

FOUNDATION YEAR AT THE UNIVERSITY OF PARMA

STEP-BY-STEP GUIDE FOR UNIVERSITY PRE-ENROLMENT

Universitaly <https://www.universitaly.it> is the website where you have to register and pre-enrol for your Foundation course.

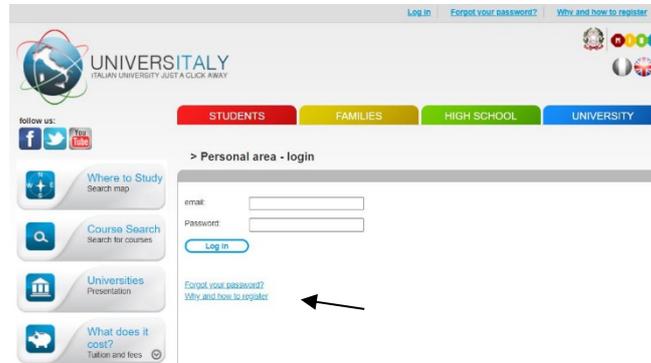
STEP 1



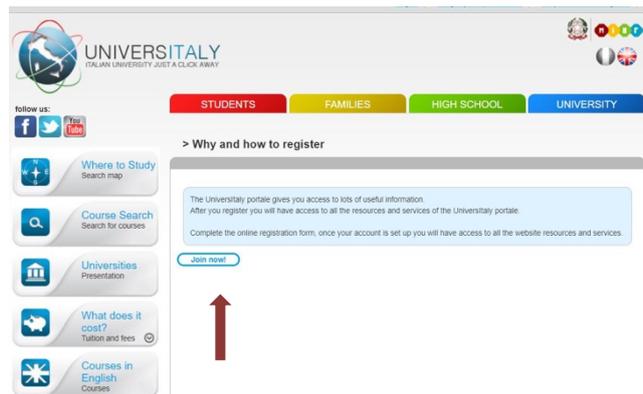
- Once in Universitaly homepage <https://www.universitaly.it> look for “International students” section (as the example in the image on the left) and click on “Pre-enrol now”.

STEP 2

- In this section you need to go to “Why and how to register”

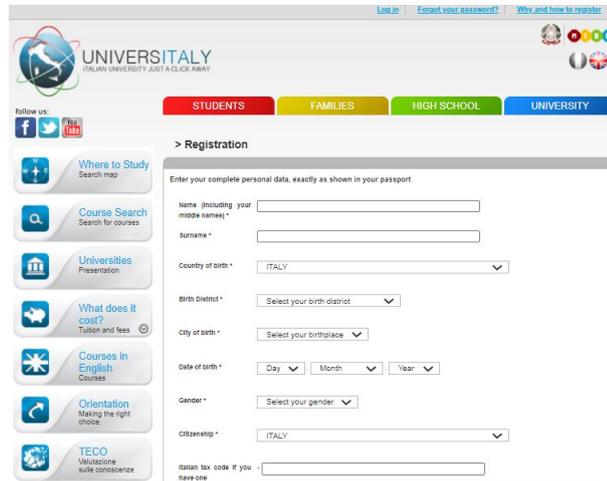


- Click on “Join now”



STEP 3

- Complete the section called 'Registration' by inserting your official personal information, then click on 'Save'

