

General directorate for student affairs, development and the internationalisation of higher education

Procedures for entry, residence and enrolment of foreign/international students for higher education courses in Italy during the 2017-2018 academic year

at:

public and private Universities that are authorized to issue qualifications with legal value

public and private higher education for art and music Institutions that are authorized to issue qualifications with legal value and institutions authorized to issue Higher education for art, music and dance qualifications.

Procedures for the 2017 2018 academic year

agreed upon with the Ministries of Foreign Affairs and International Cooperation, and of the Interior

GENERAL CAVEATS

Jurisdiction for academic recognition of qualifications and for the eligibility for enrolment

The evaluation of foreign qualifications presented for enrolment to Italian higher education courses of study is the exclusive jurisdiction of higher education institutions, as established by Art. 2 of Law 148/2002. The documentation produced by Italian diplomatic missions does not affect the evaluative decisions of competence of the individual higher education institutions as regards foreign qualifications for access to courses.

Jurisdiction for the issuance of a visa for study purposes

The decision on the issuance of a visa for study purposes is the exclusive jurisdiction of the diplomatic/consular Mission. Documentation produced by higher education institutions referring to the single candidates for courses in the process of requesting visas is to be considered a support for the evaluation procedures of the diplomatic missions, and does not automatically imply the issuance of the visa.

Jurisdiction for the release and renewal of the residency permit

The administrative procedure in place for the release and renewal of residency permits is the jurisdiction of the Ministry of the Interior and is regulated by the Consolidated Law of the dispositions concerning immigration regulations and norms on the treatment of foreigners (Legislative Decree n. 286 of 25 July, 1998), by the relative Rules of implementation (Republic Presidential Decree n. 394 of 31 August, 1999) and Law n. 68 of 28 May, 2007, relative to the regulations concerning short-term stays of foreigners for visits, business, tourism and study.

SCOPE OF APPLICATION

The following procedures **are applied exclusively** to foreign/international students that require an entry visa for Italy for long-term stays.

The following procedures do not apply to students who hold scholarships released by European Union education, training and research programmes, to which are applied, by analogy, the instructions in place for the “Erasmus Mundus” programme that also cover “Erasmus Plus”, neither to eventual and further instructions referring to entry visas issued by the Visa Centre of the Ministry of Foreign Affairs and International Cooperation’s D.G.I.E.P.M.

In the case of dual citizenship, where one of which is Italian or of another EU country, it is the Italian or other EU citizenship which takes precedence as regards this circular (Art. 19, para. 2 of Law n. 218 of 31 May, 1995).

To enrol in courses it is necessary to be at least 17 years’ old at the moment of the release of the entry visa for purposes of study, as long as the education system of origin allows students to begin school attendance at a premature age and to receive the final secondary leaving qualification before reaching the age of 18.

Exclusion from extended-stay visa obligations is afforded to citizens:

- from European Union states;
- from Norway, Iceland, Liechtenstein and the Swiss Confederation;
- from the Republic of San Marino and the Holy See;

- who are foreign/international and already present in Italy for whatever reason (including the holders of international protection).

As far as the procedures and documentation necessary for the evaluation of the entry qualifications for courses organized jointly between two or more Italian and foreign institutions is concerned [joint programmes], reference should be made to the relevant conventions (Art. 3, comma 10 of Ministerial Decree 270/2004 and Art. 3, comma 8 of Presidential Decree 212/2005, endorsed by higher education institutions for the realization of the course. Higher education institutions provide lists of foreign/international students that have been selected within these joint programmes directly to the respective diplomatic/consular Missions to support the visa request on the part of these students, while indicating to the latter that a successful selection within a joint course does not automatically guarantee the granting of an entry visa for Italy.

The deadlines fixed for the procedures relative to Laurea and Laurea Magistrale degree courses whose start is set by Universities during the second semester of the year are defined by the timetable which is published annually by the Ministry of Education, Universities and Research (MIUR).

The procedures relative to enrolment in Master universitari, Dottorato di Ricerca, non-medical Diploma di specializzazione and corsi propedeutici (foundation course) programmes, do not follow the deadlines set for entry to Laurea and Laurea Magistrale degree courses, but are determined by the deadlines decided autonomously by each single University, in relation to the start dates of those courses (please see Part V).

A residency permit for study purposes, granted for attendance at **single courses (*corsi singoli*)**, **may be renewed**, following the disposition contained in Presidential Decree n. 394/1999, in the final part of Art. 46, comma 4, which refers to access to the various forms of post-graduate education (post-graduate diplomas, research doctorates, university masters'), as long as they are applicable to such courses.

A formal request for access to Laurea and Laurea Magistrale degree courses for non-European Union foreign students, living abroad, must occur through an initial university pre-enrolment procedure, which precedes the successive phases of enrolment. This pre-enrolment can only occur through the execution of set procedures at the competent diplomatic/consular missions, even in cases where the student and the chosen University have had preliminary contacts. As far as these contacts are concerned, the student must check on the University website whether extra related and eventual steps and autonomous local needs are necessary.

Detailed information about services and the possibilities for aid to outstanding and deprived students may be found on the website of the chosen university.

FIRST PART

The students

CHAPTER ONE

Enrolment in University Laurea and Laurea Magistrale degree courses

The Laurea course is three years long.

The Laurea Magistrale degree course is divided into:

- Single-cycle Laurea Magistrale (a ciclo unico) degree;
- Laurea Magistrale degree of two years subsequent to Laurea course.

FOREIGN/INTERNATIONAL STUDENTS WITH RESIDENCY ABROAD (REQUESTING VISA)

PREMISE

Documents drafted in a foreign language for consignment to diplomatic-consular Missions, except for those cases expressly anticipated, must be accompanied by an official translation into Italian (those concerned may use local translators and must request from the Italian Mission with territorial jurisdiction the certification of conformity of the said translation when those translations do not already bear the relevant Apostilles).

The Mission will return the original academic qualifications furnished with the consular legalization, except for those cases in which the Country where the qualifications were issued already applies the Apostille.

The said documents will not be sent by the Missions to the Universities, but should be consigned directly by the student to the University during the period of completion of the enrolment procedures, following the methods and timelines adopted by the institution.

For the procedures of qualification evaluation performed by the institutions, the student can verify directly with the university which kind of translation must be produced (sworn, certified etc.) and for which foreign languages said translation is exempted.

In cases in which a foreign student already enrolled at an Italian University has abandoned his/her studies and requests a new enrolment at the same or a different University, he/she cannot use the specific student residency permit which was granted for the first enrolment. The decision to interrupt studies results in a shortcoming of the requisites stipulated for the stay in the national territory and, consequently, in the withdrawal of the authorizing permit (cf. Legislative Decree n. 286 of 25 July, 1998, Art. 5, commas 3, 4 and 5: "Consolidated Law of decisions concerning the regulation of immigration and norms on the treatment of foreigners", and later modifications).

I.1 Pre-enrolment request [Domanda di preiscrizione]

a) Students interested in Laurea or single-cycle Laurea Magistrale (a ciclo unico) degree courses:

- present to the Italian Mission in the Country of origin an original request, according to **Model A/Form A (English language version)**, in two copies;

- if they possess one of the academic qualifications in **Attachment 1 (Allegato 1)**, they choose only one of the study courses indicated in the list of available places. For those study courses where a unique national access test is necessary (Medicine and Surgery, Odontoiactrics and Dental Prostheses, Veterinary Medicine and specific courses to become an Architect), the pre-enrolment request is also automatically presented for all the other Universities indicated at the time of enrolment for the test;
- if they possess a qualification contained in **Attachment 2 (Allegato 2)**, they can choose a course irrespectively of the the number of reserved places .

In both cases, the request is accepted by the diplomatic-consular Mission conditionally both if the student is attending the last year of secondary education and is yet to sit the final exam, and also the special academic competence exams where provided for.

Documents that must in all cases be attached to the request for pre-enrolment at diplomatic-consular Missions:

- a) original copy of final secondary education qualification, obtained after at least 12 scholastic study years, or a fully legal substitute certificate, accompanied by a *Dichiarazione di valore*, which is always necessary for the eventual release of a visa;
- b) certificate declaring the pass grade of an eventual special academic competence exam eventually required for entry to University in the Country of origin (Selectividad in Spagna, Prova de Aferiçao or Prova Geral de Acesso ao Ensino Superior in Portugal, etc..);
- c) two photographs (of which one must be authenticated by the Italian Mission having jurisdiction for that territory).

