

# Guide for applying to the Bachelor Course in Data Analytics

14th June 2022

## Summary

Before applying to a Vanvitelli course:.....	3
PRE ENROLLMENT for international students: Only available through <b>universitaly</b> .....	3
For non-UE students.....	3
Guide to Pre-Enrolment Application - Universitaly Portal .....	3
How to pre-enroll to an Italian degree course (For international students).....	3
PART 1: Registration.....	3
PART 2: Pre-enrolment.....	4
STEP A .....	4
STEP B .....	4
STEP C .....	5
Next steps after completing your pre-enrollment application: .....	5
TOLC for self-assessment (How to register and apply) .....	6
For all the students (Both EU and non-EU): .....	6
TOLC.....	6
How to book .....	6
When to book "English TOLC-E," see here: .....	6
The day of the TOLC@HOME .....	7
ENROLLMENT at VANVITELLI.....	8
Web resources for enrollment at Vanvitelli University.....	8
Italian Students.....	8
EU students.....	8
Non-EU students.....	8
<b>Mandatory STEPS AND DOCUMENTS FOR FINALIZING THE ENROLLMENT</b> .....	10
Once enrolled .....	10
COURSES.....	11
HOW TO BOOK AND TAKE AN EXAM.....	11
Booking an exam .....	12
The exam day.....	12
OTHER GUIDES.....	13



Before applying to a Vanvitelli course:

PRE ENROLLMENT for international students: Only available through [universality](#)

General info about the Italian university system can be found here: <https://studyinitaly.esteri.it/en/node/33>

General requirement for the Italian University system can be found here [https://www.studiare-in-italia.it/studentistranieri/moduli/2022/Circolare\\_2022\\_2023\\_EN.pdf](https://www.studiare-in-italia.it/studentistranieri/moduli/2022/Circolare_2022_2023_EN.pdf)

For non-UE students.

Visit these two websites:

<https://www.unicampania.it/index.php/2013-07-10-10-49-01/international-welcome-desk>

other resources

<https://www.isu-services.it/it/universities/universita-degli-studi-della-campania-luigi-vanvitelli>

Fill the following fields:

I participate in the program: **Prospective student**

At the department: **Mathematics and Physics**

And I'm from: **<select your country>**

First of all, you need a VISA for Italy. (How to obtain a visa <https://vistoperitalia.esteri.it/home/en> )

In order to get a VISA you must register to [portal UNIVERSITALY](#)

(<https://www.universitaly.it/index.php/registration/firststep>) and do a pre-enrollment.

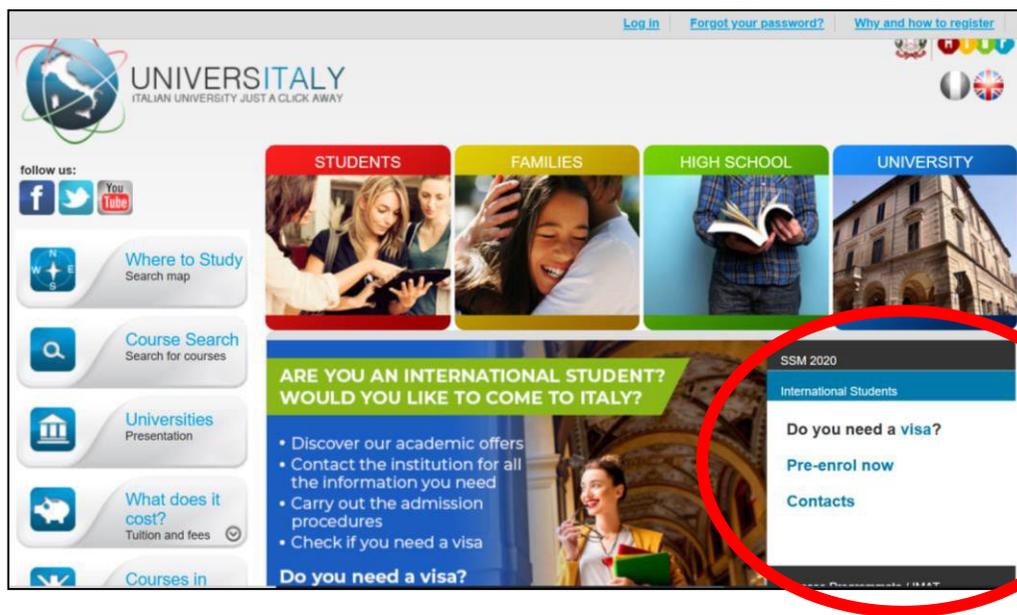
## Guide to Pre-Enrolment Application - Universitaly Portal

How to pre-enroll to an Italian degree course (For international students)

### PART 1: Registration

1. Register on the [portal UNIVERSITALY \(https://www.universitaly.it/index.php/registration/firststep\)](https://www.universitaly.it/index.php/registration/firststep)  
For Identity document, please select PASSPORT. If you do not have a valid passport at this stage, you can select another document. However, please make sure to apply for a new one as soon as possible since the pre-enrolment application cannot be submitted if you do not have a valid passport.
2. You will receive an email from [universitaly@cineca.it](mailto:universitaly@cineca.it) at the email address you provided at the registration phase. The email will instruct you to finalize your registration by inserting a password of your choice.
3. Complete your registration by inserting a password. You will be taken to a page summarizing your personal data. You will also receive another confirmation email.

- On [UNIVERSITALY's homepage](#), click on the blue window INTERNATIONAL STUDENTS + PRE-ENROL NOW (on the center-right) and start the pre- enrolment process.



**Note 1:** if you want to interrupt the pre-enrolment process temporarily, you will be able to resume from the exact point where you left it last. You'll simply need to log in.

**Note 2:** if the web page is left inactive for too long, you will see "authentication problem" message on a white web page. You will not need to start again from scratch: you'll simply need to log in again.

## PART 2: Pre-enrolment

This second part of the process is divided in 3 steps:

### STEP A

Insert your personal data, home address, and personal contacts. **Note 1:** type in your data exactly as it appears on your passport.

**Note 2:** all data (except the fiscal code) is required, even if without an \*.

### STEP B

**Passport:** upload a passport size picture of your face and a copy of your valid passport on the portal.

**Visa Application:** indicate the Italian Embassy or Consulate where you are planning to apply for the study visa. Select "I want to spend a period of mobility for study/traineeship (e.g. Erasmus)" as the reason for visa application.

**Course Information:** select as indicated here below:

- **Institution:** Università
- **Institution name:** Università degli Studi della Campania "L. Vanvitelli"
- **Course type:** Single course(s)
- **Course Name:** write the Programme name reported on your Admission Letters Course
- **Curriculum:** leave blank
- **Course location:** leave blank
- **ID account at the chosen University:** leave blank

## STEP C

### Qualifications

(Mandatory) UPLOAD an original copy of final secondary education qualification, obtained after at least 12 scholastic study years, or a fully legal substitute certificate;

(Facultative) UPLOAD certificate declaring the pass grade of an eventual special academic competence exam eventually

NO recomandatòn letter are required.

Click on SUMMARY, verify that your pre-enrolment application is complete and proceed by clicking on SUBMIT.

Next steps after completing your pre-enrollment application:

1. You will receive an email from [no-reply@cineca.it](mailto:no-reply@cineca.it) confirming that your application was sent to Università degli Studi della Campania "L. Vanvitelli".
2. Università degli Studi della Campania "L. Vanvitelli" International office will review your pre-enrolment application. Note that this process might take few days.
3. If your pre-enrolment application is not complete, you will receive an email from [no-reply@cineca.it](mailto:no-reply@cineca.it) with the specific request of the missing document/information.
  - a. If your pre-enrolment application is complete Università degli Studi della Campania "L. Vanvitelli" International office will forward it to the consulate you are planning to request your study VISA.
4. You will receive an email from [no-reply@cineca.it](mailto:no-reply@cineca.it) confirming that your pre-enrolment application has been sent to the appropriate embassy or consulate. Note that the email text is first in Italian and then in English, make sure you read until the end of the email.
5. Click on the link in the email to enter in your personal login area and download and print the summary of the "university pre-enrolment application".
6. Once you are logged in, you will be taken back to the home page. You will see your name and an arrow on the top right hand corner. Open the arrow and click on "Reserved area" of the home page.
7. Click on your pre-enrollment application. Click through all the steps of the application until the last page (SUMMARY) where you find a green button that allows you to download and print the application.
8. (SUGGESTED) Apply for a TOLC at CISIA website (details follow).

*Some useful guides on youtube in different languages*

- <https://www.youtube.com/watch?v=8CCSugr6lUI>
- <https://www.youtube.com/watch?v=865JvuAbiA> (Pakistan)
- <https://www.youtube.com/watch?v=ZYfMSR2nzV8>
- <https://www.youtube.com/watch?v=nac674vHSfE>

## TOLC for self-assessment (How to register and apply)

To assess your preparation level and to have a successful academic path, we SUGGEST applying for a TOLC.

The TOLC stands for Test OnLine CISIA. It is a test to enroll in a degree course that requires an evaluation of prior knowledge before enrolment. The knowledge to be evaluated depends on the chosen degree course.

For all the students (Both EU and non-EU):

2) Book your TOLC; we will consider only the "**English TOLC-E**" (see a brief description here <https://www.cisiaonline.it/area-tematica-english-tolc-economia/structure-and-syllabus/> )

### TOLC

For being enrolled in a Vanvitelli course, you need to do a self-evaluating test. CISIA delivers such tests (not the Vanvitelli University) and they are recognized by the majority of Italian universities.

What is a Tolc? Read here:

<https://www.cisiaonline.it/en/area-tematica-tolc-cisia/cose-il-tolc/>

See this FAQ page too:

<https://www.cisiaonline.it/area-tematica-english-tolc-cisia/faq/>

### **[IMPORTANT for international students]**

#### **FAQ 5) I am a foreign student and I do not have a fiscal code. What can I do?**

- If you are a foreign student and you do not have a fiscal code issued by the Tax Authority you should indicate FOREIGN COUNTRY as place of birth and mark "I do not have a fiscal code" in the registration form in the TOLC Student area. Before enrolling in the English TOLC, we recommend you contact the Foreign students office at the University in which you plan to enroll. If instead, you have entered an incorrect fiscal code or it was provided to you after the registration to the TOLC Area, contact us on [helpdesk.cisiaonline.it](mailto:helpdesk.cisiaonline.it) and we will help you.

How to do your TOLC at home. Tolc@home instructions

How to book

<https://www.cisiaonline.it/en/area-tematica-tolc-cisia/come-iscriversi-al-tolc/>

When to book "English TOLC-E," see here:

You can book an "English TOLC-E" whenever you want, independently from the status of your application for enrolling in a university course. Dates and places are available here:

<https://tolc.cisiaonline.it/calendario.php?tolc=economia&lingua=inglese&date=tutte>

The day of the TOLC@HOME

<https://www.cisiaonline.it/en/area-tematica-tolc-cisia/the-day-of-the-tolc/il-giorno-del-tolccasa-cosa-fare-e-come-avviare-la-prova/>

What if I want to do a TOLC on-site?

- No problems, you can book the TOLC on site.

For enrolling in a course at Vanvitelli University, do I need to do a TOLC at Vanvitelli?

- No, you can do a TOLC where you want; the results will be available to the Vanvitelli administration in any case.

