

## Registration and submission of applications on University 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!*

#### > Registration

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

Name (including your middle names) *	<input type="text" value="Name"/>
Surname *	<input type="text" value="Surname"/>
Country of birth *	<input type="text" value="KOREA, DEMOCRATIC PEOPLE'S REPUBLIC OF"/>
City of birth *	<input type="text" value="Seoul"/>
Date of birth *	<input type="text" value="13"/> - <input type="text" value="March"/> - <input type="text" value="1993"/>
Gender *	<input type="text" value="Male"/>
Citizenship *	<input type="text" value="KOREA, REPUBLIC OF"/>
Italian tax code if you have one	<input type="text" value="SRNNMA93C13Z214B"/>

Codice Fiscale: SRNNMA93C13Z214B

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 address \*

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

Confirm email address \*

Telephone (international code plus telephone number)

Identity document \*

Number \*

Issued by \*

Valid from \*  -  -

Expiry date  -  -

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**Official home residence:**

Country \*

City \*

ZIP code

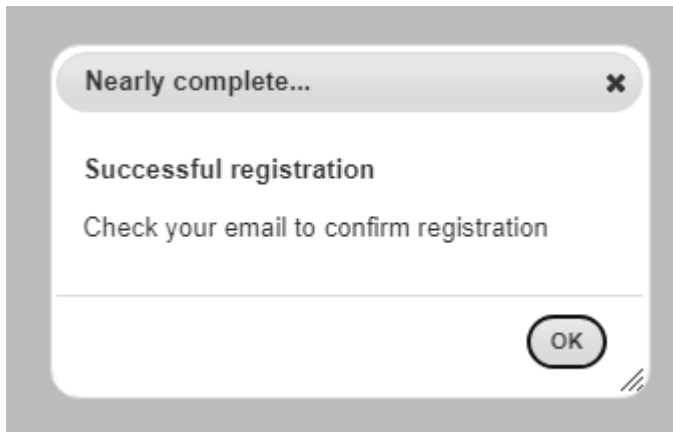
Address \*

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

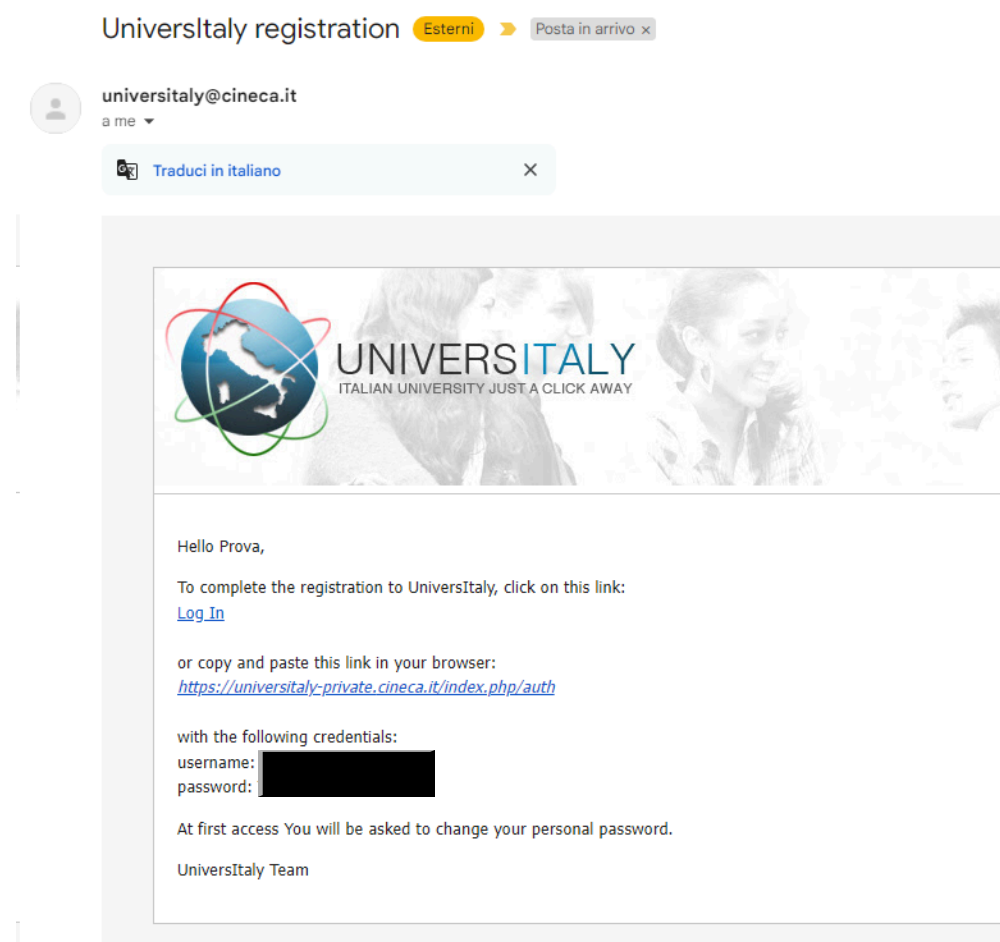
[Save](#)

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.

