



UNIVERSITY GUIDE

EXCHANGE STUDENTS APPLYING FOR A STUDY VISA

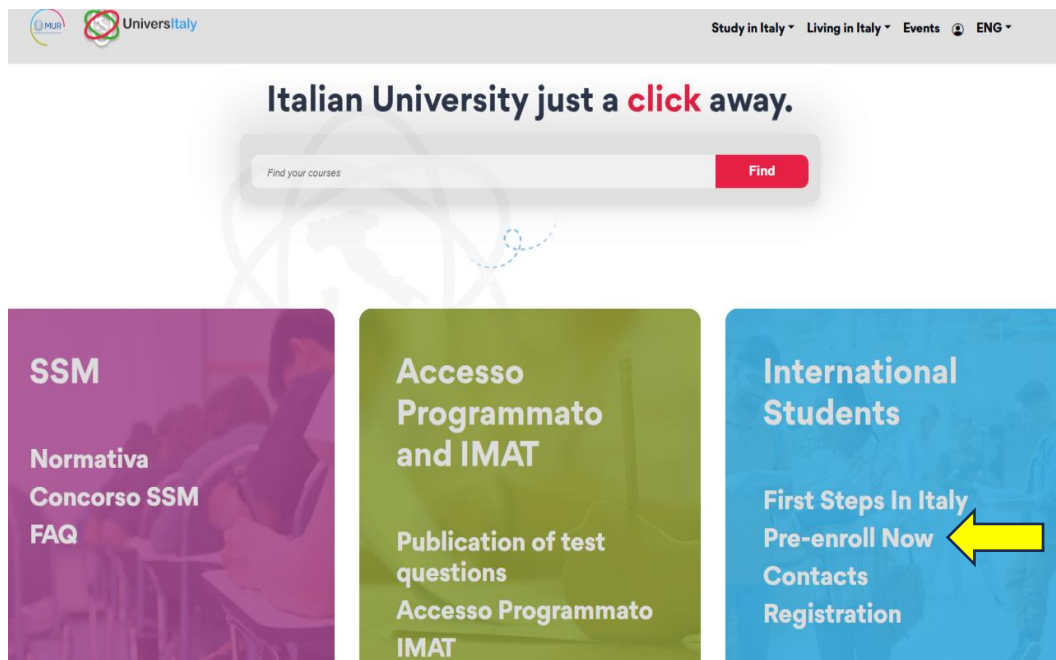
UNIVERSITÀ EUROPEA DI ROMA
INTERNATIONAL RELATIONS OFFICE

After being nominated by your home university for an exchange mobility at Università Europea di Roma, you will be contacted by e-mail receiving the information on the documents you need to submit in order to complete your **application to UER**.

Once you have sent the abovementioned documents to laura.polimadei@unier.it **and** giulia.landolina@unier.it received the corresponding **Letter of Acceptance**, you can now proceed to apply for your study visa to your local diplomatic/consular mission through the University portal.

We remind you that that pre-enrolment at the University shall in no way constitute a guarantee of securing an appointment at the diplomatic or consular representations for the submission of visa applications. In this regard, as stated in the ministerial circular entitled *“Procedures for the entry, stay, enrolment of international students and the recognition of qualifications for higher education courses in Italy, valid for the academic year 2025–2026”* (page 7), the prior acceptance of a candidate by the University does not confer any entitlement to the issuance of a visa, given that the granting of a student visa falls exclusively within the remit of the competent diplomatic and consular authorities.

1. Go to [University portal](#)> change the language to English by clicking on the upper right icon, scroll down the page and click on “*International students*”> “**Pre-enroll now**”



2. **Registration:** Select the option “Credenziali personali”. If you do not have an account yet, select the option “Registrati”.

The image contains two screenshots of the login and registration interface. The left screenshot, titled 'Inserisci le tue credenziali', shows a login button 'Accedi con SPID/CIE' and a section 'Oppure accedi con' with a button 'Credenziali personali (University)' circled in blue. The right screenshot, titled 'Oppure accedi con', shows a login form with fields for 'Username o email' and 'Password', a 'Password dimenticata?' link, and an 'Accedi' button. Below the form is a 'Ricordami' checkbox and a 'Sei un nuovo utente? Registrati' link, which is also circled in blue. The AgID logo is visible in the bottom left corner of the left screenshot.

> Registration

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

Name (including your middle names) *

Surname *

Country of birth * ITALY

Birth District * Select your birth district

City of birth * Select your birthplace

Date of birth * Day - Month - Year

Gender * Select your gender

Citizenship * ITALY

Italian tax code if you have one *

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!

NB: The platform might ask your **Italian fiscal code** (*codice fiscale*). Since you might not have it, 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.

3. Insert your **password**.

English v

Sign in to your account

Username

Password

[Forgot Password?](#)

To ensure the security of the data you entrust to us, we have adopted new authentication policies.

