



UNIVERSITY GUIDE

DOUBLE BA IN INTERNATIONAL TOURISM

UNIVERSITÀ EUROPEA DI ROMA
INTERNATIONAL RELATIONS OFFICE

Once you have received the **Letter of Acceptance** from Università Europea di Roma, you can now proceed to apply for your study visa to your local diplomatic/consular mission through the University portal:

1. Go to [University portal](#)> change the language to English by clicking on the upper right icon> "International students"> "**Pre-enroll now**"

The screenshot shows the homepage of the University portal. At the top left is the logo for 'UNIVERSITALY' with the tagline 'ITALIAN UNIVERSITY JUST A CLICK AWAY'. In the top right corner, there are several icons, including a language selector with the UK flag highlighted by a blue arrow. Below the logo are social media icons for Facebook, Twitter, and YouTube. A navigation menu on the left includes: 'Where to Study' (Search map), 'Course Search' (Search for courses), 'Universities' (Presentation), 'What does it cost?' (Tuition and fees), 'Courses in English' (Courses), 'Orientation' (Making the right choice), and 'TECO' (Valutazione sulle conoscenze). The main content area features four categories: 'STUDENTS', 'FAMILIES', 'HIGH SCHOOL', and 'UNIVERSITY'. Below these is a large banner for international students with the text 'ARE YOU AN INTERNATIONAL STUDENT? WOULD YOU LIKE TO COME TO ITALY?' and a list of bullet points: 'Discover our academic offers', 'Contact the institution for all the information you need', 'Carry out the admission procedures', and 'Check if you need a visa'. A prominent call to action reads 'Do you need a visa? OK, pre-enrol now!'. To the right of the banner is a sidebar with 'SSM 2020' and 'International Students' sections. The 'International Students' section contains the text 'Do you need a visa?', 'Pre-enrol now' (highlighted with a blue arrow), and 'Contacts'. Below this are sections for 'Accesso Programmato / IMAT', 'OFF 2020/2021', and 'POST-LAUREA'. At the bottom, there is a 'Benvenuti su Universitaly' message and a 'NEWS AND DEADLINES' section with a magnifying glass icon.

2. **Registration:** Click on “Why and how to register”> “Join now”>Insert your personal data.

The platform will ask your Italian fiscal code, if you do not have one yet click on "save" and the system will generate one on a pop up, click on the code to add it to your application > confirm your e-mail.

You will receive an e-mail from university@cineca.it . Confirm your e-mail address to complete your registration following the instructions.

The screenshot shows a web browser window with the URL <https://www.universitaly.it/index.ph...>. The page title is "University - Registration...". The main content area is titled "> Registration" and contains a form for entering personal data. The form fields include:

- Name (including your middle names) *
- Surname *
- Country of birth * (dropdown menu, currently showing ITALY)
- Birth District * (dropdown menu, currently showing Select your birth district)
- City of birth * (dropdown menu, currently showing Select your birthplace)
- Date of birth * (Day, Month, Year dropdown menus)
- Gender * (dropdown menu, currently showing Select your gender)
- Citizenship * (dropdown menu, currently showing ITALY)
- Italian tax code if you have one

Below the form, there is a blue box with the following text:

We remind that for any communication about university procedures you will be contacted through email given in registration. Each User must keep it updated.

We remind you that it is not possible to use PEC, Hotmail, Msn and Live because these domains do not receive any emails from University.

We have already pointed out the situation to the server administrators but they still treat our emails as spam. We kindly invite you to use different domains until this situation is fixed.

Thank you!

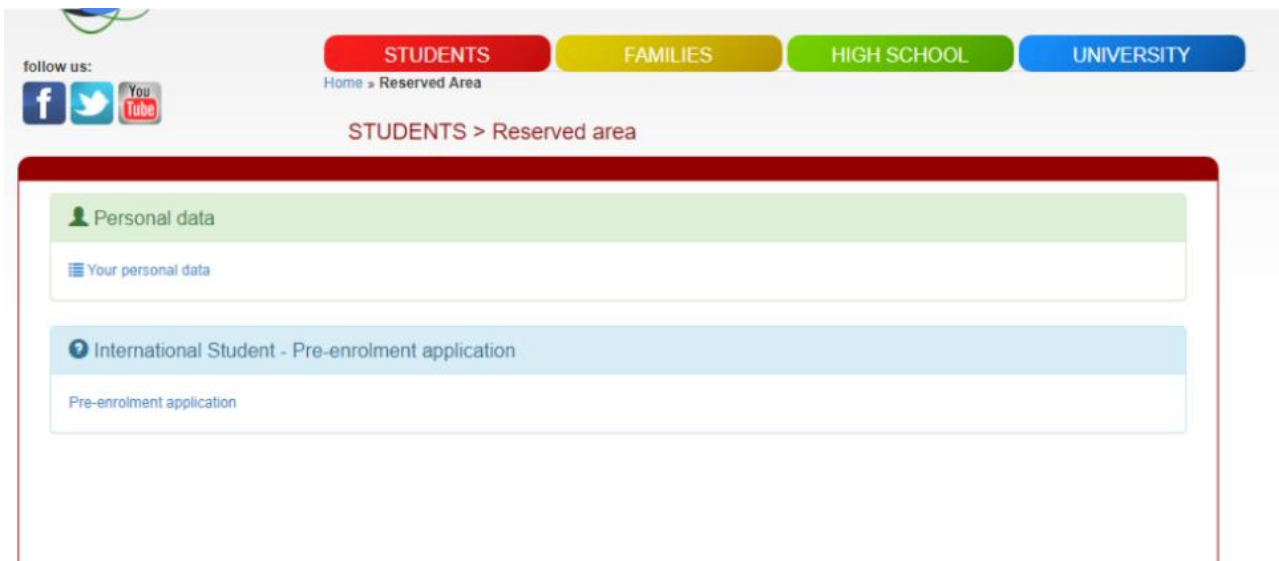
3. Insert your **password**.

