

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

1. Create Your University Profile

👉 Register here:

<https://universality-private.cineca.it/index.php/registration/firststep>

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:

<https://www.universality.it/first-steps>

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

After creating your account:

1. Log in to your University account.
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*
 - **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.*