Documents to be attached to the request for enrolment at higher education institutions:

- a) original copy (or certified copy) of final secondary education leaving qualification, obtained after at least 12 scholastic study years, or a fully legal substitute certificate; the final qualification may be accompanied by a *Dichiarazione di valore*, or a declaration of official foreign institutions or a declaration released by an ENIC-NARIC centre;
- b) certificate declaring the pass grade of an eventual special academic competence exam eventually required for entry to University in the Country of origin (Selectividad in Spagna, Prova de Aferiçao or Prova Geral de Acesso ao Ensino Superior in Portugal, etc..);
- c) eventual translation of the documents listed in points a) and b);
- d) other eventual documents requested by the university.

The documentation provided by Italian diplomatic missions does not affect the evaluation decisions of the single higher education institutions as regards the foreign qualifications for enrolment to courses. In this regard, it should be remembered that the request for a *Dichiarazione di valore* “does not exclude the right and duty of the Administration to perform its own autonomous evaluation even in cases where the relevant diplomatic mission has not provided the documentation requested or has provided generic or insufficient material” (cf. State Council sentence n. 4613 of 4/9/07).

No passing of exams on-site is required should such be necessary to enrol in courses with a fixed number of places.

Should the secondary education qualification have been released after a period inferior to 12 scholastic years, (ref. Att. 1), the following should be included:

- the certificate declaring the partial academic studies already completed. In the case of a request for the abbreviation of the course the said certificate should specify the exams passed and

contain the official documentation of the said exams. **The student can check at the time of publication of the places which each University reserves for the single Laurea degree courses, if and for which foreign languages the translation for said certificate has been exempted;**

- a post-secondary qualification gained in a non-university higher education Institute;
- the foundation course certificate awarded by Italian higher education institutions as a supplementary qualification of the foreign scholastic path.

B) Students interested in Laurea Magistrale degree courses (non-single cycle):

- holding a **foreign academic qualification** from a University or post-secondary Higher Education Institute must deliver to the Italian Mission in the country of origin the original request for pre-enrolment, following **Model A/Form A (English language version)**.

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

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

Requests are also “conditionally” accepted from those who, while having finished their study course, are not yet in actual possession of the relative diploma.

Documents that must in all cases be attached to the request for pre-enrolment at diplomatic-consular Missions:

- a) academic qualification gained from a University or post-secondary qualification gained in a non-university Higher Education Institute which allows them to proceed on-site to further studies at academic institutions at the next level, accompanied by a *Dichiarazione di valore*, which is always necessary for the eventual release of a visa;
- b) certificate released by the competent University declaring the exams passed, as well as, for each subject, detailed programmes for the completion of said qualifications. The student can check at the time of publication of the places which each University reserves for the single degree courses, if and for which foreign languages the translation for said certificate has been exempted. Post-secondary studies (exams and credits) already gained can be certified by the “Diploma Supplement”, where in place;
- c) two photographs (of which one must be authenticated by the competent Italian Mission for that territory).

Documents to be attached to the enrolment request for higher education institutions:

- a) academic qualification gained from a University or post-secondary qualification gained in a non-university Higher Education Institute which allows them to proceed on-site to further studies at academic institutions at the next level; the final qualification may be accompanied by a *Dichiarazione di valore*, or a declaration of official foreign institutions or a declaration released by an ENIC-NARIC centre;
- b) certificate released by the competent University declaring the exam transcript, as well as, for each subject, detailed programmes for the completion of said qualifications; the study programme can be certified by the “Diploma Supplement”, where in place;
- c) eventual translation of the documents listed in points a) and b);
- d) other eventual documents requested by the university.

The documentation provided by Italian diplomatic missions does not affect the evaluation decisions of the single higher education institutions as regards the foreign qualifications for enrolment to courses. In this regard, it should be remembered that the request for a *Dichiarazione di valore* “does not exclude the right and duty of the Administration to perform its own autonomous evaluation even in cases where the relevant diplomatic mission has not provided the documentation requested or has provided generic or insufficient material” (cf. State Council sentence n. 4613 of 4/9/07).

In every case, candidates must show the academic qualifications gained already legalised by the competent Authorities of the Country that issued them where provided for by local norms. For those Countries which have signed the Hague Convention of 05.10.1961, the documents must be stamped with the “Apostille” provided for by said Convention and applied by the competent local Authorities, except for the exemption from such an act for those Countries adhering to the European Convention of Brussels of 25 May, 1987, ratified by Italy with Law n. 106, 24 April, 1990 (Belgium, Denmark, France and Ireland), as well as for Germany, by virtue of the Italo-German Convention on the subject of exemption from the legalisation of documents, concluded in Rome on 7 June, 1969 and ratified with Law n. 176, 12 April, 1973.

I.2 Special cases

Candidates may present their request to an Italian Mission located in a third Country. The Head of said Mission may decide the acceptance or the refusal of the request, based on an evaluation of the single circumstances and also taking into account the public interest.

In cases in which the academic qualification has been awarded by a school from a different system than that of the Country in which the candidate resides (ex. INDIAN student who studies in a school in INDIA which follows the GERMAN system) or in which the student studies or has studied (ex. EGYPTIAN student who studies in Kenya in a school which applies the US system), the qualification must anyway be legalised by the Italian Mission of the Country whose system the school which released the qualification follows (in the two examples we are referring to a consular mission in Germany and another consular mission in the US, respectively).

In those cases in which the academic qualification has been awarded by a University or by a non-university Higher Education Institute it must be, however, accompanied by legalisation and by a *Dichiarazione di valore*, which is always necessary for the eventual release of a visa.

I.3 Preliminary evaluation of candidacies

While waiting for the start of pre-enrolment procedures, students may contact the chosen University, supplying a copy of their academic documentation, to signal which degree course they intend to enrol in and to allow a preliminary evaluation of the single candidacies. The University can communicate to the interested parties the possible admission to enrolment with the eventual education obligations that have to be recouped, or otherwise admission to the eventual aptitude tests where required by the University, or advise enrolment to another study course considered suitable.

Preliminary acceptance by Universities does not substitute in any case the actual pre-enrolment to the course, which happens anyway only and exclusively upon the release of a visa on the part of diplomatic-consular Missions (Part III), while confirming that the suitability evaluation procedures of the foreign qualifications necessary for entry to the courses are the exclusive jurisdiction of the university institutions.

I.4 Exemption from the Italian language test and admission quotas

1. For enrolment to Laurea degree and to single-cycle Laurea Magistrale (a ciclo unico) degree courses, exemption is granted to, irrespectively of the number of fixed places:

- a) those students who possess the leaving 4- or 5-year secondary school diploma received from Italian State or State-recognised schools abroad;
- b) those students holding one of the leaving qualifications from secondary School as listed in Attachment 2 (Allegato 2);
- c) the holders of equivalent certificates to the Middle School leaving qualification obtained in Argentina, which certify the attendance of a study course which includes the teaching, for at least 5 years, of the Italian language, according to Law n. 210 of 7.6.1999 (Gazzetta Ufficiale n. 152 of 1.7.1999) which ratifies the Agreement with Argentina of 3.12.1997, which came into effect on 28.12.1999;
- d) those students who have earned the certification in Italian language competence at the Universities for Foreigners of Perugia and Siena;
- e) those students who have earned the certification in Italian language competence, with a grade of C1 or C2 of the Council of Europe, awarded as determined by the CLIQ (Quality Certificate of the Italian Language) quality system, which unites in one association the current certification bodies (University for Foreigners of Perugia, University for Foreigners of Siena, Roma Tre University and the Dante Alighieri Society), also in convention with Italian Institutes of Culture abroad or other institutions.

2. For enrolment to Laurea Magistrale degree courses (non-single cycle) exemption is granted to (in the case whereby the test is automatically required by the University):

- a) those students holding the qualifications outlined in the previous letters d) and e).

I.5 Entry visa

1. SHORT-STAY ENTRY VISA TO PARTICIPATE IN ENTRY TESTS. If the entry tests or language exams are held before obtaining the final secondary school leaving certificate or in a period which does not allow the completion of pre-enrolment, students must apply for a short-stay entry visa (Standard Schengen Visa for stays of less than 90 days).

Countries whose citizens need a short-stay visa:

http://www.esteri.it/mae/en/ministero/servizi/stranieri/ingressosoggiornoinitalia/visto_ingresso

List of countries whose citizens are exempt from the visa requirement for short stays:

http://www.esteri.it/mae/en/ministero/servizi/stranieri/ingressosoggiornoinitalia/visto_ingresso/paesi_esenti_visto.html

Requisites to obtain a short-stay visa: <http://vistoperitalia.esteri.it/home/en>

In the menu, the citizenship, country of residence, tourism as reason and length of stay less than 90 days must be indicated.