The screenshot shows the same web browser window as above, but the registration form is now titled "> Registration - nearly complete!". The form fields are:


- New Password
- Repeat Password

Below the form, there is a blue button labeled "Save".

4. **Log in** with your new credentials > Pre-enrollment application



5. **STEP A:** Fill in your personal data and click 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	Surname
Clauvia	Flavia
Birth Date	Gender
18/08/1997	F
Country of birth	town/City of birth
INDIA	INDIA
Current Citizenship 1	Current Citizenship 2
ITALY	Current Citizenship 2
Current Citizenship 3	
Current Citizenship 3	

Official home address

Street	Number
India	Number
Country	town/City
INDIA	India
ZIP Code	Additional address information
ZIP Code	Additional address information

Contacts

telephone	E-mail
telephone	<input type="text"/>

Return fee code: ONLY if you have one (optional)
PRVCLDS/MSZ2221*

6. **STEP B:** Fill in the information regarding the visa:

- Visa Application > Country: "Mexico"
- Specify the reason for the visa application: "Double or Joint Degrees"
- Institution: "Università"
- Institution Name: "Università degli Studi Europea di Roma"
- Course type: "Laurea"
- Course Name: "Tourism and local development"
- It is NOT necessary to complete the field 'ID ACCOUNT AT THE CHOSEN UNIVERSITY/AFAM/INSTITUTE'

PRE-ENROLMENT APPLICATION
STEP B

The screenshot shows the 'PRE-ENROLMENT APPLICATION STEP B' form. It is divided into two main sections: 'Passport' and 'View Application'.
The 'Passport' section includes:
- 'Passport number' field with the value '895805'.
- 'Expiry date' field with the value '13/06/2030'.
- Two upload fields: 'Upload a passport size picture of your face' and 'Upload your valid passport', both with 'Scegli file' and 'Nessun file selezionato' buttons.
The 'View Application' section includes:
- 'Country' dropdown menu with 'INDIA' selected.
- 'Where will you apply for a visa?' dropdown menu.
- 'Specify the reason for the visa application' dropdown menu with 'Reason' selected.

7. **STEP C:** Upload one by one the documents you previously send to your Anáhuac Internationalisation Office for your application to UER (please visit this [link](#), under Double Degrees >International Tourism)

- a. Application form
- b. Transcripts of Records of the courses you passed at Anáhuac University.
- c. Curriculum vitae in English.
- d. Photocopy of valid Passport.
- e. English B2 language certificate.
- f. Health insurance
- g. Current health certificate

PRE-ENROLMENT APPLICATION
STEP C

The screenshot shows the 'PRE-ENROLMENT APPLICATION STEP C' form, titled 'Qualifications'.
It includes the following elements:
- A heading 'Qualifications' with a sub-heading: '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.'
- An 'Upload qualification' field with a 'Scegli file' button and the text 'Nessun file selezionato'.
- A 'Qualifications and language certificates' dropdown menu with 'Qualifications and language certificates' selected.
- A 'Qualification name' field with the text 'Qualification name'.
- A green 'UPLOAD QUALIFICATION' button.
- A blue 'SUMMARY' button.

After confirming your visa application in the University portal, UER International Relations Office will check it. If all information is correct, UER will upload your Letter of Acceptance to the portal. This document does not confer any right to obtain a visa. The decision on the issue of a visa for study purposes is the exclusive jurisdiction of the diplomatic/consular mission.

You will receive an e-mail from the University portal, informing you that UER has approved your visa application. You must complete the subsequent pre-enrolment phases directly at the relevant **diplomatic/consular mission**. For further information in this regard, please contact your local diplomatic mission. Bring the Letter of Acceptance to your appointment with the diplomatic/consular mission together with the rest of documentation required by the diplomatic/consular mission.

Contacts

- Università Europea di Roma

International Relations Office

Dott.ssa Andrea Llorente and Prof. Anel Bauer - andrea.llorente@unier.it and anel.bauer@anahuac.mx

- University technical support

shorturl.at/orU79

- Local diplomatic/consular mission

To be found on the website of the local diplomatic/consular mission