

The screenshot shows a web-based application form for Step B of the pre-enrolment process. At the top, it says "PRE-ENROLMENT APPLICATION" and "STEP B". The first section, "Passport", contains fields for "Passport number" (695805) and "Expiry date" (13/08/2020). Below this, there are two upload fields: "Upload a passport size picture of your face" and "Upload your valid passport", each with "Select file" and "Choose file selection" buttons. A "View Application" button with a help icon is also present. The next section, "Country", lists "INDIA". Under "Where will you apply for a visa?", there is a dropdown menu set to "INDIA". The final section, "Specify the reason for the visa application", has a "Reason" field containing the text "Business".

## Step B:

### Upload:

1. your photo
2. your passport

### Visa application

if you are in doubt check here:

<https://vistoperitalia.esteri.it/home/en>

# Application: step B

**Course information**

Institution  
Institution

Course Type  
Course Type

Course Name  
Course Name

**Course Curriculum**

Name

**Course location**

ID account at the chosen University / AIPAM / Institute  
ID account at the chosen U

**GO TO STEP C**

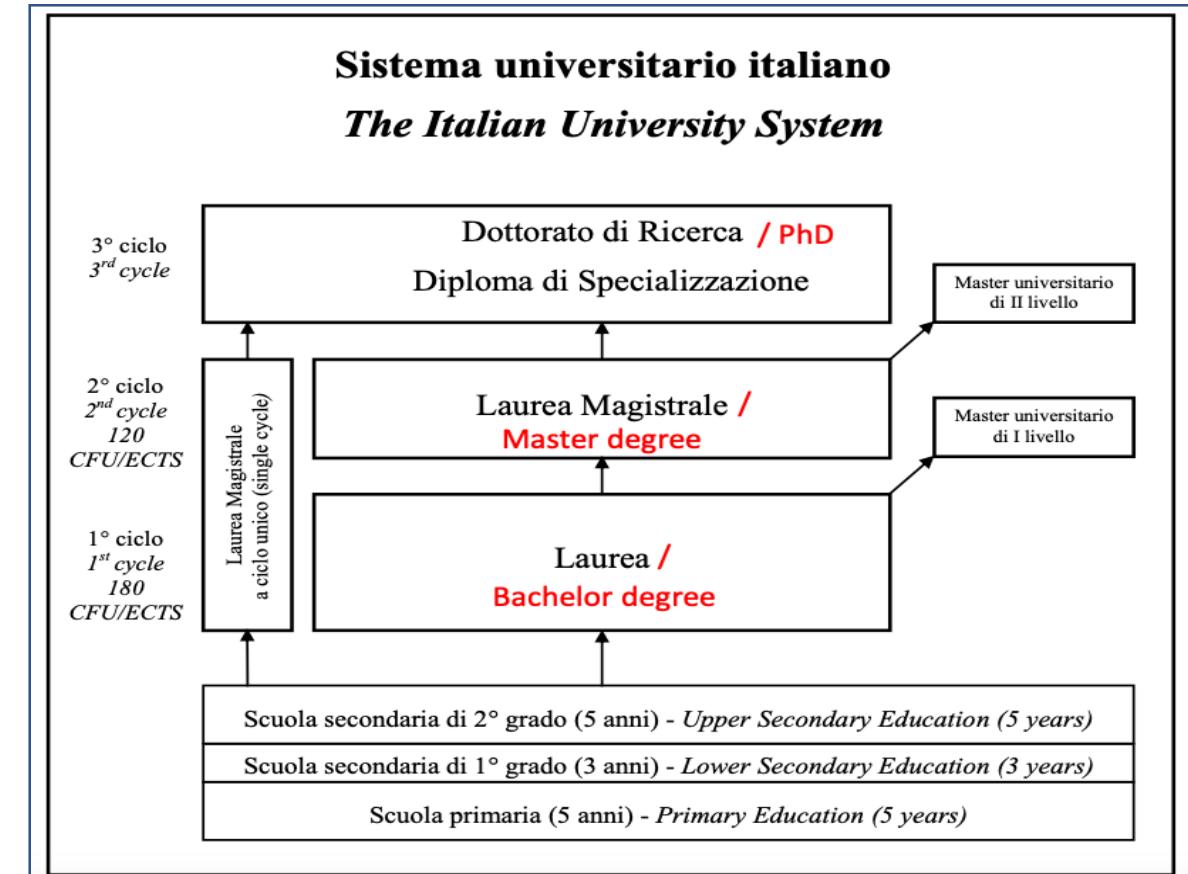
In collaboration with

NB: The course in Medicine and Surgery is a 6 year "Laurea Magistrale a Ciclo Unico".