2. Once the pre-enrolment is complete, all students must apply to the Italian diplomatic consular mission of their Country of residence for a study/university enrolment visa.

The issuance of a STUDY visa for “university enrolment” can only be approved for enrolment in a Laurea degree or Laurea Magistrale degree course and in no circumstances can such a visa be issued to foreigners enrolled in academic years subsequent to that of enrolment.

To obtain an entry visa for STUDY purposes for University Enrolment (type D “national”) and, subsequently, of a residency permit, the foreign student must demonstrate to be in possession of the following requisites:

A. Economic means for subsistence for the planned stay. These means are quantified as **€ 448.07 per month**, equal to **€ 5,824.91 per year**, (Circular n. 8, having as its object “Renewal of pensions and social security emoluments for the year 2017”, issued by Istituto Nazionale della Previdenza Sociale [Italian State pension authority], on 17 January, 2017, in which, at paragraph 2.1, the amount of the “minimum state pension” is communicated) for every month of the duration of the academic year. The availability in Italy of such means of support must be proven through personal or parental economic guarantees, or provided by Italian Institutions or Authorities of proven liquidity, including Universities, local Government, foreign Institutions or Authorities deemed reliable by the Italian diplomatic Mission; they cannot be demonstrated through the exhibition of a bank guarantee, or of a guarantee insurance policy, and neither with cash or guarantees supplied by third parties.

The mere candidacy for an Italian government scholarship does not act as a document of economic cover. Students who, having requested but not yet obtained an Italian government scholarship, intend to present a request for enrolment even following the present norms must produce a document proving economic cover just like the other candidates.

- B. The availability of the necessary sum for repatriation, which can also be demonstrated by showing a return ticket.**
- C. Suitable lodgings in national territory.**
- D. Adequate insurance cover for medical expenses and hospital stays** (Art. 39 comma 3 Consolidated Law n. 286/1998 and Ministry of the Interior Directive 01.03.2000), which the student must demonstrate being in possession of, at the time of the residency permit request.
- E. *Dichiarazione di valore*** about the local validity of the academic qualification for access to university studies (ex Art. 46 comma 6 of Presidential Decree 334/99) issued by the competent Italian diplomatic-consular mission.

The following solutions are valid:

1. consular declaration which demonstrates the right for health care cover due to an Agreement between Italy and the Country of origin;
2. foreign insurance policy, accompanied by a consular declaration on its validity in Italy, on its term and on the forms of assistance covered, which should not include limitations or exceptions to the tariffs established for urgent hospital admittance for the length of the cover;
3. insurance policy with Authorities or national companies accompanied by a declaration from the insuring entity that specifies the absence of limitations or exceptions to the tariffs established for urgent hospital admittance for the length of the cover.

Participants to the entry test, including the Italian language exam, which are held after the delivery of the final secondary qualification or the successful procedure of pre-enrolment, are to come to the chosen University bearing a passport with the specific entry visa for STUDY purposes (University Enrolment) or with the eventual residency permit, or receipt produced by the Post Office testifying the deposition of the permit request which occurred.

They will receive from the chosen University the modality to present the pre-enrolment request, authenticated by a signature, a photograph and the study documents, accompanied by the relevant consular papers, collected from the Italian diplomatic consular Mission.

I.6 Measures to be taken upon arrival in Italy

Within eight (8) days from the arrival in Italy on a type D “national” visa for STUDY (University Enrolment), the candidates must forward a request for a residency permit for STUDY (University) to the police headquarters responsible for the city where they intend to establish their residence.

The request may be presented to Post Offices (*Uffici Postali*), taking advantage of the eventual counter established at the University, using the appropriate kit available at the said Offices. At the moment of presentation of the request for a residency permit, the foreigner will be identified and must effect the payment of the relative costs.

At the time of presentation of the dossier at the post office window, the student will receive an invitation of summons which specifies the date when he must appear at the specific offices of the police headquarters, together with photographs, to undergo the photographic and fingerprinting procedures.

In cases where the dossier must be integrated with further documentation, the student will be informed via text message or registered mail.

In the preparation of a request for a residency permit the student may take advantage of the free and professional assistance of the Aid offices and Municipalities that have implemented such services.

The Post Office produces a receipt of the delivery of a request for a residency permit which is equivalent to the receipt of the presentation of the dossier produced by the Police Headquarters (*Questura*) and which, moreover, functions as a testimonial to the authorized presence in Italy; the Post Office employee also releases a letter containing all the information relative to the interview fixed at the relevant Police Headquarters: the date, the time and the place to report for the prosecution of the subsequent activities relative to the request are all indicated.

Information on the procedure may be obtained from:

- the website <http://www.poliziadistato.it/articolo/10619> to determine what stage the dossier has arrived at at the relevant Police Headquarters (*Questura*);
- the website www.portaleimmigrazione.it, for information of general nature concerning the procedures, to discover the addresses of the certified Municipalities and Aid offices, to discover the addresses of Post Offices certified to accept cases of requests for residency permits, to discover the progress made by the dossier by entering a reserved area protected by password and user ID to be found on the receipt;
- the 800.160 phone number to discover the addresses of certified Post Offices.

Students who arrive on a short-term visa (Uniform Schengen Visa – USV) perform the previous procedures for residency according to the terms of Law n. 68 of 28/5/2007 following the indications of the Interior Ministry circular of 26.07.2007, called “Procedures for presentation of “Declaration of Presence” by foreigners for short-term stays.”

I.7 “Conditional” access to the tests and “conditional” enrolment at the University

Candidates, pending the verification of **all** the fixed requirements, are in all cases admitted to the tests, but “conditionally”.¹

¹ In cases where the period for issuing the residency permit is extended due to the controls connected to the necessity of photographic and written checks, the subsequent enrolment at the University is effected conditionally, until the exhibition of a copy of the residency

I.8 Test of knowledge of the Italian language

This is organised by the university premises chosen by each candidate, preferably remotely, and is obligatory for all university courses, except for those cases which are exempted and indicated in the following paragraph. The test of knowledge of the Italian language is not necessary for those degree courses which are held exclusively in a foreign language. In this last case the individual universities can mandate, within their university autonomy, the possession of specific certifications.

Nobody who has not passed the Italian language test can be admitted to further competitive or aptitude tests, where scheduled.

As far as **Laurea Magistrale degree courses (non-single cycle)** are concerned, autonomous decisions by the Universities may call for the passing of an Italian language knowledge test.

I.9 Exemption from the Italian language knowledge test

For all study courses (single-cycle and non) the following category is exempted from the Italian language test, while still subject to the limits of the specific quota of places reserved for foreign students residing abroad;

- those students who have obtained certificates of competence in the Italian language with a grade not inferior to B2 level of the Council of Europe, awarded as determined by the CLIQ (Quality Certificate of the Italian Language) quality system, which unites in one association the current certification bodies (University for Foreigners of Perugia, University for Foreigners of Siena, Roma Tre University and the Dante Alighieri Society), also in convention with Italian Institutes of Culture abroad or other institutions. These certifications may be gained in the country of origin, in the approved exam centres found all over the world.

Those holders of the characteristics listed under I.4 are exempted from the preliminary Italian language test and are enrolled independently of the fixed quota of places.

I.10 Admission test

It is mandatory to sit an entry test to accede to national fixed quota university courses:

- Laurea and Laurea Magistrale degree courses directly structured for the qualification of Architect [*finalizzati alla formazione di Architetto*];
- Laurea Magistrale degree courses in Medicine and Surgery [*Medicina e Chirurgia*];
- Laurea Magistrale degree courses in Odontoiatrics and Dental Prostheses [*Odontoiatria e Protesi Dentaria*];
- Laurea Magistrale degree courses in Veterinary Medicine [*Medicina Veterinaria*];
- Laurea and Laurea Magistrale degree courses in Healthcare Professions [*Professioni Sanitarie*];
- Laurea Magistrale degree courses in Primary Education Sciences [*Scienze della Formazione Primaria*].

document, or until, upon request by the relevant University, an eventual communication from the competent Police Headquarters is forthcoming, declaring the adoption of a decision to refuse the request (in the hypothesis that impeding circumstances have emerged which were not recognised in the offices dedicated to issuing entry visas).

Admission exams are equally **mandatory** for courses identified by the Universities, following the norms in place, the dates of sitting of which are fixed by the calls issued and posted in the registers of the individual Universities (the websites of the various Universities may be useful for specific information).

