



UNIVERSITY GUIDE

DEGREE SEEKERS APPLYING FOR A STUDY VISA

UNIVERSITÀ EUROPEA DI ROMA
INTERNATIONAL RELATIONS OFFICE

Before applying for a study visa, you need to complete the [application process for international students](#).

Once you have completed the application process for international students and received the official Letter of Acceptance from the Admission Office, you can now proceed to apply for your study visa to your local diplomatic/consular mission through the University portal:

1. Go to [University portal](#)> change the language to English by clicking on the upper right icon> "International students"> "**Pre-enroll now**"

The screenshot shows the University portal homepage. At the top right, there are language selection icons for Italian, English, and Chinese, with a blue arrow pointing to the English icon. Below the language icons are four main navigation buttons: STUDENTS, FAMILIES, HIGH SCHOOL, and UNIVERSITY. A large central banner asks "ARE YOU AN INTERNATIONAL STUDENT? WOULD YOU LIKE TO COME TO ITALY?" and lists bullet points: "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 the banner, it says "Do you need a visa? OK, pre-enrol now!". To the right of the banner, there is a sidebar with a blue button labeled "International Students", a link "Do you need a visa?", a link "Pre-enrol now" (with a blue arrow pointing to it), and a link "Contacts". Below the sidebar, there are buttons for "Accesso Programmato / IMAT", "OFF 2020/2021", and "POST-LAUREA". At the bottom left, there is a "Benvenuti su University" section with a brief description of the portal. At the bottom right, there is a "NEWS AND DEADLINES" section with a magnifying glass icon.

2. **Registration:** Click on “Why and how to register”> “Join now”>Insert your personal data.

The platform will ask your Italian fiscal code, if you do not have one yet click on "save" and the system will generate one on a pop up, click on the code to add it to your application > confirm your e-mail.

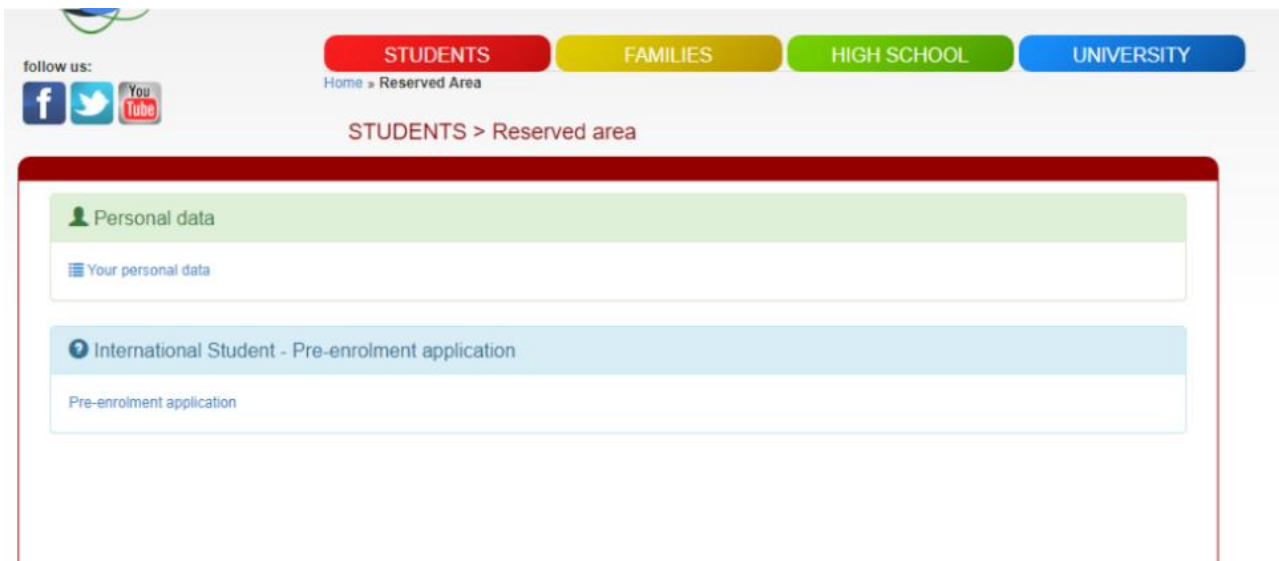
You will receive an e-mail from university@cineca.it . Confirm your e-mail address to complete your registration following the instructions.

The screenshot shows a web browser window with the URL <https://www.universitaly.it/index.ph...>. The page title is "University - Registration...". The main content area is titled "> Registration" and contains a form for entering personal data. The form fields include: Name (including your middle names) *, Surname *, Country of birth * (dropdown menu showing ITALY), Birth District * (dropdown menu showing Select your birth district), City of birth * (dropdown menu showing Select your birthplace), Date of birth * (Day, Month, Year dropdown menus), Gender * (dropdown menu showing Select your gender), and Citizenship * (dropdown menu showing ITALY). There is also a field for Italian tax code if you have one. A blue box contains a reminder: "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!".

