

# Universitaly Application Guidelines



UNIVERSITY OF NAPLES  
PARTHENOPE

## Applications 2023-24 (Documents)

If you are a perspective student interested to enroll at 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 and this is the only way to access our school.

UNIVERSITA  
DEGLI STUDI  
DI NAPOLI  
PARTHENOPE



UNIVERSITALY

# How to prepare yourself for pre-enrolment?



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The screenshot shows the Universitaly website interface. At the top left is the logo with the text "UNIVERSITALY ITALIAN UNIVERSITY JUST A CLICK AWAY". To the right are the Italian and UK flags. Below the logo are social media icons for Facebook, Twitter, and YouTube. A navigation menu includes "Where to Study", "Course Search", "Universities", "What does it cost?", "Courses in English", and "Orientation". A central banner asks "ARE YOU AN INTERNATIONAL STUDENT?" and lists steps like "Discover our academic offers" and "Check if you need a visa". A sidebar on the right contains links for "SSM 2020", "International Students 2021", "Do you need a visa?", "Pre-enrol now" (highlighted with a red box), "Contacts", "Accesso Programmato / IMAT", "OFF 2020/2021", and "POST-LAUREA". A "Click Here" button is positioned next to the "Pre-enrol now" link. At the bottom, there is a "NEWS AND DEADLINES" section with a magnifying glass icon.

Pre-enrol online via the Universitaly portal [www.universitaly.it](http://www.universitaly.it)  
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**’

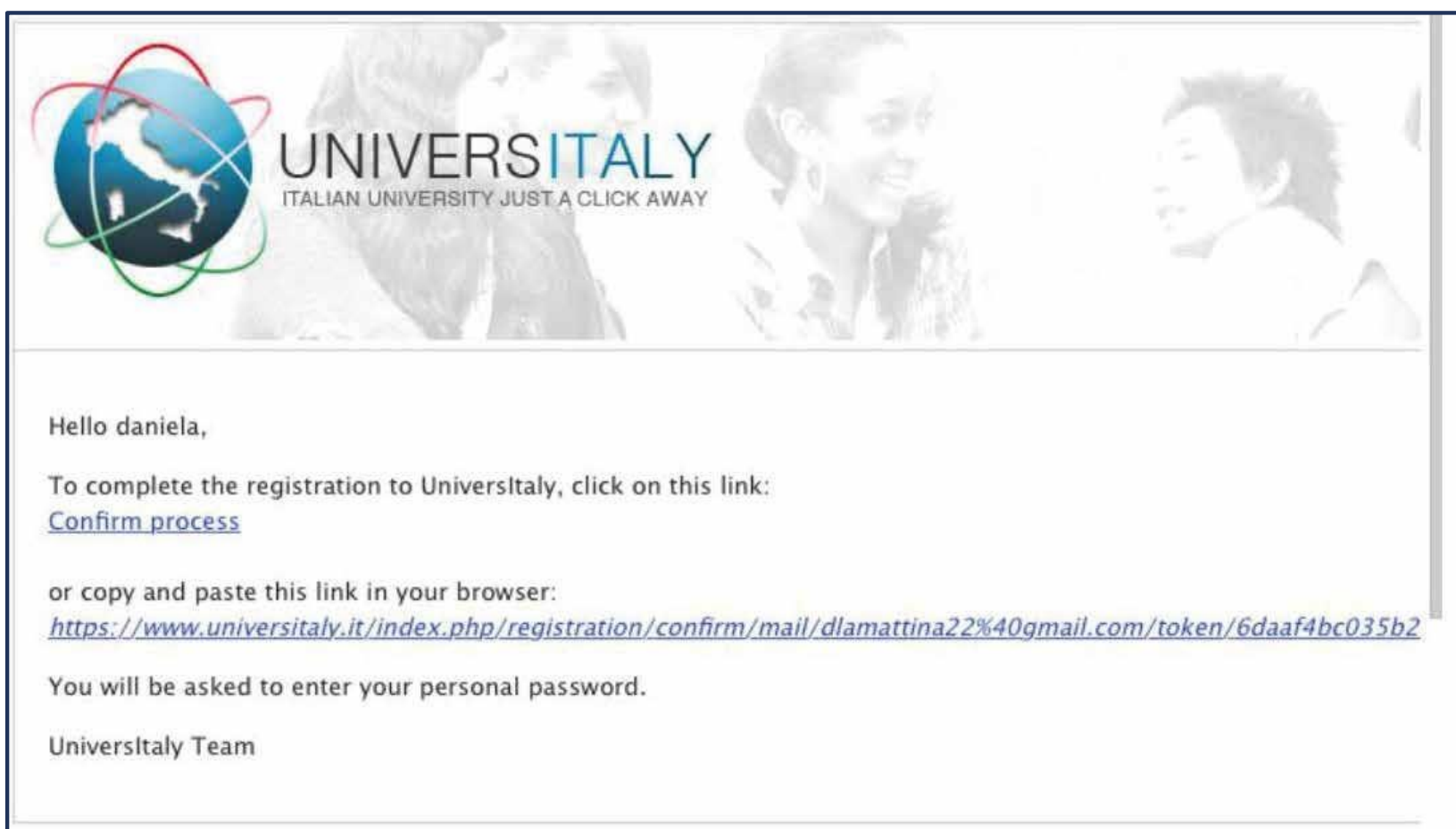
You will be asked to put your personal data, passport and contact details.