Enrolment in the admission tests for Laurea Magistrale degree courses in: medicine and surgery, medicine and surgery in the English language when offered by the universities [*Medicina e Chirurgia*], odontoiatrics and dental prostheses [*Odontoiatria e Protesi Dentaria*], veterinary medicine [*Medicina Veterinaria*], and for the courses structured for the qualification of architect [*finalizzati alla formazione di Architetto*], takes place following the active procedures in the <http://www.universitaly.it/> portal. The enrolment for the test is performed online by the student and is not subordinate to the preliminary start of the university pre-enrolment procedures at the diplomatic-consular missions, which must, on the other hand, be initiated and formalised, following the methods provided for, within and no later than the deadlines established by the timetables.

For the relative entry visas **Part Three (“The Missions” – point 4)** should be consulted.

According to the decision taken by the Council of State, Plenary Session n. 1/2015, passing an admission test for Laurea degree and Laurea Magistrale degree courses in the healthcare area established by Art. 4, comma 1, of Law n. 264 of 2 August, 1999, is not mandatory for students who arrive from foreign universities and request a transfer to years subsequent to the first year of the aforementioned courses.

The transfer clearance is in any case subordinate to the respect of the unavoidable limit of the number of available places fixed by the chosen university for each year at the time of annual planning, and to the verification of the educational path completed by the student: to this end, the Universities analytically specify in their calls both the criteria for the recognition of the acquired credits at the foreign University and for the evaluation of the comparability, and the number of available places for a transfer into each year subsequent to the first.

Each University may equally determine, as allowed for within its own autonomy, the possibility of organising further evaluative admission tests for students who request a transfer into years subsequent to the first, with a view to verifying the knowledge, competences and ability, in accordance with the principles of the Lisbon Convention.

I.11 Results of the admission tests for planned Laurea and Laurea Magistrale degree courses and the creation of ranking lists

Following upon the admission tests for fixed quota courses or for other eventual tests autonomously organised by the individual Universities, each University defines and publishes according to the rules established for the respective call a merit ranking relative to the contingent reserved for the year in question.

I.12 Places left available within the single contingents

Students who do not classify in the ranking for admission with respect to the number of places reserved for them may, within the deadlines fixed in the timetables and after the publication of the places still available, present a single request for:

- a) admission to another university course in the same institution (provided that the *Dichiarazione di valore* obtained locally testifies that the academic qualification held is also valid for such course);
- b) redeployment, for the same university course or other, to an alternative institution (provided that the *Dichiarazione di valore* obtained locally testifies that the academic qualification held is also valid for

such course, together with the proof of having passed the tests held by the University at the location chosen originally).

The requests outlined in b) must be presented by the candidates to the Rector [*Rettore*] of the chosen University, as well as to the Rector of the University where the admission exam was sat.

I.13 Enrolment

Information relative to enrolment must be sourced at each university.

Should the foreign student not be in possession of the required residency permit also during the phase of enrolment, the registration for the requested Laurea or Laurea Magistrale degree course is conditionally accepted until the month of June of the year following that of the presentation of the request. In such circumstances, upon a request from the University in question, within and no later than said month of June, the Police Headquarters will send a communication testifying to the actual issuance of the residency permit, unless there is the eventual decision to reject the request.

I.14 Return of documents

Those students who do not pass the admission tests immediately receive the return of the documentation provided, according to the procedures defined by each individual University.

The candidates excluded for other reasons can obtain in person, or upon their request, by post, the documentation that was originally delivered to the Universities, who must inform the competent Italian Mission in the Country of origin.

Within the final deadline of June of the year following the presentation of the request, the interested parties may withdraw from the Missions the requests which did not respect the present guidelines, and the attached documentation, unless the same parties have not requested an earlier return in person or by delegating a third party.

Those candidates who do not pass the tests or who do not gain admission either to another university course or a redeployment to another institution, must leave Italy within and no later than the expiration of the visa or of the study residency permit, unless they have another residency document which allows them to legally stay beyond that date.

I.15 Renewal of residency permit

Students, upon enrolment in a university course, must request from the Chief of Police of the Province [*Questore della Provincia*] in which they are located the renewal of the residency permit for the entire year, at least 60 days before it expires. When renewal is necessary, a foreign student who entered Italy on a type "D" national visa for STUDY university enrolment purposes must demonstrate the possession of the same financial resources required for entry, not inferior to **€ 448.07 per month**, equal to **€ 5,824.91 annually**, the certificate of University registration and all the conditions already required for the issue of the residency permit.

Residency permits for STUDY purposes (University) are renewed "for those students who in the first year of the course have passed a progress review and in the following years at least two reviews", as determined by the University in terms of credits. Furthermore, "for serious health reasons or force majeure, with the relevant documentation, the residency permit may be renewed even for the student who has only passed a single progress review, subject to the total number of renewals. These may not in any case be issued for more than three years beyond the duration of the study course" (Art. 46, comma 4 of Presidential Decree n. 394 of 31 August, 1999).

The renewability of residency permits for study purposes is also contemplated for the continuation of studies with the registration for a degree course different from that which the foreign student entered Italy for, according to Art. 1, comma 1, lett. B) of Legislative Decree n. 154 of 10 August, 2007. In this regard, clarifying that the opportunity to transfer to a study course different from that for which the visa was issued is allowed only for university courses, with the exclusion therefore of transfers to private courses, the relative applied rules have been outlined in Interior Ministry circular n. 400/C/2008/899/P/12.214.27BI dated 21 February, 2008.

Updated addresses for Italian Universities are available on the UNIVERSITY website (<http://www.university.it>).

CHAPTER TWO

ITALIAN AND EUROPEAN UNION CITIZENS AND FOREIGNERS WHO ARE DULY RESIDENT IN ITALY (WITHOUT NEED OF A VISA), HOLDING A FOREIGN QUALIFICATION, WHO REQUEST ENTRY TO UNIVERSITY COURSES

II.1 General considerations

Italian candidates with a foreign qualification, from the European Union wherever resident and from outside the European Union duly resident in Italy, as per Art. 39, comma 5 of Legislative Decree n. 286 of 25.07.98, as modified by Art. 26 of Law n. 189 of 30 July, 2002 “Modifications to the legislation on the subject of immigration and political asylum” **gain access without quota contingents:**

A) to Laurea and to single-cycle Laurea Magistrale (a ciclo unico) degree courses if in possession of a valid academic qualification (Attachments n.1 and n.2) and of the following documentation:

- a) original copy (or certified copy) of final secondary education qualification, obtained after at least 12 scholastic study years, or a fully legal substitute certificate, accompanied by a *Dichiarazione di valore* or certification by official foreign institutions or certification released by ENIC-NARIC centres;
- b) certificate declaring the pass grade of an eventual special academic competence exam required for entry to University in the Country of origin (Selectividad in Spagna, Prova de Aferiçao or Prova Geral de Acesso ao Ensino Superior in Portugal, etc.);
- c) any other documentation required by the university.

Requests are accepted “**conditionally**” from students who are completing the final year of secondary school and from those who are about to sit the special academic competence exams required by the education system to which the qualification refers.

B) to Laurea Magistrale degree courses (non-single cycle):

- if holding a first cycle academic qualification issued by a University or a post-secondary qualification obtained from a non-university Higher Education Institute which allows for, locally, the continuation of university studies at the next level, and if they pass the eventual admission tests in place for the Laurea Magistrale degree course chosen.

Requests are accepted “**conditionally**” from students who have completed the study course but are not yet materially in possession of the relevant diploma.

According to the decision taken by the Council of State, Plenary Session n. 1/2015, passing an admission test for Laurea and Laurea Magistrale degree courses in the healthcare area established by Art. 4, comma 1, of Law n. 264 of 2 August, 1999, is not mandatory for students who arrive from foreign universities and request a transfer to years subsequent to the first year of the aforementioned courses. The transfer clearance is in any case subordinate to the respect of the unavoidable limit of the number of available places fixed by the target university for each year at the time of annual planning, and to the verification of the educational path completed by the student: to this end, the Universities analytically specify in their calls both the criteria for the recognition of the acquired credits at the foreign University and for the evaluation of the comparability, and the number of available places for a transfer into each year subsequent to the first.

Each University may equally determine, as allowed for within its own autonomy, the possibility of organising further evaluative admission tests for students who request a transfer into years subsequent to the first, with a view to verifying the knowledge, competences and ability, in accordance with the principles of the Lisbon Convention.

II.2 Presentation of enrolment request

Candidates should present the enrolment request directly to the chosen University, according to the modality, terms and the requested documentation to be attached, as established by each University, and they accede under the same conditions extended to Italian citizens.