3. Insert your **password**.

The screenshot shows the same web browser window as above, but the registration form is now titled "> Registration - nearly complete!". The form fields are: New Password and Repeat Password, both with input boxes. A blue "Save" button is visible below the fields. The page also shows the University logo and navigation tabs for STUDENTS, FAMILIES, HIGH SCHOOL, and UNIVERSITY.

4. **Log in** with your new credentials > Pre-enrollment application



5. **STEP A:** Fill in your personal data and click on "Go to step B"

The screenshot displays the 'PRE-ENROLMENT APPLICATION STEP A' form. On the left, there is a blue square icon with a white document and a checkmark. The form itself is titled 'PRE-ENROLMENT APPLICATION STEP A' and contains the following sections:

- Academic year:** A dropdown menu.
- Personal data:**
 - Name: Text input field
 - Surname: Text input field
 - Clasista: Text input field
 - Phone: Text input field
 - Birth Date: Text input field (value: 18/08/1997)
 - Gender: Dropdown menu (value: F)
 - Country of birth: Dropdown menu (value: INDIA)
 - town/City of birth: Text input field (value: INDIA)
 - Current Citizenship 1: Dropdown menu (value: ITALY)
 - Current Citizenship 2: Dropdown menu (value: Current Citizenship 2)
 - Current Citizenship 3: Dropdown menu (value: Current Citizenship 3)
- Official home address:**
 - Street: Text input field (value: India)
 - Number: Text input field (value: Number)
 - Country: Dropdown menu (value: INDIA)
 - town/City: Text input field (value: India)
 - ZIP Code: Text input field (value: ZIP Code)
 - Additional address information: Text input field (value: Additional address information)
- Contacts:**
 - Telephone: Text input field (value: Telephone)
 - E-mail: Text input field (value: E-mail)
- Reflexion fee code:** Text input field (value: ONLY if you have one (optional) PPRVCLDS/795822221*)

A 'GO TO STEP B' button is located at the bottom right of the form.

6. **STEP B:** Fill in the information regarding the visa:

- Institution name: "Università degli Studi Europea di Roma"
- Specify the reason for the visa application: "I want to enrol in a study course"
- Course type:
 - "Laurea" for Bachelor's Degree in:
 - Economics and Business Management
 - Psychological Sciences and Techniques
 - Tourism and Local Development
 - "Laurea Magistrale a ciclo unico" for Integrated Master's Degree in:
 - Law
 - Primary teacher Education
- It is NOT necessary to complete the field 'ID ACCOUNT AT THE CHOSEN UNIVERSITY/AFAM/INSTITUTE'

PRE-ENROLMENT APPLICATION
STEP B

The screenshot shows a web form titled "PRE-ENROLMENT APPLICATION STEP B". It is divided into two main sections. The first section, "Passport", contains two columns of input fields. The left column has "Passport number" with the value "895805" and "Upload a passport size picture of your face" with a "Select file" button and "Nessun file selezionato" text. The right column has "Expiry date" with the value "13/06/2030" and "Upload your valid passport" with a "Select file" button and "Nessun file selezionato" text. The second section, "View Application", has a blue question mark icon. It contains "Country" with the value "INDIA", "Where will you apply for a visa?" with a dropdown menu, and "Specify the reason for the visa application" with a dropdown menu showing "Reason".

7. **STEP C:** Upload one by one the documents you previously send to andrea.llorente@unier.it for your application to UER (please check this [link](#))
- a) [UER Bachelor's Degree Application Form](#)
 - b) Photocopy of valid Passport or ID Card
 - c) Photocopy of secondary school leaving qualification giving access to the Bachelor's Degree.
 - d) Statement of verification of your secondary school leaving qualification giving access to the Bachelor's Degree by CIMEA

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 Qualifications and language certificates

Nessun file selezionato Qualifications and language certificates ▾

Qualification name

After confirming your visa application in the University portal, UER International Relations Office will check it. If all information is correct, UER will upload your Letter of Acceptance to the portal. This document does not confer any right to obtain a visa. The decision on the issue of a visa for study purposes is the exclusive jurisdiction of the diplomatic/consular mission.

You will receive an e-mail from the University portal, informing you that UER has approved your visa application. You must complete the subsequent pre-enrolment phases directly at the relevant **diplomatic/consular mission**. For further information in this regard, please contact your local diplomatic mission. Bring the Letter of Acceptance to your appointment with the diplomatic/consular mission together with the rest of documentation required by the diplomatic/consular mission.

Contacts

- Università Europea di Roma

International Relations Office

Dott.ssa Andrea Llorente: andrea.llorente@unier.it

- University technical support

shorturl.at/orU79

- Local diplomatic/consular mission

To be found on the website of the local diplomatic/consular mission