

# Information for non-EU students with residency abroad who wish to enrol in a degree programme at the University of Naples Federico II



2024/25



To enter Italy, **non-EU students** shall apply for an entry visa for study purposes.

The **pre-enrolment** procedure is a mandatory process to admission of degree programmes. It is for non-EU students with residency abroad who wish to enrol in a degree programme at the **University of Naples Federico II**.

# PRELIMINARY CHECKS

## Do you need an entry visa?

Before the matriculation, you must pre-enrol online via the University portal (**The deadline for applying to University of Naples Federico II is June 21, 2024**).

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

Within that date you will be allowed to ask to modify the chosen programme. As of June 21 any change to the selected programme is strictly forbidden.

In order to comply with Italian ministerial regulations you must obtain the visa by 29 November 2024.

## Are you a master/2-year MSc programme (laurea magistrale) perspective student?

Before starting the pre-enrolment procedure on University platform you must obtain the **pre-acceptance letter** issued by the Course Coordinator.

**Visit the relevant Department / Programme website in order to get info about the evaluation process if any.**

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## Do you pre-enrol to a programme taught in Italian?

You must prove a proficiency in Italian language corresponding to a **B2 level** of the Council of Europe.

Any proof and or certification of the Italian language requirement will be part of the documents you will upload to your University pre-enrolment application.

## Do I need the Declaration of Value (DOV) and/or CIMEA certificates before the pre-enrolment?

Yes. The Declaration of Value and the Statements of Comparability and Verification need to be issued before the pre-enrolment. You will upload those to your University pre-enrolment application.

**The Declaration of Value is released by Italian Embassies and Consulates. The Statements of Comparability and Verification can be issued by CIMEA through MyDiploMe web service**

<https://cimea.diplo-me.eu/cimea/#/auth/login>

We warmly recommend you to apply for the aforementioned documents in reasonable time well in advance.

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## Can I matriculate after the pre-enrolment?

Pre-enrolment alone does not grant admission to degree programmes. In order to matriculate you also need to take and pass the verifications of the entry requirements and the admission procedures set for the degree programme of your interest.

# PRE-ENROLMENT PROCEDURE

## part 1 **REGISTRATION**

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**Register on the UNIVERSITALY portal**



**Wait for an email from [universitaly@ Cineca.it](mailto:universitaly@ Cineca.it) to the email you provided at registration phase: you'll be asked to finalize your registration inserting a password of your choice**



**Complete your registration inserting a password**



**Wait for a new email from [universitaly@ Cineca.it](mailto:universitaly@ Cineca.it) that confirms your registration has been successful.**



**On UNIVERSITALY's homepage, click on the window INTERNATIONAL STUDENTS + PRE-ENROL NOW and start the pre-enrolment process.**

## part 2 **PRE-ENROLMENT**

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This second part of the process is subdivided in 3 steps

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### **Completion of personal data**

Insert your personal data, home address, and personal contacts. Please indicate your data exactly as appears on your passport.

***Pay attention that personal data contained in your passport must match with the ones in your application.*** For instance, make sure to put your Name and Surname into the relevant fields of University application.

If your passport reports your Full Name only, fill in the Name field leaving the Surname one empty. The personal data once entered at the time of pre-enrollment on University can no longer be directly modified either by the student or by the university.

***In order to change these data, you must open a ticket to the Cineca IT support team.***

Italian tax code field can be left empty in pre-enrolment procedure. However, it is required to matriculate to the University of Naples Federico II. ***Before matriculation, do not forget to obtain tax code from Agenzia della Entrate or from an Italian embassy.***

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### **Completion of the details of**

- The Embassy or Consulate in which you will submit the study visa request
- The academic course you've been admitted on

# Upload of the Academic documents required.

Upload your academic qualifications on the portal.

## Are you joining us on an undergraduate degree?

### Please upload:

- Mark sheets/transcripts of the final year;
- High school diploma, if available;
- DoV or Cimea statement of comparability/verification, Language certificates if required

## Are you joining us on a master/2-year MSc programme (Laurea Magistrale)? Please upload:

- Transcript of Records (ToR) with a detailed description of the courses attended and the exams passed to obtain the final degree;
- Final degree certificate;
- Detailed description of the course programs taken;
- Additional qualifications (*language certificates, motivation letter, letter of recommendation...*);
- Pre-acceptance letter issued from the Coordinator of the Course (*you have to submit your academic documents to the Coordinator of the Course you wish to apply for, to find out if you meet the requirements to enrol*)
- DoV or Cimea statement of comparability/verification

## After clicking on SUMMARY, verify that your pre-enrolment application is complete and proceed with SUBMIT.

The pre-enrolment application will be verified by the University of Naples and forwarded to the Embassy / Consulate you have specified. Then you can fix an appointment at the local Italian authorities in order to apply for visa.



# MATRICULATION

**After having successfully passed the verification of the entry requirements and/or admission test (where required) you will matriculate at the student office of your Department in Naples.**





## Find out more on

[www.international.unina.it](http://www.international.unina.it)

<https://www.studiare-in-italia.it/studentistranieri/>

<http://www.uni-italia.it/it/>

<https://vistoperitalia.esteri.it/home.aspx>

## Contacts

 [pre-enrolment@unina.it](mailto:pre-enrolment@unina.it)

**Do not forget to write the name of the programme you are applying to in the subject of the email.**