## ENROLLMENT at VANVITELLI

First of all see pages 13-14 of [https://www.studiare-in-italia.it/studentistranieri/moduli/2022/Circolare\\_2022\\_2023\\_EN.pdf](https://www.studiare-in-italia.it/studentistranieri/moduli/2022/Circolare_2022_2023_EN.pdf)

Your enrollment is **NOT** subject to the TOLC results but:

- 1) If your TOLC score is equal to or greater than **a threshold**, no problem, you can apply for your enrollment at Data Analytics
- 2) If your TOLC score is lower than **a threshold**, you will be enrolled under a provisional admission to the course. You can follow the lectures, but you are admitted to book the exams after these steps
  - 2.1) You will be asked to do an interview to assess your preparation.
  - 2.2) You will be asked to recover those subjects where your weakness is assessed.
  - 2.3) You will be asked to do a test to assess the recovery of your weakness after no more than a month after the interview.

### Web resources for enrollment at Vanvitelli University

#### Italian Students

Go to this link, read carefully, and follow the suggested steps:

<https://www.unicampania.it/index.php/studenti/procedure-amministrative/immatricolazione>

#### EU students

Go to this link, read carefully, and follow the suggested steps:

<https://international.unicampania.it/index.php/en/students/information-and-enrolment/enrolment>

#### Non-EU students

Go to and read carefully the whole page:

<https://www.isu-services.it/it/universities/universita-degli-studi-della-campania-luigi-vanvitelli>

Fill the following fields:

I participate in the program: **Prospective student**

At the department: **Mathematics and Physics**

And I'm from: **<select your country>**

You will see some padlocks opening. Click on the open padlock to have information.

We thank you for your understanding and for the professionalism and commitment that you have shown in these difficult days.

IWD Staff

I participate in the program

At the Department

and I'm from

Prospective Student 2022/2023

MATHEMATICS AND PHYSICS

Select a country

🔗 Useful links

- 🔒 Request your Fiscal Code
- 🔒 Request your Permit of stay
- 🔒 Access to the accommodation service
- 🔒 Open your new bank account
- 🔒 Private Health Insurance
- 🔒 Renew your Permit of stay
- 🔒 Richiesta certificato di alloggio da presentare alla Rappresentanza Diplomatica.

Dipartimento di Architettura e Disegno Industriale

## Mandatory STEPS AND DOCUMENTS FOR FINALIZING THE ENROLLMENT

For arriving in Italy you will have a temporary VISA for Italy (Contact the embassy in your country), see pags.19-23 of [https://www.studiare-in-italia.it/studenti/stranieri/moduli/2022/Circolare\\_2022\\_2023\\_EN.pdf](https://www.studiare-in-italia.it/studenti/stranieri/moduli/2022/Circolare_2022_2023_EN.pdf)

When you arrive in Italy you have 8 days for doing the following steps:

- 1) Ask for a tax code (CODICE FISCALE)
- 2) Ask for the PERMIT of STAY
- 3) Register to the WEB SERVICES of University of Campania L. Vanvitelli (see the guide GUIDE TO REGISTER TO THE WEB SERVICES). This will allow you to use the wifi connection of the University too. But before to register you should have an Italian address and a tax code (CODICE FISCALE) assigned by authorities
- 4) **Go to SEGRETERIA STUDENTI with the following mandatory documentation:**
  - a. The tax code (CODICE FISCALE)
  - b. The PERMIT of STAY or, if not yet obtained, the certificate of request of PERMIT OF STAY
  - c. Your passport
  - d. RECOMMENDED! The Declaration of Value (Dichiarazione di Valore) released by your embassy (see the section, DECLARATION OF VALUE)
  - e. Alternatively to **d.** you must deliver legal transcriptions in English or Italian of:
    - i. original 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 statement released by the Italian ENIC-NARIC centre (CIMEA), by a declaration of official foreign institutions.
    - ii. certificate declaring the pass grade of a special academic competence exam eventually required for entry to University in the Country of origin;

You need to pay university fees 202 euros to university and 176 euros to ADISURC (instructions will be delivered after point 4) ends successfully), within a year in order to be allowed to take exams. If you don't take at least one exam in one year your PERMIT OF STAY will expire.

NOTE: it is strongly suggested to obtain the Declaration of Value (Dichiarazione di Valore) before arriving in Italy since the alternative documentation may require long times for checking them.

## Once enrolled

### [IMPORTANT 1]

Most of you don't know that you are recommended to use the university email (name.surname@studenti.unicampania.it) because:

- 1) all the official communications will be delivered to that email address;
- 2) you have a free license for Microsoft office 365 and Teams (see here <https://international.unicampania.it/index.php/en/students/students-on-line-services/office365-proplus>);
- 3) your access to Teams and all its professional features is allowed only to those accessing with the institutional email;
- 4) you have a free WiFi connection in several universities in Europe through the Eduroam network and to all the WiFi of the University of Campania (see here <https://international.unicampania.it/index.php/en/students/students-on-line-services/wi-fi>);
- 5) you have access to a very large set of eBooks you need for your studies (see here <https://international.unicampania.it/index.php/en/about-us/structures/university-libraries>);

6) and many many other advantages (see here <https://www.unicampania.it/index.php/servizi-on-line-docenti-e-ricercatori/e-mail>; the page is in Italian, but with Google translate, you'll be able to understand the main features)

### **[IMPORTANT For international students only]**

According to your mobile device, you can download and install the international welcome APP for students Play Store (ANDROID):

<https://play.google.com/store/apps/details?id=it.erasmus.welcome&hl=it&gl=US>

App Store (IOS):

<https://apps.apple.com/it/app/students-welcome-students/id1497423644>

If you have not activated your institutional email, please do so as soon as possible! (See how to do it at step 6 of [IMPORTANT 1]).

Remember that:

- 1) at the end of the third year, inscription fees will rise significantly (so, do your best, try to complete in time exams!);
- 2) (only for non-EU students) if you don't take an exam in a year, your Permit to Stay (Permesso di soggiorno) could expire!

## COURSES

The courses are taught in face-to-face mode. You are recommended to follow all the classes, even if the presence is not mandatory.

The courses are generally arranged into semesters, and the lessons time tables are available here (inserire il link).

A teacher could ask you to do a mid-term exam during a course. The mid-term exams are not mandatory, do not directly impact your final mark, and are not annotated in your student career. They are helpful for your studies because teachers can assess your preparation during the course and allow you to simplify the final exam discussion. In any case, you can decide to do mid-term exams or to do not.

### [IMPORTANT 3]

If the course belongs to your actual year, you can book and take an exam only after the end of the course.

For example, if you are enrolled in the second year and want to book an exam for the second year (e.g. Financial Mathematics), you can do it after the end of the course.

If the course belongs to a preceding year, you can book the exam on any exam date.

For example, if you are enrolled in the second year and want to book an exam of the first year (e.g. Analysis), you can do it on any exam date.

## HOW TO BOOK AND TAKE AN EXAM

The Vanvitelli university adopts the ESSE3 platform for managing your student career. (Inserire il link)

You can download the Vanvitelli app (inserire il link), or you can manage your career through a web interface (inserire link). You will always use your institutional credentials (see point [IMPORTANT 1]).

The exam dates are provided by teaching staff through the ESSE3 application. There are several time windows for doing the exams (see the exam calendar here [aggiungere il link](#)).

### Booking an exam

First of all, you can book an exam when you feel ready to pass it! This means that it is unnecessary to book the first exam date, but you can choose the date you prefer.

An exam can be booked until seven days before the exam date. After the deadline, you cannot book the exam. Some courses ask for a Report to be discussed; in this case, the report must be delivered to the teacher about 7-10 days before the exam (Each teacher will notice you).

If you cannot attend or decide to cancel your booking for the exam, please notify the course teacher in time. On the exam day, your absence will be annotated in the ESSE3 system.

### The exam day

On the exam day, you will be in the exam room signaled by the teacher at least 10 minutes before the session starts. You can discuss your exam and, in the end, a mark is proposed by the teacher. You can accept or refuse the mark without any problem.

**IMPORTANT.** Once you have accepted the mark, you cannot refuse afterward, and your exam and mark will be registered in your career score. You cannot repeat an exam for which you have accepted the final vote.

## OTHER GUIDES



●  
●  
Università  
degli Studi  
della Campania  
*Luigi Vanvitelli*

# GUIDE FOR REGISTERING TO THE WEB SERVICES

Ripartizione Gestione Carriere e Servizi agli Studenti  
Ufficio Anagrafe Studenti Universitari e Contribuzione Studentesca  
UNIVERSITA' DEGLI STUDI DELLA CAMPANIA "LUIGI VANVITELLI"

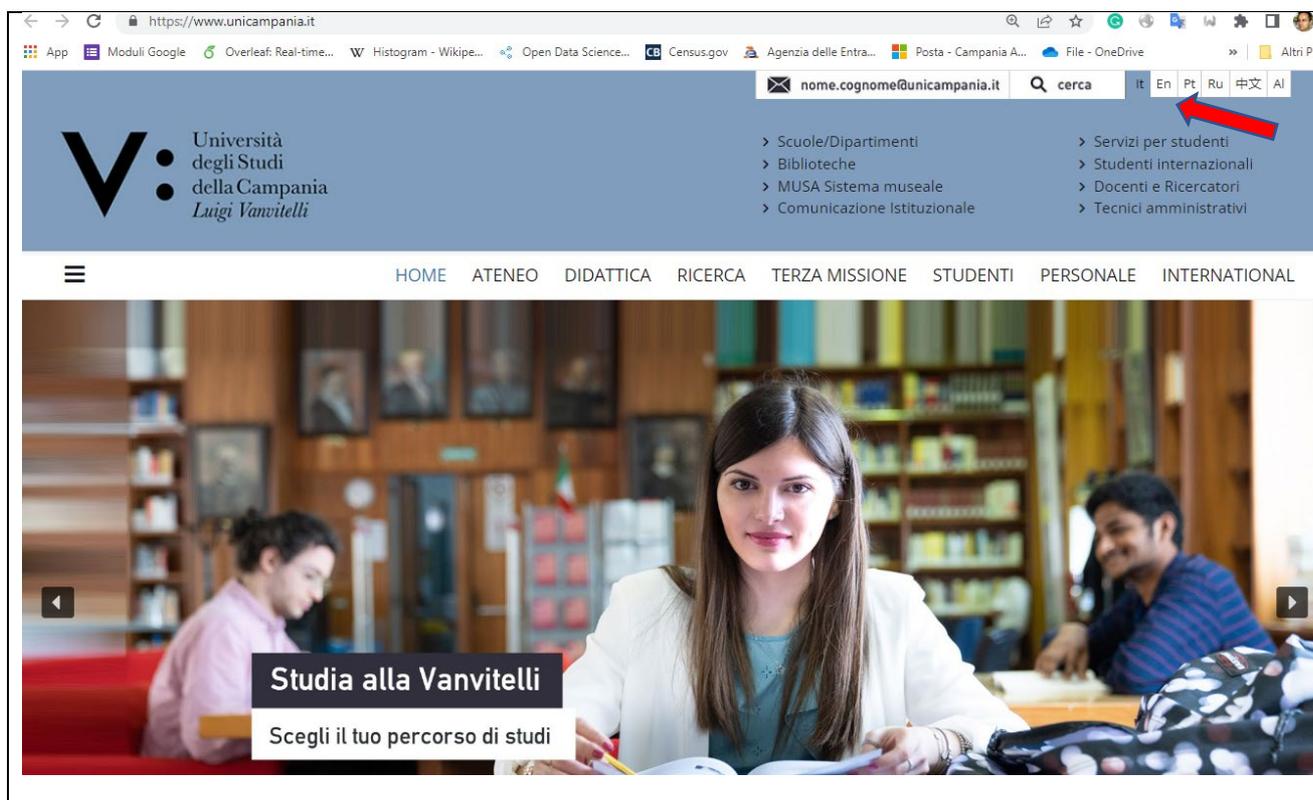
The access to the web services of Università degli Studi della Campania “Luigi Vanvitelli” allows you:

- the submission of online applications for participation in the Self-Assessment Tests;
- the submission of online applications for participation in admission competitions to limited attendance courses or other calls for students;
- the submission and registration of applications for enrollment in the University Degree Programs;
- the visualization of data relating to the university career;
- the online presentation of the Study Plan;
- online booking for exam sessions;
- the registration of the Equivalent Economic Situation Indicator (ISEE);
- to view and / or print the forms necessary for the payment of the contribution;
- the printing of pre-filled self-certification declarations;
- the use of the institutional e-mail address;

In order to be able to use the web services of the University of Campania "Luigi Vanvitelli", you must acquire the login credentials through the Registration procedure detailed below.

