



UNIVERSITY GUIDE

EXCHANGE STUDENTS APPLYING FOR A STUDY VISA

UNIVERSITÀ EUROPEA DI ROMA
INTERNATIONAL RELATIONS OFFICE

After being nominated by your home university for an exchange mobility at Università Europea di Roma, you will be contacted by e-mail receiving the information on the [documents](#) you need to submit in order to complete your **application to UER**.

Once you have sent the abovementioned documents to andrea.llorente@unier.it and received the corresponding **Letter of Acceptance**, you can now proceed to apply for your study visa to your local diplomatic/consular mission through the Universitaly portal:

1. Go to [Universitaly portal](#)> change the language to English by clicking on the upper right icon> "International students"> "**Pre-enroll now**"

The screenshot shows the Universitaly website homepage. At the top right, there are language selection icons for Italian, English, and Spanish, with a blue arrow pointing to the English icon. Below the header, there are four main navigation buttons: STUDENTS, FAMILIES, HIGH SCHOOL, and UNIVERSITY. A central banner features the text "ARE YOU AN INTERNATIONAL STUDENT? WOULD YOU LIKE TO COME TO ITALY?" and lists several bullet points: "Discover our academic offers", "Contact the institution for all the information you need", "Carry out the admission procedures", and "Check if you need a visa". Below this banner, it says "Do you need a visa? OK, pre-enrol now!". To the right of the banner, there is a sidebar menu with options: "SSM 2020", "International Students", "Do you need a visa?", "Pre-enrol now" (highlighted with a blue arrow), and "Contacts". At the bottom right, there are links for "Accesso Programmato / IMAT", "OFF 2020/2021", and "POST-LAUREA". The footer includes the text "Benvenuti su Universitaly," and "NEWS AND DEADLINES" with a magnifying glass icon.

2. **Registration:** Click on “Why and how to register”> “Join now”>Insert your personal data.

The platform will ask your Italian fiscal code, if you do not have one yet click on "save" and the system will generate one on a pop up, click on the code to add it to your application > confirm your e-mail.

You will receive an e-mail from university@cineca.it . Confirm your e-mail address to complete your registration following the instructions.

> Registration

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

Name (including your middle names) *

Surname *

Country of birth *

Birth District *

City of birth *

Date of birth *

Gender *

Citizenship *

Italian tax code if you have one

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!

3. Insert your **password**.

University - Registration...
https://www.university.it/index.ph...

Log in | Forget your password? | Why and how to register

UNIVERSITY
BOLZANO UNIVERSITY JUST A CLICE AWAY

STUDENTS | FAMILIES | HIGH SCHOOL | UNIVERSITY

> Registration - nearly complete!

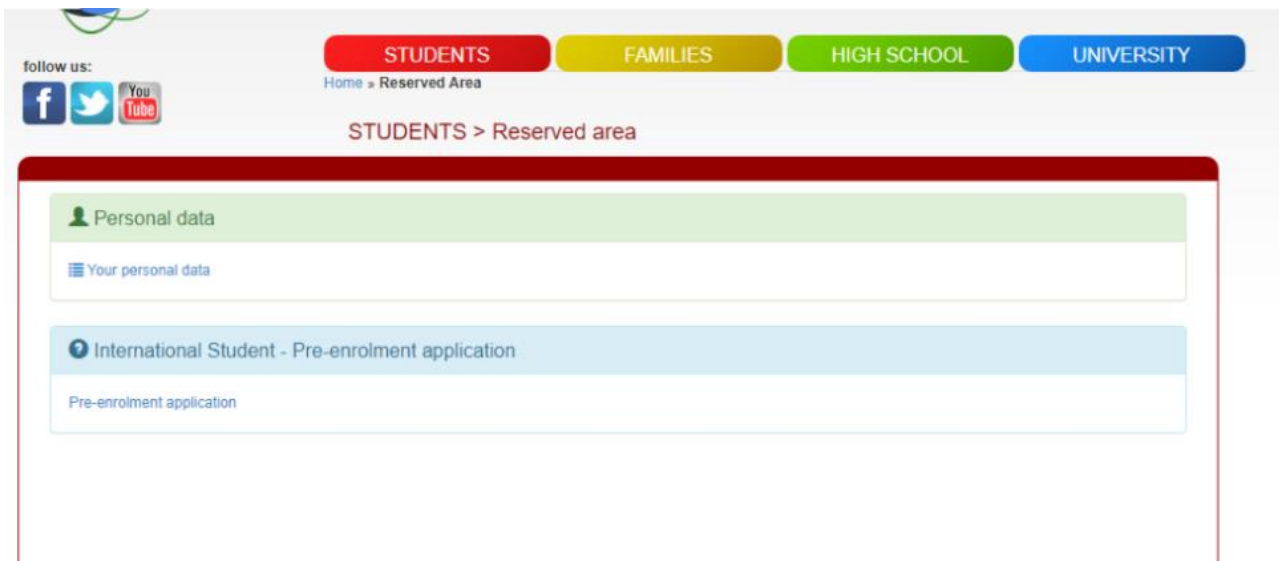
To complete registration please insert a personal password and you will be redirected to your personal page

New Password


Repeat Password

Save

4. **Log in** with your new credentials > Pre-enrollment application



5. **STEP A:** Fill in your personal data and click on "Go to step B"



