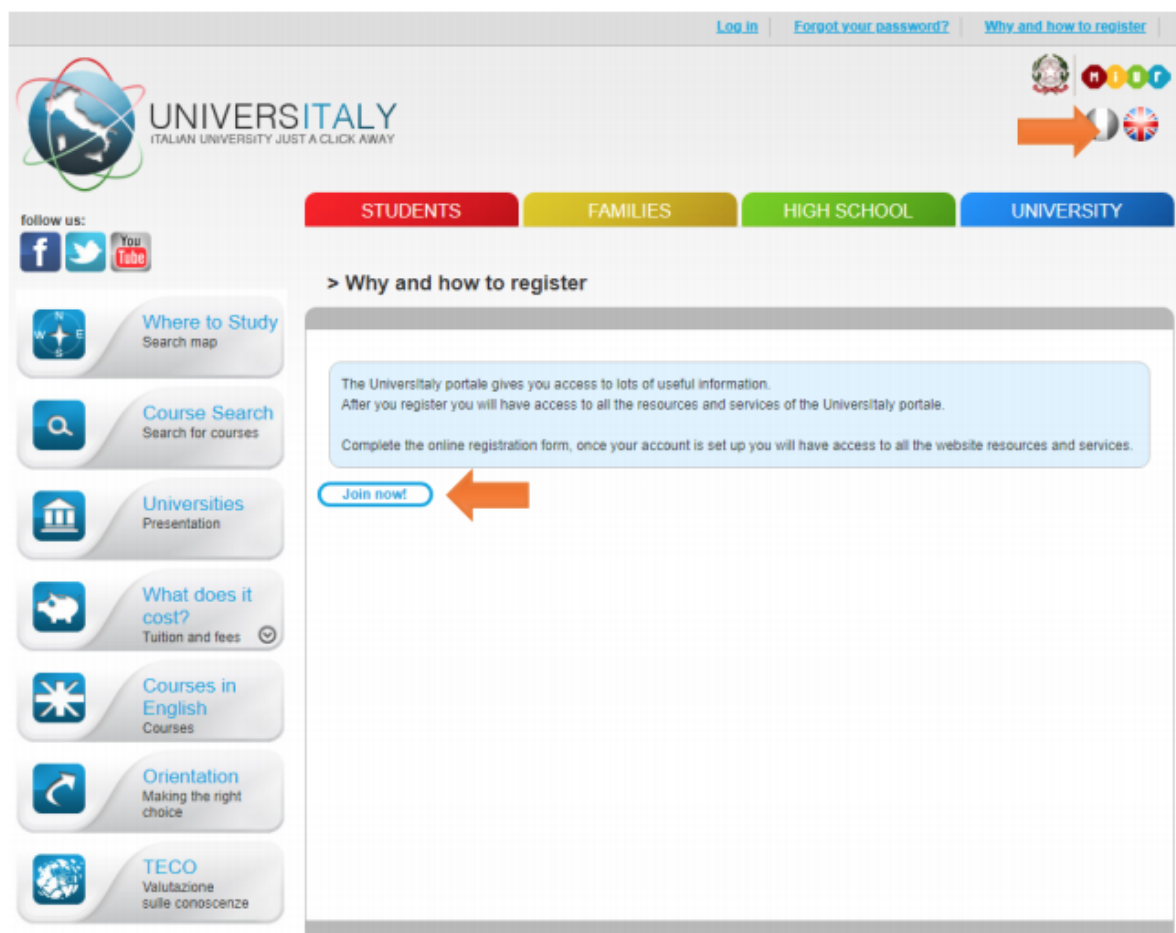# PRE-ENROLMENT APPLICATION ON UNIVERSITALY

Visit the *Pre-enrolment and visa application* webpage for all the relevant information. After sending the pre-enrolment application, the **university staff will check the applications received via the Universitaly portal** in order to indicate the final result of the pre-evaluation process carried out previously on the **university's online application portal**, **specifying** whether they have been accepted or conditionally accepted.

How to send the pre-enrolment application on Universitaly

Register on the portal on this webpage
https://www.universitaly.it/index.php/registration by clicking
Join now!.

