

## SETTORE WELCOME OFFICE – ACCOGLIENZA STUDENTI E UTENTI INTERNAZIONALI

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

### THE PRE-SELECTION PORTAL (UNIGEAPPLY), REQUIRED PROCEDURE AND OUTCOME OF THE EVALUATION.

- **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?**

A pre-selection phase is mandatory, first register to get UniGePass credentials and then 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 University). Courses that do not have places allocated to non-EU students will not appear in the list of courses selected on the portal. **Note that there is no other way of submitting applications for non-EU students applying for a visa.**

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

<https://unige.it/internazionale/prevalutazione-studenti-richiedenti-visto>

- **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. You can apply the filter on language to see only courses taught in Italian. To consult the list in advance, access: <https://corsi.unige.it/>.

- **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, after validation of the application on University (second step for the visa application, after acceptance on Unigeapply). The instructions on how to compile personal data can be found on the web page:

<https://unige.it/internazionale/prevalutazione-studenti-richiedenti-visto>

- **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](mailto: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.**

Check the information on each master's degree course taught in Italian by consulting the info\_Admission\_ita table on the page <https://unige.it/internazionale/prevalutazione-studenti-richiedenti-visto>

The key documents are listed on the above page and please note that you should prepare:

- 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.
- Syllabus (optional)
- Italian/English language knowledge certificates (see the above mentioned table info\_Admission\_ita)

**The list of required documents appears automatically after selecting the course of interest.**

Attention: Depending on the chosen course, documents on the language knowledge may be mandatory or optional.

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).

- **What is the maximum size of documents to be uploaded?**

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).

- **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 15<sup>th</sup> August. 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 Italian/English language certificates, can I apply? (also general information on the language certificates)**

Always check, by consulting the table info\_Admission\_ita (go to <https://unige.it/internazionale/prevalutazione-studenti-richiedenti-visto>), whether it is mandatory to present the Italian and English certificates (or, in the case of English certificate, that English was your medium of instruction during the Bachelor's degree) for the selected course. The courses that require it in a mandatory way, will reject your application if you do not provide the required certificate during pre-selection. If it is not mandatory, it is always recommended to upload the document if you have it. Check the certificates accepted on: <https://clat.unige.it/CertificazioniRiconosciute>.

For courses where the candidate can apply even if a certificate of knowledge of Italian language has not been submitted (because optional document in the pre-assessment phase): please note that students who do not present a certificate of Italian language knowledge recognized by Unige, must pass a test in presence (minimum level A2). Applicants who fail the test (single non-repeatable attempt) will NOT be able to complete their enrollment.

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

The fields that already appear pre-filled should not be modified indicate that the title has been obtained abroad, no need for any modification. In the "further information" section you can choose the name of the university that has issued the Bachelor's degree which you use as entry title for the selection, if it appears in the drop-down menu.

- **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.

- **In the "further information" section I am asked to enter my university of origin (which has issued the title I use for selection) but I can't find it in the drop-down menu, what should I do?**

First of all, make sure that you have already filled in the "Education" section by giving at least basic information about a university degree obtained.

You have to select "search" then the country where your university is located (you will see the choice of countries based on the completion of the section "education", where you have already reported in which countries you obtained degrees). Start typing the first letters of your university. WARNING: the list is not complete. If your university is not listed, choose "other university not listed".

- **In the "further information" section I am asked to enter my type of Bachelor's degree (the title I use for selection) but I can't find it in the drop-down menu, what should I do?**

Scroll through the drop-down menu (it is listed in alphabetical order) and view all the choices. Search for the one that matches your title. If it does not match perfectly, check also the "other" entries at the

bottom of the list such as "other engineering", "other sciences". If your title is not attributable to any category (even the most extensive ones), select "other" at the bottom of the list. Pay attention to mark the appropriate entry.

- **I can't submit the application because of a problem with loading the required documents, what should I do?**

Remember that to view the required documents you must first have selected a course of interest (otherwise the sentence will appear that no document is required). If you have problems uploading documents, we suggest you to proceed as follows: upload one document at a time, select the type of document, wait for the upload and only successively pass to the next document. Check to upload documents with correct extension and size (.pdf and maximum 2 MB).

- **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](http://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, what should I do?**

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

<https://unige.it/internazionale/prevalutazione-studenti-richiedenti-visto>

<https://unige.it/en/international/enrolment-non-eu-students-residence-abroad-foreign-diploma>

**Applications submitted outside the specified dates will not be considered.** [Universitaly](https://universitaly.it) 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 (not mandatory documents but recommended). 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 have been accepted with conditional because a bridge career is required, what should I do?**

You have to go to the next steps as in the case of full acceptance. Remember that the registration for the bridge career and the passing of the required examinations can only take place after arrival in Italy. In the meantime, you can contact the coordinator to get some material and start studying. After [Universitaly](https://universitaly.it), you will still have to apply for pre-enrollment on Unige Online Services but you can finalize your course enrollment only after having passed the bridge career.

- **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](https://universitaly.it). Unige will then access your application on [Universitaly](https://universitaly.it) 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](https://universitaly.it), 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 if 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](mailto:help@studenti.unige.it)

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**PAY ATTENTION:**

- International relations (relazioni internazionali) and Digital humanities – interactive system and digital media have different curricula: verify the curricula taught in English and the curricula taught in Italian.
- Chemical and process engineering (ingegneria chimica e di processo) is a Master's degree taught in Italian but some single courses are taught in English.

**Remember the STEPS for enrollment:**

1. Pre-evaluation (UniGeApply – Unige Online Services)
2. University – visa request (university.it – external portal)
3. Pre-enrollment (Unige Online Services)
4. Verify if the chosen course needs an entry test
5. Enrollment (Unige Online Services, only after arrival in Italy)