II.3 Academic qualifications

Academic qualifications issued by foreign authorities must be accompanied by the documents indicated by the universities in respect of the Lisbon Convention: the student is obliged to produce the documentation that the University deems necessary with a view to evaluating the foreign qualification, with reference to: eventual translations, legalisations, Diploma Supplements, exam certificates, certificates of equivalence of qualification or ENIC-NARIC centre declarations or other declarations that might serve to check the elements of the foreign qualification.

II.4 Residency permit

Citizens belonging to countries of the European Union should apply for registration at the registry office of the Municipality [*Comune*] where they intend to pass their stay following the conditions, modality and terms fixed by Legislative Decree n. 30 of 6 February 2007.

CHAPTER THREE

Enrolment in academic courses at Higher Education for Art, Music and Dance (AFAM) Institutions

General Provisions

To enter Diploma accademico di primo livello degree courses and Diploma accademico di secondo livello degree courses, offered by the AFAM Institutions, that is the Academies of Fine Arts, The National Dance Academy, the National Dramatic Arts Academy, the Legally Recognised Academies of Fine Arts, the Music Conservatories, the Legally Recognised Music Institutes, the Highest Institutes for Artistic Industries, which in Italy are the institutions authorised to issue qualifications of Higher artistic, musical and dance education as established by Art. 11 of Presidential Decree n. 212 of 8.7.2005, one should refer to the provisions which discipline access to Laurea and Laurea Magistrale degree courses at university Institutions, in the following sections:

Part One: “The students”

- Chapter I “Foreign students resident abroad (needing visas)” (I.1 – I.15);
- Chapter II “Italian citizens, European Union citizens and foreigners officially residing in Italy (without need for visas), holding a foreign qualification, who request entry to university courses (II.1 – II.4).

Part Two: “The Missions”

- from point 1 to point 6

Part Three: “The Universities”

- from point 1 to point 10

Part Four: Chapter I “Registration for Master universitario di primo e di secondo livello degree” and Chapter II “Registration for single courses [corsi singoli]”

ATTACHMENTS [ALLEGATI]:

- Attachment [Allegato] 1
- Attachment [Allegato] 2
- Forms [Modelli] A bis; C bis; E bis; L bis

Specific caveats

The list of courses and of the corresponding contingent of reserved places, for each AFAM Institution, for non-European Union citizens residing abroad, an integral part of the provisions, can be consulted on the website at <http://afam.miur.it/studentistranieri/>, and this list will also be published by the AFAM Institutions.

The addresses of the public and non-public institutions authorised to issue legally valid qualifications within the AFAM system are available on the Ministerial website <http://www.afam.miur.it/> under the “Istituzioni” section of the AFAM – alta formazione artistica, musicale e coreutica sector.

Any communication regarding the AFAM sector should be addressed to the Ministry for Education, Universities and Research – Directorate General for students, development and the internationalisation of higher education - Via Michele Carcani, 61 – 00153 ROMA. In particular, the lists of foreign

candidates admitted to courses must be forwarded, as well as the lists of the candidates actually registered.

The AFAM sector institutions for whatever communication regarding non-European Union citizens residing abroad must contact the competent Italian Diplomatic-consular Missions directly, the addresses for which are available on the Ministry of Foreign Affairs and International Co-operation website (<http://www.esteri.it/mae/it/ministero/laretediplomatica/>).

PART TWO

The Missions

1. Accepting the requests

Each Mission receives the requests for pre-enrolment from non-European Union citizens resident in their area of competence, drafted in original and duplicate copies, **on Form A (English language version)**, accompanied by the documentation prescribed by law.

In special cases, the Head of Mission may accept or refuse a request presented by candidates coming from third Countries and temporarily resident in the Area of jurisdiction, based on an evaluation of the individual situations and taking public interest into account.

Requests are accepted **“conditionally”** from students who, at the time of presentation of the request for pre-enrolment for **Laurea and single-cycle Laurea Magistrale (a ciclo unico) degree courses**, are completing the final year of secondary school and who must sit the final exams, and – where the local legislation decrees - the special academic competence exams.

Requests are accepted “conditionally” from students who, at the time of presentation of the request for pre-enrolment for **Laurea Magistrale degree courses (non-single cycle)**, **have completed the study course but are not yet materially in possession of the relevant diploma.**

Diplomatic missions have the exclusive jurisdiction for the predisposition and finalisation of *Dichiarazioni di valore*, and this jurisdiction cannot be delegated to Italian Cultural Institutes.

2. Forwarding the list of candidates to the higher education Institutions

The Missions forward to the Universities chosen by the students, via email, where possible certified, an Excel spreadsheet (Attachment 3), containing the list of candidates, divided by Laurea degree and Laurea Magistrale degree course, indicating all the information necessary regarding the individuals in question.

They return to the students the accepted pre-enrolment requests, authenticated by a signature and photograph, attaching:

A) for Laurea and single-cycle Laurea Magistrale (a ciclo unico) degree courses:

- the original academic qualifications, as in attachment 1, legalised, as well as the qualifications as in attachment 2 for which legalisation documents are required; authenticated photocopy of the same academic qualifications, accompanied by translation and the *Dichiarazione di valore* (Mod. E).

B) for Laurea Magistrale degree courses (non-single cycle):

- a) qualification obtained at a University or post-secondary qualification obtained from a higher non-university Institution which allows for, locally, the continuation of university studies at the next level;
- b) certificate released by the competent academic authority – confirmed by the diplomatic Mission – confirming the exams passed as well as the detailed programmes of each subject to obtain the

qualifications as per points a) and b). **Post-secondary studies (exams and credits), in the case they have already been obtained, may be certified by a “diploma supplement”, where in place.**

The *Dichiarazione di valore* relative to qualifications as in points a) and b) is to be produced on Form L.

A certified copy of the request and of all the documentation must be held in the document archive of the Mission for five years, ready for consultation on the part of the central Administration.

In the case that the Universities have published, together with the places reserved for each individual degree course, the possibility to perform on its premises the translation of the further study documentation, the Missions, where possible, will inform the candidates involved.

The missions will provide the Universities with telephone numbers, fax numbers and email addresses to be used in the case of future contact.

The documentation provided by Italian diplomatic missions does not affect the evaluation decisions of the single higher education institutions as regards the foreign qualifications for enrolment to courses. In this regard, it should be remembered that the request for a *Dichiarazione di valore* “does not exclude the right and duty of the Administration to perform its own autonomous evaluation even in cases where the relevant diplomatic mission has not provided the documentation requested or has provided generic or insufficient material” (cf. State Council sentence n. 4613 of 4/9/07.

3. Publication of information

The Missions publish the following information received from each University:

- date, time and address of the exam session, both for the Italian language test where mandatory, and for other further admission or aptitude tests;
- information file on the modality, criteria and contents of the tests in question.

4. Entry visa issuance

As already anticipated in Part I para. I.5, **an entry visa for STUDY for University Enrolment** (“national” visa type “D”, long stay), **is mandatory to perform the procedures relating to enrolment.**

The STUDY for University Enrolment visa may be issued – in only one circumstance and exclusively meeting the terms and timelines catered for in the present Provisions - **only to allow enrolment** in Italy for foreign students. In no case is the release of this type of visa possible for foreigners registered in academic years subsequent to the enrolment year, nor will it be possible to issue re-entry visas for enrolled students who are waiting for the issue of their first residency permit inasmuch as the current legislation does not allow it.

The Mission, upon the receipt of the documentation which confirms the possession of the requirements provided for by the current legislation, **may release such an entry visa to a candidate who can demonstrate being regularly pre-enrolled according to the current procedures**, - even if “conditionally” – for the purpose of allowing the student to sit the admission exam of the University and enrol.

It must be remembered that, for those admitted “conditionally” to Laurea and single-cycle Laurea Magistrale (a ciclo unico) degree courses, the relative entry visa STUDY for University Enrolment

(“national” visa type “D”) may only be issued once the students have presented the final secondary leaving certificate and/or the legally valid alternative documentation and, if necessary, the academic competence certificate.

Said visa, issued according to the procedures indicated by the Directorate General for Italians abroad and Migration Policies of the Ministry for Foreign Affairs, accompanied by the economic and insurance requirements herein specified, **should be type “D” (national) with multiple entries and validity in every case superior to 90 days** (thereby conveniently allowing an eventual extension of the relative residency permit in the case of a subsequent enrolment in a university course).

The entry visa is issued, if all the requisites and conditions of the current legislation are met, within the dates established by the appropriate MIUR timetables to allow sufficient time for the arrival of the student for the tests.

The periods of validity and the length of the visa are related to the type of degree course for which the pre-enrolment was requested and the aforementioned timetables. Appropriate and specific operating instructions regarding visas (validity/duration or other), are established and communicated to the diplomatic-consular Missions by the Visa Centre of the D.G.I.E.P.M. of the Ministry of Foreign Affairs and International Co-operation.