PRE-ENROLMENT APPLICATION

STEP A

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

Academic year

Personal data

Name	Surname
Clauvia	Flavia
Birth Date	Gender
18/08/1997	F
Country of birth	town/City of birth
INDIA	INDIA
Current Citizenship 1	Current Citizenship 2
ITALY	Current Citizenship 2
Current Citizenship 3	
Current Citizenship 3	

Official home address

Street	Number
India	Number
Country	town/City
INDIA	India
ZIP Code	Additional address information
ZIP Code	Additional address information

Contacts

telephone	E-mail
telephone	

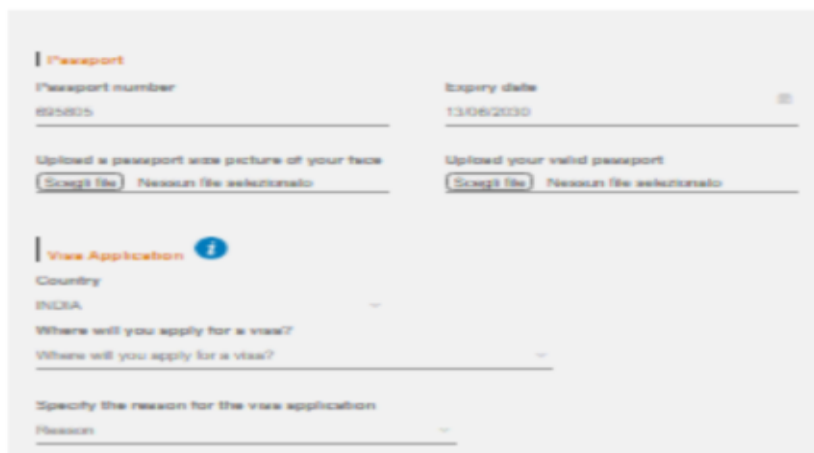
Return fee code: ONLY if you have one (optional)
PRVCLDS/MSZ2221*

GO TO STEP B

6. **STEP B:** Fill in the information regarding the visa:

- Institution name: "Università degli Studi Europea di Roma"
- Specify the reason for the visa application: "I want to spend a period of mobility for study / traineeship (e.g. Erasmus)" (for exchange students only)
- Course type:
 - "Laurea" for Bachelor's Degree in:
 - Economics and Business Management
 - Psychological Sciences and Techniques
 - Tourism and Local Development
 - "Laurea Magistrale a ciclo unico" for Integrated Master's Degree in:
 - Law
 - Primary teacher Education
- It is NOT necessary to complete the field 'ID ACCOUNT AT THE CHOSEN UNIVERSITY/AFAM/INSTITUTE'

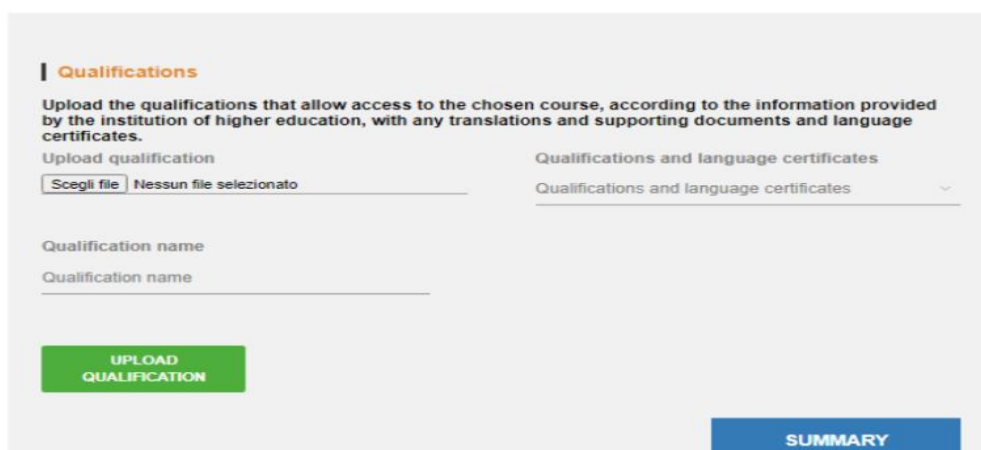
PRE-ENROLMENT APPLICATION
STEP B



7. **STEP C:** Upload one by one the documents you previously send to andrea.llorente@unier.it for your application to UER (please check this [link](#))

- International exchange application form
- Transcripts of Records of the courses you passed at your University
- Curriculum vitae
- Photocopy of valid Passport or ID
- B2 English certificate and/or B1 Italian language certificate
- Health insurance
- Current health certificate

PRE-ENROLMENT APPLICATION
STEP C



After confirming your visa application in the University portal, UER International Relations Office will check it. If all information is correct, UER will upload your Letter of Acceptance to the portal. This document does not confer any right to obtain a visa. The decision on the issue of a visa for study purposes is the exclusive jurisdiction of the diplomatic/consular mission.

You will receive an e-mail from the University portal, informing you that UER has approved your visa application. You must complete the subsequent pre-enrolment phases directly at the relevant **diplomatic/consular mission**. For further information in this regard, please contact your local diplomatic mission. Bring the Letter of Acceptance to your appointment with the diplomatic/consular mission together with the rest of documentation required by the diplomatic/consular mission.

Contacts

- Università Europea di Roma
International Relations Office
Dott.ssa Andrea Llorente: andrea.llorente@unier.it
- University technical support
universitaly@ Cineca.it
- Local diplomatic/consular mission
To be found on the website of the local diplomatic/consular mission