Short guide on the Pre-enrollment procedure

Go to ‘Universitaly’ portal through this link: https://www.universitaly.it/index.php/. In the homepage click on ‘Pre-enrol now’

In the next page, you will be asked to register an account. Click on “Why and how to register” and then on ‘Join now’

You will be asked to put your personal data, passport and contact details. **NB**: the system asks you to provide the Italian ‘tax code’. If it’s possible, leave this section blank; if you cannot leave it blank, use the code that is automatically generated by the system.
Once you have signed up to the portal, you will receive an email asking you to confirm the registration.

Click on ‘Confirm process’. You will be redirected to the universitaly website where you will be asked to choose a personal password.

Your account is now active! You can move to the second step: the pre-enrollment.

Go back to universitaly homepage and click (again) on ‘Pre-enrol now’:
Then click on ‘Go to application’

You are now accessing the **Pre-enrollment application**

**STEP A**: choose the **academic year** in which you want to enrol and the fill out the form with your personal data

Then click on ‘Go to step B’

**Step B**
You will be asked to:
- Provide your passport number
- Indicate the expiry date of your passport
- Upload a passport size picture and your passport
- Indicate the Embassy where you will apply for the visa
- Indicate the reason for the visa application

### PRE-ENROLMENT APPLICATION

#### STEP B

<table>
<thead>
<tr>
<th>Passport</th>
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<tbody>
<tr>
<td>Passport number</td>
</tr>
<tr>
<td>HR203050</td>
</tr>
</tbody>
</table>

- Upload a passport size picture of your face
  - Only pdf/jpeg/png - 10Mb max are accepted
  - .jpg/.jpeg/.JPEG

- Upload your valid passport
  - Only pdf/jpeg/png - 10Mb max are accepted
  - .jpg/.jpeg/.JPEG

### Visa Application

- Country
  - ANGOLA

- Where will you apply for a visa?
  - AMBASCIATA LUANDA

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

In the second part of the form you will be asked to provide some information on the course that you want to attend.

### Course information

<table>
<thead>
<tr>
<th>Institution Name</th>
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<tbody>
<tr>
<td>Università degli Studi di PADOVA</td>
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</tbody>
</table>

- Type click here for more information about Course

- Course Type
  - Master universitario di primo livello

- Course Name
  - HUMAN RIGHTS AND DEMOCRATISATION

- Course Curriculum
  - None

- Course location
  - PADOVA
Once you have filled out this section click on ‘Go to step C’

In this section you should upload your degree certificate and final transcript. In order to upload the documents click on ‘Upload qualification’

When you have uploaded all documents, click on ‘Summary’. You will be directed to the summary of your application; if everything is correct, tick the box ‘I have read the data processing’ and then click on ‘apply for pre-enrolment’

For any problem, feel free to ask!