**NOTE: the web services are in Italian, this Guide will help you to fill the right information.**

1) Access the website [www.unicampania.it](https://www.unicampania.it) set your preferred language clicking on En:



2) Click on "Students":

name.surname@unicampania.it search En It Pt Ru 中文 AI

Università degli Studi della Campania Luigi Vanvitelli

- > Schools
- > Departments
- > Libraries
- > University Museum of Arts and Sciences

HOME ABOUT US TEACHING RESEARCH STUDENTS INTERNATIONAL

**GIANFRANCO NICOLETTI**  
APPOINTED SECRETARY  
GENERAL OF THE  
CONFERENCE OF ITALIAN  
UNIVERSITIES RECTORS  
(CRUI)  
IT | EN The President of the Conference of Italian Universities Rectors, prof. Ferruccio Resta, during the meeting of the...

**STUDY PROGRAMMES**  
Check out all our opportunities

**ORIENTATION AND PLACEMENT**  
Future student/ Student/ Graduate

**ON LINE STUDENT OFFICE**  
ESSE 3 user section

**THIRD MISSION**  
University for society

**V:≡**  
verysoon

3) If this is the first time you register at the Vanvitelli Web services, click on Students' office portal:

name.surname@unicampania.it search En It Pt Ru 中文 AI

Università degli Studi della Campania Luigi Vanvitelli

- > Schools
- > Departments
- > Libraries
- > University Museum of Arts and Sciences

HOME ABOUT US TEACHING RESEARCH STUDENTS INTERNATIONAL

You are here: STUDENTS

**Information and enrolment**

IT | EN

**HOW DOES IT WORK?**

You can register directly from your computer, thanks to a completely online procedure. No paper document, no forms to turn in the students' office, no waiting time.

**REGISTER**

Only the first time, it is necessary to register on the Students' office portal. The procedure is designed to guide you in filling out the necessary data. View the guide for registration (in italian) [in this section](#).

**LOGIN**

- > SERVICES FOR STUDENTS
- > SERVICES FOR FOREIGN STUDENTS
- > **INFORMATION AND ENROLMENT**
  - > Enrolment
  - > Fees and contributions
  - > Transfers
  - > Profit Exams and Final Graduation Exams
  - > Interrupting studies
  - > Insurance
  - > Enrolment in single courses

4): Click on REGISTRAZIONE WEB (note this is the only page in Italian)

Università degli Studi della Campania Luigi Vanvitelli → SERVIZI ONLINE STUDENTI

### Registrazione Web

Attraverso le pagine seguenti potrai procedere con la registrazione al sito. Al termine ti saranno consegnati un nome utente e un codice di accesso che ti permetteranno di accedere al sistema per modificare i tuoi dati e accedere ai servizi offerti. Le informazioni che ti verranno richieste le trovi nell'elenco qui sotto: \* Dati anagrafici \* Codice Fiscale \* Indirizzi: Residenza e Domicilio \* Recapito: email, fax, numero cellulare

Activity	Section	Info	Status
A - Registrazione Web			
	Dati Personali	?	Working Section
	Inserimento o modifica documento di identità	?	Locked Section
	Indirizzo Residenza	?	Locked Section
	Indirizzo Domicilio	?	Locked Section
	Recapito	?	Locked Section
	Riepilogo Registrazione Utente	?	Locked Section
	Riepilogo Credenziali	?	Locked Section

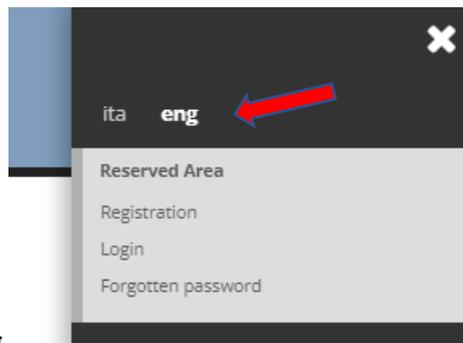
Legend:

- Information
- Working Section
- Locked Section
- Completed Section

Registrazione Web

**NOTE: On any page of the Vanvitelli, you can select the English version just by following the following steps:**

- a. Click on the symbol  on the top right corner of the page



- b. click on **eng**
- c. Click on **x** in the top right corner to close the menu

5) Fill with your personal data (Dati Personali) and click on FORWARD:

Università degli Studi della Campania Luigi Vanvitelli → SERVIZI ONLINE STUDENTI

Registration: Personal data

The page shows the form for entering and modifying the user's personal data and place of birth.

Personal data

Name\* JEAN PIERRE

Family Name\* PERPIGNAC

Date of birth\* 10/05/2002 (dd/mm/yyyy)

Gender\*  Male  Female

Nationality\* KAZAKHSTAN

Country\* LESOTHO

City not listed\* Maseru

Italian ID no.\* PRPJPR02E10Z359U (automatically calculated if not provided)

Attenzione: Italian ID no. has been calculated automatically; check that it is correct and continue.

Back Forward

Legend: \* Mandatory Field Checklist

Attention if, after clicking on next, the message **utente già registrato (user already registered)** appears, skip points 6 to 13 and continue reading to recover the access credentials.

6) Register your Identity document and click on FORWARD

the available options are      Italian Identity Card,      **Carta di identità**  
Passport                              **Passaporto**  
Italian Driver licence      **Patente**

### Choose Passaporto in Document type \* field

Università degli Studi della Campania Luigi Vanvitelli → SERVIZI ONLINE STUDENTI

Registration: Identity documents

This page displays the form for entering or changing the identity document data

Identity document

**Document type\*** Passaporto

**Number\*** az23455fs

**Released by\*** Country of Lesotho

**Release Date\*** 15/05/2020 (gg/mm/aaaa)

**Expiry Date Validity\*** 10/05/2028 (gg/mm/aaaa)

Back Forward

Legend: Mandatory Field Checklist

7) Fill in information about your Permanent address (Permanent: is your official address, after you will fill in information about your temporary address, namely, the address you have chosen here in Italy where do you currently live for attending courses or exams) and click on FORWARD:

**(If your Permanent address is in Italy)**

Università degli Studi della Campania Luigi Vanvitelli → SERVIZI ONLINE STUDENTI

Registration: Permanent address

The page shows the form for entering and modifying the user's permanent address.

Permanent address

**Country\*** Italy

**Province\*** Please, select the Province if in Italy

**Town/City\*** Please, select the Town/City

**ZIP CODE\*** if in Italy

**Locality**

**Address\*** (street, square, road)

**Street no.\***

**Data inizio validità\*** (gg/mm/aaaa)

From which date do you live there?

**Current address is the same as permanent address\***  Y  N

Back Forward

Legend: Mandatory Field Checklist

## If your Permanent address is outside Italy

Università degli Studi della Campania Luigi Vanvitelli → SERVIZI ONLINE STUDENTI

1 2 3 4 5 ... >>

### Registration: Permanent address

The page shows the form for entering and modifying the user's permanent address.

Permanent address

Country\* Iran

The town entered was not found among those listed.\*

ZIP CODE

if in Italy

Locality

Address\* (street, square, road)

Street no.\*

Data inizio validità\* (gg/mm/aaaa)

Telephone\*

Current address is the same as permanent address\*  Y  N

Back Forward

Legend: \*

Checklist

From which date do you live there?

## 8) Register your current address and click on FORWARD

Università degli Studi della Campania Luigi Vanvitelli → SERVIZI ONLINE STUDENTI

2 3 4 5 6 ... >>

### Registration: Current address

The page shows the form for entering and modifying the user's current address.

Current address

C/o

Country\* Italy

Province\* Please, select the Province

if in Italy

Town/City\* Please, select the Town/City

ZIP CODE\* if in Italy

Locality

Address\* (street, square, road)

Street no.\*

Data inizio validità\* (gg/mm/aaaa)

Telephone

Back Forward

Legend: \*

Checklist

From which date do you live there?

9) Choose where to have communication (Permanent or Current address) and fill your Delivery details for having post mail. SMS and click on FORWARD.

**NOTE: Indicate a valid personal email address that you usually use, you will need it to recover the password, in case of loss, through the appropriate regeneration service:**

Università degli Studi della Campania Luigi Vanvitelli → SERVIZI ONLINE STUDENTI

3 4 5 6 7

### Registration:Delivery details

The page shows the form for entering and modifying the user's delivery details.

Delivery address

Correspondence address\*  Permanent address  Current address

Email\*

Certified email

FAX

if you can't find your international dialling code write it in the blank field (e.g.: for UK insert +44)

International dialling code

International dialling code

(international dialling code - number)

Mobile phone

Maximum length 16 characters including the international dialling code

Mobile phone operator

Privacy\* I agree to the handling of my Personal Data pursuant to art. 7 of Leg. decree no. 196 of 30 June 2003

Y  N

Comunicazioni\* I agree to the transmission of my Personal Data in compliance with current legislation

Y  N

Diffusione dati personali\* I agree to the disclosure of my Personal Data in compliance with current legislation

Y  N

SMS\* I agree to receive, on my mobile phone, SMS about University activities like events and presentations

Y  N

Legend:  
\* Mandatory Field  
Checklist

Back Forward

Privacy setting for your addresses  
General privacy agreement

10) Check if the information you filled is correct and Register your profile clicking on CONFIRMATION:


→ SERVIZI ONLINE STUDENTI




### Registration:Registration Summary

The information entered in the previous sections can be reviewed on this page.

#### Personal Data

Name	JEAN PIERRE
Family Name	PERPIGNAC
Gender	Male
Date of birth	10/05/2002
Nationality	KAZAKHSTAN
2° Nationality	
3° Nationality	
Country of birth	LESOTHO
The Town/City entered was not found among those listed.	Maseru
Italian ID no.	PRPJPRO2E102359U
Mother tongue	
Marital status	

[Edit Personal Data](#) Use the link to edit Personal Data

[Passport Details](#) Use the link to edit Passport Details

#### Permanent address

Country	Iran
Town/City not listed	Teheran
ZIP CODE	
Locality	
Address	fifth street
Street no.	24
Phone number	+442323433322
Current address is the same as permanent address	No

[Edit Permanent Address](#) Use the link to edit Permanent Address

#### Current address

Country	Italy
Province	Caserta (CE)
Town/City	Caserta
ZIP CODE	81100
Locality	
Address	Via Roma
Street no.	3
Phone number	
C/o	ciro esposito

[Edit Current Address](#) Use the link to edit Current Address

#### Delivery Details

Correspondence address	Permanent address
Delivery address for University fees	
Email	alga.siv@hotmail.it
Certified email	
Fax	
Mobile phone	+39 12345678
Mobile phone operator	
Profession	
I agree to the handling of my Personal Data pursuant to art. 7 of Leg. decree no. 196 of 30 June 2003	Y
I agree to the transmission of my Personal Data in compliance with current legislation	Y
I agree to the disclosure of my Personal details in accordance with current legislation	Y
I agree to receive, on my mobile phone, SMS about University activities like events and presentations	Enabled

[Edit Delivery Details](#) Use the link to edit Delivery Details

**Legend:**

- \* Mandatory Field
- Checklist

Back
Confirmation

11) Click on PRINT for printing your registration detail and store them into a secure place;

**NOTE: Store information into a secure place because here are reported your username to use when you log into the VANVITELLI web services.**

**AT THE END CLICK ON "LINK DI ATTIVAZIONE ESTERNO" for activating your profile:**

Università degli Studi della Campania Luigi Vanvitelli → SERVIZI ONLINE STUDENTI

Registration:Registration completed

All the required information has been entered correctly. To enter your new Personal Area you must login using the access keys showed below. We recommend you keeping this information safe for future access.

