Universitaly pre-enrolment guide:
Academic year 2025/26

This guide is dedicated **ONLY** to **NON-EU students residing outside of Italy** who have successfully applied to join one of the University of Padua's degree programmes and have received and accepted an Admission offer.

This procedure is extremely important, as it is the first compulsory step to request a **study visa** that would allow you to travel to Italy, complete your enrolment and study at the University of Padua.

Once you submit your pre-enrolment request, the University of Padua will verify it and forward it to the Italian Embassy/Consulate of your choice. You will receive an automatic notification as soon as the University of Padua completes the forwarding procedure.

After the University has forwarded your pre-enrolment request, you will be able to contact the Italian Embassy/Consulate of your choice to begin the visa request procedure.

IMPORTANT: **Do NOT begin the pre-enrolment procedure if you have not applied yet or if you have not accepted your offer.**

The pre-enrolment procedure is mandatory only for **NON-EU students residing outside of Italy**. If you have a double citizenship one of which is an EU citizenship, you do NOT need to pre-enrol.

PRE-ENROLMENT PROCEDURE

Visit the website: https://www.universitaly.it

Use the language selection tool in the top right corner to enter the **English** version of the website.
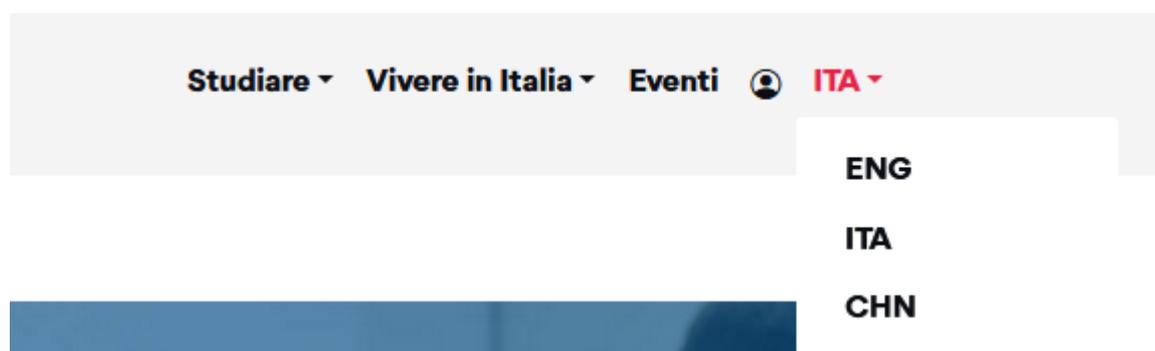
Now click on the *Login* button right next to the language selection tool.

Study in Italy ▾   Living in Italy ▾   Events   ⓐ   ENG ▾

If this is your first time applying for pre-enrolment, you can begin the registration process by clicking on *Register* at the bottom of the Login box.
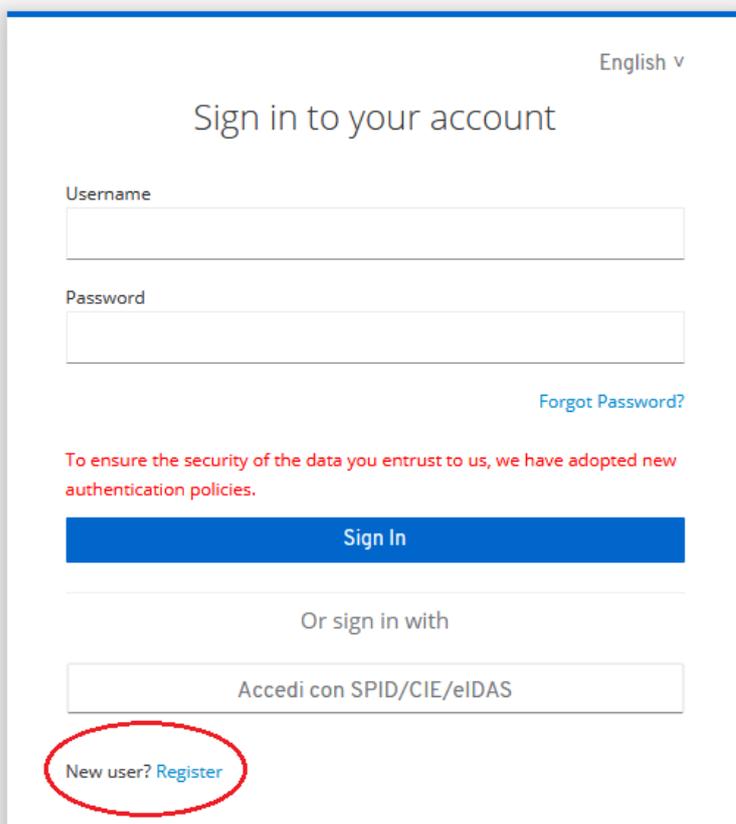
English ∨

