

Guide to Pre-Enrolment Application - University Portal

APPLICATION INSTRUCTIONS FOR EXCHANGE STUDENTS

(only for incoming students requiring a Study Visa)

BEFORE STARTING:

- Check on the **"Visa for Italy"** website if you need a study visa.
- Contact the relevant Italian **Consulate/Embassy on how to book an appointment with them and the documentation that you need to provide. The Consulate/Embassy**
- The application to University is a **mandatory step** in applying for a Study Visa in Italy (Attention: you must apply for a visa for "**Study – Exchange and Mobility Program.**")
- This application is relevant for the visa request only! It **does not substitute the application on our website.**
- The validation procedure carried out by UniBas does not imply any right to obtain the visa: the decision to issue a visa for study purposes is **of exclusive jurisdiction of the relevant Italian Consulate/Embassy.**
- If you have any **technical issue** when using the website, please contact the **official website support services**

STEP 1: Register on the University website:

Click on <https://www.university.it/first-steps>, scroll the page up to 6 point: Start your online pre-enrollment application

Accesso al Portale University

Inserisci le tue credenziali

Accedi con SPID/CIE

Oppure accedi con

Credenziali personale (University)

AgID



Accesso al Portale University

Inserisci le tue credenziali

Accedi con SPID/CIE

Oppure accedi con

Username o email

Password [Password dimenticata?](#)

Accedi

Ricordami

Sei un nuovo utente? [Registrati](#)

MUR UniversItaly

> 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



Select language by clicking on the flag

Fill in the form with all the required information then click on **'Save'** at the bottom of the page.

USEFUL TIPS:

- Provide your **PERSONAL INFORMATION EXACTLY AS THEY APPEAR IN YOUR PASSPORT**. For example, if you have 2 or more names/surnames registered on your passport, **you must include all of them**. Do not provide nicknames or other names that are not officially registered on your passport!
- **Make sure that your data on the University website and in the UniBas application form match** (names, email addresses, etc...). If they differ, we won't be able to identify you and the application will be rejected.
- **Italian tax code (codice fiscale): it will be auto generated while filling in the form**. Please bear in mind that this is not official, but you can use it for the visa application purposes. To get an official "codice fiscale" you can either request it to the Consulate/Embassy or once you arrive in Italy.

> Registration

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

Name (including your middle names) *	<input type="text"/>
Surname *	<input type="text"/>
Country of birth *	<input type="text" value="ITALY"/>
Birth District *	<input type="text" value="Select your birth district"/>
City of birth *	<input type="text" value="Select your birthplace"/>
Date of birth *	<input type="text" value="Day"/> - <input type="text" value="Month"/> - <input type="text" value="Year"/>
Gender *	<input type="text" value="Select your gender"/>
Citizenship *	<input type="text" value="ITALY"/>
Italian tax code if you have one *	<input type="text"/>

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!

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 - -

Official home residence:

Country *

District *

City *

ZIP code *

Address *

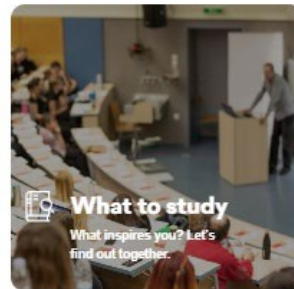
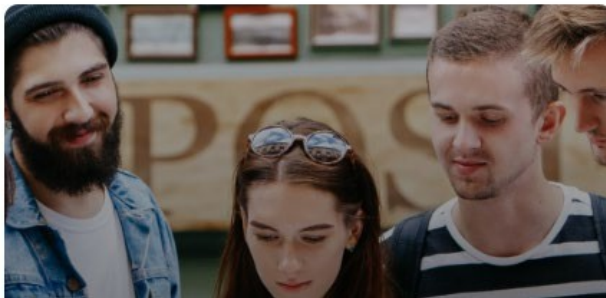
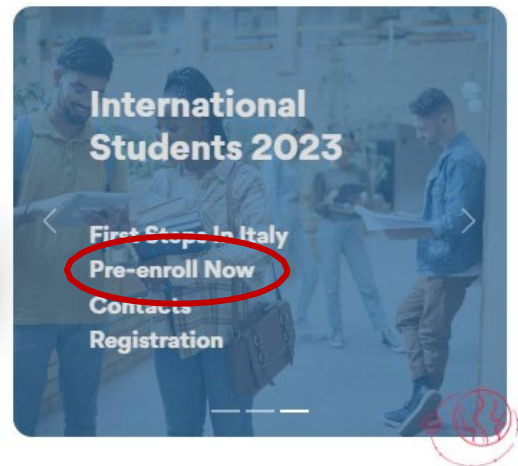
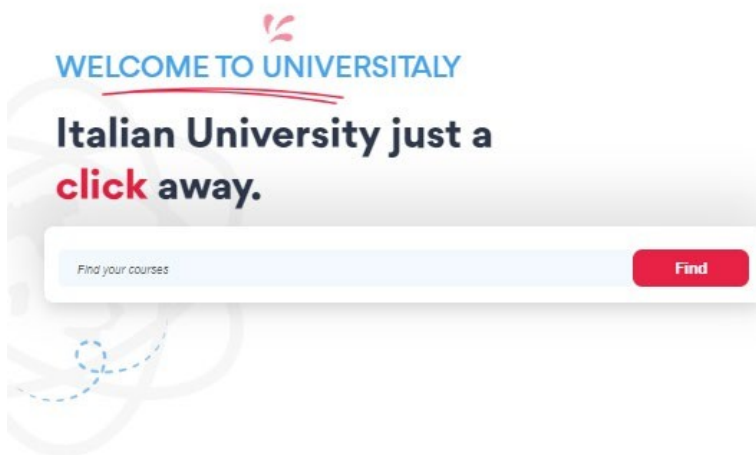
* required field

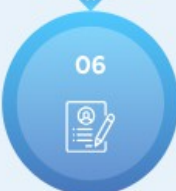


Now check your email inbox (the one you used to register) for the follow-up email. You will need to **log in to your account again** and **complete your registration by choosing a password**.