Personal Authorization Details:	
Name	JEAN PIERRE
Family Name	PERPIGNAC
E-Mail	alga.siv@hotmail.it
Username	jeanpierre.perpignac@studenti.unicampania.it
Alias	jeanpierre.perpignac@studenti.unicampania.it
Per attivare la tua utenza fai click sul seguente link:	<a href="#">Link Attivazione Esterno</a>

The access keys have been sent successfully to the e-mail address you provided:

Print

Exit

**At this point, you need to activate your VANVITELLI (unicampania) profile. Check at your personal email address (NOT yet on the one student.unicampania.it).**

12) **NOTE THIS PAGE IS STILL IN ITALIAN!**

Fill in the "Password" and "Confirm Password" ("Conferma Password") fields; finally click on CONTINUE.

**The new password must be at least eight characters long and must contain at least one uppercase letter, at least one lowercase letter, a symbol and at least one number. It will take a maximum of 5 minutes for the registration to spread to all systems; 15 minutes for student post.** Then click on

PROSEGUI

Università degli Studi della Campania Luigi Vanvitelli

SISTEMA DI AUTENTICAZIONE

Procedura di Attivazione Utente

Procedura di Attivazione Utente

Password:  Conferma password:

Prosegui

Benvenuto nel sistema di autenticazione centralizzata della Università degli Studi della Campania "Luigi Vanvitelli".

In questa pagina è possibile attivare la propria utenza. A tale scopo è necessario scegliere una password.

La nuova password:

- deve contenere **minimo 8 e massimo 16 caratteri** scelti fra i seguenti:
  - lettere maiuscole non accentate
  - lettere minuscole non accentate
  - cifre da 0 a 9
- i simboli @ # \$ % ^ & \* - \_ ! + = [ ] { } | : ' , . ? / ~ ` ( ) ;
- deve contenere almeno una maiuscola, una minuscola e un numero;
- non deve contenere il nome utente;
- non deve contenere la sequenza di caratteri .@ (punto seguito da chiocciola).

idp2.cressi.unicampania.it

- 13) Once the password has been set as indicated above and clicked on continue, the user registration and activation procedure is completed with the first direct access to the personal web page where you can start using the University services: Once the password has been set as before indicated and clicked on continue, the user registration and activation procedure is finished with simultaneous first direct access to the personal web page where you can start using the University services:

The screenshot displays the 'SERVIZI ONLINE STUDENTI' portal of the University of Salerno. The browser address bar shows the URL: <https://esse3.ceda.unina2.it/auth/studente/AreaRegistrato.do?sessionId=13B10C61CD1506AD9CC7173608588118jvm2b>. The page header includes the university logo and the text 'SERVIZI ONLINE STUDENTI'. A left sidebar contains navigation options: 'Registrato' (with a user profile icon for 'UTENTE TEST4'), 'Area Riservata' (with 'Logout' and 'Cambia Password' buttons), 'Home', and 'Segreteria'. The main content area shows a 'HOME' link, a welcome message 'Area Utenti Registrati - Benvenuto UTENTE TEST4', and a section titled 'Avvisi' containing an important announcement: 'IMPORTANTE AVVISO - Tasse e Contributi A.A. 2017/2018'. The announcement text states: 'Si comunica che sono stati emanati i bandi per l'assegnazione di borse di studio agli studenti immatricolati A.A. 2016/17 (corsi ad accesso libero) e studenti appartenenti ad un nucleo familiare con più di un iscritto A.A. 2016/17. [Visualizza i bandi](#)'. Below the announcement are links for 'Versione stampabile degli avvisi' and 'Organizzazione dell'Area Registrato'. The footer contains the text 'Informazioni Utilizzo cookie | © UNISA'.

## USER ALREADY REGISTERED IN THE SYSTEM

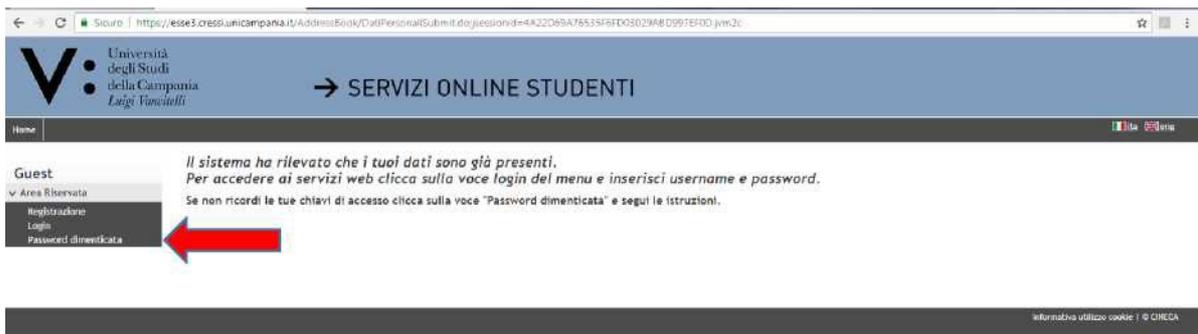
### (PASSWORD REGENERATION AND USERNAME RECOVERY)

If you have already registered on the University web services, even if it is attributable to an operation carried out in a previous academic year (e.g. if you have submitted an application for registration in a previous competition, in this or a previous academic year), the system recognizes you. In such cases you will have to log in exclusively to the web services, using the access credentials you already have.

If the following screen appears after point 4) above, and you no longer have the access credentials, proceed as detailed below:



Click on **MENU** and then on “Forgotten password” - as indicated in the procedure - to access the **PASSWORD REGENERATION** and **USERNAME RECOVERY** screen.



Then enter the **tax code (CODICE FISCALE)** and **personal e-mail address (Email personale)**, if this has already been communicated to the University at the time of the first registration, and click on **CONTINUE (Prosegui)** if you are regenerating your password.



To recover your **username**, however, before entering the tax code and personal e-mail address, click on **USERNAME RECOVERY (Recupero Username)** and continue.



The system will send you the recovered username or a link that will allow you to set a new password to the aforementioned personal e-mail address. The new password must also be at least eight characters long and must contain at least one uppercase letter, at least one lowercase letter and at least one number. It will take a maximum of 5 minutes for the change to propagate to all systems; 15 minutes for student post.

Once the new password has been entered and confirmed, click on **CONTINUE (prosegui)**.

## **NO PERSONAL MAIL ADDRESS IS PRESENT IN THE COMPUTER PROCEDURE**

If at the time of your first registration, you have NOT indicated your personal email address, or if you do not remember the indicated address or, again, you do not remember the password for access to said address, you will have to go to the competent Office Student Secretariat for registering a new personal e-mail address (which you usually use).

Alternatively, you can send the request for the insertion of the new e-mail address (which you now usually use), by e-mail, to the competent Student Secretariat office (**i.e. the office that took care of the administrative management of your last university career in the University**).

In the aforementioned email you will need to indicate your complete personal data, your personal email address to be entered in the procedure and you will need to attach a copy of your valid identification document.

After about 15 minutes from the registration of the aforementioned personal e-mail address by the Student Secretariat Office, you can proceed with the recovery of the username or the regeneration of the password as detailed above (by entering the tax code and your personal email, registering and confirming the new password).

---

# DECLARATION OF VALUE (DICHIARAZIONE DI VALORE)

## What is the Declaration of Value (DoV)?

The Declaration of value (Dichiarazione di Valore) is an official document which provides a short description of a certain academic qualification, awarded to a specific person by an institution belonging to an educational system other than the Italian one. The DoV usually includes the following information: legal status and nature of the awarding institution; requirements needed for admission to the programme ending in the qualification concerned; length of the programme and/or workload in hours/credits; validity of the qualification in the awarding country to academic ends.

It is issued by Italian diplomatic authorities operating in the country or territory **where you obtained your degree**, printed on their headed paper, stamped and signed.

## Do I need to apply for a Declaration of Value?

If you have graduated in Italy, you do not need to provide a DoV. If you have graduated in any other country, you need to apply for a Declaration of Value or Statement of Comparability which is explained on the next page.

## When shall I start to apply for a Declaration of Value?

**To start this process you need to have obtained your degree certificate.** Be aware that some Consulates will require you to have obtained DoV before processing your study visa application.

**We recommend that you start the procedure as soon as you confirm your participation into the master.**

## Where and how do I request a Declaration of Value?

To request DoV, you have to **contact the Italian Embassy, Consulate or the Italian Cultural Institute responsible for the geographical area of the city where you have obtained your university degree.**

Please note, that you will have to follow their indications to prepare the documents required. For instance, if you are from India, but have graduated in the UK, you will have to contact the Italian authorities mentioned before in the UK. Write to them to enquire about the documents you will need to provide and about the process. If needed, make an appointment.

## What is the timeframe for obtaining my DoV, and what should I do if this is delayed?

Processing time can vary from country to country. Some consulates issue the DoV quickly, within 2 weeks. In the worst case, it can take you up to 2 months to prepare the documents required by the Consulate before you can submit your DoV application. Then once the Italian consulate accepts your DoV application, it can go again up to 2 months for them to process it. If your DoV is delayed, or if you are experiencing delays along the way, please, promptly inform us by writing to [segreteria.scienze@unicampania.it](mailto:segreteria.scienze@unicampania.it). The alternative document could be the Statement of Comparability, which is explained on the next page. **Please note that some Consulates/Embassies will require you to have obtained the DoV before processing your study visa application. In this case, the Statement of Comparability is not an option for you.**

## What shall I do when I obtain my Declaration of Value?

When you obtain your DoV make sure you keep the document as it has been delivered to you.

**Do not remove any stapled documents.** Please send a scanned copy (**make sure you keep it stapled**) to [segreteria.scienze@unicampania.it](mailto:segreteria.scienze@unicampania.it) as soon as you have it on hand. You also need to provide the original DoV and all the original documents attached to it upon the start of the master. The originals will be returned to you when the enrollment is finalized.

# STATEMENT OF COMPARABILITY

## (ATTESTATO DI COMPARABILITÀ DEL TITOLO ESTERO)

In place of your Declaration of Value, you can provide a Statement of Comparability for your enrollment. Please be aware that, if the DoV is an indispensable document for your Italian Visa application, the Statement of Comparability is not an option for you.

### Why do I need to obtain a statement of comparability and what is it?

In order to be enrolled at University of Campania, your degree must be recognized within the Italian education system.

The statement of comparability is a document which contains general information related to the foreign university qualification, such as recognition/accreditation status of the institution from which it has been issued in the country of origin and the level of the qualification according to the Bologna Process and to the European Qualifications Framework, besides the indication of the nature of the course.

**Comparability** entails the indication of the foreign qualification's level in reference to the cycles of the Bologna Process and the levels of the European Qualifications Framework. Such comparison does not imply the formal recognition of foreign qualification within the Italian system, but it is a useful recommendation to the Italian institutions that have to evaluate the foreign qualification within recognition procedures: the Statement of comparability has the form of an advice, and does not bind the institutions during their own procedures of assessment and recognition.

The service is only available for **official university qualifications** (being officially part of the foreign system of higher education) issued by **foreign official institutions** (recognised/accredited in the foreign system of higher education).

### Who do I have to refer to for this document?

You need to contact CIMEA, Information Centre on Academic Mobility and Equivalence.

