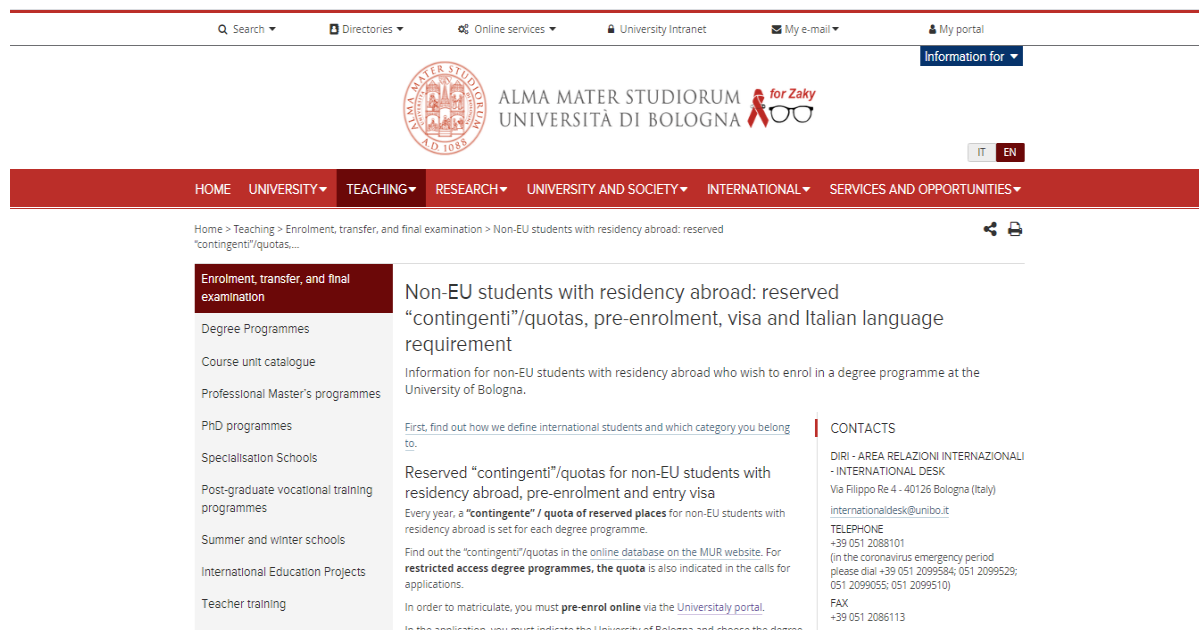


Pre-enrolment Procedure

What does it mean?

To enter Italy, non-EU students shall apply for an **entry visa for study purposes**. The pre-enrolment procedure is a parallel process to admission of degree programmes. It is for non-EU students with residency abroad who wish to enrol in a degree programme at the University of Bologna. (www.unibo.it/admissions). Website can be seen in the figure 1.



The screenshot shows the University of Bologna website. The header includes navigation links: Search, Directories, Online services, University Intranet, My e-mail, and My portal. The main navigation bar has categories: HOME, UNIVERSITY, TEACHING, RESEARCH, UNIVERSITY AND SOCIETY, INTERNATIONAL, and SERVICES AND OPPORTUNITIES. The current page is titled "Non-EU students with residency abroad: reserved 'contingenti'/quotas, pre-enrolment, visa and Italian language requirement". The page content includes a sidebar with a menu for "Enrolment, transfer, and final examination" and a main text area with the following details:

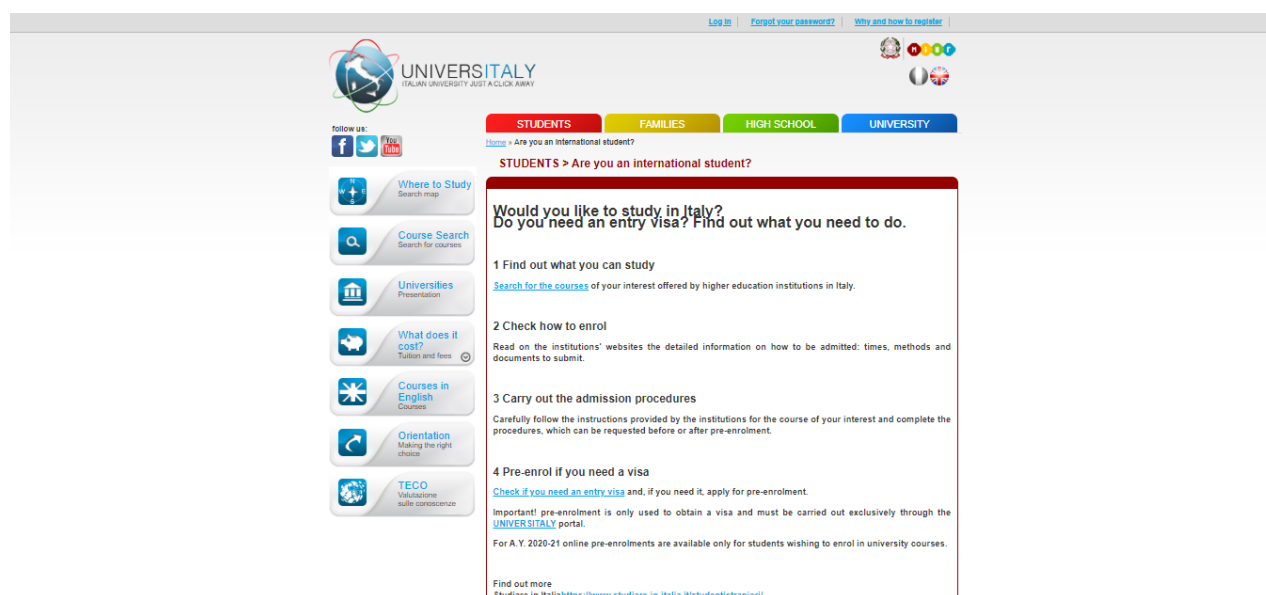
- Non-EU students with residency abroad: reserved "contingenti"/quotas, pre-enrolment, visa and Italian language requirement**
- Information for non-EU students with residency abroad who wish to enrol in a degree programme at the University of Bologna.
- First, find out how we define international students and which category you belong to.
- Reserved "contingenti"/quotas for non-EU students with residency abroad, pre-enrolment and entry visa
- Every year, a "contingenti" / quota of reserved places for non-EU students with residency abroad is set for each degree programme.
- Find out the "contingenti"/quotas in the online database on the MUR website. For **restricted access degree programmes, the quota** is also indicated in the calls for applications.
- In order to matriculate, you must **pre-enrol online** via the [University portal](#).
- In the application, you must indicate the University of Bologna and choose the degree

CONTACTS information is also visible on the right side of the page.

How to prepare yourself for pre-enrolment?

To matriculate, you must pre-enrol online via the University portal. (<https://www.universitaly.it/index.php/students/stranieri>).

Pre-enrolment procedure will be done online and all steps to complete will be explained respectively throughout the guideline.



The screenshot shows the UNIVERSITALY website. The header includes navigation links: Log in, Forgot your password?, Why and how to register, and social media icons. The main navigation bar has categories: STUDENTS, FAMILIES, HIGH SCHOOL, and UNIVERSITY. The current page is titled "STUDENTS > Are you an international student?". The page content includes a sidebar with a menu for "Where to Study" and a main text area with the following details:

- Would you like to study in Italy? Do you need an entry visa? Find out what you need to do.**
- 1 Find out what you can study**
[Search for the courses](#) of your interest offered by higher education institutions in Italy.
- 2 Check how to enrol**
Read on the institutions' websites the detailed information on how to be admitted: times, methods and documents to submit.
- 3 Carry out the admission procedures**
Carefully follow the instructions provided by the institutions for the course of your interest and complete the procedures, which can be requested before or after pre-enrolment.
- 4 Pre-enrol if you need a visa**
[Check if you need an entry visa](#) and, if you need it, apply for pre-enrolment.
Important! pre-enrolment is only used to obtain a visa and must be carried out exclusively through the **UNIVERSITALY** portal.
For A.Y. 2020-21 online pre-enrolments are available only for students wishing to enrol in university courses.

Find out more
Studiare in Italia <https://www.studiare-in-italia.it/studenti/stranieri/>

Steps to be performed:

1. Registration on the [Universitaly](#) portal
2. Access to the personal area
3. Presentation of the pre-enrollment application:
 - You must indicate the University of Bologna and choose the degree programme you want to enrol in from the SUA CDS 2020-2021 database.
 - You will also need to specify the Embassy / Consulate where you will apply for an entry visa to Italy.
 - Do not forget to load your passport, and your documents in the system.

The pre-enrolment application will be verified by the University of Bologna and forwarded to the Embassy / Consulate you have specified.

Important: Pre-enrolment alone does not grant admission to degree programmes. To matriculate you also need to take and pass the verifications of the entry requirements and the admission procedures set for the degree programme of your interest.

After registration on Universitaly portal, personal area must be accessed by student and pre-enrolment step can be done followingly.

Step A,



PRE-ENROLMENT APPLICATION

STEP A

Choose the academic year in which you want to enrol / carry out the mobility
2020/2021

Personal data i

Name (including your middle names) Fuat Emre	Surname Kaya
Birth Date 05/01/1995	Gender M
Country of birth TURKEY	Town/City of birth Erzurum
Current Citizenship 1 TURKEY	Current Citizenship 2 Current Citizenship 2
Current Citizenship 3 Current Citizenship 3	

Official home address

Street
Tarabya mah. mühendis sok. Kemer sitesi A blok no:1

Number
Number

Country
TURKEY

Town/City
Istanbul

ZIP Code
34457

Additional address information
Additional address information

Contacts

Telephone
[REDACTED]

E-mail
[REDACTED]

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

[GO TO STEP B](#)

In this step student must fill the required gaps with the correct personal information. The important part is the select academic year as a 2020/2021.

Besides that, **Italian tax code** (Codice Fiscale) can be left empty in pre-enrolment procedure. However, it is required to matriculate to the University of Bologna. Before matriculation, do not forget to obtain tax code from Agenzia della Entrate or from an Italian embassy.

After completing the step A, student may proceed to step B.

Step B,

Passport number and expiry date should be filled correctly from a **valid passport**. Apart from that, student will also need to **specify the Embassy / Consulate** where you will apply for an entry visa to Italy and student must indicate the University of Bologna and choose the degree programme you want to enrol in from the SUA CDS 2020-2021 database.

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
 Nessun file selezionato

Upload your valid passport
Only pdf/jpeg/png - 10Mb max are accepted
 Nessun file selezionato

Visa Application i

Country
TURKEY

Where will you apply for a visa?
AMBASCIATA ANKARA

Specify the reason for the visa application
I want to enrol in a study course

Course information

Institution
Università

Institution Name
Università degli Studi di BOLOGNA

Course Type i For more information about Course
Type click: [here](#)
Laurea Magistrale

Every Languages
 English Language
 Other Languages

Course Name
Engineering of building processes and systems

Course Curriculum

None
 GESTIONE DEL PROCESSO EDILIZIO NEL RECUPERO DI EDIFICI STORICI, IT
 HISTORIC BUILDINGS REHABILITATION, EN

At the end of step B, student do not need to fill the ID account at chosen University. Before matriculation, students do not have ID number. For this reason, this part can be left empty. After that, student may proceed to step C.

Course location

RAVENNA Via Tombesi dall'Ova 55 48121

University: Università degli Studi di BOLOGNA, www.unibo.it/

Course: Ingegneria dei processi e dei sistemi edilizi, Engineering of building processes and systems, <http://corsi.unibo.it/Magistrale/IngegneriaSistemiProcessiEdilizi>

Course type: Laurea Magistrale

Language: Italiano

Class of degree course (according to Italian law): LM-24

Official length of the course: 2 years

ID account at the chosen University / AFAM / Institute

ID account at the chosen U

GO TO STEP C

Step C,

student is required to load the documents, and language certificates.

PRE-ENROLMENT APPLICATION STEP C



Do you need help?
Institution: Università degli Studi di BOLOGNA
Institution website: <https://www.unibo.it>
Institution email: internationaldesk@unibo.it
Institution telephone: +39 0512088101 (in the coronavirus emergency phase check www.unibo.it/admissions)

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

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

Scegli file Nessun file selezionato

Qualifications and language certificates

Final Diploma

Qualification name

Qualification name

UPLOAD
QUALIFICATION

SUMMARY

Please Note:

The student should go to the indicated embassy with the summary of application of pre-enrolment and the academic documentation:

1. obtain the translated, legalized study documents (the [Declaration of Value](#))
2. submit the visa application

FOR THE A.Y. 2020-21 VISA PROCEDURES MUST CONCLUDE BY NOVEMBER 2020

For the next academic semester, teaching activities will be in blended modality. Students can choose how they prefer to follow the lectures:

- In remote mode (which they can follow the online lectures)
- In class

Students can come to Italy any time which is convenient for them.

!!Good luck for the pre-enrolment and further procedures to come to Italy!!