



# STEP #VISA

## Non-European citizens only

If you are a non-European citizen not living in a Schengen country

In order to know if are required to apply for the visa you can visit the website of the Italian Ministry of Foreign Affairs: <https://vistoperitalia.esteri.it/home/en>

# PRE – ENROLMENT TUTORIAL

[www.universitaly.it](http://www.universitaly.it)

# PRE – ENROLMENT TUTORIAL

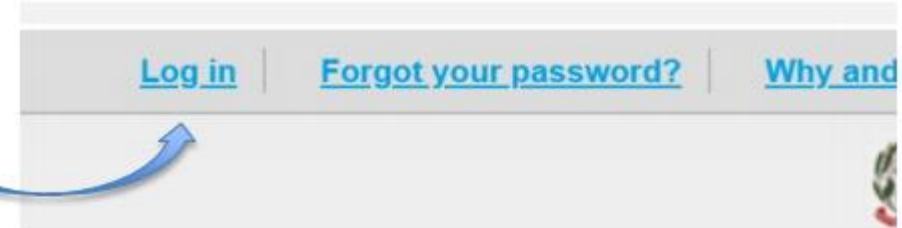
Before starting this procedure you must have already obtained the **PoliTo Acceptance letter**, otherwise it will be incomplete and rejected.

Students in a mobility for **Double Degree/Final project/PhD Research** → will obtain it 24 hours after having completed Step #2

Students in a mobility for **Courses/Courses and final project** → will obtain it once received the L.A. approval by the PoliTo Academic Advisor for Step #3

# PRE – ENROLMENT TUTORIAL

Go to [www.universitaly.it](http://www.universitaly.it), click here:



## > Personal area - login

email:

Password:

Log in

and then here:

[Forgot your password?](#)  
[Why and how to register](#)



# PRE – ENROLMENT REGISTRATION

## > Why and how to register

The UniversItaly portale gives you access to lots of useful information.

After you register you will have access to all the resources and services of the UniversItaly portale.

Complete the online registration form, once your account is set up you will have access to all the website resources and services.

Join now!



# PRE – ENROLMENT REGISTRATION

All fields are mandatory. Personal details must match the ones in your passport.

- If you have more than one name/surname you have to specify them all
- You DON'T have to add also your father's name (even if your passport specifies it)

## > 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"/>

# PRE – ENROLMENT REGISTRATION

Citizenship \*

Italian tax code if you have one

We remind that for any communication about universality procedures you will be contacted through email. Each User must keep it updated.

We remind you that it is not possible to use PEC, Hotmail, Mail and Live because these domains do not work with Universality.

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 the situation is fixed.

Thank you!

Email address \*

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

Confirm email address

\*

Use the same e-mail you used to APPLY@PoliTO

# PRE – ENROLMENT REGISTRATION

> Registration

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

Name (including your middle names) \*

Surname \*

Country of birth \*

City of birth \*

Date of birth \*  -  -

Gender \*

Citizenship \*

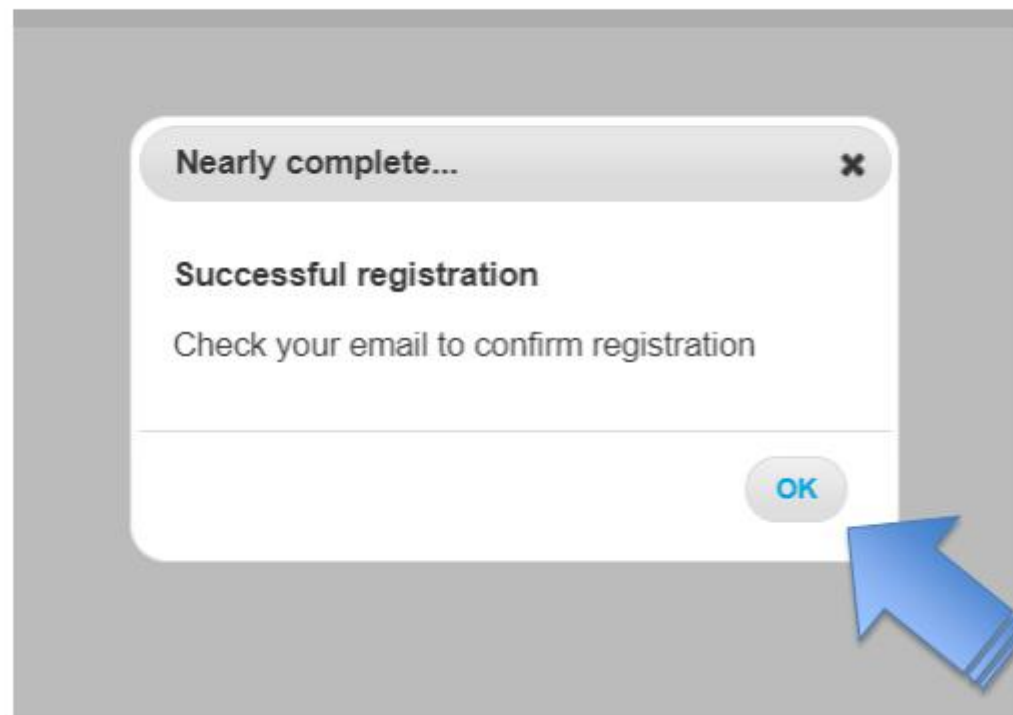
Italian tax code if you have one

Codice Fiscale:

All fields are mandatory, except for CODICE FISCALE (tax code), skip this info if you do not own it yet, you will apply for it at the Italian Embassy or at arrival in Italy

# PRE – ENROLMENT REGISTRATION

## ALMOST DONE!





# PRE – ENROLMENT: Step A

International Students

Do you need a **visa**?