Read full details at <http://cis.cimea.it/en/info/01.htm>

### How do I apply for it?

At their site <http://cis.cimea.it/en/info/01.htm> you will find full information on the procedure and the link to the application form.

**Before you submit your application online and pay for the service, it is recommended that you check with CIMEA - by writing to [cis@cimea.it](mailto:cis@cimea.it) with copies of your degree and transcripts - that they can issue your statement with the documents you have at hand.** Sometimes, they are unable to issue the statement with a provisional degree certificate. Once you receive their positive answer, you can go ahead and submit the application online.

**Please note, CIMEA's Statement of Comparability will need to be sent directly to "Segreteria studenti" at [segreteria.scienze@unicampania.it](mailto:segreteria.scienze@unicampania.it). You will need to indicate this in your application form as the "email address of the institution to send the Statement".**

**Please note:** When filling out your application, you will be prompted to insert the level of education you intend to pursue as "typology of the degree course". Choose: Bachelor Course in Data Analytics (first level university level).

### What are the costs associated with it?

The service fees are €122 (statement available within 30 working days) or € 244 for a statement issued with the urgent procedure (available within 15 working days).

### When do I need to apply for it?

**You must apply now.** The statement of comparability must be submitted by the beginning of your bachelor programme.



*Ministry of universities and research*

General Secretariat

Direction general for internationalization and communication

**PROCEDURES FOR ENTRY, RESIDENCY AND ENROLMENT OF  
INTERNATIONAL STUDENTS  
AND  
THE RESPECTIVE RECOGNITION OF QUALIFICATIONS FOR HIGHER  
EDUCATION COURSES IN ITALY**

**VALID FOR THE ACADEMIC YEAR 2022-2023**



PROCEDURES FOR ENTRY, RESIDENCY AND ENROLMENT OF INTERNATIONAL STUDENTS AND THE  
RESPECTIVE RECOGNITION OF QUALIFICATIONS FOR HIGHER EDUCATION COURSES IN ITALY VALID  
FOR THE ACADEMIC YEAR 2022-2023

SUMMARY

<b>INTRODUCTION CONCERNING THE 2022/2023 ACADEMIC YEAR .....</b>	<b>4</b>
<b>PART I: GENERAL PREMISES.....</b>	<b>6</b>
1. GENERAL CAVEATS .....	6
1.1 Jurisdiction for the issue of visas for study purposes.....	6
1.2 Jurisdiction for academic recognition of qualifications and the eligibility for enrolment .....	6
1.3 Jurisdiction for the release and renewal of the residency permit.....	7
2. SCOPE OF APPLICATION .....	7
3. PROCEDURES FOR CITIZENS WHO DO NOT REQUIRE VISAS AND WHO HOLD A FOREIGN QUALIFICATION .....	8
4. PRE-ENROLMENT REQUESTS AND PRELIMINARY EVALUATION OF CANDIDATES .....	9
4.1 University pre-enrolment.....	9
4.2 Preliminary evaluation.....	10
<b>PART II: ENROLMENT IN LAUREA DEGREE AND LAUREA MAGISTRALE DEGREE COURSES.....</b>	<b>12</b>
1. PREMISE.....	12
2. PRE-ENROLMENT REQUEST FOR LAUREA DEGREE OR LAUREA MAGISTRALE A CICLO UNICO (SINGLE-CYCLE) DEGREE COURSES.....	13
2.1 Preparatory documents to be presented to diplomatic-consular Missions when making the entry visa.....	13
2.2 Documents normally requested by higher education institutions.....	14
3. PRE-ENROLMENT REQUEST FOR LAUREA MAGISTRALE DEGREE COURSES (NOT SINGLE-CYCLE) .....	15
3.1 Preliminary documents to be presented to diplomatic-consular Missions .....	15
3.2 Documents normally requested by higher education institutions .....	16
<b>PART III: PROFICIENCY IN THE ITALIAN LANGUAGE.....</b>	<b>17</b>
1. TEST OF PROFICIENCY IN THE ITALIAN LANGUAGE.....	17
1.1. Exemption from the language proficiency test.....	17
1.2. Exemption from the language proficiency test and quotas.....	18
<b>PART IV: INCOMING VISA FOR STUDY PURPOSES, RESIDENCY PERMIT AND SUBSEQUENT MEASURES .....</b>	<b>19</b>
1. INCOMING VISA FOR SITTING ENTRY TESTS.....	19
2. Requirements to receive a study visa.....	20
3. MEASURES TO TAKE UPON ARRIVAL IN ITALY .....	21
4. RENEWAL OF RESIDENCY PERMIT.....	22
<b>PART V: COURSES WITH ADMISSION QUOTAS .....</b>	<b>24</b>
1. ENTRY TESTS.....	24
2. Places left available in the case of individual quotas .....	25
<b>PART VI: ENROLMENT IN LAUREA AND LAUREA MAGISTRALE DEGREE COURSES .....</b>	<b>26</b>
1. General information .....	26
2. Qualifications held by recipients of international protection .....	27
<b>PART VII: ENROLMENT IN FIRST AND SECOND LEVEL DIPLOMA COURSES AT HIGHER EDUCATION FOR ART, MUSIC AND DANCE INSTITUTIONS (AFAM).....</b>	<b>29</b>
1. General information .....	29
2. Specific directions .....	29
<b>PART VIII: ENROLMENT IN OTHER STUDY COURSES .....</b>	<b>30</b>
1. General information .....	30



**PROCEDURES FOR ENTRY, RESIDENCY AND ENROLMENT OF INTERNATIONAL STUDENTS AND THE RESPECTIVE RECOGNITION OF QUALIFICATIONS FOR HIGHER EDUCATION COURSES IN ITALY VALID FOR THE ACADEMIC YEAR 2022-2023**

2. PROCEDURES FOR ENROLMENT IN COURSES OUTSIDE THE FIRST AND SECOND CYCLES FOR INTERNATIONAL STUDENTS .....	31
2.1 <i>Dottorato and Master Universitario courses</i> .....	31

**PART IX: ENROLMENT AT OTHER HIGHER EDUCATION INSTITUTIONS..... 34**

1. PROCEDURES FOR ENROLMENT IN COURSES OF OTHER HIGHER EDUCATION INSTITUTIONS ACCREDITED FOR THE AWARD OF QUALIFICATIONS .....	34
2. PROCEDURES FOR ENROLMENT IN COURSES AT HIGHER TECHNICAL INSTITUTES .....	36



PROCEDURES FOR ENTRY, RESIDENCY AND ENROLMENT OF INTERNATIONAL STUDENTS AND THE  
RESPECTIVE RECOGNITION OF QUALIFICATIONS FOR HIGHER EDUCATION COURSES IN ITALY VALID  
FOR THE ACADEMIC YEAR 2022-2023

**INTRODUCTION CONCERNING THE 2022/2023 ACADEMIC YEAR**

These procedures are subject to the current and future emergency provisions of the Italian Government and the European Union regarding the prevention and containment of the COVID-19 virus epidemic.

In consideration of the provisions sent to higher education institutions by the Minister for Universities and Research and relating to the start of the academic year 2022/23, it is noted that in the face of the persistence of the COVID-19 emergency, the physical mobility of international students in Italy can be replaced if necessary with distance learning activities. This does not mean that these international students, if they require an entry visa for Italy, should not, in any case, promptly arrange for a visa application for study purposes at the diplomatic-consular Missions of reference for their respective places of residence to use this visa as soon as conditions permit and in line with the current legislation.

In principle, **visa applications** must be submitted to the relevant diplomatic-consular Missions by 30 November 2022 to allow the effective enrolment of international students and the subsequent payment of university fees, unless otherwise indicated in the future by the Ministry for Universities and Research in agreement with the Ministry of Foreign Affairs and International Cooperation, also based on the evolution of the pandemic situation. In the event of an extension of the terms, the higher education institutions will be able to continue their procedures for the recruitment of international students and the relative evaluation of the eligibility of the foreign qualifications they hold. The diplomatic-consular Missions will also be able to proceed with the processing of visa applications until all pre-enrolment applications are terminated, provided they are received by the dates set out in this circular and subsequent updates.

Furthermore, concerning the deadline of 30 November, the higher education institutions may, based on their autonomy and concerning the individual courses of study included in their education offer, indicate on their portals a date before that shown for each class, based on the specific needs associated with the beginning of the teaching activities. The pre-enrolment request for the issuance of visas for candidates for study courses at Italian higher education institutions must be submitted using the UNIVERSITALY portal, according to the indications already communicated to all Italian institutions.



**PROCEDURES FOR ENTRY, RESIDENCY AND ENROLMENT OF INTERNATIONAL STUDENTS AND THE  
RESPECTIVE RECOGNITION OF QUALIFICATIONS FOR HIGHER EDUCATION COURSES IN ITALY VALID  
FOR THE ACADEMIC YEAR 2022-2023**

It should also be highlighted that Law n. 234 of 30 December 2021 has provided for an ad hoc loan in favour of the Uni-Italia association for each of the years 2022 and 2023 to bolster the promotion of university or post-university level courses in Italy by international students. In this sense, the aforementioned association will be able to offer guidance or help services to those interested.

With regard to the evaluation of foreign school qualifications eligible for admission to first-cycle courses in Italy (upper secondary school diplomas), it is noted that, due to the COVID-19 emergency, many foreign countries are also adopting this year exceptional measures to guarantee the completion of the school cycles and the award of the relative final qualifications. The Italian higher education institutions are therefore invited to apply the criteria established by the Lisbon Convention for the aforementioned cases, profiting from the indications provided by CIMEA<sup>1</sup>, that is, the recognition of the same academic rights that a given final school qualification officially confers in the foreign system of reference, unless proven substantial differences exist, including reference to the duration of the overall pre-university schooling required in Italy, which is confirmed to be at least twelve years.

---

<sup>1</sup> In application of Article IX.2 of the Convention on the Recognition of Qualifications concerning Higher Education in the European Region (commonly known as the Lisbon Convention), ratified in Italy by Law 148/2002, CIMEA is the National Information Centre on the procedures for recognising qualifications in place in Italy, on the Italian system of higher education and on qualifications present at national level.



# *Ministry of universities and research*

General Secretariat

Direction general for internationalization and communication

## **PART I: GENERAL PREMISES**

### **1. GENERAL CAVEATS**

---

These annual 2022/2023 procedures, whose purpose is to guide the policies of Italian higher education institutions regarding the admission of international students<sup>2</sup> to their courses, are drawn up based on the results of the annual Services Conference held by the Ministry for Universities and Research, together with the Ministry of Education, the Ministry of Foreign Affairs and International Cooperation and the Ministry of the Interior.

#### *1.1 Jurisdiction for the issue of visas for study purposes*

The final decision on the issue of a visa for study purposes is under the exclusive jurisdiction of the diplomatic/consular Mission. The approval of a pre-enrolment request for a study course and the relative documentation produced by higher education institutions is to be considered a support for the evaluation procedures for study visas of the diplomatic Missions. It does not automatically imply the issue of the visa, inasmuch as the diplomatic-consular Missions, in addition to verifying the possession of the requirements for the issue of a study/enrolment visa, are also obliged to assess the absence of the student's migration risk (D.I. 850/2011 art. 4 paragraph 2).

#### *1.2 Jurisdiction for academic recognition of qualifications and the eligibility for enrolment*

The evaluation of foreign qualifications presented for enrolment at Italian higher education courses of study is the exclusive jurisdiction of higher education institutions, as established by Art. 2 of Law

---

<sup>2</sup> The concept of “international student” or “international candidate for study courses” is to be considered in this context in its broadest possible meaning, that is, not directly and/or exclusively connected to the requirements of citizenship and geographical origin (so-called foreign students). In fact, “international students” are normally identified as those who have completed periods of study and/or obtained final or partial qualifications abroad, including Italian citizenship or citizens of a European Union country, or those not subject to requests for a visa and/or residence permit, or foreign students who have already obtained an Italian qualification but need a residence permit. In this sense, international “visa applicants” students, those who need a “residence permit” and those who have obtained a “qualification abroad”, in addition to those “in a student mobility programme” are to be considered sub-categories belonging to the pool of “international students”, categories for which different formalities and procedures are envisaged as outlined in these Procedures.