[Sign In](#)

Or sign in with

Accedi con SPID

New user? [Register](#)

4. **Log in** with your new credentials > Pre-enrollment application (*Nuova domanda di preiscrizione*)



AREA RISERVATA STUDENTI

DATI PERSONALI

I tuoi dati personali

CITTADINI EXTRA UE: DOMANDA PER OTTENERE IL VISTO DI STUDIO PER L'ITALIA

Cittadini extra UE: la **domanda di preiscrizione** è necessaria per il rilascio del visto per i candidati ai corsi di studio della formazione superiore in Italia (Università, AFAM, SSML) e dovrà essere presentata utilizzando questo portale.
I cittadini extra UE devono richiedere il visto per studio presso la rappresentanza diplomatica di competenza.

DOMANDA DI PREISCRIZIONE

**LISTA
DOMANDE**

Nuova domanda di preiscrizione

Hai bisogno di aiuto?

Supporto per la compilazione della domanda: [Contatta la tua Istituzione](#)

[Supporto tecnico](#)



[FAQ \[aggiornate al 23/03/2022\]](#)



Ecco alcune informazioni utili.

Per iniziare la domanda di preiscrizione clicca su "Nuova domanda di preiscrizione". Puoi interrompere e riprendere la compilazione. Per accedere alla domanda iniziata o per visualizzarla dopo l'invio, clicca su "Vai alla domanda".

Puoi presentare una sola domanda di preiscrizione presso una Istituzione e un corso.

Per selezionare il corso è prima necessario selezionare correttamente il tipo corso. Per informazioni sulla corretta selezione contatta l'Istituzione presso cui desideri presentare la domanda. Il menu del tipo corso è solo in Italiano.

5. **STEP A:** Fill in the current academic year and your personal data.

Double check that the all the data are correct and click on "**Go to step B**"



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

Academic year

Personal data i

Name (including your middle names)

Surname

Birth Date

Gender

Country of birth

Town/City of birth

Current Citizenship 1

Current Citizenship 2

Current Citizenship 3

Official home address

Street

Number

Country

Town/City

ZIP Code

Additional address information

Contacts

Telephone

E-mail

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

GO TO STEP B

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 spend a period of mobility for study / traineeship (e.g. Erasmus)*" (for exchange students only)
- Course type:
 - "*Laurea*" stands for Bachelor's Degree in:
 - Economics and Business Management
 - Psychological Sciences and Techniques
 - Tourism and Local Development
 - "*Laurea Magistrale a ciclo unico*" stands for Integrated Master's Degree in:
 - Law
 - Primary teacher Education

NB: It is **NOT** necessary to complete the field 'ID ACCOUNT AT THE CHOSEN UNIVERSITY/AFAM/INSTITUTE'



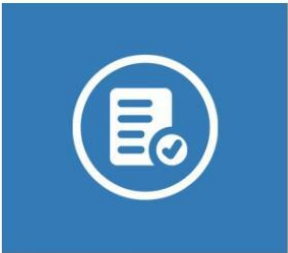
Passport	
Passport number	Expiry date
Passport number	dd/mm/yyyy
Upload a passport size picture of your face Only pdf/jpeg/png - 10Mb max are accepted Scegli il file Nessun file scelto	Upload your valid passport Only pdf/jpeg/png - 10Mb max are accepted Scegli il file Nessun file scelto
Visa Application	
Country	
MEXICO	
Where will you apply for a visa?	
Where will you apply for a visa?	
Specify the reason for the visa application	
Reason	
Course information	
Institution	Institution Name
Institution	Institution Name
Course Type	☒ Every Languages
Course Type	☐ English Language
	☐ Other Languages
Course Name	

7. **STEP C:** Upload one by one the documents you previously sent to laura.polimadei@unier.it and giulia.landolina@unier.it for your application to UER (please check this [link](#))

- a) International exchange application form
- b) Transcripts of Records of the courses you passed at your University
- c) Photocopy of valid Passport or ID
- d) B2 English certificate and/or B1 Italian language certificate
- e) Health insurance
- f) Current health certificate

PRE-ENROLMENT APPLICATION

STEP C



Do you need help?
Institution: Università degli Studi EUROPEA di ROMA
Institution website:
https://www.universitaeturopeadiroma.it/en/international-exchanges/#tab_programmes-application
Institution email: andrea.llorente@unier.it
Institution telephone: +39 338 272 6004

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

Only pdf/jpeg/png - 10Mb max are accepted

Scegli il file | Nessun file scelto

Qualifications and language certificates

Qualifications and language certificates

Qualification name

Qualification name

UPLOAD QUALIFICATION

SUMMARY

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 Laura Polimadei: laura.polimadei@unier.it

Dott.ssa Giulia Landolina: giulia.landolina@unier.it

- Local diplomatic/consular mission

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