To allow a candidate to participate in the admission tests and language exams, if these are held previously with respect to the delivery of the final secondary education certificate of the candidate’s country of origin and/or in a length of time that does not permit the elaboration of the pre-enrolment, **the Missions issue a short-stay entry visa** (Uniform Schengen Visa – VSU), once the existence of the conditions and requisites necessary for such a type of visa have been proven.

In such a case, **the Mission will issue only subsequently, to a candidate** that has returned to his country after having sat and passed the tests, **the “national” entry visa for STUDY “University Enrolment”** in sufficient time for the start of the degree course. The visa itself may only be issued once the elaboration of the pre-enrolment request is complete and after the possession/passing of the requisite final secondary leaving certificate and/or the legally valid alternative documentation and, if necessary, the academic competence certificate have been presented.

A student who must sit admission tests for whichever university degree course, scheduled before the pre-enrolment timetables, decided by single universities or by MIUR, or in any case where the pre-enrolment cannot be considered finalised for the issuance of the type of visa mentioned above (type “D” National STUDIO “University Enrolment”) must request a short-stay entry visa linked to specific needs, presenting as support to the visa request the receipt of registration for the tests, as well as a demonstration of the possession of the requisites and conditions provided for by the Schengen regulations which discipline the release of short-stay visas, whether they be for study or tourism.

ESTABLISHED REQUIREMENTS

To obtain an entry visa for purpose of STUDY “University Enrolment” (“national” visa type “D”) and, subsequently, the residency permit, the foreign student must demonstrate to be in possession of the following requisites:

A. Economic means for subsistence for the planned stay. These means are quantified as **€ 448.07 per month**, equal to **€ 5,824.91 per year**, (Circular n. 8, having as its object “Renewal of pensions and social security emoluments for the year 2017”, issued by Istituto Nazionale della Previdenza Sociale [Italian State pension authority], on 17 January, 2017, in which, at paragraph 2.1, the amount of the “minimum state pension” is communicated) for every month of the duration of the academic year. The availability in Italy of such means of support must be proved through personal or parental economic guarantees, or provided by Italian Institutions or Authorities of proven liquidity, including Universities, local

Government, foreign Institutions or Authorities deemed reliable by the Italian diplomatic Mission; they cannot be demonstrated through the exhibition of a bank guarantee, or of a guarantee insurance policy, and neither with cash or guarantees supplied by third parties.

The mere candidacy for an Italian government scholarship does not act as a document of economic cover. Students who, having requested but not yet obtained an Italian government scholarship, intend to present a request for enrolment even following the present norms must produce a document proving economic cover just like the other candidates.

B. The availability of the necessary sum for repatriation, which can also be demonstrated by showing a return ticket.

C. Suitable lodgings in national territory.

D. Adequate insurance cover for medical expenses and hospital stays (Art. 39 comma 3 Consolidated Law n. 286/1998 and Ministry of the Interior Directive 01.03.2000), which the student must demonstrate being in possession of, at the time of the residency permit request

The following solutions are valid:

1. consular declaration which demonstrates the right for health care cover due to an Agreement between Italy and the Country of origin;
2. foreign insurance policy, accompanied by a consular declaration on its validity in Italy, on its term and on the forms of assistance covered, which should not include limitations or exceptions to the tariffs established for urgent hospital admittance for the length of the cover;
3. insurance policy with Authorities or national companies, for example the National Institution for Insurance, I.N.A., which offers in a Convention with the Ministry of Health a specific policy for cover of such risks; in the case of other Authorities or companies other than I.N.A., the policy must be accompanied by a declaration from the insuring entity that specifies the absence of limitations or exceptions to the tariffs established for urgent hospital admittance for the length of the cover.

In order to register for degree courses held in the Italian language, an adequate knowledge of Italian is necessary and must be shown by the student and/or established by the Mission. For this purpose, in order to obtain the issuance of an entry visa for university studies, the foreigner may demonstrate an adequate knowledge of the Italian language by showing certifications from the University for Foreigners of Perugia and Siena, from the Roma Tre University and the Dante Alighieri Society, also in convention with Italian Institutes of Culture abroad or other institutions, or from attendance certificates issued by other Universities who have organised courses, as well as other certifications/diplomas recognised as sufficient for exemption from the Italian language knowledge test indicated in chapter one, paragraph I.10.

Should the attainment of this above-mentioned certification not be possible locally, the Missions may request analogous certification issued by other bodies operating locally. In the hypothesis that the foreign student cannot produce such documentation, his/her knowledge may be verified by the diplomatic-consular Missions also in collaboration with Italian Cultural Institutions – where present – using interviews or other methods considered more appropriate.

The diplomatic-consular Missions provide adequate information on the certifications or tests, as considered in the previous comma, to the target universities of the candidates, so that these may evaluate, in autonomy, whether to exempt the candidates from the linguistic competence exam held on the premises.

The Mission releases to the candidates its own declaration which certifies on the basis of which of the requisites and the relative justifying documentation the specific visa for study purposes “University Enrolment” was issued.

5. Withdrawal of reservations

The Missions return to the students interested in enrolment to **Laurea degree and Laurea Magistrale degree courses** the academic qualifications furnished with the relative consular documentation within the deadline for the release of the “national” entry visa for STUDY for University Enrolment, together with the request for pre-enrolment.

Should it not be possible – for time limitations – to fulfil this obligation, the interested candidates are “conditionally” admitted to these tests. The Missions, in this specific case, must still confirm to the Universities, via email, the list (in Excel format) of the names of those who have gained the final secondary leaving certificate (indicating the grade obtained) and/or of those who passed the special academic competence certificate required for access to local Universities. The grades obtained must also be indicated to allow the eventual autonomous evaluation on the part of the Universities also of that element, to enable the determination of the overall score for the creation of the rankings. In those cases where a final grade is not contemplated, the Mission will make specific reference to this fact, to avoid that in certain Universities the minimum score will be automatically assigned.

In this hypothesis, the documentation is sent by the Missions to the students via registered mail, or by other means that supply similar guarantees, within the deadlines established by the annual timetable in question.

6. Return of documents

Within the deadline fixed in the annual timetable, the Missions return to the interested parties the requests that were not in line with the present regulations with the attached documents, with an explanatory letter and via registered mail, or by other means that supply similar guarantees, unless the parties do not request the return beforehand by presenting themselves personally or delegating the task to third parties.

Updated addresses for Italian Universities are available on the UNIVERSITALY website (<http://www.universitaly.it>).

PART THREE

Higher education institutions

1. List of available places

Every Institution (University and AFAM) publishes the list of places reserved for foreign students for every course, to allow the interested parties to present the request for pre-enrolment. In the list it must specify whether the students should translate the documentation to be attached to the request, or not. The list of the places reserved for foreign students by all the Universities for each single degree course, as well as the places reserved by AFAM Institutions, is published on the <http://www.studiare-in-italia.it/studentistranieri/> website.

2. Receipt of the lists with the indication of pre-enrolment requests

The Institutions receive from the Missions via email an Excel spreadsheet containing the names of the non-European Union candidates living abroad and the relative information necessary for pre-enrolment, as in Attachment 3 (*Allegato 3*).

3. Preliminary contacts with the Institutions regarding pre-enrolment for first cycle (not for single-cycle) courses

In the case of a request for pre-enrolment to first cycle courses (not single-cycle), for which it is foreseen that students may, via email or post, contact the chosen Institution to indicate which course they are planning to register for, the Institutions evaluate the academic documentation informally, so they can perform an early evaluation of the single candidacies. The Institution can therefore communicate to the interested parties the possible admission to enrolment with eventual scholastic deficits to be recuperated, as well as to the admission for aptitude tests where contemplated by the Institution or counselling the enrolment in another study course considered appropriate.

The actual pre-enrolment in the course happens, however, only and exclusively after the procedures set by the diplomatic-consular Missions have occurred (Part II). Direct preliminary contacts between the student and the chosen Institution and eventual communication indicating acceptance that derives therefrom do not substitute the aforementioned procedures.

This principle must be highlighted on the Institution's website, especially in the case of online enrolment procedures.

4. Sending information to the Missions

The Institutions must:

- send to the Missions and publish the address of the exam sessions, the date and the time for: the Italian language test; the specific access tests for each of the planned courses both at a national and Institutional level; eventual further admission or aptitude tests, also referring to those Countries whose candidates face a fixed quota system to enrol in first cycle courses;
- send to the Missions an information sheet on the modality, criteria and contents of the admission exams, for the appropriate information of the students concerned. This sheet is at the same time published on the same date by posting on each Institution's register.