**PROCEDURES FOR ENTRY, RESIDENCY AND ENROLMENT OF INTERNATIONAL STUDENTS AND THE  
RESPECTIVE RECOGNITION OF QUALIFICATIONS FOR HIGHER EDUCATION COURSES IN ITALY VALID  
FOR THE ACADEMIC YEAR 2022-2023**

148/2002. The documentation referring to qualification and possibly that produced by the diplomatic-consular Missions, including the Declaration of Value<sup>3</sup>, is not mandatory and does not affect the evaluation decisions of the individual higher education institutions about admission to the chosen course<sup>4</sup>.

### *1.3 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.

## **2. SCOPE OF APPLICATION**

---

The following procedures apply:

- a) for the part relating to the formalities to be carried out at the diplomatic-consular Missions, to foreign candidates who need an entry visa to Italy for long-term stays<sup>5</sup> for enrolment at higher education institutions;
- b) for the part relating to the administrative procedure aimed at issuing and renewing the residence permit for students who need to obtain and/or renew the residence permit;
- c) for the part relating to enrolment and qualification recognition procedures, to all students and course candidates who have obtained a final and/or partial foreign qualification and who intend to enrol at Italian higher education institutions.

---

<sup>3</sup> In this regard, please note that the request for the Declaration of Value "... does not exclude the right/duty of the Administration to carry out its own independent assessments even if the diplomatic representation concerned has not provided the requested feedback or has provided it in general or insufficient terms" (see Council of State sentence no. 4613 of 4/9/07).

<sup>4</sup> In line with the principles of the Lisbon Convention, with its application in the Italian system and with the practices shared at international level by the centres belonging to the ENIC and NARIC networks, see the "Evaluation methodology used in the procedures for the recognition of foreign qualifications in Italy" published by the Italian ENIC-NARIC centre (CIMEA): <http://www.cimea.it/en/servizi/procedure-di-riconoscimento-dei-titoli/metodologica-valutativa.aspx>

<sup>5</sup> 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).



**PROCEDURES FOR ENTRY, RESIDENCY AND ENROLMENT OF INTERNATIONAL STUDENTS AND THE  
RESPECTIVE RECOGNITION OF QUALIFICATIONS FOR HIGHER EDUCATION COURSES IN ITALY VALID  
FOR THE ACADEMIC YEAR 2022-2023**

- d) As regards only the procedures relating to the issue of the entry visa and the relative residence permit, these procedures do not apply:
- e) to citizens belonging to European Union countries, as well as those from Norway, Iceland, Lichtenstein and the Swiss Confederation, the Republic of San Marino and the Holy See;
- f) to foreigners already legally present in Italy as expressly indicated in article 39, paragraph 5, of Legislative Decree no. 286 of 25 July 1998<sup>6</sup>;
- g) to students already present in the Schengen Area and beneficiaries of scholarships under European Union education, training and research programmes, to whom the instructions given for the “Erasmus Mundus”, extended to the “Erasmus Plus” programme, as well as any further instructions on entry visas provided by the Visa Unit of the DGIT of the Ministry of Foreign Affairs and International Cooperation, will be applied.

Limited to the procedures and documentation necessary for the evaluation of the qualifications, to students attending courses organised jointly between two or more Italian and foreign institutions, 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 creation of such courses.

The residency permit for study purposes, issued for the attendance of single courses and/or foundation courses, can be renewed, in light of the provision contained in the Presidential Decree n. 394/1999 and subsequent amendments, the last part of paragraph 4 of article 46, for access to the various training courses, provided they are functional to these courses.

### **3. PROCEDURES FOR CITIZENS WHO DO NOT REQUIRE VISAS AND WHO HOLD A FOREIGN QUALIFICATION**

---

<sup>6</sup> “Access to higher technical education courses or higher education courses and to university specialisation schools, on equal terms with Italian students, is however guaranteed to foreigners with EU residency permits for long-term stay, with residency permits for subordinate work, for self-employment, for family reasons, for asylum, for subsidiary protection, for religious reasons, for the reasons referred to in articles 18, 18-bis, 20-bis, 22, paragraph 12 (c), and 42-bis, as well as holders of residency permits issued pursuant to Article 32, paragraph 3, of Legislative Decree 28 January 2008, n. 25, or foreigners legally resident for at least one year in possession of an upper secondary school qualification obtained in Italy, as well as to foreigners, wherever resident, who are holders of final secondary school diplomas of Italian schools abroad or of foreign or international schools, operating in Italy or abroad, subject to bilateral agreements or special regulations for the recognition of educational qualifications and who meet the general conditions required for entry for study purposes”.



PROCEDURES FOR ENTRY, RESIDENCY AND ENROLMENT OF INTERNATIONAL STUDENTS AND THE  
RESPECTIVE RECOGNITION OF QUALIFICATIONS FOR HIGHER EDUCATION COURSES IN ITALY VALID  
FOR THE ACADEMIC YEAR 2022-2023

Italian candidates with a foreign qualification, from the European Union wherever resident and from outside the European Union duly resident in Italy or another European Union country, 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 to university courses, if holding a qualification equivalent to the Italian one required and recognised as eligible according to the independent evaluation performed by the single higher education institution.

Candidates should present the enrolment request directly to the chosen higher education institution, according to the modality, terms, and requested documentation established by each institution. They accede under the same conditions extended to Italian citizens. 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 institution deems necessary with a view to evaluating the foreign qualification concerning: eventual translations, legalisations, Diploma Supplements, exam certificates, Italian ENIC-NARIC (CIMEA) centre statements and Declaration of Value (*Dichiarazione di Valore*) produced by diplomatic Missions or other declarations that might serve to check the elements of the foreign qualification.

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

#### 4. PRE-ENROLMENT REQUESTS AND PRELIMINARY EVALUATION OF CANDIDATES

---

The application for admission to *Laurea* and *Laurea Magistrale* degree courses for international students applying for visas and residing abroad must take place through a prior university pre-enrolment procedure, which precedes the subsequent enrolment phases.

##### 4.1 University pre-enrolment

In order to start the university pre-enrolment procedures, the universities will instruct candidates in their study courses to access the UNIVERSITALY portal (<https://www.universitaly.it>) to fill in the relative “pre-enrolment request” online. Within the UNIVERSITALY portal, all the information for



PROCEDURES FOR ENTRY, RESIDENCY AND ENROLMENT OF INTERNATIONAL STUDENTS AND THE  
RESPECTIVE RECOGNITION OF QUALIFICATIONS FOR HIGHER EDUCATION COURSES IN ITALY VALID  
FOR THE ACADEMIC YEAR 2022-2023

the completion of pre-enrolment requests will be found to facilitate the admission of candidates to university courses and related institutions and complete the pre-enrolment request. The subsequent pre-enrolment phases will be completed at the relevant diplomatic-consular Missions to obtain the relevant visa. The deadlines for the procedures relating to pre-enrolment in the *Laurea* and *Laurea Magistrale* degree courses, except those with admission quotas, are defined by each university and published on their respective websites.

Registration for admission tests to *Laurea Magistrale* degree courses in Medicine and Surgery, Medicine and Surgery in the English language where offered by universities, Dentistry and Dental Prostheses, Veterinary Medicine, and courses dedicated to the training of an Architect, follows the procedures outlined in the portal <http://www.universitaly.it/>. The registration for the test is carried out online by the student. Registration for the test does not exempt the student from requesting an entry visa at the diplomatic-consular Missions, which must instead be initiated and formalised, in the manner foreseen, no later than the deadlines established by the calendar relating to the procedures for enrolment nationally planned Bachelor's and Master's Degree courses.

The procedures relating to pre-enrolment in *Master Universitari*, *Dottorati di Ricerca*, *Scuole di specializzazione* and foundation courses (*Corsi propedeutici*), which must again be carried out on the <http://www.universitaly.it/> portal, do not follow the deadlines for enrolment in *Laurea* and *Laurea Magistrale* degree courses, but take place according to the terms autonomously decided by the individual institutions, about the start of the courses themselves. Once the pre-enrolment application has been completed, all candidates must apply for a university study/enrolment visa at the Italian consular diplomatic mission of the country of residence.

#### 4.2 Preliminary evaluation

The university institutions will be able to carry out their own preliminary assessment of the individual applications by requesting from the student a copy of the academic qualifications and any other document deemed useful for the purpose of this preliminary assessment (certificates from official foreign authorities, certificate issued by the Italian ENIC-NARIC centre, etc.). The institution will validate the pre-enrolment application by entering the relevant data on the UNIVERSITALY portal. The university will indicate whether and for which documents the authenticity has been verified, as well as indicating which documentation is necessary for its own evaluation purposes. Where the



**PROCEDURES FOR ENTRY, RESIDENCY AND ENROLMENT OF INTERNATIONAL STUDENTS AND THE RESPECTIVE RECOGNITION OF QUALIFICATIONS FOR HIGHER EDUCATION COURSES IN ITALY VALID FOR THE ACADEMIC YEAR 2022-2023**

university has decided to request the issuance of a certificate of comparability of the foreign qualification by the Italian ENIC-NARIC centre (CIMEA) and this has been issued to the candidate, the presentation of the Declaration of Value is no longer necessary. The university will also have the right to attach any additional documentation to the candidate's application that may facilitate the diplomatic-consular Missions in completing the university pre-enrolment procedure. The preliminary acceptance by the university does not confer any right to obtain a visa. This last indication must be clearly reported by the universities in communications with candidates who have obtained a letter of eligibility for enrolment and reported in any communication relating to these procedures.



PROCEDURES FOR ENTRY, RESIDENCY AND ENROLMENT OF INTERNATIONAL STUDENTS AND THE  
RESPECTIVE RECOGNITION OF QUALIFICATIONS FOR HIGHER EDUCATION COURSES IN ITALY VALID  
FOR THE ACADEMIC YEAR 2022-2023

**PART II: ENROLMENT IN LAUREA DEGREE AND LAUREA MAGISTRALE  
DEGREE COURSES**

1. PREMISE

---

The *Laurea* degree courses (1<sup>st</sup> cycle) normally last three years, while the *Laurea Magistrale* degree courses (2<sup>nd</sup> cycle) are divided into:

- a) *Laurea Magistrale* degree course of two years, subsequent to the *Laurea* degree course;
- b) Single-cycle *Laurea Magistrale* degree, lasting five or six years (i.e. Medicine and Surgery, Dentistry, Veterinary Medicine, single-cycle Architecture, Law and Art Restoration).

Documents drafted in a foreign language for consignment to diplomatic-consular Missions must be accompanied by an official translation into Italian. The Mission will return the original academic qualifications furnished with the consular legalisation, 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 academic authorities during the period of completion of the enrolment procedures which occur in Italy, 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 applied to which kind of translation must be produced (sworn, certified etc.) and for which foreign languages said translation is, or is not, 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 authorising permit and the obligation to leave the National Territory. Higher education institutions publish the list of places reserved for international students applying for a visa for each course (defined as “quota” - ref. Article 39 of Legislative Decree no. 286 of 25 July 1998) to allow interested parties to submit the pre-enrolment request.