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/CIE/eIDAS

New user? Register

UniversItaly

IMPORTANT: If you already have a Universitaly account you can log in using your credentials. **Do NOT create a new account if you already have one.**

Begin the registration process

> Registration

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

| Name (including your middle names) * | |
| Surname * | |

Make sure to enter your information **exactly as it appears on your passport**.

ONLY use the Latin alphabet with NO diacritic/accent marks as indicated in the **Machine-Readable Zone** (MRZ) found at the bottom of the personal information page of your passport.

If you do NOT have a surname, write XXX in the *Surname* field.

IMPORTANT:

This information will be used for your visa request, so any mistake could hamper the visa issuance process.

It will not be possible for you to edit this information once you confirm it so make sure to make no mistakes.

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

Once again, make sure to enter all information exactly as it appears on your passport.

IMPORTANT: If you have a double citizenship one of which is an EU citizenship, you do NOT need to pre-enrol.

Citizenship *   ITALY ⌄

Italian tax code if you * [   ]
have one

Once you fill all required information including your citizenship, the website will automatically calculate your **temporary Italian tax code**.

Italian tax code if you [   ]
have one

Codice Fiscale: LZZLAE94C01Z602N ←

This is just an example of how the temporary tax code will appear on your registration page.

By clicking on the code, you will automatically enter this information in the corresponding field.

IMPORTANT: **Do not worry if the automatically generated tax code is different from the official one the University of Padua sent you. This section is not relevant for the visa application and will be disregarded. Therefore, there is no need to correct if it does not correspond to the official one.**

Email adress *   [   ]

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

Confirm   email   [   ]
address *

Enter the email address where you wish to receive all notifications related to the pre-enrolment process.

Make sure to always check your Spam folder in order not to miss this important notification. You will not be able to change this email address, so make sure you enter an email address to which you have access.

Complete the remaining sections of the registration by entering the information exactly as it appears in your passport.

Remember that it will not be possible for you to edit this information once you confirm it so make sure there are no mistakes.
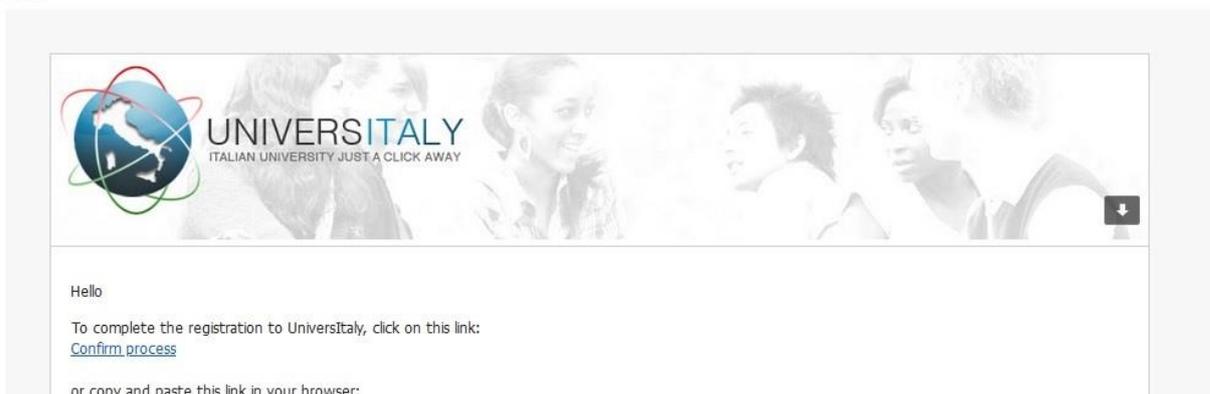
Once you are sure you have entered all information correctly, confirm the registration by clicking on *Save.*