UNIVERSITÀ DEL SALENTO

INTERNATIONAL WELCOME OFFICE

Piazza Tancredi, 7
I 73100 Lecce
F +39 0832 299259
E welcome.office@unisalento.it

You can switch to **English/Italian language** on the top right of the webpage.

Fill in the fields required to **create your profile** and remember to:

- Enter your personal information exactly as presented in in your passport;
- The self-generated Italian tax code (codice fiscale) is not official. If you do not already have an official tax code, one shall be issued to you once the university enrolment procedure has been completed. Visit the page dedicated to for more information.

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 possibile 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!

Email adress *

Important! all notifications relating to pre-enrolment will be sent to this address

Confirm email address *

Telephone (international code plus telephone number)

Identity document * — Identity Card

Number *

Issued by *

Valid from * — Day - Month - Year

Expiry date — Day - Month - Year

Official home residence:

Country * — ITALY

District * — Select your residence district

City * — Select your residence city

ZIP code *

Address *

* required field

Save

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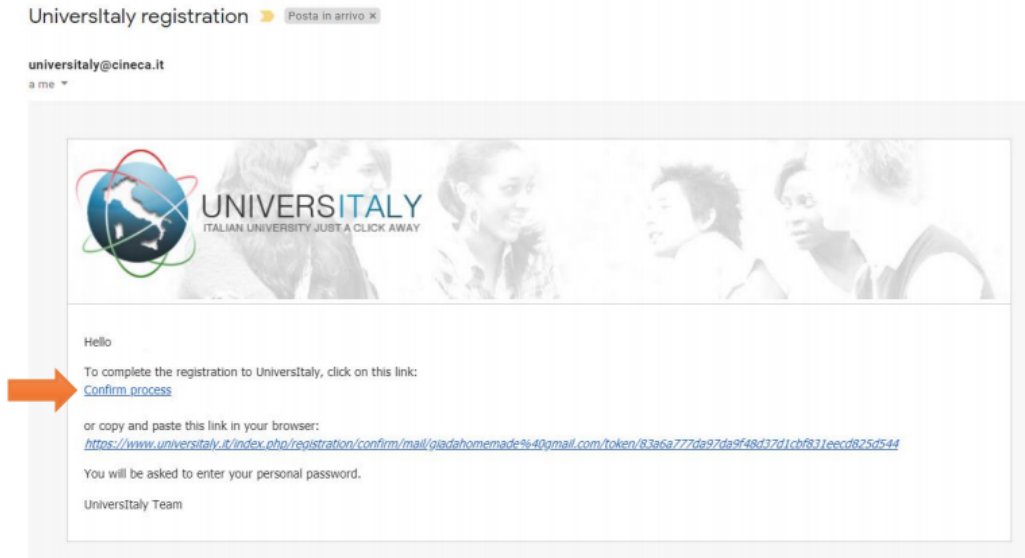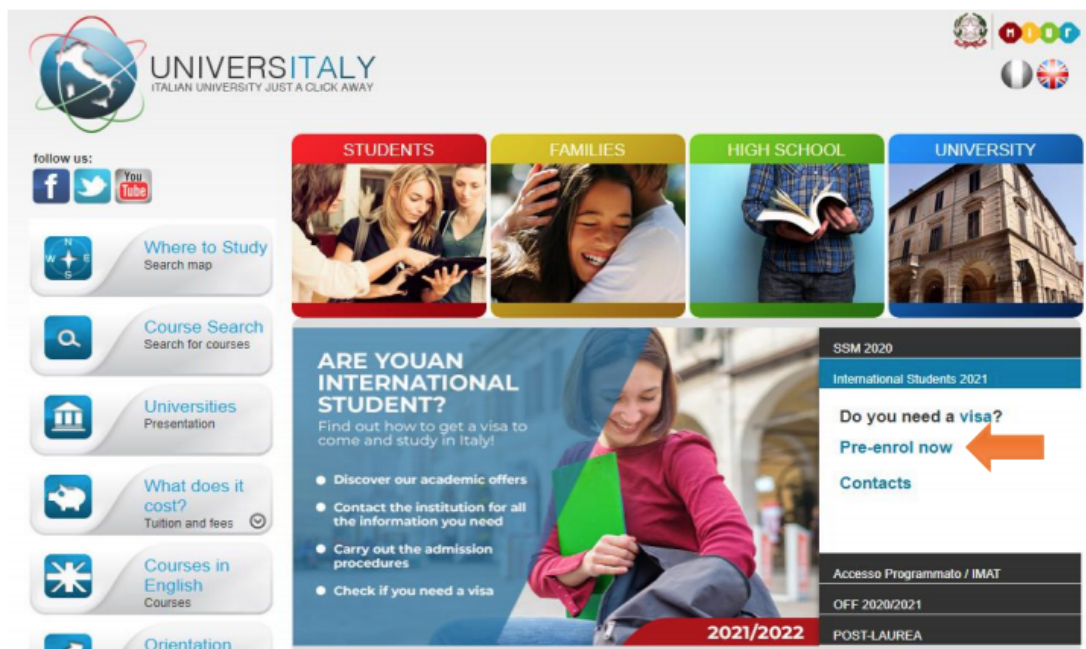
You will receive an email asking you to **confirm your account** and **complete your registration** by choosing a password.