PROCEDURES FOR ENTRY, RESIDENCY AND ENROLMENT OF INTERNATIONAL STUDENTS AND THE RESPECTIVE RECOGNITION OF QUALIFICATIONS FOR HIGHER EDUCATION COURSES IN ITALY VALID FOR THE ACADEMIC YEAR 2022-2023

## 2. PRE-ENROLMENT REQUEST FOR LAUREA DEGREE OR LAUREA MAGISTRALE A CICLO UNICO (SINGLE-CYCLE) DEGREE COURSES

---

Students interested in *Laurea* or *Laurea Magistrale* (single-cycle) courses should:

- a) access the UNIVERSITALY portal and fill in the related “pre-enrolment request”, which must be submitted subsequently to the Italian Mission of the place of residence once validated digitally by the university of reference;
- b) if they possess one of the academic qualifications in Attachment 1 of these dispositions, they choose only one of the study courses indicated in the database to be found inside the pre-enrolment request of the UNIVERSITALY portal. For those study courses where a unique national access test is necessary, such that is Medicine and Surgery, Dentistry and Dental Prostheses, Veterinary Medicine and specific courses to become an Architect, the pre-enrolment request is to be considered automatically presented to all the other Universities indicated at the time of enrolment for the test as alternatives to the first choice;
- c) if they possess a qualification contained in Attachment 2 of these dispositions, they can choose a course irrespective of the number of reserved places;

If the student is in the last year of secondary school and is about to take the final exam and/or the special academic competence exams where provided for, or if the university has indicated in the pre-enrolment request of the candidate that admissibility to the course is subject to further obligations, the application must be considered as accepted conditionally by the respective university, pending validation by the latter on the UNIVERSITALY portal.

### 2.1 Preparatory documents to be presented to diplomatic-consular Missions when making the entry visa

- a) original copy of final secondary education qualification, obtained after at least 12 scholastic study years, or a fully legal substitute certificate;<sup>7</sup>
- b) certificate declaring the pass grade of an eventual special academic competence exam eventually

---

<sup>7</sup> If the qualification of secondary education has been obtained at the end of a period of less than 12 scholastic study years, please refer to what is indicated in Annex 1.



PROCEDURES FOR ENTRY, RESIDENCY AND ENROLMENT OF INTERNATIONAL STUDENTS AND THE  
RESPECTIVE RECOGNITION OF QUALIFICATIONS FOR HIGHER EDUCATION COURSES IN ITALY VALID  
FOR THE ACADEMIC YEAR 2022-2023

- required for entry to University in the Country of origin;
- c) two photographs (of which one must be authenticated by the Italian Mission having jurisdiction for that territory);
  - d) a summary of the pre-enrolment request as validated by the university<sup>8</sup>.

2.2 Documents normally requested by higher education institutions<sup>9</sup>

- a) original copy of final secondary education leaving qualification, obtained after at least 12 scholastic study years<sup>10</sup>, or a fully legal substitute certificate; the final qualification may be accompanied and at the discretion of each individual higher education institution by a statement released by the Italian ENIC-NARIC centre (CIMEA), by a declaration of official foreign institutions or by a Declaration of Value (*Dichiarazione di Valore*)<sup>11</sup>;
- b) certificate declaring the pass grade of a special academic competence exam eventually required for entry to University in the Country of origin;
- c) if necessary, the translation of the documents listed in points a) and b);
- d) if necessary, any other documentation required by the university, also concerning verifying the authenticity of the foreign qualification.<sup>12</sup>

---

<sup>8</sup> Failure by the University to validate the pre-enrolment request entails the automatic denial of the entry visa, if the visa application has already been received by the diplomatic-consular Mission of reference.

<sup>9</sup> The documentation referring to the foreign qualification and requested by the university is meant to verify the main elements of the foreign qualification and to check its comparability with an equivalent Italian qualification, therefore each single university can request this type of documentation independently, in the most appropriate form, in order to assess the eligibility of the foreign qualification for admission to the chosen course.

<sup>10</sup> Cf. note 8.

<sup>11</sup> 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 in courses. In this regard, it should be remembered that the request for a Declaration of Value (*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 required reply or has provided it with insufficient or generic contents” (cf. Council of State sentence n. 4613 of 4/9/07).

<sup>12</sup> Higher education institutions are invited to put in place useful tools for the verification of qualifications that can facilitate the entry of candidates with a foreign qualification, in line with the provisions of the recent “Recommendation of the Council of the European Union on the promotion of automatic mutual recognition of higher education qualifications and secondary education and training qualifications and the results of study periods abroad”, including the use of new tools and new technologies made available internationally, including *blockchain* technology and the statements of verification of qualifications by the Italian ENIC-NARIC centre (CIMEA).



PROCEDURES FOR ENTRY, RESIDENCY AND ENROLMENT OF INTERNATIONAL STUDENTS AND THE  
RESPECTIVE RECOGNITION OF QUALIFICATIONS FOR HIGHER EDUCATION COURSES IN ITALY VALID  
FOR THE ACADEMIC YEAR 2022-2023

### 3. PRE-ENROLMENT REQUEST FOR LAUREA MAGISTRALE DEGREE COURSES (NOT SINGLE-CYCLE)

---

Students interested in *Laurea Magistrale* degree courses (not single-cycle) must register on the UNIVERSITALY portal and pre-enrol according to the procedures indicated therein. They will then communicate to the Italian Mission in the country of origin the summary of the pre-enrolment request generated within the UNIVERSITALY portal, as validated by the institution of higher education.<sup>13</sup>

#### 3.1 Preliminary documents to be presented to diplomatic-consular Missions

- a) official foreign qualification corresponding to the first cycle of the qualifications framework of the Bologna Process and level 6 according to the European Qualifications Framework (EQF), obtained at a higher education institution that allows the continuation of studies in the issuing Country at academic institutions at the next level (second cycle of the Bologna Process/level 7 EQF);
- b) certificate released by the University of reference stating the exams passed and, for each subject, detailed programmes for the completion of said qualifications. The student can check at the time of publication the number of places each University reserves for each single degree course. 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);
- d) the summary of the pre-enrolment request as validated<sup>14</sup> by the University.

---

<sup>13</sup> Requests are also “conditionally” accepted by the diplomatic-consular Missions, from those who, while having finished their study course, are not yet in actual possession of the relative qualification or in cases where the admission is subordinate to other requirements.

<sup>14</sup> Cf. note 9.



PROCEDURES FOR ENTRY, RESIDENCY AND ENROLMENT OF INTERNATIONAL STUDENTS AND THE  
RESPECTIVE RECOGNITION OF QUALIFICATIONS FOR HIGHER EDUCATION COURSES IN ITALY VALID  
FOR THE ACADEMIC YEAR 2022-2023

*3.2 Documents normally requested by higher education institutions*<sup>15</sup>

- a) official foreign qualification corresponding to the first cycle of the qualifications framework of the Bologna Process and level 6 according to the European Qualifications Framework (EQF) obtained at a higher education institution that allows the continuation of studies at academic institutions in the issuing Country at the next level (second cycle of the Bologna Process/level 7 EQF), and which does not present any “substantial difference” according to the principles of the Lisbon Convention and the national methodology adopted by the Italian ENIC-NARIC centre (CIMEA)<sup>16</sup>; the final qualification can be accompanied alternatively, and at the discretion of the individual higher education institution, by a statement issued by the Italian ENIC-NARIC centre (CIMEA), by a certificate from foreign official bodies or by a Declaration of Value<sup>17</sup>;
- b) certificate released by the University of reference declaring the exam transcripts, 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 translations of the documents listed in points a) and b);
- d) other eventual documents requested by the university, including those relevant for verifying the authenticity of the foreign qualification<sup>18</sup>.

---

<sup>15</sup> Cf. note 10.

<sup>16</sup> Cf. note 4.

<sup>17</sup> Cf. note 12.

<sup>18</sup> Cf. note 13.



## *Ministry of universities and research*

General Secretariat

Direction general for internationalization and communication

### **PART III: PROFICIENCY IN THE ITALIAN LANGUAGE**

#### **1. TEST OF PROFICIENCY IN THE ITALIAN LANGUAGE**

---

Higher education institutions are obliged to test students' linguistic ability for admission to courses. Each institution must organise a test of proficiency in the Italian language, obligatory for all *Laurea* degree and *Laurea Magistrale a ciclo unico* (single-cycle) degree courses, except for those cases which are exempted as indicated in the following paragraphs 1.1 and 1.2. This test is to be held preferably off-campus and before the visa application, thereby allowing for the certification of this proficiency during the request for a study visa, for an acceleration of such procedures, and to lessen the pressure on the candidate.

The outcome of the evaluation of linguistic knowledge must be certified in the pre-enrolment request and the eventual letter of eligibility for enrolment in order to exempt the diplomatic-consular Missions from the aforementioned verification. Even in the case of courses held in other languages, this language element must always be indicated in the pre-enrolment request and the eventual letter of eligibility for enrolment. Considering that a test of Italian knowledge is not required for such courses, students must still deliver satisfactory certification of an adequate knowledge of the foreign language in which the course is held. If any, nobody may be admitted to further competitive or aptitude tests who has not passed the language test. Regarding the *Laurea Magistrale* (not single-cycle) degree courses, independent decisions by the universities may include passing the test of proficiency in the Italian language.

##### *1.1. Exemption from the language proficiency test*

The students exempted from the Italian language test but subject to the limit of the specific number of places reserved for visa applicants and residents abroad are those who have obtained certificates of proficiency in the Italian language with a grade not inferior to the B2 level of the Council of Europe, awarded as determined by the CLIQ (Italian Quality Language Certification) quality system, which unites in one group the current certification bodies (University for Foreigners of Perugia, University for Foreigners of Siena, Rome Tre University and the Dante Alighieri Society) as well as



PROCEDURES FOR ENTRY, RESIDENCY AND ENROLMENT OF INTERNATIONAL STUDENTS AND THE RESPECTIVE RECOGNITION OF QUALIFICATIONS FOR HIGHER EDUCATION COURSES IN ITALY VALID FOR THE ACADEMIC YEAR 2022-2023

University for Foreigners “Dante Alighieri” of Reggio Calabria, including agreements with Italian Institutes of Culture abroad or other institutions. These certifications may be earned in the country of origin, in the approved exam centres found worldwide.

*1.2. Exemption from the language proficiency test and quotas*

For enrolment in *Laurea* and *Laurea Magistrale a ciclo unico* (single-cycle) degree courses, exemption of the language test is granted, irrespective of the number of reserved places:

- a) those students who hold the final 4- or 5-year senior secondary school diploma awarded by Italian State or State-recognised schools abroad;
- b) those students holding one of the final leaving qualifications from a secondary School as listed in Attachment 2;
- c) the holders of certificates about the Lower Secondary School final qualification obtained in Argentina, which certify the attendance of a study course which includes the teaching, for at least five years, of the Italian language, according to Law no. 210 of 7.6.1999 (*Gazzetta Ufficiale* no. 152 of 1.7.1999);
- d) those students who have earned the Diploma in Italian Language and Culture at the Universities for Foreigners of Perugia and Siena;
- e) those students who have earned the certification in Italian language proficiency, with a grade of C1 or C2 of the Council of Europe, awarded as determined by the CLIQ (Italian Quality Language Certification) quality system, which unites in one group the current certification bodies (Universities for Foreigners of Perugia and Siena, Roma Tre University and the Dante Alighieri Society), as well as those issued by the University for Foreigners “Dante Alighieri” of Reggio Calabria, including agreements with Italian Institutes of Culture abroad or other accredited institutions.
- f) for enrolment in *Laurea Magistrale* degree courses (should the University autonomously require the test), exemption is granted to those students holding the qualifications outlined in the previous letters d) and e).



