SETTORE WELCOME OFFICE – ACCOGLIENZA STUDENTI E UTENTI INTERNAZIONALI

Pre-assessment procedure for NON-EU students applying for a visa to access Master's Degree courses in Italian.

ONLY for courses that require UNIGEAPPLY.

THE PRE-SELECTION PORTAL (UNIGEAPPLY) AND THE REQUIRED PROCEDURE.

- **If I am a non-EU student applying for a visa with a foreign qualification and I am interested in a Master's Degree course provided in Italian, what should I do?**

It is mandatory to apply on the UniGeApply portal only if you want to choose one of the courses listed below. In other cases, you DO NOT have to apply on UniGeApply, you will start the procedure starting from the portal Universitaly (universitaly.it) external to Unige for the visa application.

The courses that require UniGeApply are as follows:

- Metodologie per la Conservazione e il Restauro dei Beni Culturali
- Archeologie: Professione e Saperi (ARCHEOPeS)
- Design Navale e Nautico
- Management

You can also apply at Universitaly prior to the UniGeApply evaluation. However, your application will only be validated and forwarded to the embassy after the successful evaluation on UniGeApply.

- **How many courses can I apply for?**

You can apply for up to two courses on UniGeApply. If you choose a second course in English, check the details and deadlines on the page:

https://unige.it/internazionale/procedura-prevalutazione-lauree-magistrali-inglese-solo-studenti-non-eu-residenti-all

You will see the list of courses you can choose when you start your application. To view only the courses taught in Italian, select the Italian language in the dropdown with the choices (English, Italian, any). On UniGeApply there are all the master's degrees in English and the 4 courses taught in Italian previously reported.

- **During the registration phase I was wrong to enter one or more personal data (for example name, surname, date of birth), what should I do?**

No need to send any report via email, personal data will be corrected after validation on Universitaly.

- **I have problems with my UniGePass credentials, password and/or email, what can I do and who can I contact?**

Instructions for UniGePass can be found here: https:///cedia.unige.it/unigepass-studenti

If you don't remember your password, you can do the recovery from: https://cedia.unige.it/UniGePASS

If you want to change your email, go to: https:///unigepass.unige.it/mail/studenti.php

(email exchange service requires authentication, if you don't remember your password you must first change it using your current email)

For other technical problems, contact the student support service: help@studenti.unige.it

- **I don't know what documents I have to submit/I start filling out the application on UniGeApply and there is no document to upload.**

The documents to have to submit an application are:

- Passport (front/back, cover and inside page with personal data).
- Bachelor's Certificate (final or provisional or letter from the university attesting the date on which you will earn the title).
- Transcript of records.
- Italian language certificate (optional).
- syllabus (optional)

The list of required documents appears automatically depending on the choice of courses. Maximum size of each document: 2MB. If the list for uploading documents does not appear, you have not selected any courses yet.

Required documents can be mandatory (if you don't upload them you can't submit the application) or optional (you can submit the application even if you don't upload the optional documents, if in your possession we recommend you upload them because the course of study may require them later).

- **I have not yet obtained a Bachelor's degree, can I apply?**

You can submit the provisional degree or, if you have not yet finished your studies, request a letter to your university with the expected date of graduation and the Cumulative Point Grade Average (CGPA) obtained until the most recent semester. The transcript must also be updated until the most recent semester. You will be able to provide the final documents later, after the pre-selection phase. You will need to obtain the final title by the 15th of August.

- **I don't have the Italian language certificate, can I apply? (also general information on the language certificate)**

It is advisable to upload the document if you have a B2 level certificate accepted by Unige (check the certificates accepted on: https://clat.unige.it/CertificazioniRiconosciute. The level must be at least B2). Otherwise, you can also provide the certificate after the pre-enrolment phase. If you do not provide any certificate you will have to take the Italian language test that will be taken in presence. If you do not get at least level A2 you will not be able to complete your enrolment. Check the details on: https://unige.it/test-lingua-italiana

- **When filling out the application on UniGeApply I cannot enter the name of my home university and the course I did, what should I do?**

The fields that appear already pre-compiled should not be changed (do not try to enter the name of the University), there remains only the information that the title was obtained abroad, you do not need any changes.

- **It is mandatory to report the Cumulative Grade Point Average (CGPA) obtained, what should I do?**

When filling out the application on UniGeApply you will be asked to enter this data. The CGPA must be clearly indicated on the documents you upload. There will be a field in which to insert the obtained value (numeric) and another where to insert the scale of the CGPA, you can choose between values that you will find in the drop-down relative to the min-max of the reported CGPA (0-4; 0-5; 0-10; 0-20; 0-100). If you have not yet obtained the title, report the CGPA that takes into account all semesters until the most recent.

- **I submitted the application but I realized that some documents have to be changed, what should I do?**

If the application has not yet started the evaluation process you should not contact the Office, you can access UniGeApply again and edit the documents yourself, then save again. If the application is being evaluated, no changes are possible.

- **I submitted the application but I would like to change the chosen course/courses, what should I do?**

If the application has not yet started the evaluation process you should not contact the Office, you can access UniGeApply again and change the chosen course, then save again. If the application is being evaluated, no changes are possible.

- **I submitted the application, I would like to know when I will be evaluated.**

There is no need to contact the Office, the selection process is visible by accessing UniGeApply and viewing your evaluation status. If your intervention is required (integration of documents, interview, test) you will be notified by email. You will still receive an email notification of the evaluation result. The evaluation process may take some time and please do not contact the Office to ask for updates on the timing.

- **I received a request for integration, what should I do?**

The email you receive notifying the request for integration defines what needs to be done (loading one or more documents). Log in to UniGeApply, make changes, and save again. Remember that you have 3 weeks to complete the task.

- **My application was rejected, I'd like to know the reason.**

The application is rejected by the course of study if the candidate does not meet the minimum requirements. The reasons can be related to previous studies that have gaps, the vote obtained, the lack of certain fundamental examinations. Unfortunately, due to the large number of applications, no detailed explanation of the rejection will be provided, so please do not contact the Office.

- **I was accepted/conditionally accepted, what should I do?**

The next step is to apply on Universitaly.it for the visa application. Check the updates on the opening and closing dates of Universitaly for the academic year for which you would like to subscribe to the web pages:

https://unige.it/enrolment-non-eu-students-residence-abroad-foreign-diploma

Applications submitted outside the specified dates will not be considered. Universitaly is an external portal to Unige, upload all your documents again (possibly in the latest version). Also include the declaration of value or the certificate of comparability issued by CIMEA if you already have it. **Choose the course you have applied for on UniGeApply. You can apply on Universitaly even before receiving**

the evaluation result, but your application will be validated and forwarded to the embassy when there is a positive outcome on UniGeApply.

- **I received the letter of acceptance (or conditionally acceptance) but some of my personal data is incorrect/I no longer find my letter of acceptance, what should I do?**

The letter of acceptance can also be downloaded independently by accessing on UniGeApply, do not contact the office to get another copy. If the data were incorrect it is not a problem: the letter is not mandatory for the submission of the application on Universitaly. Unige will then access your application on Universitaly and validate it, forwarding it to the embassy (this operation replaces the need for an acceptance letter). However, if you need the correct letter, wait for the validation on Universitaly, at which point all the wrong personal data will be corrected by the office (without you having to communicate it by email). Access your UniGeApply profile again and download the letter with the correct data.

- **I have technical problems with my application, what should I do?**

Please check that the answer is not contained in any of the other points here. If the problem is technical (file upload, save, submission problems), you can contact the technical support: help@studenti.unige.it