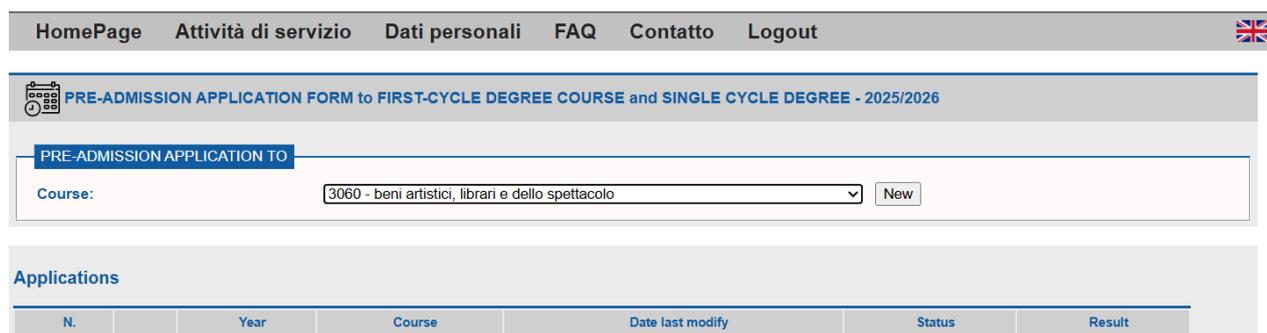


Guide to the pre-evaluation for Bachelor's and Single-cycle degrees

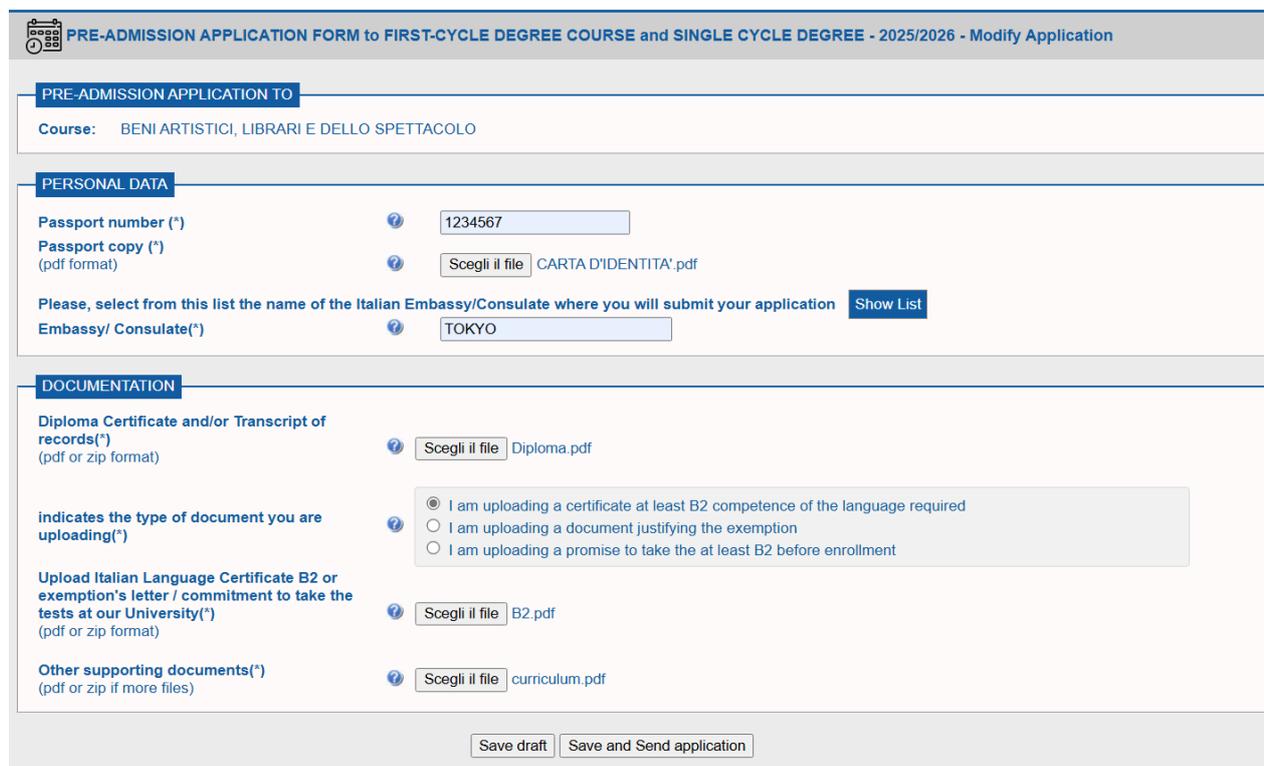
Once you have entered the platform you will see this screen, where you will be asked to select the course you want to enroll in.

