PRE-ENROLMENT PROCEDURE AND DOCUMENTATION AT THE ITALIAN DIPLOMATIC MISSION

**RECITALS**

**The documents drafted in a foreign language to be presented to the diplomatic and consular missions, except in the cases for which special provision have been made, must be accompanied by an official translation in the Italian language (the interested parties can contact local translators and must ask the competent Italian diplomatic mission for the area to certify the conformity of the translation, when it does not already bear the Apostille).**

**The diplomatic mission will return the candidate’s original academic qualifications, duly legalised by the consulate, except when the country in which said documents have been issued does not already apply the Apostille.**

**These documents need not be sent to the Universities by the diplomatic missions, but instead must be personally submitted by the student to the University when completing the matriculation procedures, in line with the procedures, and within the time scales, established by the same.**

**With regard to the procedure during which the institutions assess the qualifications, the student can contact the University directly to verify the type of translation to be produced (sworn, certified, etc.) and the foreign languages for which they are not required to provide a translation.**

Should a foreign student who has already registered at an Italian University decide to abandon their studies and apply to register again at the same or another University, they cannot use the specific permit of stay for study purposes issued for the purposes of the previous enrolment. By formalising the abandonment of their studies, they no longer meet the requirements which qualify them to stay on Italian soil and, therefore, the authorisation to stay is revoked (cf. article 5, paragraphs 3, 4 and 5 of Italian Legislative Decree no. 286 of 25 July 1998, “Consolidated Act of Provisions concerning immigration and the condition of third country nationals” as amended).

I.1 Pre-enrolment application

**A) Students who are interested in attending single-cycle degree or Master degree programs:**

• must present two copies of the original application, drafted on **Modello A/Form A (English version)** to the diplomatic mission in their country of origin;

• if they have one of the academic qualifications listed in **Attachment 1**, they can only indicate one of the study courses present in the list of available places. For study courses that envisage one national admission test (Medicine and Surgery, Dentistry and Dental Implants, Veterinary Medicine and courses designed to qualify students as Architects), the pre-enrolment application is considered as having also been submitted for all the other Universities indicated at the time the student registers for the test;

• if they have one of the qualifications listed in **Attachment no.2**, they can choose the course, regardless of the number of reserved places.

In both cases, the application is conditionally accepted by the diplomatic and consular missions if the student is attending the last year of secondary school and is about to sit their final exam, and/or the special exams which serve as proof of academic suitability, where applicable.

Documents that must be attached to the pre-enrolment application at the diplomatic and consular missions:

**a)** original qualification issued at the end of the student’s secondary school studies, following at least 12 years of school education, or a self-declaration to the same effect, valid for all legal purposes, accompanied by a declaration of value, always required for the purposes of issuing the visa, if applicable;

**b)** a certificate which, if applicable, certifies that the student has passed the test of academic suitability that must be taken to gain admission to University in their country of origin (Selectividad in Spain, Prova de Aferiçao or Prova Geral de Acesso ao Ensino Superior in Portugal, etc..);

**c)** two photographs (one of which must be certified by the competent Italian diplomatic mission for the area).

Documents to be attached to requests for matriculation at the higher education establishments:

**a)** original qualification issued at the end of the student’s secondary school studies, following at least 12 years of school education, or a self-declaration to the same effect, valid for all legal purposes; the final qualification can be accompanied by a declaration of value or a certificate issued by official foreign entities or by ENIC-NARIC centres;

**b)** a certificate which, if applicable, certifies that the student has passed the test of academic suitability that must be taken to gain admission to University in their country of origin (Selectividad in Spain, Prova de Aferiçao or Prova Geral de Acesso ao Ensino Superior in Portugal, etc..);

**c)** if applicable, the Italian translation of the documents indicated at points a) and b);

**d)** any other documentation requested by the University.

The documentation produced by the Italian diplomatic missions does not affect the decisions made by the individual educational establishments in assessing the foreign qualifications which admit students to the courses. In this regard, remember that the request for a Declaration of value “fails to exclude the power – duty of the Administration to carry out its own independent assessments, even when the diplomatic mission involved has failed to provide the requested response, or has responded in a general or inadequate manner” (cf. Council of State judgment no. 4613 of 4/9/07).

**There is no requirement to pass exams on campus in cases where this is envisaged for sources with restricted available places.**

**If the academic qualification has been obtained at the end of a period of less than 12 years of schooling, (see attachment 1), the following documents must be attached thereto:**

• the certificate which attests to the partial academic studies already completed. In case of a request for abbreviation of the course, the above-mentioned certificate must specify the exams passed by the student and contain the official documentation regarding the syllabus followed for the exams. When the number of places that each University reserves for the individual degree programmes are published, the student can **check whether, and if so for which languages, they are exempted from translating said certificate;**

• the post-secondary school qualification obtained in a higher education establishment that is not a university;

• the foundation course certificate issued by an Italian higher education establishment as an additional qualification to the foreign programme of studies.