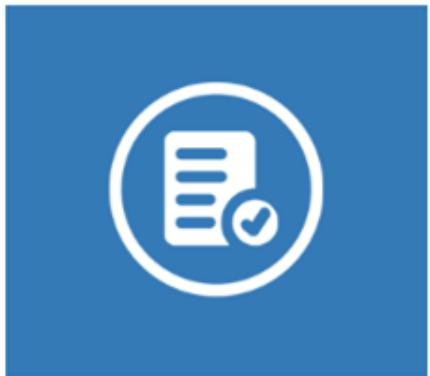
Select the University of Pavia as Institution and the Course type and name

(Consult the Italian University System framework if in doubt of which course type to choose)

*Ignore the code request and go to step C*



# Application: step C



Do you need help?  
Institution: Università degli Studi di PAVIA  
Institution website: <https://apply.unipv.eu/>  
Institution email: [admission@unipv.it](mailto:admission@unipv.it)  
Institution telephone: 0382989898

## PRE-ENROLMENT APPLICATION STEP C

### 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

Nessun file selezionato

Qualifications and language certificates

Qualifications and language certificates

Qualification name

Qualification name

Step C:

Upload your qualifications (preferably: study title diploma, transcript of record, CV) and check your data in summary

# Application: summary



SCNCLD@GMAIL.COM |

## PRE-ENROLMENT APPLICATION SUMMARY

Do you need help?  
Institution: Università degli Studi di PAVIA  
Institution website: <https://asp.pv.unipv.it>  
Institution email: [admission@unipv.it](mailto:admission@unipv.it)  
Institution telephone: 0382969696

Name	Surname
Claudia	Prava
Birth Date	Gender
1997-06-18	F
Country of birth	Town/City of birth
INDIA	INDIA
Current Citizenship 1	Current Citizenship 2
ITALY	
Current Citizenship 3	
Street	Number
india	3
Country	Town/City
INDIA	india
ZIP Code	Additional address information
34458	
Telephone	E-mail
5464636455	[REDACTED]
Italian tax code: ONLY if you have one (optional)	
PRVCLD97H56Z22P	
Passport number	dd/mm/yyyy
695805	2030-06-13

## Summary example

Date/Time	2020-06-13
Uploaded a passport size picture of your face	
Upload your valid passport	
Where will you apply for a visa?	Reason
AMBASOIA NEW DELHI	I want to enrol in a study course
Institution	Institution Name
Università	Università degli Studi di PAVIA
Course Type	Course Name
Licenza Magistrale	Industrial Automation Engineering - Ingegneria dell'Automazione Industriale
Course Curriculum	
Course location	ITALIA Via Farneta, 5 - 27100
ID account at the chosen University / AFAM / Institute	
The undersigned declares to be true:	
- the data and documents reported in this "pre-enrolment application" correspond to the truth and is aware of the criminal liability deriving from having produced a false, untrue declaration or containing data no longer corresponding to the truth, as well as being aware that the data reported in this document will be subject to identity checks;	
- the pre-enrolment procedure must be completed at the competent diplomatic-consular mission and is not complete with the sending of this "pre-enrolment application" only;	
- enrolment in higher education institutions in Italy is governed by specific procedures issued by the Italian Ministry for Universities and Research, published annually on the website <a href="http://www.studiare-in-italia.educonsolab.it">www.studiare-in-italia.educonsolab.it</a> ;	
- to enrol in study courses, it is necessary to follow the instructions provided by the higher education institution responsible for the chosen course and complete the related procedures, which do not necessarily end with the completion of the pre-enrolment phase;	
- the pre-enrolment procedure and this "pre-enrolment application" do not in any way replace the admission and enrolment procedures for the chosen course, which will be completed in the phase following the issue of the visa for study purposes, after verifying the authenticity of the documentation produced, and also does not imply any claim or automatic acceptance for the purpose of issuing the relevant visa for study purposes;	
- issuing the visa is the exclusive responsibility of the competent diplomatic-consular missions, after verifying that they meet the requirements mandated by current legislation;	
- in the "pre-enrolment application", the person authorized to process the data are empowered to modify any errors in the transcription/transformation of personal data, verifying the latter with the data shown in the passport provided;	
I declare undertake 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 consent 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 O	
<a href="#">Apply for pre-enrolment</a>	<a href="#">Back to the homepage</a>
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.	

# Application: disclaimer and data processing

ID account at the chosen University / AFAM / Institute

The undersigned declares

he/she is aware that:

- the data and documents reported in this "pre-enrolment application" correspond to the truth and is aware of the criminal liability deriving from having produced a false, untruthful declaration or containing data no longer corresponding to the truth, as well as being aware that the data reported in this declaration are subject to veracity checks;
- the pre-enrolment procedure must be completed at the competent diplomatic-consular mission and is not complete with the sending of this "pre-enrolment application" only;
- enrolment in higher education institutions in Italy is governed by specific procedures issued by the Italian Ministry for Universities and Research, published annually on the website [www.studiare-in-italia.it/studenti-stranieri](http://www.studiare-in-italia.it/studenti-stranieri);
- to enrol in study courses, it is necessary to follow the instructions provided by the higher education institution responsible for the chosen course and complete the related procedures, which do not necessarily end with the completion of the pre-enrolment phase;
- the pre-enrolment procedure and this "pre-enrolment application" do not in any way replace the admission and enrolment procedures for the chosen course, which will be completed in the phase following the issue of the visa for study purposes, after verifying the authenticity of the documentation produced, and also does not imply any claim or automatic acceptance for the purpose of issuing the relevant visa for study purposes;
- issuing the visa is the exclusive responsibility of the competent diplomatic-consular missions, after verifying that they meet the requirements mandated by current legislation;
- in the "pre-enrolment application", the persons authorised to process the data are empowered to rectify any errors in the transcription/transliteration of personal data, verifying the latter with the data shown in the 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.

Please read this part carefully before submitting.

Please note that when you select «I have read the data processing»

You will ask to read an additional document on the italian privacy law

*Once you have checked everything apply!*

*Your application will be sent to us.*

**Thank you for choosing the University of Pavia !**