SETTORE WELCOME OFFICE – ACCOGLIENZA STUDENTI E UTENTI INTERNAZIONALI

Pre-assessment procedure for students who require a visa to access Master's Degree courses in English. ONLY for non-EU students living abroad.

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 English, what should I do?**

A pre-selection phase is mandatory, first submit your application on the UniGeApply portal, otherwise you will not be able to proceed with the next steps (the pre-selection is prior to the possible pre-enrolment phase that can take place only if your application will be accepted on UniGeApply and then validated on Universitaly).

You can find all the information on deadlines and how to apply on the web pages:

apply.unige.eu

https://unige.it/en/internazionale/pre-assessment-procedure-master-degrees-taught-english-only-non-eu-students-living

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

For a maximum of 2 courses. You will see the list of courses you can choose when you start your application. To consult the list in advance, access: https:///corsi.unige.it/ (the courses marked with "EN" are entirely taught in English).

- **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?**

There is no need to send any request via email, personal data will be corrected by the office only once the application is accepted. The indications on how to compile personal data can be found on the web page:

https://unige.it/en/internazionale/pre-assessment-procedure-master-degrees-taught-english-only-non-eu-students-living

- **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.

- English language certificate or English was the medium of instruction (MOI) during the Bachelor's degree.

You can see this information at the application start link on UniGeApply:

https://servizionline.unige.it/web-studenti2/en/#/v2/preimma/td/5005/anac/2024

The list of required documents appears automatically depending on the choice of courses. Maximum size for each document: 2MB. If the list for uploading documents does not appear, it means that you have not yet selected any course (you must tick one or two boxes - maximum two selectable courses - in the list of courses).

Attention: Depending on the chosen course, there may be additional documents required (mandatory or optional). The information is described near the name of the course in the initial list.

The courses of Architecture (Architectural Composition) also require mandatory portfolio upload: pdf file, max 5 MB, max 5 pages, max 5 architecture projects.

Unless expressly stated, there are no additional document templates.

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 the documents 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 end of July. Always check when you choose the course to apply for if there is any particular information that is always reported where you will find the course selection box (Example: only students who have obtained the title can apply, not admitted students with a title yet to be achieved).

- **I don't have the English language certificate and the Bachelor's degree was not in English, can I apply? (also general information on the English language certificate)**

For most courses it is not mandatory to upload the document during the pre-selection phase, but it is recommended to do if you have the document. If you have already booked a date for the English exam (check the certificates accepted on: https://clat.unige.it/CertificazioniRiconosciute the level must be at least B2) you can upload a text document where you will make known when you take the exam. Some courses use remote interview and they may check your English during the pre-selection phase.

Otherwise, if English is not verified, you can provide the certificate later. We recommend that you obtain the certificate by July. As a last option, you can then take an English test organized by Unige through the CLAT https://clat.unige.it/ or take an interview if the selected course of study accepts this possibility.

- **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.

- **I have problems with remote interview and/or remote test, what should I do?**

The Office does not handle interviews and tests, do not contact the Office. You can contact the coordinator of the course of study for which you have applied. To search for the name, go to

corsi.unige.it, select the course and the main page always shows the name (and the email) of the Head of Program.

- **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/internazionale/procedura-prevalutazione-lauree-magistrali-inglese-solo-studenti-non-eu-residenti-all

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 for which you have been accepted on UniGeApply (in case you have been accepted for two courses, you will have to make a choice).

- **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 had already been selected positively last year but for various reasons (example: family problems, problems with the issue of a visa, visa denied) I was unable to come to Italy and complete registration. I would like to try again for the new academic year, what should I do?**

You will need to repeat the application for the new academic year. Log in to UniGeApply and submit a new application. Upload all necessary documents again. If you choose the same courses of the previous year, to make known to the commission of your state, you can upload as an additional document in the field "further title" or along with the loading of the Bachelor's degree, a text file where you declare that you have already been positively selected for the previous year but for various reasons (if necessary enter the reason) you could not complete the registration process. You do not need to send any email to the Office to have the applications submitted for the previous academic year deleted.

- **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