**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.



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A screenshot of the UNIVERSITALY website. The header features the UNIVERSITALY logo with the tagline 'ITALIAN UNIVERSITY JUST A CLICK AWAY'. Below the logo are social media icons for Facebook, Twitter, and YouTube. A navigation bar contains buttons for 'STUDENTS', 'FAMILIES', and 'HIGH SCHOOL'. The main content area is titled '&gt; Personal area - login' and includes a login form with fields for 'email:' and 'Password:', a 'Log in' button, and links for 'Forgot your password?' and 'Why and how to register'. On the left side, there are four interactive buttons: 'Where to Study Search map', 'Course Search Search for courses', 'Universities Presentation', and 'What does it cost?'.

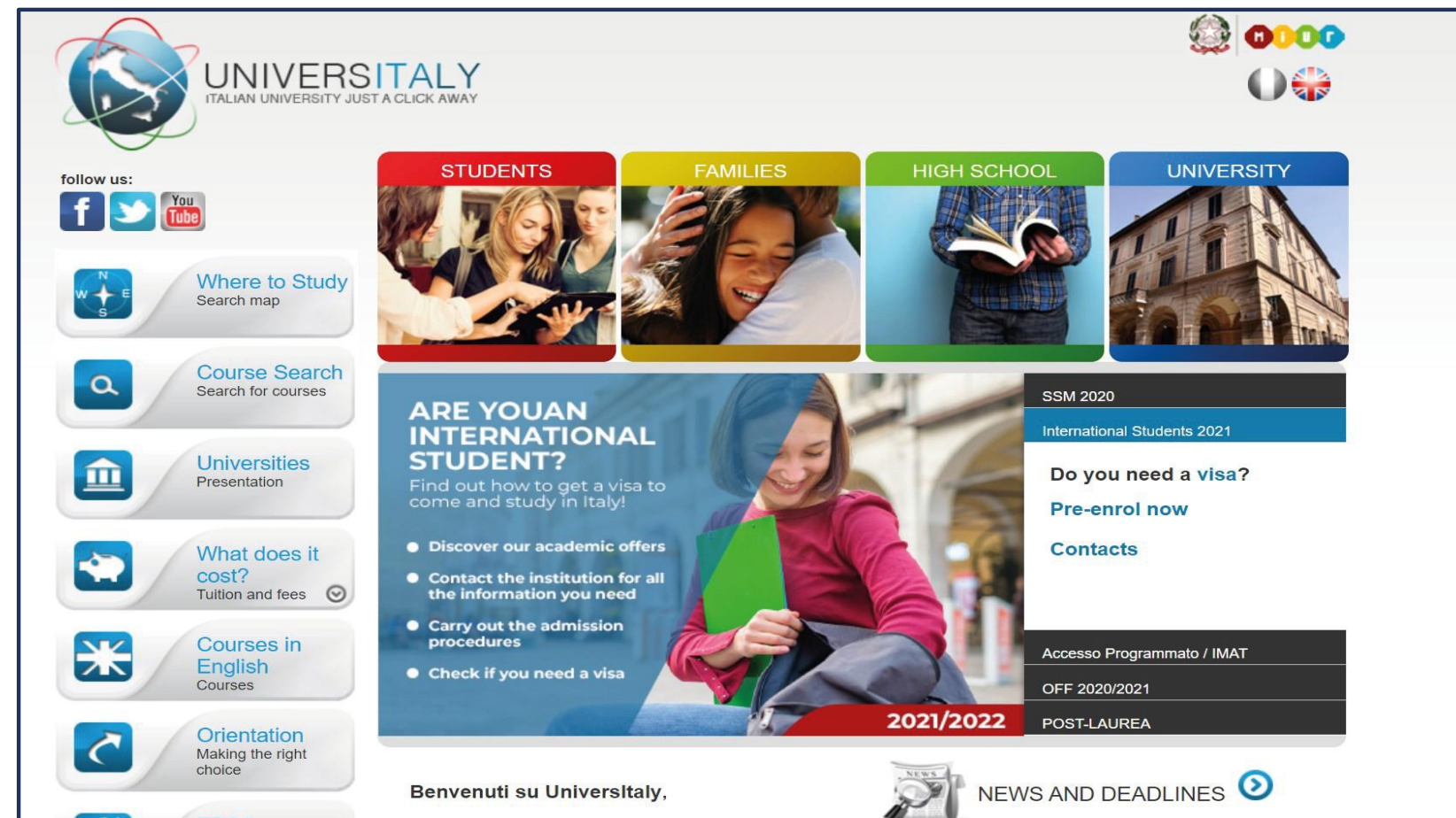


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Once you have signed up to the portal, you will receive an email asking you to confirm the registration.

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.







**PRE-ENROLMENT APPLICATION**  
**APPLICATIONS**

Do you need help?  
Support for filling in your application: [Contact your Institution](#)  
[Technical support](#)

Pre-enrolment application A.Y. 2021/2022 , started on 20-04-2021:12:12


[Go to application](#)

**i** **Here is some useful information:**  
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

Then click on 'Go to application'.  
You are now accessing the Pre-enrollment  
application

**STEP A:** choose the academic year 2023/24  
and fill out the form with your personal data

**PRE-ENROLMENT APPLICATION**  
**STEP A**



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

2021/2022

**Personal data** **i**

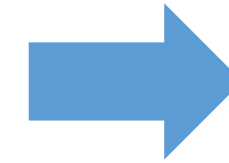
Name (including your middle names)	Surname
Gabriele	Sampagnaro

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
- Upload a passport size picture and your passport
- Indicate the Embassy/Consulate where you will apply for the visa
- Indicate the reason for the visa application



PRE-ENROLMENT APPLICATION  
STEP B

**Passport**

Passport number

Expiry date

Upload a passport size picture of your face

Upload your valid passport

Only pdf/jpeg/png - 10Mb max are accepted

Scegli file Nessun file selezionato

**Course information**

Institution  1

Institution Name  2

Course Type  3

English Language  4

Other Languages

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

## PRE-ENROLMENT APPLICATION STEP C



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**Qualifications**

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 Final Diploma

Scegli file Bachelor's degree

Qualification name  
Bachelor's degree in Global Studies

1

**UPLOAD QUALIFICATION**

**SUMMARY**

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'**

I have read the data processing

**Apply for pre-enrolment** **Back to the homepage**

By pushing this button your pre-enrolment application will be sent to the University / AFAM / Institute you have chosen. The University / AFAM / Institute will verify your application and forward it, along with information on your admission, to the chosen Consulate.

Check your email regularly and follow the instructions you will receive.