Registration and submission of applications on Universitaly portal for students enrolling in single courses

STEP 1: Registration

Click on the following link to access the online platform and start the registration procedure: https://universitaly-private.cineca.it/index.php/registration/firststep

You can switch to English/Italian by clicking on the flags on the top right-hand corner of the webpage.

Fill in the online form to create your profile. *Please keep in mind that the information displayed in the following screenshot is just an example!*

Please mind to enter your personal information exactly as shown on your passport.

The Italian tax code (*Codice Fiscale*) will be calculated based on the personal information you report in the form and automatically appear in the relevant field. Please keep in mind that it is not official!

If you need an official fiscal code, the International Office staff can request its issuance to the authorities in charge and provide you with its pdf copy. For more information please check the dedicated webpage: Students: your stay, insurance, transport.

Email adress *

name.surname@gmail.com

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

Confirm   email   nume.surname@gmail.com
address *

Telephone   +international code phone number
(international   code
plus   telephone
number)

Identity document *   Passport

Number *   13456789

Issued by *   Ministry of Foreign Affairs

Valid from *   09   -   August   -   2020

Expiry date   19   -   November   -   2030

Official home residence:

Country *   KOREA, REPUBLIC OF

City *   Seoul

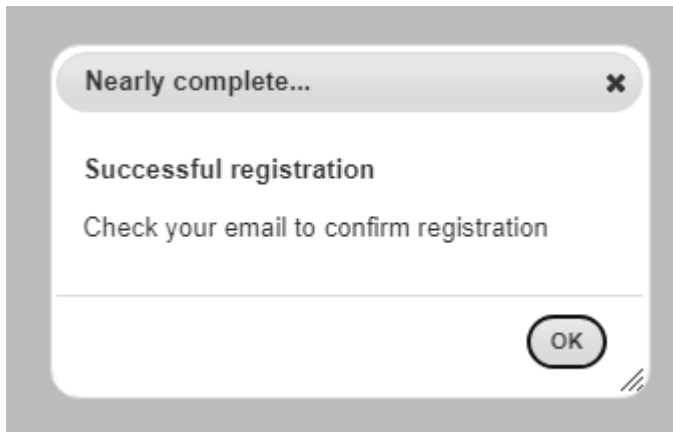ZIP code   Zip code

Address *   Street name, number

Please mind to use an email address that you check regularly, as it will be used to deliver notifications and relevant communications.

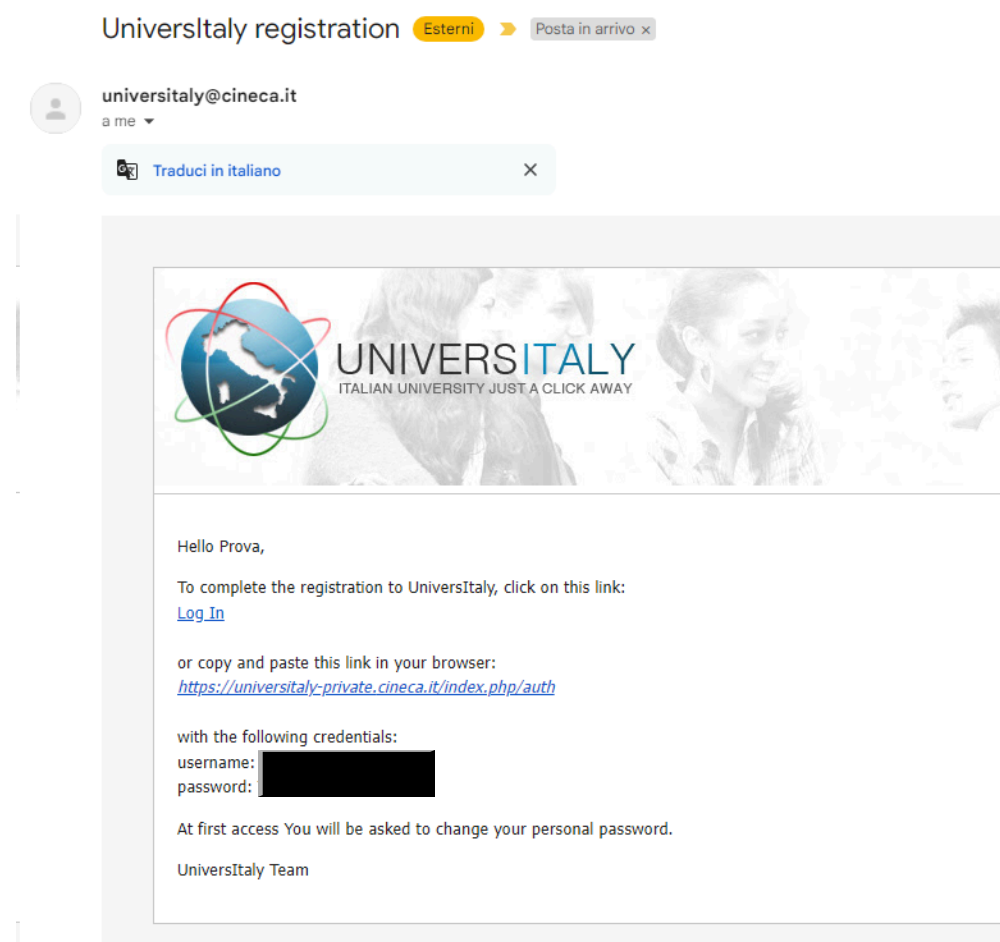When you have filled out all the mandatory fields, please click on save   **Save**

If the registration is successful, a confirmation message will appear.

STEP 2: Account activation

You will receive an email reporting your provisional login information and asking you to confirm your account and complete your registration by choosing a password.

Click on the link reported in the email (https://universitaly-private.cineca.it/index.php/auth) and access using the provided credentials.