STEP 2: VISA APPLICATION

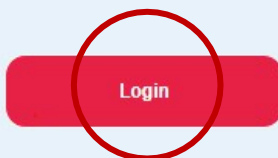
On the homepage, click on **“Pre-enrol Now”** in the slide-show, or on the box **“First Step in Italy”** and then **“Login”**



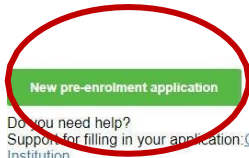


Start your online pre-enrollment application

To apply for a study programs in Italy you need to complete the "Pre-enrolment" application on University , after having created your online account on the University portal ...
[Read more](#)



Click on the green button **NEW PRE-ENROLMENT APPLICATION** to start.



Do you need help?
Support for filling in your application: [Contact your Institution](#)
[Technical support](#)

PRE-ENROLMENT APPLICATION APPLICATIONS

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 University and one course.

In order to find your course, you need to select the proper course type. Please check with the university 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 University 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 University 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.

STEP A:

- select the academic year
- check your personal information

PRE-ENROLMENT APPLICATION STEP A

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

Personal data **i**

Name (including your middle names) personal data, exactly as shown in your

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
<input type="text"/>	<input type="text"/>
Country	Town/City
<input type="text"/>	<input type="text"/>
ZIP Code	Additional address information
<input type="text"/>	<input type="text"/>

Contacts

Telephone	E-mail
<input type="text"/>	<input type="text"/>

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

GO TO STEP B

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
- indicate the reason: “I want to spend a period of mobility for study/traineeship (e.g. Erasmus)”

In the **Course Information** section choose the following:

- Institution: **Università**
- Institution name **Università degli Studi della Basilicata**
- **Course type.** Select **Single course(s)**. Do not select any other options
- **Course name:** choose a course closest to your assigned department (don't worry about that, just pick the one which is close to your actual field of study) or write the Programme name reported on your Acceptance Letter
- **Course Curriculum:** leave blank or write **Erasmus Exchange Mobility or other exchange program for study/Traineeship.**
- You do **NOT** need to enter "Identification account at the chosen University/AFAM/Institute" - leave blank

STEP C:

Qualifications:

The Internationalization Service of the University of Basilicata requires students to upload a certificate/letter issued by their home university confirming their nomination as an Erasmus+ student, in addition to a copy of their passport.

Anyway, it is strongly recommended to consult the website of the selected Embassy or Consulate to verify the required documentation. Applicants are also advised to contact the relevant Embassy/Consulate directly to inquire about any additional documents that may be required to process the visa application.


Generally, the following documents are required:

- Copy of a valid passport,
- Acceptance/Admission Letter issued by the University of Basilicata
- Nomination letter from the Home University,
- (if applicable) study grant with the amount

Additional Supporting Documents

- Learning Agreement (if available; may be required by the Embassy/Consulate for visa purposes)

PRE-ENROLMENT APPLICATION
STEP C



Do you need help?
 Institution: Università degli Studi della BASILICATA
 Institution website:
<http://portale.unibas.it/site/home.html>
 Institution email:
segreteriastudenti@unibas.it
 Institution telephone: 0971-202219

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

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

Caricati dati datoteka odabrana Qualifications and language c...

Qualification name

Qualification name

UPLOAD QUALIFICATION

SUMMARY

In collaboration with



Click on **“Summary”**, verify that your pre-enrolment application is complete and proceed by clicking on **SUBMIT**.

Summary:

In this section, you should check and confirm and/or complete your information you entered so far. Read and confirm the declaration about personal data processing and **submit** your application by clicking on the **blue button “Apply for pre-enrolment”**.

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.

Next Steps After Submitting Your Pre-Enrolment Application

1. After clicking “Apply for pre-enrolment”, you have to contact the University of Basilicata (incoming@unibas.it and segreteria.studenti@unibas.it) confirming that you have completed the procedure.
2. You will receive a confirmation email once your application has been successfully submitted to the selected university.
3. The university will review your pre-enrolment application. This process may take a few days.
4. If your application is incomplete, you will be notified by email with a request for the missing documents or information.
5. If your application is complete, it will be validated by the university and transmitted via Universitaly to the relevant Embassy or Consulate.
6. You will receive a confirmation email once your application has been forwarded to the selected Embassy/Consulate.
Please note that these communications are typically provided in Italian and English.
7. Follow the instructions provided in the email to access your personal area on Universitaly and download the summary of your pre-enrolment application.
8. Once logged in, click on your name in the top right corner and select “**Reserved Area**”. Open your pre-enrolment application and proceed to the final section (**SUMMARY**), where you can download and print your application.

Final Note

Please note that the final decision regarding the visa application is the sole responsibility of the competent Embassy or Consulate.