## *Ministry of universities and research*

General Secretariat

Direction general for internationalization and communication

### **PART IV: INCOMING VISA FOR STUDY PURPOSES, RESIDENCY PERMIT AND SUBSEQUENT MEASURES**

#### **1. INCOMING VISA FOR SITTING ENTRY TESTS**

---

For students who are regularly pre-enrolled (see Part I, 4.1) and for whom the application by the institution of higher education received within the UNIVERSITALY portal has been validated, the diplomatic-consular Missions will issue, having completed their checks, a “D” type STUDY visa for “University Enrolment.”

Students regularly pre-enrolled and who have received provisional confirmation from the University (because they are not yet physically in possession of the relevant local qualification or because waiting to participate in the entrance or language exam), the diplomatic-consular missions will still issue a “D” type STUDY visa for “University Enrolment” in order to allow them to take the entrance exams to the University/AFAM and to proceed, in case of passing the selection, with the subsequent enrolment without having to return to the country of origin. If the admission tests or language exams take place before the final school diploma is obtained or at a time that does not allow the regular pre-enrolment to be completed, students must request a short-term entry visa (Schengen Uniform Visa for stays of less than 90 days)<sup>19</sup> of duration commensurate with the actual needs of the student, having ascertained the existence of the conditions and requirements for this type of visa.

The diplomatic-consular Mission of reference will issue the national entry visa for STUDY “University Enrolment”, with multiple entries, valid 365 days only following the student’s admission to participate in the chosen course, once he/she has returned to the country of origin. The issue of a STUDY visa for “university enrolment” can only be granted for enrolment in a Laurea and Laurea Magistrale degree course and in no case is the issue of such a visa foreseen to foreigners enrolled in academic years subsequent to that of enrolment.

---

<sup>19</sup> Countries whose citizens need a short-stay visa:

[http://www.esteri.it/mae/it/ministero/servizi/stranieri/ingressosoggiornoinitalia/visto\\_ingresso/paesi\\_soggetti\\_visto.html](http://www.esteri.it/mae/it/ministero/servizi/stranieri/ingressosoggiornoinitalia/visto_ingresso/paesi_soggetti_visto.html)

Requirements to obtain a short-stay visa: <http://esteri.it/visti/home.asp>



PROCEDURES FOR ENTRY, RESIDENCY AND ENROLMENT OF INTERNATIONAL STUDENTS AND THE  
RESPECTIVE RECOGNITION OF QUALIFICATIONS FOR HIGHER EDUCATION COURSES IN ITALY VALID  
FOR THE ACADEMIC YEAR 2022-2023

Participants in the admission tests, including the Italian language test, which take place after the award of the final school diploma or the completion of pre-enrolment, must present themselves at the chosen University with a passport with the specific entry visa for reasons of STUDY (University Enrolment) or with an eventual residency permit, or the receipt issued by the Post Office certifying the filing of the permit request. They will receive from the chosen university the indications for the delivery of the pre-enrolment request, authenticated by a signature, a photograph and the academic documents, with the prescribed consular documents, collected from the Italian diplomatic-consular mission.

## 2. REQUIREMENTS TO RECEIVE A STUDY VISA

---

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

- a) Economic means for subsistence during the planned stay. These means are quantified as €467.65 per month for each month of duration of the academic year<sup>20</sup>, equal to €6079.45 per year. The availability in Italy of such means of support must be proven through personal or parental economic guarantees, or of Italian or by foreign bodies or citizens legally residing in the territory of the State, 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<sup>21</sup>.
- b) The availability of the necessary sum for repatriation, which can also be demonstrated by showing a return ticket.
- c) Suitable lodgings in the national territory.
- d) Adequate insurance cover for medical expenses and hospital stays (Art. 39 paragraph 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

---

<sup>20</sup> The amount referred to is quoted in Circular n. 197, having as its object “Renewal of pensions, social security emoluments and emoluments in parallel with pensions for the year 2022”, issued by *Istituto Nazionale della Previdenza Sociale* (Italian State pension authority), on 23 December 2021, where the amount of the “minimum state pension” is communicated.

<sup>21</sup> The mere application 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 also following the current norms must produce a document proving economic cover just like the other candidates.



**PROCEDURES FOR ENTRY, RESIDENCY AND ENROLMENT OF INTERNATIONAL STUDENTS AND THE  
RESPECTIVE RECOGNITION OF QUALIFICATIONS FOR HIGHER EDUCATION COURSES IN ITALY VALID  
FOR THE ACADEMIC YEAR 2022-2023**

following modalities are accepted: consular declaration, which demonstrates the right for health care cover due to an Agreement between Italy and the Country of origin;

- e) foreign insurance policy, whose cover must be valid in Italy and which should not include limitations or exceptions to the tariffs established for urgent hospital admittance for the length of the cover;
- f) 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.

### 3. MEASURES TO TAKE UPON ARRIVAL IN ITALY

Within eight working days of 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 to the police headquarters responsible for the city where they intend to establish their residence. The request may be presented to Post Offices or by 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 pay 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/she 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.<sup>22</sup> 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 and which, moreover, functions as proof of the authorised presence in Italy.<sup>23</sup>

---

<sup>22</sup> 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.

<sup>23</sup> 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: [www.poliziadistato.it](http://www.poliziadistato.it); [www.portaleimmigrazione.it](http://www.portaleimmigrazione.it) and 800 number 803160.



PROCEDURES FOR ENTRY, RESIDENCY AND ENROLMENT OF INTERNATIONAL STUDENTS AND THE  
RESPECTIVE RECOGNITION OF QUALIFICATIONS FOR HIGHER EDUCATION COURSES IN ITALY VALID  
FOR THE ACADEMIC YEAR 2022-2023

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 (Modalità di presentazione della Dichiarazione di Presenza resa dagli stranieri per soggiorni di breve durata)*. Candidates, pending the verification of all the fixed requirements, are in all cases admitted to the tests but “conditionally”.<sup>24</sup>

#### 4. RENEWAL OF RESIDENCY PERMIT

---

Students, upon enrolment in a university course, must request from the Chief of Police (*Questore*) of the Province in which they are located the renewal of the residency permit for the entire year, at least sixty 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 €467.95 per month, equal to €6079.45 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”.<sup>25</sup>

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

---

<sup>24</sup> If the time of release of the residency permit is prolonged because of obligations related to the submission to photo-fingerprinting procedures, the subsequent enrolment at the University is also carried out conditionally, until a copy of the residence permit is presented, or at the request of the University concerned, until the eventual communication from the competent Police Headquarters, concerning the adoption of a provision rejecting the application (in the case in which there are reasons for blocking the request that were not evident when issuing the entry visa).

<sup>25</sup> Art. 46, comma 4 of Presidential Decree n. 394 of 31 August 1999.



**PROCEDURES FOR ENTRY, RESIDENCY AND ENROLMENT OF INTERNATIONAL STUDENTS AND THE RESPECTIVE RECOGNITION OF QUALIFICATIONS FOR HIGHER EDUCATION COURSES IN ITALY VALID FOR THE ACADEMIC YEAR 2022-2023**

Italy to study, provided the academic authorities give their approval for such change. In order to be able to obtain this renewal, the student must not have already withdrawn from studies.<sup>26</sup>

---

<sup>26</sup> 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.



# *Ministry of universities and research*

General Secretariat

Direction general for internationalization and communication

## **PART V: COURSES WITH ADMISSION QUOTAS**

### **1. ENTRY TESTS**

---

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

- *Laurea* degree and *Laurea Magistrale* degree courses directly intended for the qualification of Architect;
- *Laurea Magistrale* degree course in Medicine and Surgery and *Laurea Magistrale* degree course in Odontoiatrics and Dental Protheses;
- *Laurea Magistrale* degree course in Veterinary Medicine;
- *Laurea* degree and *Laurea Magistrale* degree courses in Healthcare Professions;
- *Laurea Magistrale* degree course in Primary Education Sciences.

The dates relating to the admission tests to the study courses indicated above can be found on the institutional website of the Ministry of University and Research. The modalities of the admission tests, and of the registrations, are to be found and take place exclusively through the UNIVERSITALY portal.

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.<sup>27</sup> 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 a merit ranking according to the rules established for the respective call relative to the

---

<sup>27</sup> According to the decision taken by the Council of State, Plenary Session n. 1/2015, passing an admission test for degree and master's 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.



**PROCEDURES FOR ENTRY, RESIDENCY AND ENROLMENT OF INTERNATIONAL STUDENTS AND THE  
RESPECTIVE RECOGNITION OF QUALIFICATIONS FOR HIGHER EDUCATION COURSES IN ITALY VALID  
FOR THE ACADEMIC YEAR 2022-2023**

quota reserved for the year in question. In order to define to which contingent a single candidate refers for entry to a course with a limited number, the criterion of his citizenship will be used and not that of the country where the qualification was obtained, even if the latter was obtained from an Italian educational institution operating abroad. The only exception to this indication refers to those candidates who already have a residence permit for study at a secondary school and at the same time obtain a final diploma of upper secondary school in Italy, who will be included in the category “Italian, EU and equivalent candidates”.

## 2. PLACES LEFT AVAILABLE IN THE CASE OF INDIVIDUAL QUOTAS

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;
- b) redeployment, for the same university course, or another, to an alternative institution;

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

For national study courses with limited quotas, each University arranges for the admission of candidates from non-EU countries residing abroad on the basis of a specific merit ranking, within the limit of the quota reserved for them. Any places not used within the aforementioned ranking are made available, for the same study courses, as part of the places intended for students from EU and non-EU countries residing in Italy as referred to in article 26 of law 189 of 2002, in time for the scrolling of the relative rankings and without prejudice, where possible, to any compensation between universities within the same quota reserved for students from non-EU countries not resident in Italy.



PROCEDURES FOR ENTRY, RESIDENCY AND ENROLMENT OF INTERNATIONAL STUDENTS AND THE  
RESPECTIVE RECOGNITION OF QUALIFICATIONS FOR HIGHER EDUCATION COURSES IN ITALY VALID  
FOR THE ACADEMIC YEAR 2022-2023

**PART VI: ENROLMENT IN LAUREA AND LAUREA MAGISTRALE DEGREE  
COURSES**

1. GENERAL INFORMATION

---

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, or in general not in possession of all the established requisites, the registration for the requested *Laurea* degree 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 (*Questura*) will send a communication testifying to the actual issue of the residency permit, unless there is the eventual decision to reject the request.

The higher education institutions in order to proceed with the enrolment of students, in addition to assessing the suitability of the qualification for the purpose of access to the chosen course, are responsible for verifying the authenticity of the academic documents presented, using the methods they consider most adequate to carry out such checks, such as requesting apostilled and legalised documents, contacting the foreign institution directly, using online verification tools, using the services offered by the Italian ENIC-NARIC centre (CIMEA), etc. Institutions of higher education are also invited to introduce useful tools in order to facilitate the entry of candidates with foreign qualifications, in line with the provisions of the recent “Recommendation of the Council of the European Union on the promotion of automatic mutual recognition of higher education and higher secondary education and training and the results of study periods abroad”, including the use of new technologies, including *blockchain* technology, made available internationally by the ENIC-NARIC centres.

The evaluation of foreign qualifications presented for enrolment at Italian higher education courses is the exclusive competence of higher education institutions, as established by art. 2 of Law 148/2002. Universities have the right to request or not documentation from Italian diplomatic Missions regarding the qualifications held by candidates for courses. In any case, this documentation does not affect the evaluation decisions of the individual higher education institutions regarding foreign



PROCEDURES FOR ENTRY, RESIDENCY AND ENROLMENT OF INTERNATIONAL STUDENTS AND THE RESPECTIVE RECOGNITION OF QUALIFICATIONS FOR HIGHER EDUCATION COURSES IN ITALY VALID FOR THE ACADEMIC YEAR 2022-2023

qualifications for entry to courses.<sup>28</sup> During the procedures for assessing foreign qualifications aimed at enrolment, the documentation required of the student is established by the individual higher education institutions. