

Registration, Pre-Enrolment on University Portal, and Visa Application

1. Create Your University Profile

👉 Register here:

https://sso.mur.gov.it/auth/realms/Universitaly/login-actions/registration?client_id=universitaly&tab_id=Jv-uwSckt70

Follow these steps:

1. Fill in all required fields to create your profile. Please ensure the following:
 - Enter your personal information *exactly as it appears in your passport*.
 - The Italian tax code (codice fiscale) is self-generated during registration and is not official, but it can be used at this stage.
 - Use **only** the email address you registered with on the **University of Bergamo** website.
 2. You will receive a confirmation email. Follow the link in the email to confirm your account and set a password.
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2. Submit Your Pre-Enrolment Application

👉 Go to: University

Click on "**Start your online pre-enrollment application**".

1. Log in to your University account with your id and password
2. Complete the **Pre-Enrolment Application** by uploading the necessary documents and information, based on prior agreement with the University of Bergamo.

Important Reminders During Application:

- You may **only submit one application** per academic year.
- Verify the following:
 - Personal and passport details.
 - scanned copy of your passport.
 - Specify the **Embassy or Consulate** where you will apply for your visa, and select the reason:
→ *"I want to enrol in a study programme"*
 - Choose: **Università di Bergamo** and select your study course
(*e.g., Scienze Aziendali, Scienze Psicologiche, Scienze della Comunicazione, Lettere, Filosofia, etc.*)
 - Under "**Tipo corso di studio**", select: *Single course*
 - Please select "**reason for the Visa application**": *Voglio trascorrere un periodo di mobilità per studio/Tirocinio (ad esempio Erasmus) (I want to spend a period of mobility study/traineeship (i.e. Erasmus)*

- **Leave blank** the field for "*Nome e curriculum corso di studio*".
 - **DO NOT fill in** the section titled "*Identification account at the chosen University/AFAM/Institute*".
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3. Upload Required Documents

You must upload the following:

- Transcript of records (exams taken)
 - Language certificate(s)
 - Invitation letter from the University of Bergamo
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4. Submit and Wait for University Review

- Carefully review your application before submitting.
 - Once submitted inform the **University of Bergamo international staff** by writing to incoming@unibg.it
 - The International Office staff will review your application.
 - If approved, the system will automatically forward it to the relevant Italian **Embassy or Consulate**.
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5. Visa Application Procedure

Once your pre-enrolment is approved by the university:

- You may begin the **visa application** process.
- Visa procedures and deadlines **may vary** by country and consulate.
- It is your responsibility to check specific requirements at your local **Italian Embassy or Consulate**.
👉 Find the list of Italian Embassies and Consulates abroad [here](#) (ITA).

 *Note: Only the Embassy/Consulate can make the final decision regarding the issuance of a study visa.*

INFORMATION REQUIRED FOR THE VISA APPLICATION:

Università degli studi di Bergamo

Address: Via Salvecchio, 19 - 24129 Bergamo (Italy)

Contact person: Dott.ssa Elena Gotti

Phone number: +39 0352052268

Fax number: not provided

Email address: incoming@unibg.it

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