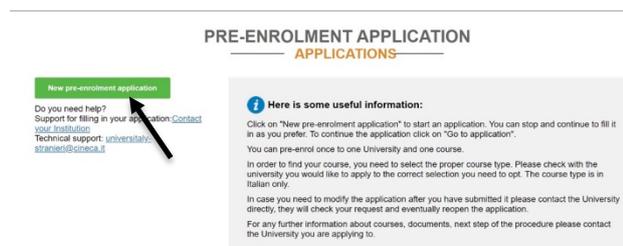


The screenshot shows the UNIVERSITALY website interface. At the top, there are navigation links for 'Log in', 'Forgot your password?', and 'Why and how to register'. Below the logo, there are tabs for 'STUDENTS', 'FAMILIES', 'HIGH SCHOOL', and 'UNIVERSITY'. The 'Registration' section is active, displaying a form titled 'Enter your complete personal data, exactly as shown in your passport'. The form fields include: Name (including your middle names), Surname, Country of birth (set to ITALY), Birth District, City of birth, Date of birth (with Day, Month, and Year dropdowns), Gender, Citizenship (set to ITALY), and Italian tax code (if you have one). On the left side of the page, there is a sidebar with various service icons and links such as 'Where to Study', 'Course Search', 'Universities', 'What does it cost?', 'Courses in English', 'Orientation', and 'TECO'.

- 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 must choose and confirm the password of your personal account.

STEP 4

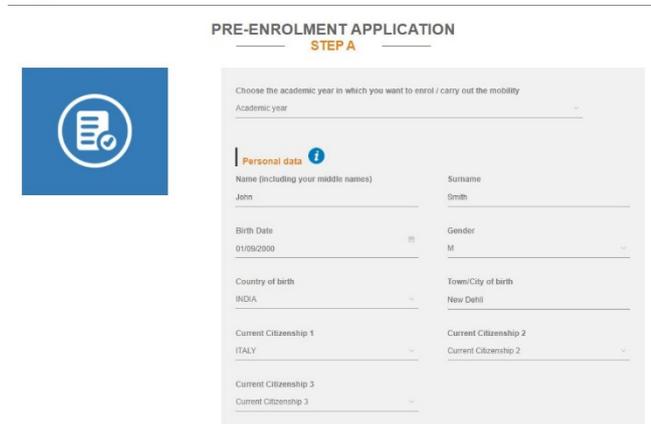
- Now that the registration process is done there are few steps to follow to finalize the pre-enrol process. Go to the Homepage and repeat the STEP 1, by clicking on 'Pre-enrol now'. The page in the image below will open.
- Click on "New pre-enrolment application"



The screenshot shows the 'PRE-ENROLMENT APPLICATION' page. The title is 'PRE-ENROLMENT APPLICATION' with 'APPLICATIONS' below it. On the left, there is a green button labeled 'New pre-enrolment application' with an arrow pointing to it. Below the button, there is text: 'Do you need help? Support for filling in your application. Contact your institution. Technical support: universitaly@staniesi@cineca.it'. On the right, there is a section titled 'Here is some useful information:' with a blue information icon. The text below reads: '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 5

- In this phase (STEP A) you need to check all your personal information. When you filled the whole section press on “Go to step B”