English ▾

## Update password

**⚠** You need to change your password to activate your account.

New Password

Confirm password

**Submit**

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

### STEP 3: Start your pre-enrolment application

MUR

Home » Reserved Area

**STUDENTS > Reserved area**

**Personal data**

[Your personal data](#)

**Extra-EU citizen: Pre-enrolment application for a study VISA for Italy**

Extra-EU citizens: [Pre-enrolment application](#) is required to obtain a study VISA for Italy and must be submitted by the candidates of Italian Higher Education courses (University, AFAM, SSML) using this portal.  
Extra-EU citizens must apply for a study visa at the Italian Consulate of their jurisdiction.

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 <b>i</b>	
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

### PRE-ENROLMENT APPLICATION STEP B

<b>Passport</b>	
Passport number	Expiry date
13456789	19/11/2030
Upload a passport size picture of your face Only pdf/jpeg/png - 10Mb max are accepted	Upload your valid passport Only pdf/jpeg/png - 10Mb max are accepted
Scegli file   Nessun file selezionato	Scegli file   Nessun file selezionato

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!

<b>Visa Application</b> 	
Country	Where will you apply for a visa?
KOREA, REPUBLIC OF	AMBASCIATA SEOUL
Specify the reason for the visa application	
Double or Joint degrees	

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 Laurea 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

**Course information**

**Institution**  
 Università ▼

**Institution Name**  
 Università "Ca' Foscari" VENEZIA ▼

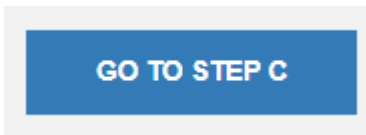
**Course Type**  For more information about Course  
 Type of the university system click [here](#)

Laurea Magistrale ▼

Every Languages  
 English Language  
 Other Languages

**Course Name**  
 Economics and Finance ▼



All subsequent sections will be automatically filled in based on this information.





**STEP 6: Pre-enrolment application - Step C**

**PRE-ENROLMENT APPLICATION**  
**STEP C**

**Qualifications**

Bachelor's degree diploma, Qualification: Final Diploma |  

Bachelor's degree transcript of records, Qualification: Transcript |  

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

Scegli file | images.jpg \_\_\_\_\_

Qualification name  
 MA transcript to date \_\_\_\_\_

**UPLOAD QUALIFICATION** **SUMMARY**

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

### PRE-ENROLMENT APPLICATION SUMMARY

Name Prova	Surname Prova
Birth Date 13-03-1993	Gender M
Country of birth KOREA, DEMOCRATIC PEOPLE'S REPUBLIC OF	Town/City of birth Seoul
Current Citizenship 1 KOREA, REPUBLIC OF	Current Citizenship 2
Current Citizenship 3	
Street Street name, number	Number 545
Country KOREA, REPUBLIC OF	Town/City Seoul

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.

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.

The Confirmation on the portal will look like this:

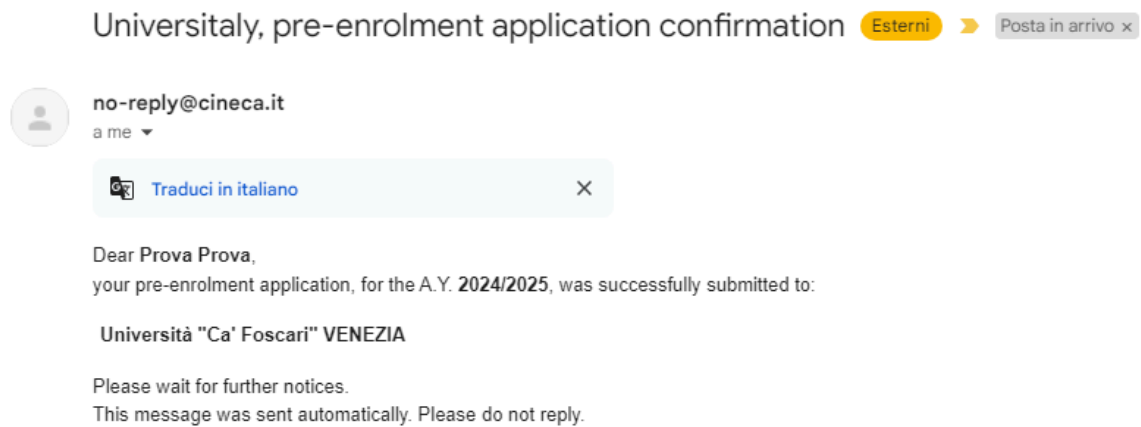


# PRE-ENROLMENT APPLICATION APPLICATIONS

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:



For any doubt or clarification, you can contact the Welcome Unit: [singlecourses@unive.it](mailto:singlecourses@unive.it).