You will receive an email containing a link to confirm the registration.

Make sure to check all the folders of your email address, including the Spam folder.

Once you receive the email, click on the link, log in using the temporary password you received via email and create a new password for your profile.

You will now be able to access your personal area and begin the **pre-enrolment procedure.**

Read the information box very carefully and then click on ***New pre-enrolment application*.**

You can now begin the pre-enrolment procedure.

STEP A

The system will automatically fill in *Step A* based on your registration data; you will be able to edit some of the fields while other cannot be edited at this stage.

<u>IMPORTANT</u>: We have created a generic profile for this guide. All information appearing in the images is random and selected only for the purposes of this guide.

DO NOT COPY THE PERSONAL INFORMATION SHOWN IN THIS GUIDE, ENTER YOUR OWN PERSONAL INFORMATION IN THE PRE-ENROLMENT REQUEST.

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

2025/2026

<u>IMPORTANT:</u> Select the correct Academic Year: **2025/26. DO NOT select any other Academic Year.**

Personal data

Name

Name

Surname

Surname

Birth Date

17/11/1981

Gender

M

Country of birth

ITALY

Town/City of birth

CENTO

Current Citizenship 1

AFGHANISTAN

Current Citizenship 2

HONG KONG

Current Citizenship 3

Current Citizenship 3

| Official home address

Street

via curato 14

Number

12

Country

ITALY

Town/City

CENTO

ZIP Code

44042

Additional address information

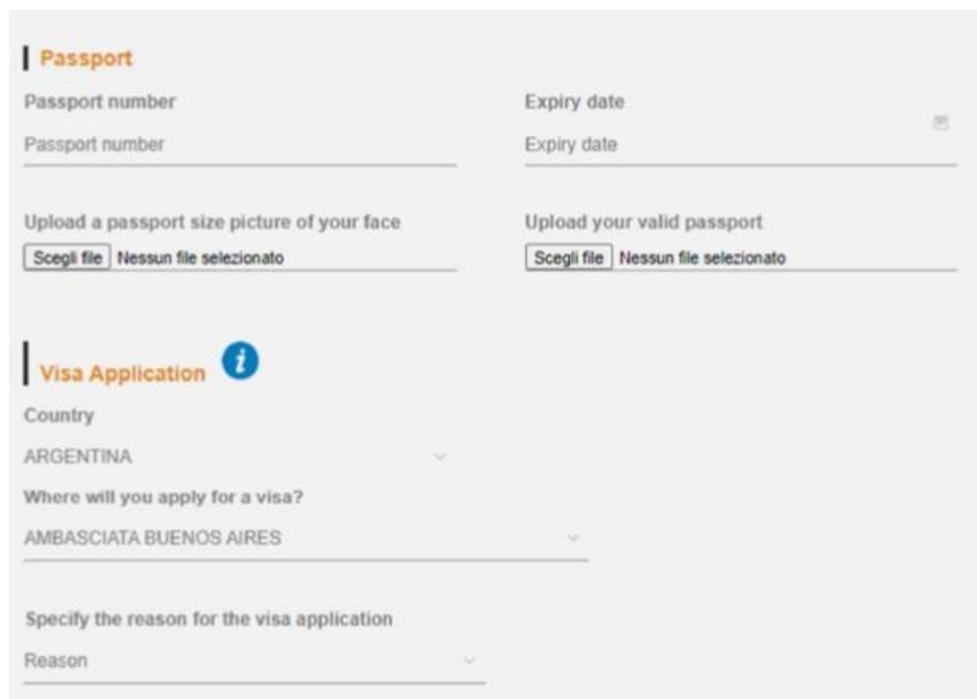Additional address information

| Contacts

Telephone

E-mail

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

GO TO STEP B

IMPORTANT: Enter the address where you are currently residing. However, do not worry - this information is required for informational purposes only, and no correspondence will be sent to this address. **This means that if you change your home address in the meantime, it is not an issue, and there is no need to update these details.**

Once you are sure that all information is correct, click on *GO TO STEP B*.

STEP B

Enter your passport details (i.e., number and expiry date) and upload:

1. **A passport size picture of your face**: this picture has to show only your face, and your face has to be clearly visible. The picture has to be recent, and it needs to show ONLY your face. Pictures containing other people or cut-outs of bigger pictures will not be accepted.

2. **Your valid passport**: A coloured scan of the first page of your passport (i.e., the page containing your picture and personal information).

Only pdf/jpeg/png file of size 10Mb max are accepted.

IMPORTANT: **These are the ONLY documents you have to upload on the pre-enrolment request, so make sure you upload them correctly.**

If your passport is due to expire before the completion of the degree programme in Padua, you will need to renew it to apply for your study visa. In this case, you can still proceed with your pre-enrolment request using your current passport. Later, when applying for your visa at the Italian Embassy/Consulate, you will have to bring both a copy of your old passport and your new passport. **There is no need to upload your new passport on Universitaly.**

Where will you apply for your visa?

Use the dropdown menu to select the Embassy or Consulate where you will apply for your study visa. Check the list of Italian Embassies and Consulates and choose the one indicated for your area of residence: https://vistoperitalia.esteri.it/home/en
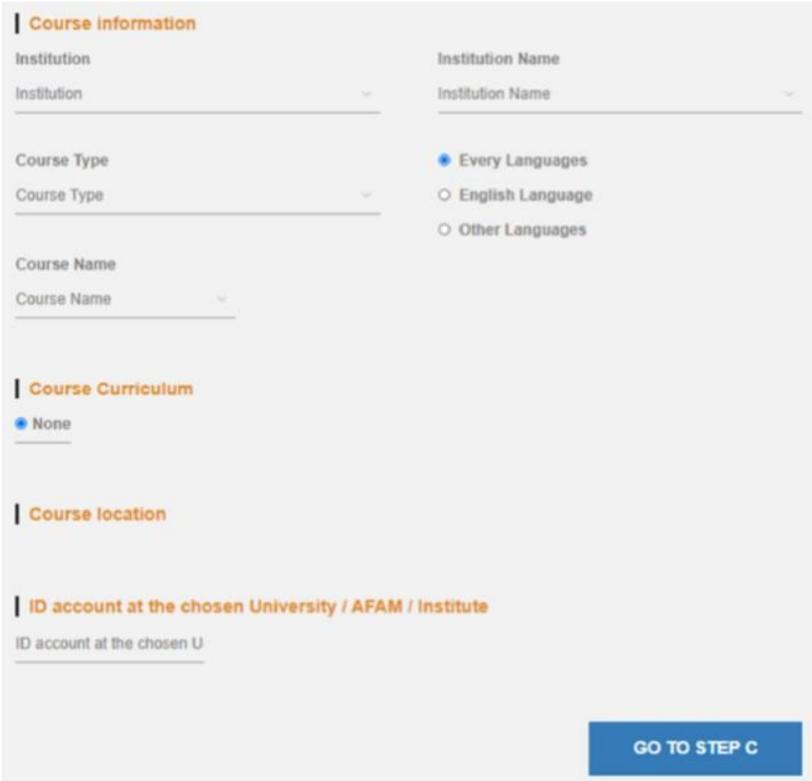
Please note that you will be able to apply for your study visa only in the Embassy/Consulate you selected. Therefore, make sure you select an Embassy/Consulate you can easily reach for visa appointments.

Specify the reason for the visa application

Using the dropdown menu select the option: **"*I want to enrol in a study course*"**.

<u>**IMPORTANT**</u>**:** Do not select any other reason, make sure you select ONLY **"*I want to enrol in a study course*"**.

Institution

Using the dropdown menu, select the option **Università**.

Institution Name

Using the dropdown menu, select the option **Università degli Studi di PADOVA**.

You can search for this option more quickly by typing *Padova* in the search bar.

Course Type

Using the dropdown menu, select one of these options:

- If you have been accepted to a **Bachelor's degree programme**, select the option *Laurea*,
- If you have been accepted to a **Master's degree programme**, select the option *Laurea Magistrale*.

IMPORTANT: **The language search tool is set to "*Every language*" by default. However, do not worry: this selection will not impact the language of your studies; it is simply a tool to help you find your degree programme more easily. All degree programmes are already listed in the system with the correct language of instruction. When you select the degree programme you have been admitted to, the correct language of instruction will be automatically entered.**

Course Name

Use the dropdown menu and the search bar to search the degree programme to which you have been admitted.

If you cannot find your degree programme in the list, it means that you have probably been admitted to a study track.

Here is a list of programmes that you can find as study track:

- Applied Sciences to Cultural Heritage, Materials and Sites → **Archaeological Sciences**
- Communication strategies → **Strategies in Communication**
- Complex and Data Driven Chemistry → **Chemistry**
- Earth Dynamics → **Environmental Geology and Earth dynamics**
- English Studies → **European and American Languages and Literatures**
- Management Engineering → **Engineering and Management**
- Mobility Studies → **Historical Sciences**

Course Curriculum

If the degree programme to which you have been admitted includes different curricula or study tracks, select the one you have been admitted to and you wish to attend.

If your degree programme is in the list above as a study track, select the English taught curriculum to which you been admitted.
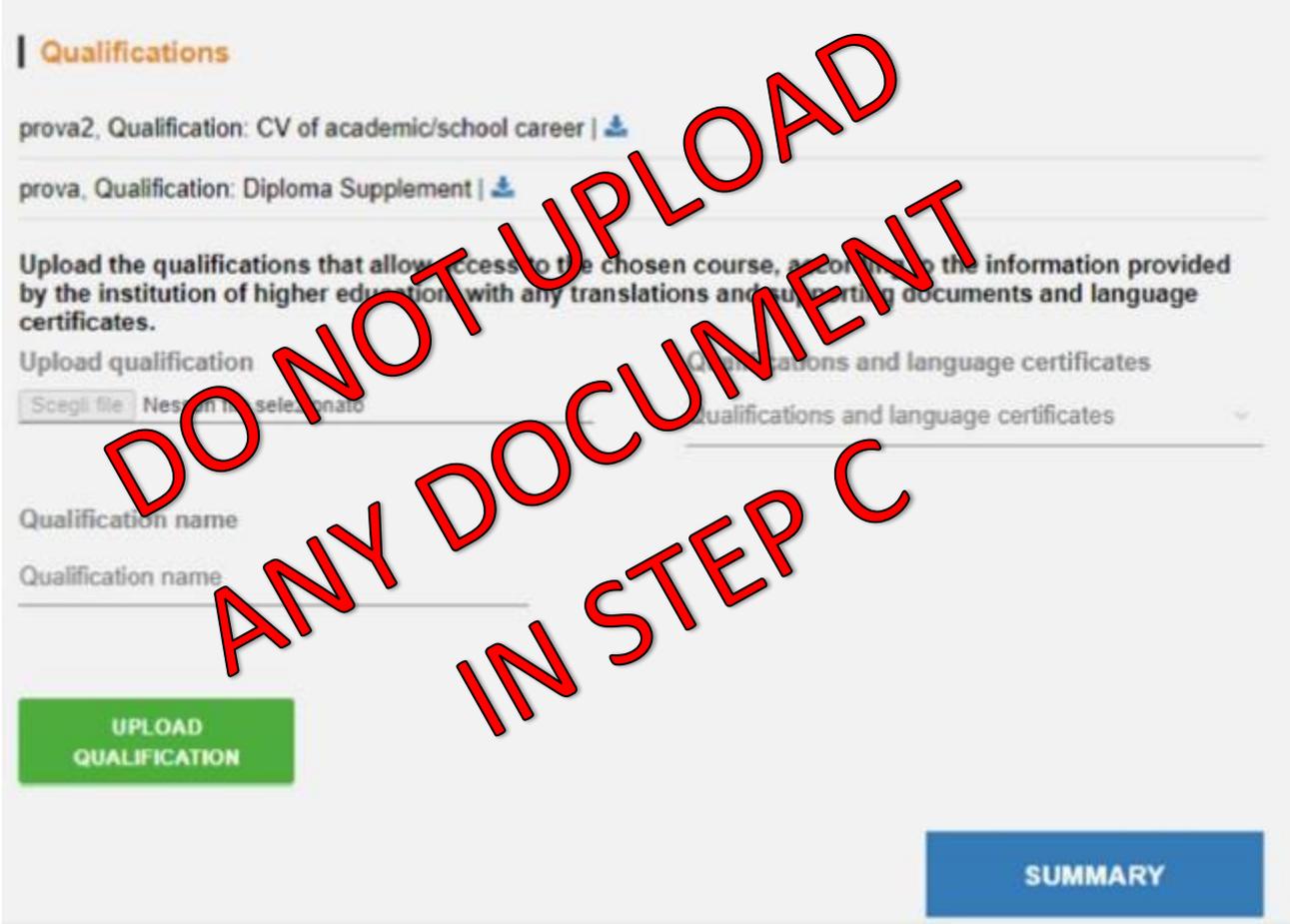
ID account at the chosen University / AFAM / Institute

Leave this field blank. If you have entered any information in this section, do not worry: it will simply be disregarded.

Once you are sure that all information is correct, click on ***GO TO STEP C***.

STEP C

DO NOT UPLOAD ANY DOCUMENT IN THIS SECTION.

DO NOT UPLOAD ANY DOCUMENT IN THIS SECTION.

IMPORTANT: If you have uploaded documents in this section, do not worry: your admission and visa application process will not be negatively affected. Likewise, there is no need for concern because when the university validates your pre-enrolment application, it confirms to the Embassy/Consulate that your study title has been assessed as eligible and that you have been admitted to the University of Padua.

Proceed to the **SUMMARY** to check that all information is correct.

IMPORTANT: After submission, you will not be able to directly edit the pre-enrolment information. If you need to make corrections, you can contact the Universitaly *Technical Support* through the pre-enrolment application page in your profile.

Once you are sure that all information is correct you can proceed to submit your pre-enrolment request.

After you submit your request, the University of Padua will verify it and forward it to the Italian Embassy/Consulate of your choice. You will receive an automatic notification as soon as the University of Padua completes the forwarding procedure.

The verification of your request may take some time due to the high number of requests received by our University. We kindly ask you to wait until you receive the email notification. **Make sure to always check your Spam folder in order not to miss this important notification.**

<u>IMPORTANT</u>: Do NOT send any email requesting the validation of your pre-enrolment.

Once this process is completed and you have received the notification, you will be able to contact the Italian Embassy/Consulate of your choice to begin the visa request procedure.

Please note that you will have to contact the Embassy/Consulate of your choice <u>on your own</u>. The University of Padua will <u>NOT</u> contact the Embassy/Consulate on your behalf.

If you have any doubts about the visa requirements, please contact the Embassy/Consulate where you will apply for your visa.