[Pre-enrol now](#)

[Contacts](#)

Accesso Programmato / IMAT

Click here:



## PRE-ENROLMENT APPLICATION

### STEP A

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

2023/2024

#### 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 3

Current Citizenship 3

# PRE – ENROLMENT: Step A

**Official home address**

Street  Number

Country  Town/City

ZIP Code  Additional address information

Additional address information

**Contacts**

Telephone  E-mail

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

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

[GO TO STEP B](#)

All fields are mandatory, except for CODICE FISCALE (tax code), skip this info if you do not own it yet, you will apply for it at the Italian Embassy or at arrival in Italy


# PRE – ENROLMENT: Step B


**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** 

Country

Where will you apply for a visa?

Specify the reason for the visa application

Upload the passport you attached on APPLY@PoliTo (if you have renewed it please inform the International Mobility Unit through the Ticketing service >> Incoming Mobility)

# PRE – ENROLMENT: Step B

## Course type section:

- Double Degree students → select the same Degree Course that is in your application form even if the language of the programme is not the same as PoliTo academic offer
- Exchange students (mobility for courses/ courses and final project/ final project/ research during PhD) → select “Corsi singoli/Single Courses” and write your Degree Course of Application



The screenshot shows the 'Course information' section of a web form. It includes fields for 'Institution' (Universita' dropdown), 'Institution Name' (POLITECNICO DI TORINO dropdown), 'Course Type' (Laurea Magistrale dropdown), 'Course Name' (Mechanical Engineering dropdown), 'Course Curriculum' (None radio button), 'Course location' (MILANO and LECCO radio buttons), and 'ID account at the chosen University / AFAM / Institute' (text input). A blue arrow points from the 'Institution' dropdown to the 'Institution Name' dropdown. Another blue arrow points from the 'GO TO STEP C' button to the right-hand text box.

Insert here your  
PoliTo profile  
number received  
after Step #2  
(s#####)

# PRE – ENROLMENT: Step C

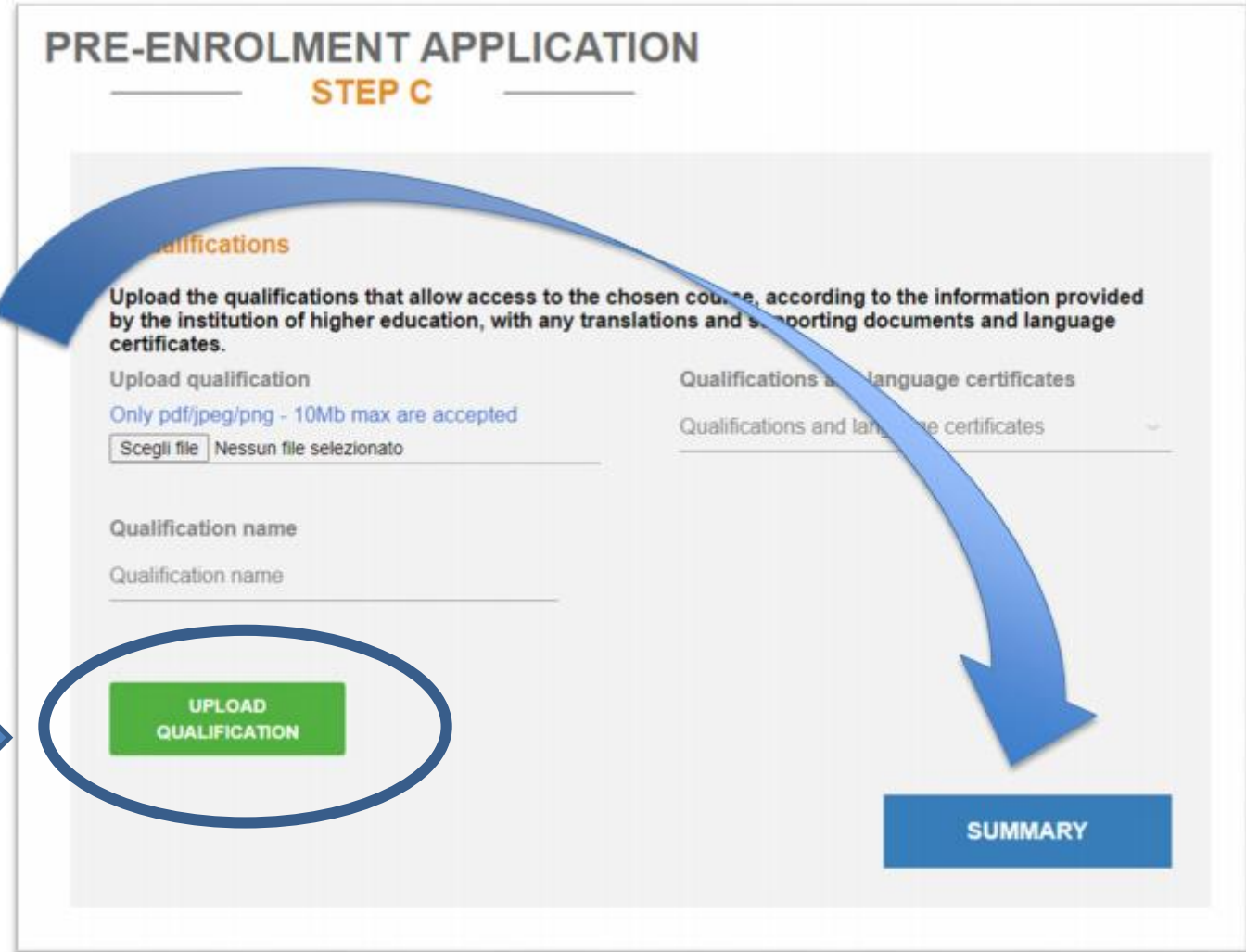
## Compulsory!