PRE-ENROLMENT APPLICATION
STEP A

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

Personal data ⓘ

Name (including your middle names)
John

Surname
Smith

Birth Date
01/09/2000

Gender
M

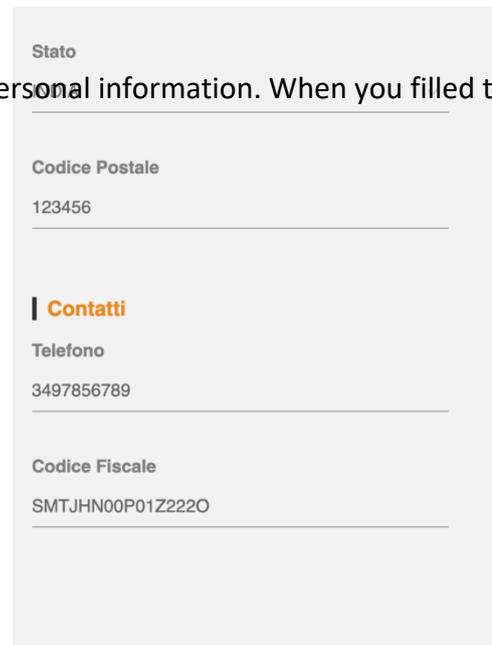
Country of birth
INDIA

Town/City of birth
New Delhi

Current Citizenship 1
ITALY

Current Citizenship 2
Current Citizenship 2

Current Citizenship 3
Current Citizenship 3



Stato

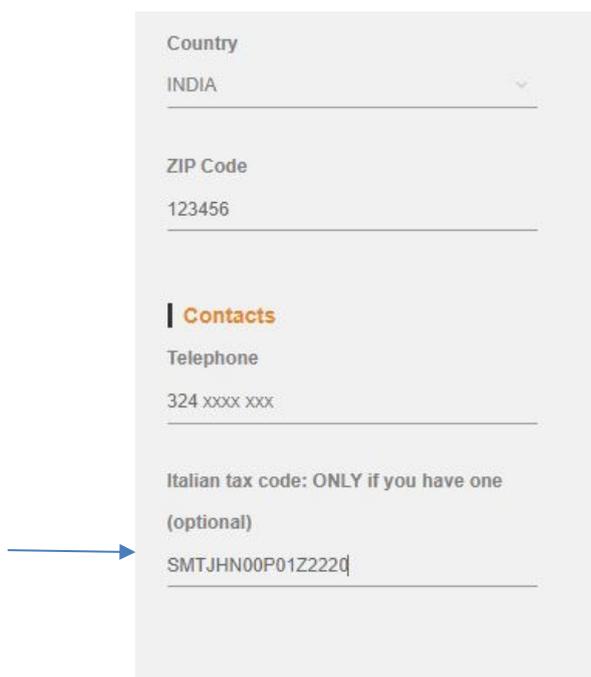
Codice Postale
123456

Contatti

Telefono
3497856789

Codice Fiscale
SMTJHN00P01Z222O

- To complete the section “Italian tax code” you have to copy and paste the code generated automatically by the system after you entered your personal information. Remember to keep the code.



Country
INDIA

ZIP Code
123456

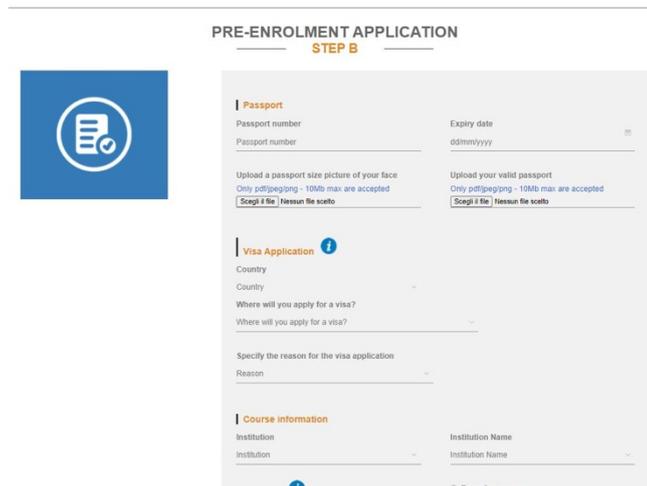
Contacts

Telephone
324 xxxx xxx

Italian tax code: ONLY if you have one
(optional)
SMTJHN00P01Z222O

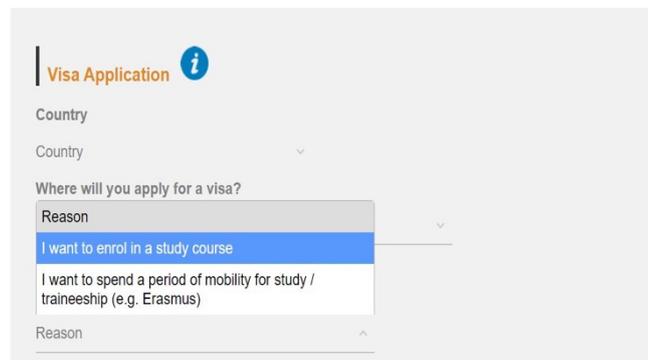
STEP 6

- In step B you should enter all the information. Of your passport (number, expiry date and upload a picture). You should also enter all the information regarding your visa.



The screenshot shows the 'PRE-ENROLMENT APPLICATION' interface, specifically 'STEP B'. On the left is a blue square icon with a white document and checkmark. The main form area is divided into three sections: 'Passport', 'Visa Application', and 'Course information'. The 'Passport' section includes fields for 'Passport number' and 'Expiry date' (format ddmm/yyyy), and two upload buttons for 'Upload a passport size picture of your face' and 'Upload your valid passport', both with file size limits and 'Scogli il file' / 'Nessun file scelto' options. The 'Visa Application' section has a dropdown for 'Country', a text field for 'Where will you apply for a visa?', and a dropdown for 'Reason'. The 'Course information' section has dropdowns for 'Institution' and 'Institution Name'.

- Remember to specify the reason for the visa application. Select "I want to enrol in a study course". Then enter the country you will apply for a visa and enter where you will apply for a visa. (look at the picture)



This is a close-up of the 'Visa Application' section. It shows the 'Reason' dropdown menu open, with two options: 'I want to enrol in a study course' (highlighted in blue) and 'I want to spend a period of mobility for study / traineeship (e.g. Erasmus)'. The 'Country' dropdown is also visible above it.

- In this part of STEP B, enter:
 - institution. Select “Università”
 - institution name. Select “Università di Parma”
 - course type. Select “Corso propedeutico (Foundation course)”
 - course language
 - select “Every Languages”

Visa Application ⓘ

Country
Country

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

Specify the reason for the visa application
Reason

Course information

Institution
Università

Institution Name
Università degli Studi di PARMA

Course Type ⓘ For more information about Course
Type click: [here](#)
Corso propedeutico (Foundation course)

Every Languages
 English Language
 Other Languages

Course Name
Foundation year

Course Curriculum

- In “Course Name”, enter “Foundation Year”

STEP 7

- 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: admission@unipr.it
Institution telephone: +39 0521 902111

Qualifications

Transcript from Kolkhata Univ, Qualification: Transcript | [↑](#) [↓](#)

TOEFL certificate C2, Qualification: Certification of English language proficiency | [↑](#) [↓](#)

registration to Kolkhata University, Qualification: Partial qualification | [↑](#) [↓](#)

DECLARATION OF VALUE, Qualification: Declaration of value | [↑](#) [↓](#)

Application form for exchange at University of Parma, Qualification: Other | [↑](#) [↓](#)

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.

Upload qualification Qualifications and language certificates

Only pdf/jpeg/png - 10Mb max are accepted Qualifications and language certificates

Nessun file selezionato

Qualification name

UPLOAD QUALIFICATION

SUMMARY

ENG

- In STEP C, 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. It is necessary to contact the embassy or the consulate to understand which documents you should send.

STEP 8

- In this section you should confirm and/or complete your personal information.

PRE-ENROLMENT APPLICATION
SUMMARY

Do you need help?
Institution: Università degli Studi di PARMA
Institution website: <http://www.unipar.it>
Institution email: admission@unipar.it
Institution telephone: +39 0521 902111

Name	Surname
John	Smith
Birth Date	Gender
01-09-2000	M
Country of birth	Town/City of birth
INDIA	New Delhi
Current Citizenship 1	Current Citizenship 2
INDIA	
Current Citizenship 3	
Street	Number
Test	1234
Country	Town/City
INDIA	New Delhi
ZIP Code	Additional address information
123456	
Telephone	E-mail
3497856789	alessandro.bemazzoli@gmail.com
Italian tax code: ONLY if you have one (optional) SMTL39N00P01ZZ2200	
Passport number	dd/mm/yyyy
123456789	30-12-2027
Upload a passport size picture of your face	Upload your valid passport