Update your password as instructed and take note of the new chosen password.

STEP 3: Start your pre-enrolment application

Once you have entered your Reserved Area, click on "Pre-enrolment application".

PRE-ENROLMENT APPLICATION
APPLICATIONS

New pre-enrolment application

Do you need help?
Support for filling in your application: Contact your Institution

Technical support

FAQ [aggiornate al 23/03/2022]

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 Institution and one course.

In order to find your course, you need to select the proper course type. Please check with the Institution 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 Institution 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 Institution you are applying to.

In order to update your personal data, you need to contact Technical support specifying your correct data, indicating them completely and attaching copy of your passport.

Click on "New pre-enrolment application".

STEP 4: Pre-enrolment application - Step A

PRE-ENROLMENT APPLICATION
STEP A

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

Academic year

First of all, choose the academic year in which you will enrol in single courses at Ca' Foscari University of Venice. Only one option will be displayed.

Personal data **i**

Name (including your middle names)
Prova

Surname
Prova

Birth Date
13/03/1993

Gender
M

Country of birth
KOREA, DEMOCRATIC PEOPLE'S REPUBLIC...

Town/City of birth
Seoul

Current Citizenship 1
KOREA, REPUBLIC OF

Current Citizenship 2
Current Citizenship 2

Current Citizenship 3
Current Citizenship 3

Official home address

Street
Street name, number

Number
545

Country
KOREA, REPUBLIC OF

Town/City
Seoul

ZIP Code
Zip code

Additional address information
Additional address information

Most of the fields in Step A of the pre-enrolment application are pre-filled based on the information you reported at registration stage. Add any further relevant information and then click on "Go to step B" in the bottom right-hand corner of the webpage:

GO TO STEP B

STEP 5: Pre-enrolment application - Step B

Upload a passport size picture (well visible!) of your face and a copy of your valid passport. You can upload pdf, jpeg or png files only.
Please make sure that your passport is valid and not about to expire!

Enter the name of the Country and indicate the Embassy or Consulate where you will apply for your visa. Please make sure to specify the correct reason for the visa application: **Single Course(s).**

When filling the Course Information, you should add the following data:
Institution: Università
Institution Name: Università Ca' Foscari VENEZIA
Course type: indicate Laurea (BA-level double/joint degree) or Laura Magistrale (MA-level double/joint degree)
Course name: type in "Single courses" - you do not need to indicate which courses you wish to enrol in at this stage

All subsequent sections will be automatically filled in based on this information.
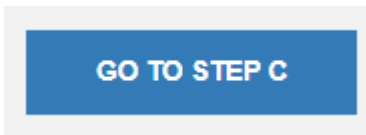
STEP 6: Pre-enrolment application - Step C

Upload the documents you have used during the Application Process for Ca' Foscari. Click on "scegli file" and upload the document. From the "Qualifications and language certificates" menu, please select the option which indicates what type of document it is.

In the "Qualification name" section, rename the document.
Click on "Upload"
Repeat if necessary.

Then click on "summary"

STEP 7: Pre-enrolment application - Summary and submission

Please make sure that all the information is correct. If you need to correct some data you can click on "Back to the homepage". If everything is correct please tick the "I have read the data processing" and then click on Apply for pre-enrolment.

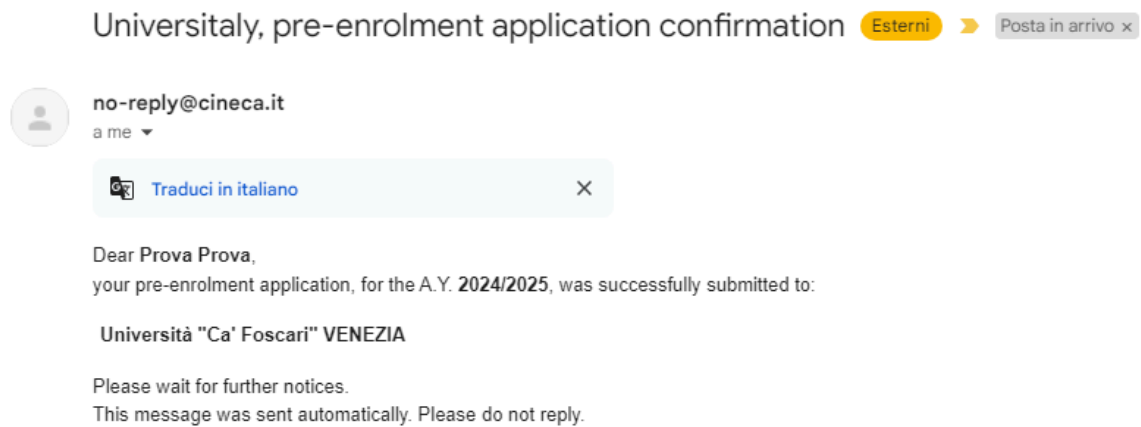The Confirmation on the portal will look like this:

PRE-ENROLMENT APPLICATION
———— APPLICATIONS ————

Pre-enrolment application A.Y. 2024/2025 , started on 15-03-2024:05:05 | Sent to Institution Università "Ca' Foscari" VENEZIA on 15-03-2024 05:19

Go to application

The confirmation email will look like this:

Universitaly, pre-enrolment application confirmation Esterni ➤ Posta in arrivo ×

no-reply@cineca.it
a me ▾

🗏 Traduci in italiano   ×

Dear **Prova Prova**,
your pre-enrolment application, for the A.Y. **2024/2025**, was successfully submitted to:

 Università "Ca' Foscari" VENEZIA

Please wait for further notices.
This message was sent automatically. Please do not reply.

For any doubt or clarification, you can contact the Welcome Unit: singlecourses@unive.it.