

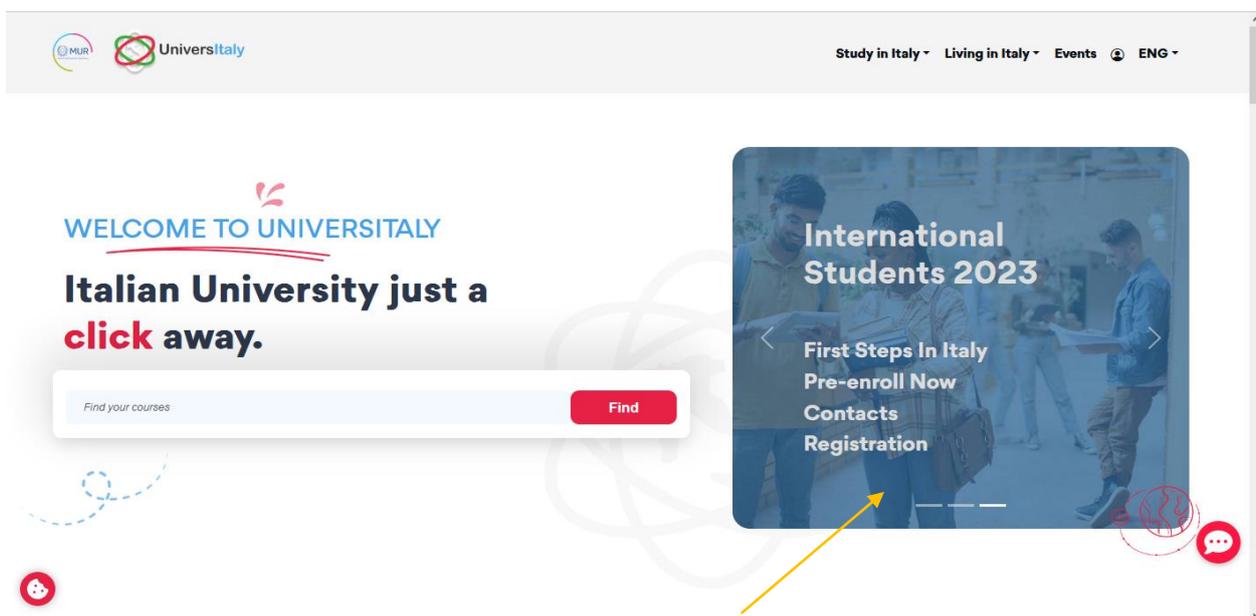
PROCEDURE FOR VISA TO THE UNIVERSITY OF PARMA

STEP-BY-STEP GUIDE FOR UNIVERSITALY – VISA REQUEST

Universitaly <https://www.universitaly.it> is the website where you must register and pre-apply for studying at the University of Parma.

STEP 1

Once in Universitaly homepage <https://www.universitaly.it> look for the “International students” section (as the example in the image on the left) and click on “Registration”.



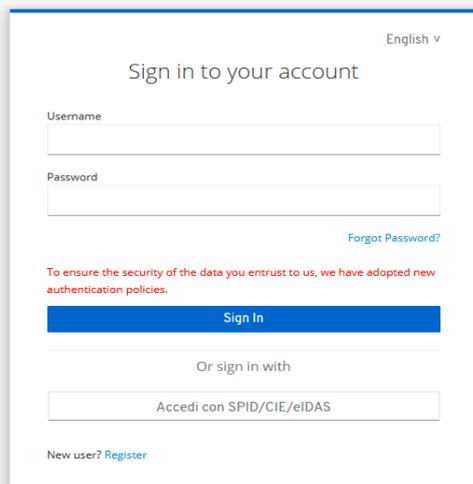
STEP 2

Complete the section called “Registration” by inserting your official personal information, then click on “Save”.

A screenshot of the 'Registration' form on the Universitaly website. The form is titled '> Registration' and contains the following fields:

- Name (including your middle names) * (text input)
- Surname * (text input)
- Country of birth * (dropdown menu, currently showing 'ITALY')
- Birth District * (dropdown menu, currently showing 'Select your birth district')
- City of birth * (dropdown menu, currently showing 'Select your birthplace')
- Date of birth * (three dropdown menus for Day, Month, and Year)
- Gender * (dropdown menu, currently showing 'Select your gender')
- Citizenship * (dropdown menu, currently showing 'ITALY')
- Italian tax code if (text input)

Confirm the registration by clicking on the link that you will get by email. Once you confirmed the registration, the link will redirect you automatically to a page where you have to log in using the e-mail that you used for the registration and the password that was sent to you by email. Then, you will have to create a new password.