5. Admission tests

Except for specific procedures provided for in Part I, Chapter I.10, the Institutions accept candidates “conditionally” and receive directly from the student, instead of from the Missions, the pre-enrolment request authenticated by the signature and a photograph as well as the study documents, accompanied by the necessary documentation. They also provide to the interested parties instructions on the modality and deadlines for the delivery of said documents.

Within the deadlines established by the national timetable, the Institutions receive from the Missions, via email, communication relative to academic qualifications which for time constraints have not yet been returned to the candidates, with indications on the grade obtained and/or information on those who have passed the special exams of academic competence needed to access local Institutions, indicating the grades obtained to allow the eventual autonomous evaluation on the part of the Institutions also of that element, to enable the determination of the overall score for the creation of the rankings. In those cases where a final grade is not contemplated, the Mission will make specific reference to this fact, to avoid that in certain institutions the minimum score will be automatically assigned.

The Italian language knowledge test is held on the premises of the institution chosen by each candidate and is mandatory, except for those cases where exemption is contemplated.

6. Results of the admission tests and creation of rankings

Following the admission tests for fixed quota courses on a national level, each Institution calculates and displays the merit ranking of the number of places available in the reserved contingent, as established by the ministerial decree which regulates the contents and the modality of access for those same courses for the year in question.

In the access tests for local fixed quota courses or in other eventual tests required by the Institutions, on the basis of the results of the same and/or the evaluation of the certificates of competence in the Italian language, each Institution will elaborate and display a specific ranking with the winners of the places available in the reserved contingent within fifteen days of the session of admission tests.

Should the final secondary leaving qualification also need to be evaluated, the transposition in hundredths of the grade or of the assessment of the foreign qualification shall be performed by the Institution on the basis of mathematical criteria chosen by the university which should correspond with the foreign scale of measurement, always keeping in mind:

a) in cases concerning qualifications obtained from institutions in European Union Countries, the mathematical criteria are indicated in the table of equivalence elaborated some time ago by MIUR;

b) in cases concerning qualifications obtained from institutions in non-European Union Countries, on the basis of the information supplied by the Italian Mission with jurisdiction, in the “*Dichiarazione di valore*” on the local system of assessment and on the value scale on which are based the grades or the assessment of the qualification itself. To that end, the Universities might find useful an examination of the dispositions released by the then Ministry of Public Education (MPI) concerning conversion into hundredths in the processes of equivalence of foreign qualifications obtained abroad by Italian citizens – Ministerial Decree 20.7.78; MPI Circulars n. 280 of 14.11.1978 and n. 172 (point 6) of 13.6.80.

7. Available places left in the scope of the single contingents

The calculation of the remaining places in courses programmed on a national level, the entry tests for which are held in the month of September, occurs following the terms established in the respective annual calendar.

For all other courses, each Institution supplies, according to the timelines and modalities established in the respective annual calendar, the data relative to the number of remaining places eventually available.

Each Institution proceeds with the publication of the said places, in order to allow those who were not classified in a beneficial position with respect to the places available to present a request for:

- a) admission to another university course in the same institution (provided that the academic qualification held is also valid for such course);
- b) redeployment, for the same university course or other, to an alternative institution (provided that the academic qualification held is also valid for such course, together with the proof of having passed the tests held by the University at the location chosen originally).

Each Institution establishes autonomously the criteria for accepting requests (including other eventual aptitude tests) and is responsible for acquiring the documentation relative to the candidates admitted, sourcing them from the Institution which has transmitted those same requests.

The communications relative to the deployment of students to another location and/or other course and to the transmission of the relative documents must be carbon copied to the Italian Missions as well as to the Police Headquarters concerned, signalling the citizenship of each candidate.

8. Enrolment of students without residency permit

If, during the phase of enrolment, the foreign student proves not to have the aforementioned residency permit, the registration in the requested course is performed provisionally until July 10 **of the year following the presentation of the request**. In such circumstances, upon a request from the Institution in question, the Police Headquarters will send a communication testifying to the actual issuance of the residency permit, unless there is the eventual decision to reject the request, within and no later than the **month of July**.

9. Foreign qualification evaluation with a view to enrolment

The foreign qualification evaluation necessary for enrolment to Italian higher education study courses lies within the exclusive jurisdiction of higher education institutions, as established by Art. 2 of Law 148/2002.

The documentation provided by Italian diplomatic missions does not affect the evaluation decisions of the single higher education institutions as regards the foreign qualifications for enrolment to courses. In this regard, it should be remembered that the request for a *Dichiarazione di valore* "does not exclude the right and duty of the Administration to perform its own autonomous evaluation even in cases where the relevant diplomatic mission has not provided the documentation requested or has provided generic or insufficient material" (cf. State Council sentence n. 4613 of 4/9/07). During the foreign qualification evaluation procedures necessary for enrolment, the documentation needed from the students is determined by the single higher education institutions.

10. Return of documents

The documentation of students who have been definitively excluded may be returned by the Institutions directly to the interested parties or, upon request, by post, while informing the Italian Mission with jurisdiction in the Country of origin.

11. Notification of the final results of the registration procedure

For the notification of the final results of the registration procedure – which **must not** be transmitted to the Ministries of Foreign Affairs and International Cooperation, of the Interior and of Education – the Institutions:

- return to the Missions via email the Excel spreadsheet, indicating which students are actually enrolled, which were missing from the admission tests, or were not eligible, or eligible and redeployed to another location and/or to another course, or eligible but not admitted;
- send the same information to the relative Police Headquarters;
- update the student Register available on the MIUR website, at <http://anagrafe.miur.it/index.php>

For any communication concerning non-EU foreign candidates residing abroad the Institutions must address the competent diplomatic-consular Missions directly, whose contacts are available on the Ministry of Foreign Affairs and International Cooperation web site (<http://www.esteri.it/mae/it/ministero/laretediplomatica/>).

12. Recognition of refugee and holders of subsidiary protection qualifications

Article VII of the Convention on the recognition of academic qualifications relating to superior education in the European Union – ratified in Italy by Law 148 of 11 July, 2002 – mandates that:

Every Party, in the scope of its own education system and in conformity with its personal constitutional, judicial and legislative regulations, shall adopt all possible and reasonable measures to elaborate procedures aimed at evaluating fairly and effectively whether refugees, exiles and those persons in conditions similar to those of refugees fulfil the requisites for admittance to higher education, to programmes complementary to higher education or to work activities, even in those cases where the academic qualifications issued by one of the Parties cannot be proven by the relative documents.

Furthermore, Article 26 of Legislative Decree 251/2007, as modified by the intent of Legislative Decree n. 18 of 21 February, 2014 (introduction of comma 3 bis), mandates that:

1. *Minors who are holders of refugee status or subsidiary protection status shall have access to study in every category and level, following the procedures reserved for Italian citizens.*
 2. *Adults, holders of refugee or subsidiary protection status, have the right to accede to the general education system and to retraining and vocational training within the limits and modus operandi established for officially resident foreigners.*
 3. *The regulations concerning the recognition of diplomas, certificates and other foreign qualifications shall apply to the holders of refugee and subsidiary protection status as for Italian citizens.*
- 3-bis. For the recognition of professional qualifications, diplomas, certificates and other qualifications earned abroad by the holders of refugee or subsidiary protection status, the relevant administrations shall identify appropriate systems of evaluation, convalidation and certification which allow for the recognition of qualifications as per Article 49 of Presidential Decree n. 394 of 31 August, 1999, even in the absence of certification from the State in which the qualification was obtained, where the interested party can demonstrate the impossibility of obtaining said certification.*

Higher education institutions are therefore invited, based on their own autonomy and in line with the possibilities afforded by the current legislation to perform recognition “of the cycles and periods of study undertaken abroad and of the foreign academic qualifications, with a view to accede to higher education, to proceed with university studies and to gain Italian university qualifications” (Art. 2 Law 148/2002), to perform all efforts necessary aimed at establishing procedures and internal mechanisms to evaluate the qualifications of refugees and holders of subsidiary protection, even in those cases where all or part of the of the relative documents substantiating the academic qualifications are missing. The higher education institutions, with a view to the recognition of such qualifications and for the implementation of the eventual evaluative procedures, can benefit from the experience of the ENIC-NARIC centres and from established best practices at an international level.

