PROCEDURE FOR VISA TO THE UNIVERSITY OF PARMA

STEP-BY-STEP GUIDE FOR UNIVERSITALY – VISA REQUEST

Universitaly [https://www.universitaly.it](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](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”.

![Universitaly Registration Form](https://www.universitaly.it/images/register-form.png)
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.

**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”.
Click on “New pre-enrolment application”.

**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”.

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

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”
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”).

STEP 6

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

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.

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”.

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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”.
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 Universitaly procedure.