English v

Sign in to your account

Username

Password

[Forgot Password?](#)

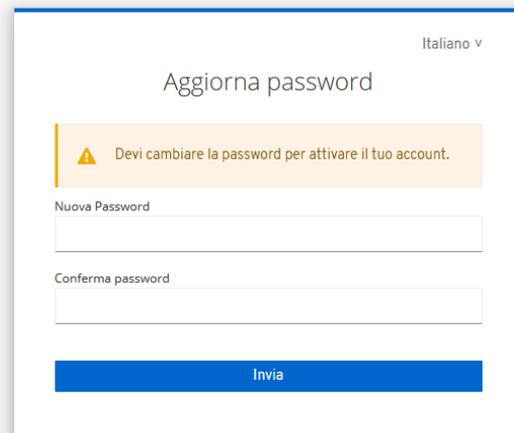
To ensure the security of the data you entrust to us, we have adopted new authentication policies.

[Sign In](#)

Or sign in with

Accedi con SPID/CIE/eIDAS

New user? [Register](#)



Italiano v

Aggiorna password

⚠ Devi cambiare la password per attivare il tuo account.

Nuova Password

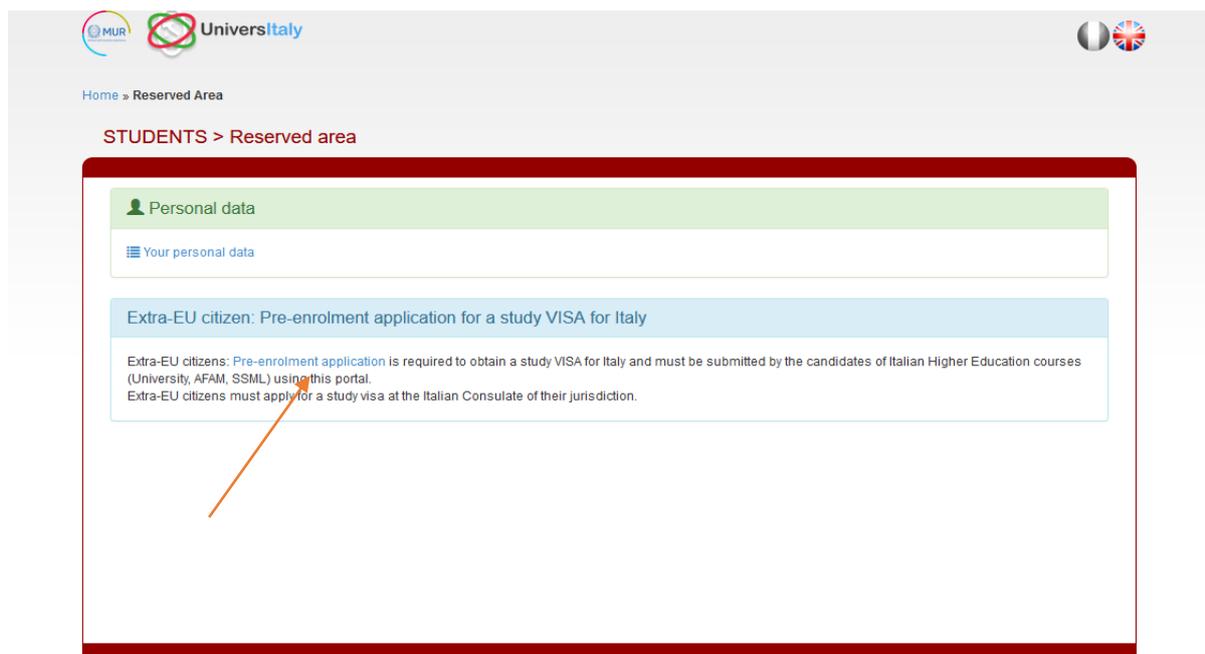
Conferma password

[Invia](#)



STEP 3

Now that the registration process is done there are few steps to follow to finalize the Visa request process. Click on “Pre-enrolment application”.



MUR  UniversItaly 

[Home](#) > [Reserved Area](#)

STUDENTS > Reserved area

Personal data

[Your personal data](#)

Extra-EU citizen: Pre-enrolment application for a study VISA for Italy

Extra-EU citizens: [Pre-enrolment application](#) is required to obtain a study VISA for Italy and must be submitted by the candidates of Italian Higher Education courses (University, AFAM, SSML) using [this portal](#).
Extra-EU citizens must apply for a study visa at the Italian Consulate of their jurisdiction.

Click on “New pre-enrolment application”.

PRE-ENROLMENT APPLICATION
APPLICATIONS

[New pre-enrolment application](#)

Do you need help?
Support for filling in your application: [Contact your Institution](#)
Technical support: universitaly-stranieri@cineca.it

i Here is some useful information:

Click on “New pre-enrolment application” to start an application. You can stop and continue to fill it in as you prefer. To continue the application click on “Go to application”.

You can pre-enrol once to one University and one course.

In order to find your course, you need to select the proper course type. Please check with the university you would like to apply to the correct selection you need to opt. The course type is in Italian only.

In case you need to modify the application after you have submitted it please contact the University directly, they will check your request and eventually reopen the application.

For any further information about courses, documents, next step of the procedure please contact the University you are applying to.

STEP 4

In this phase (STEP A) you need to check all your personal information and add the missing ones (e.g. the Academic Year). When you filled the whole section press on “Go to step B”.

PRE-ENROLMENT APPLICATION
STEP A



Do you need help?
Institution: Università degli Studi di PARMA
Institution website: <http://www.unipr.it>
Institution email: admissions@unipr.it
Institution telephone: +39.0521.902111

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

2021/2022

Personal data **i**

Name (including your middle names)	Surname
Aliye	Ozturk
Birth Date	Gender
15/03/1998	F
Country of birth	Town/City of birth
TURKEY	Ankara
Current Citizenship 1	Current Citizenship 2
TURKEY	Current Citizenship 2

The section “Italian tax code” must be ignored this time.

Contacts

Telephone

324 xxxx xxx

Italian tax code: **ONLY** if you have one (optional)

SMTJHN00P012222

STEP 5

In step B you should enter all the information about your passport (number, expiry date and upload a picture). You should also enter all the information regarding your Visa (select the Consulate/Embassy where you will apply).

PRE-ENROLMENT APPLICATION STEP B



Passport

Passport number: AB123456

Expiry date: 31/12/2030

Upload a passport size picture of your face
Only pdf/jpeg/png - 10Mb max are accepted
Sfoggia... Screenshot (1).png

Upload your valid passport
Only pdf/jpeg/png - 10Mb max are accepted
Sfoggia... Screenshot (2).png

Visa Application

Where will you apply for a visa?
AMBASCIATA ANKARA
CONSOLATO GENERALE ISTANBUL
CONSOLATO IZMIR (Smirne)

Where will you apply for a visa?

Specify the reason for the visa application
Reason

Remember to specify the reason for the Visa application, depending on your status, between:

1. "I want to spend a period of mobility for study/traineeship (e.g. Erasmus)"
2. "Double or Joint degree"

Visa Application

Country: TURKEY

Where will you apply for a visa?
Where will you apply for a visa?

Specify the reason for the visa application
Reason

Reason
I want to enrol in a study course
I want to spend a period of mobility for study / traineeship (e.g. Erasmus)
Erasmus+ or other exchange programmes for studies/traineeship
Double or Joint degrees

Institution Name
Institution Name

Course Type

Every Languages

Then, in this part of STEP B, enter:

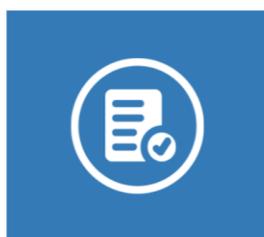
- **Institution.** Select “Università”.
- **Institution name.** Select “Università degli studi di Parma”.
- **Course type.** Select **Corso/i singolo/i – Single course(s)**. do not choose any other option
- **Course language.** You may filter through choosing the teaching language of the available degrees.
- **Course name.** Select **Erasmus Exchange Mobility or other exchange program for study.**
- **Course curriculum.** Select your branch of study (if there aren't any options it will be automatically selected “None”).

The screenshot shows a web form for STEP B. It includes a dropdown menu for 'Tipo corso di studio' with the selected option 'Corso/i singolo/i - Single course(s)'. Below it is a text input field for 'Nome corso indicato' containing 'Erasmus Exchange Mobility or other exchange program for study'. At the bottom, there are two empty input fields for 'Lingua' and 'Codice corso di studio presso ateneo'.

STEP 6

Once you have completed the STEP B you will get to STEP C.

PRE-ENROLMENT APPLICATION STEP C



Do you need help?
Institution: Università degli Studi di PARMA
Institution website: <http://www.unipr.it>
Institution email: admissions@unipr.it
Institution telephone: +39.0521.902111

The screenshot shows the 'Qualifications' section of the STEP C application form. It includes instructions: '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.' Below this, there is a file upload area with a 'Sfoglia...' button and the text 'Nessun file selezionato.' To the right, there is a dropdown menu for 'Qualifications and language certificates' with the same text selected. Below the upload area, there are two 'Qualification name' input fields. At the bottom, there is a green 'UPLOAD QUALIFICATION' button and a blue 'SUMMARY' button.

The applicant may upload all the required files.

The Erasmus and International Home requests the student to upload at least a certificate/letter - issued by the Home Institution - proving the achievement of the scholarship for the exchange experience and a copy of the Passport.

It is necessary to check the Embassy or the Consulate website to understand which documents you should upload.

Generally its required to upload:

- **Passport copy,**
- **Mobility letter from Home University,**
- **(if applicable) study grant with the amount,**
- **Proposed Learning Agreement.**

STEP 7

In this SUMMARY section, you should check and confirm and/or complete your personal information provided in the pre-application.

PRE-ENROLMENT APPLICATION SUMMARY

Do you need help?
Institution: Università degli Studi di PARMA
Institution website: <http://www.unipr.it>
Institution email: admissions@unipr.it
Institution telephone: +39.0521.902111

Name	Surname
Aliye	Ozturk
Birth Date	Gender
15-03-1998	F
Country of birth	Town/City of birth
TURKEY	Ankara
Current Citizenship 1	Current Citizenship 2
TURKEY	
Current Citizenship 3	
Street	Number
Emniyet, Döğel	6A
Country	Town/City
TURKEY	Ankara

Once at the bottom of the page, please confirm the understanding about the treatment of personal information and then finalize the pre-application by clicking the blue button “Apply for pre-enrolment”.

ID account at the chosen University / AFAM / Institute

The undersigned declares

he/she is aware that:

- the data and documents reported in this "pre-enrolment application" correspond to the truth and is aware of the criminal liability deriving from having produced a false, untruthful declaration or containing data no longer corresponding to the truth, as well as being aware that the data reported in this declaration are subject to veracity checks;
- the pre-enrolment procedure must be completed at the competent diplomatic-consular mission and is not complete with the sending of this "pre-enrolment application" only;
- enrolment in higher education institutions in Italy is governed by specific procedures issued by the Italian Ministry for Universities and Research, published annually on the website www.studiare-in-italia.it/studentistranieri;
- to enrol in study courses, it is necessary to follow the instructions provided by the higher education institution responsible for the chosen course and complete the related procedures, which do not necessarily end with the completion of the pre-enrolment phase;
- the pre-enrolment procedure and this "pre-enrolment application" do not in any way replace the admission and enrolment procedures for the chosen course, which will be completed in the phase following the issue of the visa for study purposes, after verifying the authenticity of the documentation produced, and also does not imply any claim or automatic acceptance for the purpose of issuing the relevant visa for study purposes;
- issuing the visa is the exclusive responsibility of the competent diplomatic-consular missions, after verifying that they meet the requirements mandated by current legislation;
- in the "pre-enrolment application", the persons authorised to process the data are empowered to rectify any errors in the transcription/transliteration of personal data, verifying the latter with the data shown in the passport provided;

he/she undertakes to:

- provide proof of the pre-determined necessary financial resources and the necessary insurance coverage for medical treatment and hospitalisation in accordance with the provisions of Italian law or to commit to enter into a contract for such insurance coverage upon entry into Italy;
- forward the application for a STUDENT residence permit to the competent police headquarters within 8 working days of entry into Italy, complete with the required documentation;
- return to the country of residence upon expiry of the visa if not admitted to or not enrolled in the chosen course.

I have read the data processing

[Apply for pre-enrolment](#)

[Back to the homepage](#)

By pushing this button your pre-enrolment application will be sent to the University / AFAM / Institute you have chosen. The University / AFAM / Institute will verify your application and forward it, along with information on your admission, to the chosen Consulate.

Check your email regularly and follow the instructions you will receive.

After clicking "Apply for pre-enrolment", you have to contact the University of Parma (incoming@unipr.it) confirming that you have completed the procedure.

The Office will check your application and will add exchange dates and the address and send the Academic Eligibility (which is an Acceptance Letter) to the Embassy/Consulate you selected during the University procedure.