Universitaly Application Guidelines

Applications 2021-22 (Documents)

If you are a perspective student interested to enroll to University of Naples Parthenope, get familiar with the steps to pre-enrolment described below. Since 2020, the pre-enrolment procedure is served by Universitaly web page.
How to prepare yourself for pre-enrolment?

Pre-enrol online via the Universitaly portal. (https://www.universitaly.it/index.php/students/stranieri).
Pre-enrolment procedure will be done online and all steps to complete will be explained respectively throughout the guideline.
In the next page, you will be asked to register an account. Click on “Why and how to register” and then on ‘Join now’.

You will be asked to put your personal data, passport and contact details.

**Please note**: the system asks you to provide the Italian ‘tax code’. If it’s possible, leave this section blank; if you cannot leave it blank, use the code that is automatically generated by the system.
Once you have signed up to the portal, you will receive an email asking you to confirm the registration.

Your account is now active! You can move to the second step: the pre-enrollment. Go back to universitaly homepage and click (again) on ‘Pre-enrol now’:

After registration on Universitaly portal, personal area must be accessed by student and pre-enrolment step can be done followingly.
Then click on ‘Go to application’.
You are now accessing the Pre-enrollment application

**STEP A:** choose the academic year 2021/22
the fill out the form with your personal data

Then click on ‘Go to step B’

**Step B:** You will be asked to:
- Provide your passport number
- Indicate the expiry date of your passport
Step B
You will be asked to:
- Provide your passport number
- Indicate the expiry date of your passport
- Upload a passport size picture and your passport
- Indicate the Embassy where you will apply for the visa
- Indicate the reason for the visa application

1. Select: Università
2. Select: Università degli Studi di Napoli Parthenope
3. Select: Laurea Magistrale (i.e. Master’s Degree, 2-years course) or Laurea (i.e. Bachelor Degree, 3-years course), or Laurea Magistrale a ciclo Unico (Single 5-years course)
4. Select the Language
Once you have filled out this section click on ‘Go to step C’ In this section you should upload your degree certificate and final transcript. In order to upload the documents click on ‘Upload qualification’

When you have uploaded all documents, click on ‘Summary’. You will be directed to the summary of your application; if everything is correct, tick the box ‘I have read the data processing’ and then click on ‘apply for pre-enrolment’