**Upload qualification section:** Attach only your “Acceptance letter” available in your New PoliTo profile >> Online services >> Incoming students >> Incoming students documents. Do not attach any other document

**Qualifications and language certificates section:** Select “other” in order to categorize the Acceptance letter

**Qualification name section:** Write “Acceptance letter”

**Remember to click it before moving on!!** 



**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 Qualifications and language certificates

Only pdf/jpeg/png - 10Mb max are accepted Qualifications and language certificates

Scegli file Nessun file selezionato

Qualification name

Qualification name

**UPLOAD QUALIFICATION**

**SUMMARY**

# PRE – ENROLMENT: Step C

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.

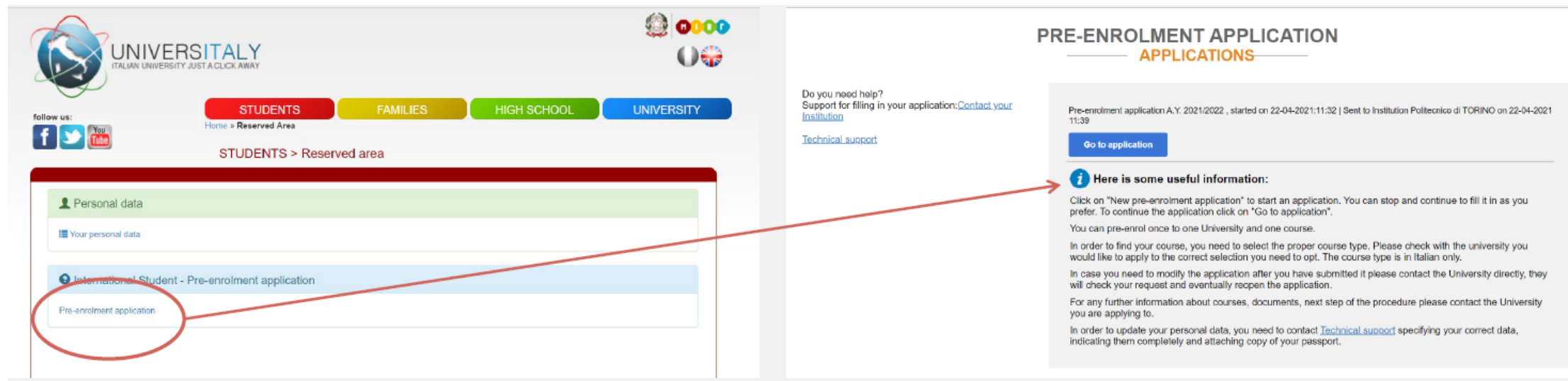


Before submitting your application, make sure all the details are correct because you won't be able to change them afterwards





# PRE – ENROLMENT REGISTRATION SENT!



UNIVERSITALY  
ITALIAN UNIVERSITY JUST A CLICK AWAY

STUDENTS FAMILIES HIGH SCHOOL UNIVERSITY

Home > Reserved Area

STUDENTS > Reserved area

Personal data  
Your personal data

International Student - Pre-enrolment application  
Pre-enrolment application

PRE-ENROLMENT APPLICATION APPLICATIONS

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

Pre-enrolment application A.Y. 2021/2022 , started on 22-04-2021:11:32 | Sent to Institution Politecnico di TORINO on 22-04-2021 11:39

[Go to application](#)

**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.

If you have any issues while you are registering you can contact the [Technical Support](#)

**Once you have completed the registration you are required to send a Ticket to the International Mobility Unit (INCOMING MOBILITY topic) in order to have it validated, otherwise your registration will remain in stand by.**

Once the validation is done, you will receive a notification by Universitaly and you can proceed with the Visa application according to the Embassy/Consulate dispositions. **A copy of the visa letter can be downloaded in your New PoliTo profile >> Online services >> Incoming students >> Incoming students documents.**