**B) Students who are interested in attending non single-cycle master degree courses:**

• with an academic qualification obtained abroad at a University or **post-secondary school** higher education establishment, must submit the original pre-enrolment application, drafted on **Modello A/Form A (English version)** to the diplomatic mission in their country of origin**.**

The list of the courses and the corresponding quota of places reserved by each University can be consulted on the website of the Ministry of Education, Universities and Research, at the link <http://www.studiare-initalia.it/studentistranieri/>

The list is also published by the Universities and the Italian diplomatic missions abroad.

Any applications received from parties who have completed their course of studies but have not yet physically come into possession of the relative qualification are accepted “conditionally”.

Documents that must be attached to the pre-enrolment application at the diplomatic and consular missions:

**a)** an academic qualification obtained at a University or a **post-secondary school** qualification obtained in a higher education establishment that is not a University which qualifies them locally to continue their studies at an academic establishment on the next level up, accompanied by a declaration of value, always required for the purposes of issuing the visa, if applicable;

b) a certificate issued by the competent University certifying the exams passed by the student and providing, for each subject, the detailed syllabus completed to obtain the above-mentioned qualifications. When the number of places that each University reserves for the individual degree programmes are published, the student can check whether, and if so for which languages, they are exempted from translating said certificate. The post-secondary studies (exams and credits) already completed can be certified by the “Diploma Supplement”, if one is in use;

**c)** two photographs (one of which must be certified by the competent Italian diplomatic mission for the area).

Documents to be attached to requests for matriculation at the higher education establishments:

**a)** an academic qualification obtained at a University or a **post-secondary school** qualification obtained in a higher education establishment that is not a University which qualifies them locally to continue their studies at an academic establishment on the next level up; the final qualification can be accompanied by a declaration of value or a certificate issued by official foreign entities or by ENIC-NARIC centres;

**b)** a certificate issued by the competent University certifying the exams passed (transcript), and providing, for each subject, the syllabus completed to obtain the above-mentioned qualifications; the syllabus can be certified by the “Diploma Supplement”, if one is in use;

**c)** if applicable, the Italian translation of the documents indicated at points a) and b);

**d)** any other documentation requested by the University.

The documentation produced by the Italian diplomatic missions does not affect the decisions made by the individual educational establishments in assessing the foreign qualifications which admit students to the courses. In this regard, remember that the request for a Declaration of value “fails to exclude the power – duty of the Administration to carry out its own independent assessments, even when the diplomatic mission involved has failed to provide the requested response, or has responded in a general or inadequate manner” (cf. Council of State judgment no. 4613 of 4/9/07).

In any case, the candidates must show the Italian Diplomatic Consular Mission the academic qualifications already legalised by the competent Authorities of the country that issued the same, where envisaged by the local laws in force. For the countries which participated in the Hague Conventionof 05.10.1961, the documents must be accompanied by the “Apostille” stamp envisaged by the above-mentioned Convention and applied by the competent local Authorities, without prejudice to the exemption from the above-mentioned deed of the countries which approved the European Convention of Brussels of 25 May 1987, ratified by Italy with Law no. 106 of 24 April 1990, (Belgium, Denmark, France, Ireland), as well as for Germany, by virtue of the Convention between Italy and Germany regarding the exemption from legalising documents, established in Rome on 7 June 1969 and ratified with Law no. 176 of 12 April 1973.

 I.2 Particular cases

The candidates can submit an application to an Italian diplomatic mission located in a third country. The Head of that Diplomatic mission will decide whether to accept the same based on their assessment of the individual situation, and also by taking into consideration the public interest.

In cases in which the academic qualification has been issued by a school operating in a different system from that of the country in which the candidate is resident (e.g. an INDIAN student who studies in a school in INDIA belonging to the GERMAN system) or in which the candidate studies or has studied (e.g. EGYPTIAN student who studies in Kenya in a school that belongs to the US system), the qualification must, in any case, be accompanied by the legalisation of the Italian Diplomatic service in the country to whose system the school which has issued it belongs (in the two previous examples, this refers respectively to the consulate in Germany and the consulate in the United States).

In cases in which the qualification has been issued by a University or a higher education establishment which is not a University, it must, in any case, be legalised and accompanied by a declaration of value, always required for the purposes of issuing the visa.

I.3 Advance assessment of the applications

While awaiting the launch of the pre-enrolment procedures, the students can contact the University they have chosen, providing a copy of the study documentation, to indicate on which degree program they would like to enrol and allow the establishment to assess the individual applications in advance. The University can communicate to the interested parties that they may be able to gain admission to the matriculation process, if applicable, by recovering certain educational obligations, or that they have been admitted to aptitude tests, if these have been organised by the University, or to recommend that the student enrols on another course of studies which is deemed more suitable.

**The advance acceptance of the Universities in no way substitutes the actual pre-enrolment on the course, which only takes place when the visa is issued by the diplomatic and consular missions (Part III), without prejudice to the fact that the procedures for assessing the suitability of the foreign qualifications designed to admit the student to the courses are the sole responsibility of the university establishments.**