Choose your course and select the button '**NEW**' to continue the process.



The screenshot shows the top navigation bar with links: HomePage, Attività di servizio, Dati personali, FAQ, Contatto, Logout, and a UK flag. Below is the page title: PRE-ADMISSION APPLICATION FORM to FIRST-CYCLE DEGREE COURSE and SINGLE CYCLE DEGREE - 2025/2026. The main form area has a section 'PRE-ADMISSION APPLICATION TO' with a 'Course:' dropdown menu set to '3060 - beni artistici, librari e dello spettacolo' and a 'New' button. Below this is an 'Applications' table with columns: N., Year, Course, Date last modify, Status, and Result.

After that, another screen will open. On this page you will have to indicate your passport number and the Embassy where you will apply for the visa. You will also have to upload some documents, including: passport, diploma, language certificate and any other documentation.



The screenshot shows the 'Modify Application' screen. It includes the same page title as the previous screen. The 'Course:' dropdown is now set to 'BENI ARTISTICI, LIBRARI E DELLO SPETTACOLO'. Below is the 'PERSONAL DATA' section with fields for: 'Passport number (*)' (1234567), 'Passport copy (*)' (pdf format) with a file selection button 'Scegli il file' and 'CARTA D'IDENTITA'.pdf, and 'Embassy/ Consulate(*)' (TOKYO) with a 'Show List' button. The 'DOCUMENTATION' section includes: 'Diploma Certificate and/or Transcript of records(*)' (pdf or zip format) with a file selection button 'Scegli il file' and 'Diploma.pdf'; a radio button selection for document type: 'I am uploading a certificate at least B2 competence of the language required' (selected), 'I am uploading a document justifying the exemption', and 'I am uploading a promise to take the at least B2 before enrollment'; 'Upload Italian Language Certificate B2 or exemption's letter / commitment to take the tests at our University(*)' (pdf or zip format) with a file selection button 'Scegli il file' and 'B2.pdf'; and 'Other supporting documents(*)' (pdf or zip if more files) with a file selection button 'Scegli il file' and 'curriculum.pdf'. At the bottom are 'Save draft' and 'Save and Send application' buttons.

If you do not yet have all the necessary documents to complete the procedure, you have the possibility to save your application in 'draft' by selecting **"Save draft"**, which means that the application will not be sent to the evaluation committee, but will remain in draft form and you will be able to edit it later.

 **PRE-ADMISSION FORM to FIRST-CYCLE DEGREE COURSE and SINGLE CYCLE DEGREE - 2025/2026 - Confirm receipt forwarded request**

Application has been saved in draft.
The application has been saved in draft in our system but NOT sent to "Admission Committee".

 In order to Complete request, please:

1. back to main page,
2. Edit application in draft,
3. click on "Save and Sent application" button.

[Back to main page](#)

Returning to the home page, through the **"Back to main page"** button, you will be able to see the status of your application, which in this case will appear saved as a draft.

 **PRE-ADMISSION APPLICATION FORM to FIRST-CYCLE DEGREE COURSE and SINGLE CYCLE DEGREE - 2025/2026**

Applications

N.		Year	Course	Date last modify	Status	Result
1	 	2025	BENI ARTISTICI, LIBRARI E DELLO SPETTACOLO	20/01/2025 11:11:36	Draft	---

Otherwise, if you have uploaded all the necessary documentation and you are ready to send your pre-evaluation, you can select the **"Save and send application"** button, which means that your application has been finally sent to the evaluation committee (in this case you can no longer edit it).

 **PRE-ADMISSION FORM to FIRST-CYCLE DEGREE COURSE and SINGLE CYCLE DEGREE - 2025/2026 - Confirm receipt forwarded request**

Confirm receipt forwarded request
Application has been forwarded successfully.
The application has been registered and held properly in our system.
A quick will be sent a message to the email address indicated:

[Back to main page](#)

If you return to the home page you will be able to see that your application has been successfully submitted and that the status has now become **"sent to admission committee."**



PRE-ADMISSION APPLICATION FORM to FIRST-CYCLE DEGREE COURSE and SINGLE CYCLE DEGREE - 2025/2026

Applications

N.		Year	Course	Date last modify	Status	Result
1		2025	BENI ARTISTICI, LIBRARI E DELLO SPETTACOLO	20/01/2025 11:12:43	Sent to "Admission Committee"	---