PART FOUR

- NON-MEDICAL “*SCUOLE DI SPECIALIZZAZIONE*”
- RESEARCH DOCTORATE COURSES [PhDs] (*DOTTORATO DI RICERCA*) AND POST-GRADUATE DIPLOMA COURSES TO ACCEDE TO *MASTER UNIVERSITARIO DI PRIMO E DI SECONDO LIVELLO*
- SINGLE COURSES (*CORSI SINGOLI*)
- ITALIAN LANGUAGE AND CULTURE COURSES AT THE UNIVERSITIES FOR FOREIGNERS IN PERUGIA, IN SIENA AND IN REGGIO CALABRIA “DANTE ALIGHIERI”
- FOUNDATION COURSES (*CORSI PROPEDEUTICI*)

Nota bene: for access to the various post-graduate education courses (*scuole di specializzazione*, research doctorates, *master universitari*), the residency permit for purposes of STUDY may be renewed, as mandated by the contents of Presidential Decree n. 394/1999, last part of comma 4 of Article 46, issued for attendance of single courses, as long as the same are necessary for attendance of the post-graduate courses (such necessity must be certified by the chosen University).

CHAPTER ONE

ITALIAN CITIZENS WITH FOREIGN QUALIFICATIONS, EUROPEAN UNION CITIZENS WHEREVER RESIDENT AND NON-EUROPEAN UNION CITIZENS OFFICIALLY RESIDENT IN ITALY AS PER ART. 39, COMMA 5 OF LEGISLATIVE DECREE N. 286/1998, AS MODIFIED BY ART. 26 OF LAW N.189 OF 30 JULY, 2002, “MODIFICATION TO THE LEGISLATION CONCERNING IMMIGRATION AND ASYLUM”

1.1 Enrolment in non-medical “Scuole di specializzazione” and enrolment in “Master universitari di primo e di secondo livello” courses

Candidates in possession of a foreign academic qualification comparable in terms of level, kind, content and academic rights (access to further courses) to the equivalent Italian academic qualification necessary to access the chosen course may request enrolment. The enrolment, however, is dependent on the evaluation of the correctness of the qualification according to the academic bodies as regards only the enrolment, as well as on passing any respective admission exams, where required.

The candidates must present the enrolment request directly to the chosen University, according to the terms and conditions established by each University.

Study qualifications awarded by foreign authorities must be accompanied by documents indicated by the universities in line with the Lisbon Convention: the student is obliged to produce the

documentation requested by the University with a view to evaluating the foreign qualification, with reference to: eventual translations, legalisations, Diploma Supplements, exam certificates, *Dichiarazione di valore* or ENIC-NARIC centre declarations or other declarations useful for the verification of the elements of the foreign qualification.

The candidates must satisfy the requirements of the professional qualification, where requested.

NON-EUROPEAN UNION CITIZENS RESIDENT ABROAD (REQUESTING VISA)

I.2 Enrolment in Research Doctorates [PhDs] and “*Master universitari*” courses

For enrolment in “*Master universitari*” and Research Doctorate courses the dispositions necessary for enrolment in Laurea degree and single-cycle Laurea Magistrale (a ciclo unico) degree courses are not applied, considering that the entry procedures for *Master universitari* do not follow a calendar drawn up according to general instructions.

A) Presentation of the request

Candidates in possession of a foreign academic qualification comparable in terms of level, kind, content and academic rights (access to further courses) to the equivalent Italian academic qualification necessary to access the chosen course may request enrolment.

The candidates present a request to attend a Research Doctorate or *Master universitario* course together with a copy of the academic qualification directly to the University following the procedures and inside the terms specified in the announcement of the relative locations. This procedure must also be applied in the case of *Master universitari* organised by Universities in collaboration with public or private institutions.

Following the confirmation of acceptance on the part of the University, candidates present the academic qualification to the Diplomatic Mission, for the necessary consular documents.

Taking into consideration the start of the courses, they request from the Mission the issuance of an entry visa for STUDY purposes with validity linked to the length of the course, that is a short-stay entry visa, in conformity with what is specified in the following letter B).

Upon entering the University, the candidates present the academic qualification, attached to the documentation required for the enrolment.

B) Role played by Missions

The diplomatic-consular Missions, taking into account the timelines foreseen for the start of *Master universitari* courses and the acceptance of the University which must specify if the chosen course is a *Master universitario di primo livello* or *Master universitario di secondo livello*, issue an entry visa for STUDY purposes with validity linked to the length of the course the student intends to follow, in the following cases:

- where no admission tests are foreseen;
- in the case in which the aforementioned tests occur via modalities that do not require the student’s physical presence in Italy (for example online or through a telephone interview), upon the presentation of documentation issued by the University confirming the passing of said tests.

The Missions issue a short-stay (Uniform Schengen Visa - VSU) entry visa in those cases where a candidate must be present to participate in admission tests, which are held long before the start of the courses. In such a case, the Mission will issue to the candidate, once he has returned to his own

Country having passed the tests, a new entry visa for STUDY, in line with the start and the length of the course.

For short stays the general dispositions contained in the Schengen legislation which disciplines the issuance of short-stay visas (uniform Schengen visa VSU) are applied, whether the visa is requested for study or tourism.

C) Role of the Universities

The Universities who receive an admission request for a *Master universitario* communicate the acceptance of the student and the results of the admission test, where relevant, to the the Missions with jurisdiction, both for the following completion of the necessary documentation, which shall only be performed in cases where the candidates pass the competitive exam procedures, and for the issuance of the relative visa.

The evaluation of qualifications, with a view to participating in *Master universitari*, is the exclusive responsibility of the academic Governance.

Specific information on active courses may be sourced directly from the single universities.

Updated addresses for Italian Universities are available on the UNIVERSITY website (<http://www.university.it>).

CHAPTER TWO

II.1 Enrolment in single courses (*corsi singoli*)

Italian citizens with foreign qualifications, from the European Union wherever resident and non-European Union citizens officially residing in Italy as per Art. 39, comma 5, of Legislative Decree n.286/1998 and subsequent modifications who intend to attend one or more single courses or “stages” may enrol, according to the conditions established by the single Universities:

- presenting the university passbook or other document from the foreign University and producing the documentation requested by the single Italian University (eventual translations, legalisation or other applicable document);
- following the modality determined autonomously by the University, if not enrolled in foreign Universities, but in any case interested in attending courses.

Non-European Union citizens residing abroad who intend to attend one or more single courses or “stages” at Universities can enrol by presenting the request to the Italian Diplomatic Missions in the timelines established by the attached calendar, which is an integral part of the of the procedures. Subsequently, these same Missions will forward to the university institutions, within the timelines established by the aforementioned calendar, the Excel spreadsheet indicating the names of those presenting a request and the details of the respective university passbooks or other documents from the foreign University, translated and legalised, or otherwise other eventual documentation demonstrating the interest to attend the single course on the part of candidates who are not enrolled at foreign Universities.

The documents will be delivered by the student directly to the chosen University.

For the release of the entry visas relative to the aforementioned courses, the general dispositions of the Schengen legislation and the national law regarding immigration are applied, in particular as concerns the evaluation of migratory risk.

The foreign candidate may not obtain the renewal of an entry visa in order to further his/her studies by attending another single course, distinct from the one that allowed the student to enter Italy, (the renewability of an entry visa for study purposes is allowed for the furtherance of studies through enrolment in a degree course – Received Directive 2004/114/EC to Art. 39 of Legislative Decree n.268/1998).

The foreign student can obtain the renewal of of an entry visa in order to further his/her studies through the enrolment in a degree course which is pertinent or consequent to the finished single course (pertinence or consequence must be convalidated by the interested University).

II.2 Enrolment in Italian language and culture courses at the Universities for Foreigners in Perugia, in Siena and in Reggio Calabria “Dante Alighieri”

Non-European Community foreign citizens residing abroad who are regularly enrolled in courses of Italian language and culture organised by the Universities for Foreigners in Perugia, in Siena and in Reggio Calabria “Dante Alighieri” are eligible for the issuance of study visas with validity in line with the length of the courses in question.

For the release of the entry visas relative to the aforementioned courses, the general dispositions of the Schengen legislation and the national law regarding immigration are applied, in particular as concerns the evaluation of migratory risk.

II.2 Enrolment in foundation courses (*corsi propedeutici*)

Based on the principles established by Art. 6, comma 1 of Ministerial Decree 270/2004 for the university sector and by Art. 7, comma 2 of Presidential Decree 212/2005 for the AFAM sector, higher education institutions can organise foundation educational activities for access to Laurea study courses, proposing foundation courses to bolster the requisites for admission requested for enrolment in Italian higher education courses, in line with the contents of **Attachment 1 (Allegato 1)**.

As regards enrolment to said courses, the same procedures are applied as for enrolment in *Master universitari*. The higher education institutions shall communicate to the respective diplomatic-consular Missions all information regarding the length and the nature of the course in question.