In order to start filling out the **Pre-enrolment application** click on *International Students 2021 > Pre-enrol now.*

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Click on *New pre-enrolment application* to start.

Remember that you can only send **one application for the 2021-2022 academic year**, so you must indicate one university and one study programme.

STEP A:

- select the academic year (2021- 2022)
- check your personal data

PRE-ENROLMENT APPLICATION
STEP A

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

2021/2022

Personal data 🛈	
Name (including your middle names)	Surname
Birth Date	Gender
Country of birth	Town/City of birth
Current Citizenship 1	Current Citizenship 2
	Current Citizenship 2
Current Citizenship 3	
Current Citizenship 3	

Official home address

Street

Number

Number

Country

Town/City

ZIP Code

ZIP Code

Additional address information

Additional address information

Contacts

Telephone

Telephone

E-mail

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

GO TO STEP B

UNIVERSITÀ DEL SALENTO | INTERNATIONAL WELCOME OFFICE

STEP B:

check your passport information

upload a photo (passport size) and a scanned copy of your passport

indicate at which Embassy/Consulate you will apply for a visa and the reason (degree seeking students should select: "I want to enrol in a study programme")

select "Università del Salento" and the programme for which you received the letter of eligibility for enrolment as well as the curriculum, where available (it is recommended that you not filter the courses by teaching language, so that the curricula are visible).

If you have been accepted for multiple courses, you must choose one

You do NOT need to enter "Identification account at the chosen University/AFAM/Institute"

PRE-ENROLMENT APPLICATION
STEP B

| Passport

Passport number		Expiry date	

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

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

| Visa Application ℹ️

Country

Where will you apply for a visa?

Specify the reason for the visa application
I want to enrol in a study course

UNIVERSITÀ DEL SALENTO | INTERNATIONAL WELCOME OFFICE

Course information

Institution

Università

Institution Name

Università del Salento

Course Type (i) For more information about Course
Type of the university system click here

- ● Every Languages
- ○ English Language
- ○ Other Languages

Course Name

Course Curriculum

● None

Course location

● Lecce

University: Università del Salento

Course:

Course type:

Language:

Class of degree course (according to Italian law):

Official length of the course:

ID account at the chosen University / AFAM / Institute

ID account at the chosen I

→ **GO TO STEP C**

UNIVERSITÀ DEL SALENTO | **INTERNATIONAL WELCOME OFFICE**

STEP C:

Upload the academic qualification certificates and supporting documents that you provided for your pre-evaluation on Ca' Foscari's online application portal:

- ○ final diploma (if available) or provisional certificate - copy of original and Italian/English translation (where necessary)
- ○ certificate showing the exams taken - copy of original and Italian/English translation (where necessary)
- ○ language certificate(s) (where required)
- ○ CIMEA Statement of Comparability/Declaration of Value/Diploma Supplement (where held)

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

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

[Scegli file] Nessun file selezionato

Qualification name

Qualification name

Qualifications and language certificates

Qualifications and language certificates ⌄

UPLOAD QUALIFICATION

SUMMARY

SUMMARY:

Check your details, read the declarations and submit the pre-enrolment application

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/studentistranieri;
- 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.

Check your email regularly and follow the instructions you will receive.