



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 Chinese, 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 with links: "SSM 2020", "International Students", "Do you need a visa?", "Pre-enrol now" (with a blue arrow pointing to it), 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, il portale del Ministero dell'Istruzione, dell'Università e della Ricerca, creato appositamente per accompagnare gli studenti nel loro percorso di studi." and a "NEWS AND DEADLINES" section 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.

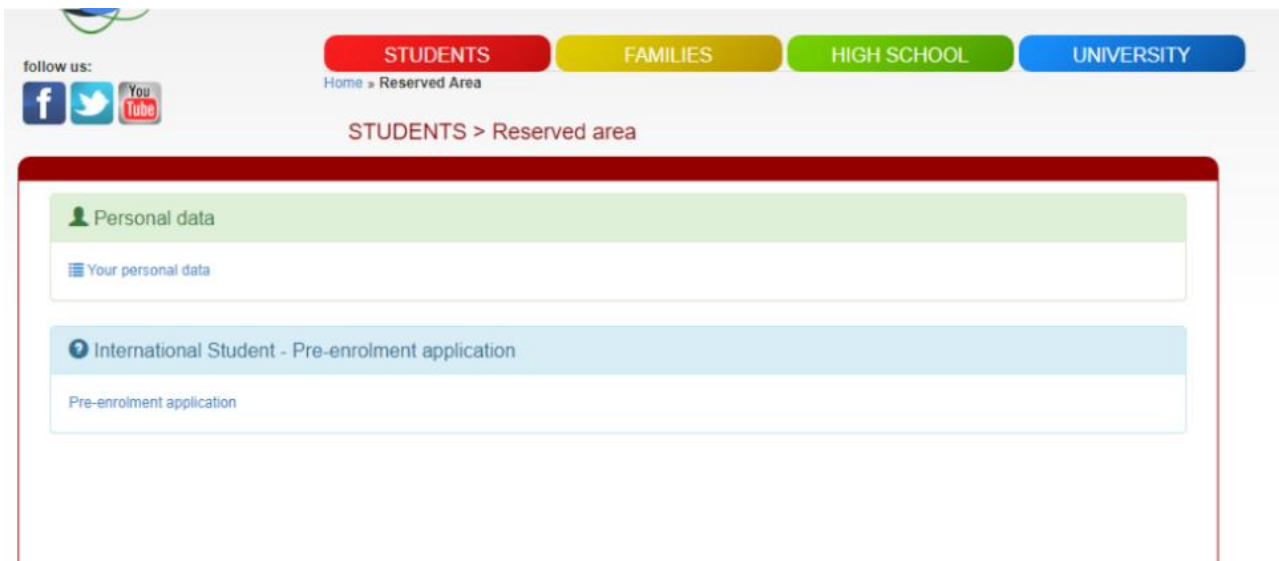
You will receive an e-mail from university@cineca.it . Confirm your e-mail address to complete your registration following the instructions.

The screenshot shows a web browser window with the URL <https://www.universitaly.it/index.ph...>. The page title is "University - Registration...". The main content area is titled "> Registration" and contains a form for entering personal data. The form fields are: Name (including your middle names) *, Surname *, Country of birth * (dropdown menu showing ITALY), Birth District * (dropdown menu showing Select your birth district), City of birth * (dropdown menu showing Select your birthplace), Date of birth * (Day, Month, Year dropdown menus), Gender * (dropdown menu showing Select your gender), and Citizenship * (dropdown menu showing ITALY). There is also a field for Italian tax code if you have one. A blue box contains a reminder: "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**.

The screenshot shows the same web browser window as above, but the page title is "University - Registration...". The main content area is titled "> Registration - nearly complete!". The form contains two fields: New Password and Repeat Password, and a Save button. The form is titled "To complete registration please insert a personal password and you will be redirected to your personal page".

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"

The screenshot displays the "PRE-ENROLMENT APPLICATION STEP A" form. On the left is a blue square icon with a white document and checkmark symbol. The form itself is titled "PRE-ENROLMENT APPLICATION STEP A" and includes the instruction: "Choose the academic year in which you want to enrol / carry out the mobility". The form is divided into several sections:

- Academic year:** A dropdown menu.
- Personal data:**
 - Name: Text input
 - Surname: Text input
 - Clasificación: Text input
 - Phone: Text input
 - Birth Date: Text input (value: 18/08/1997)
 - Gender: Dropdown menu (value: F)
 - Country of birth: Dropdown menu (value: INDIA)
 - town/City of birth: Text input (value: INDIA)
 - Current Citizenship 1: Dropdown menu (value: ITALY)
 - Current Citizenship 2: Dropdown menu (value: Current Citizenship 2)
 - Current Citizenship 3: Dropdown menu (value: Current Citizenship 3)
- Official home address:**
 - Street: Text input (value: India)
 - Number: Text input (value: Number)
 - Country: Dropdown menu (value: INDIA)
 - town/City: Text input (value: India)
 - ZIP Code: Text input (value: ZIP Code)
 - Additional address information: Text input (value: Additional address information)
- Contacts:**
 - Telephone: Text input (value: Telephone)
 - E-mail: Text input (value: E-mail)
- Reflexion fee code:** Text input (value: REFVCLDS/79582222)*

A "GO TO STEP B" button is located at the bottom right of the form.

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

The screenshot shows the 'Passport' section of the application form. It includes fields for 'Passport number' (with value 825825) and 'Expiry date' (with value 13.06.2030). Below these are two upload sections: 'Upload a passport size picture of your face' and 'Upload your valid passport', each with a 'Scegli file' button and a 'Nessun file selezionato' status. A 'View Application' button with an information icon is also visible. The 'Country' field is set to 'INDIA'. The 'Where will you apply for a visa?' field is empty. The 'Specify the reason for the visa application' field is set to 'Reason'.

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](#))
- a. International exchange application form
 - b. Transcripts of Records of the courses you passed at your University
 - c. Curriculum vitae
 - d. Photocopy of valid Passport or ID
 - e. B2 English certificate and/or B1 Italian language certificate
 - f. Health insurance
 - g. Current health certificate

PRE-ENROLMENT APPLICATION
STEP C

The screenshot shows the 'Qualifications' section of the application form. It includes a heading 'Qualifications' and a sub-heading '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.' Below this are two upload sections: 'Upload qualification' and 'Qualifications and language certificates', each with a 'Scegli file' button and a 'Nessun file selezionato' status. The 'Qualification name' field is empty. A green 'UPLOAD QUALIFICATION' button is visible at the bottom left, and a blue 'SUMMARY' button is visible at the bottom right.

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
shorturl.at/orU79
- Local diplomatic/consular mission
To be found on the website of the local diplomatic/consular mission