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

1. Create Your Universitaly Profile

👉 **Register here:**

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: Universitaly: https://www.universitaly.it/it/first-steps

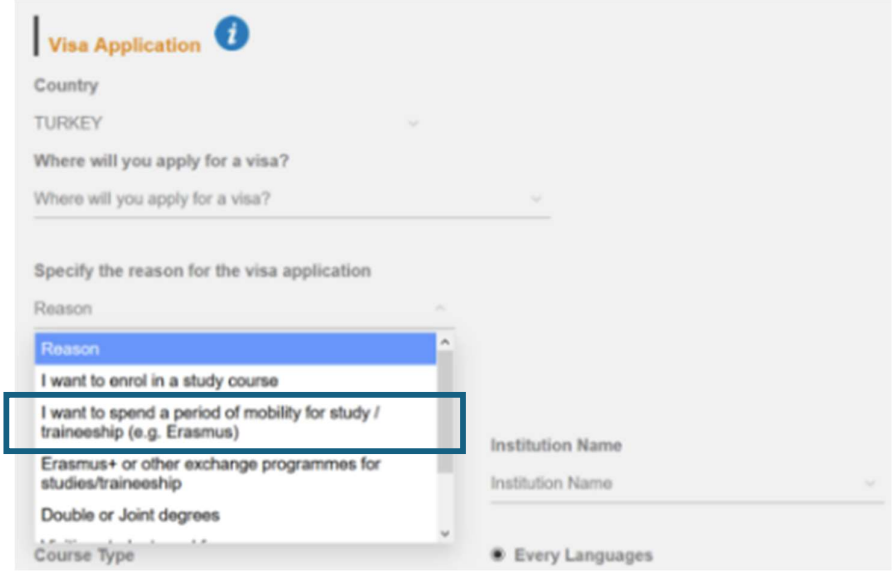
Click on **"Start your online pre-enrollment application"**.

1. Log in to your Universitaly 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.
    - 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/traineship (i.e. Erasmus)



- 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"/ "Course Type"**, select: *Single course*
- **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 and send you the confirmation.
- 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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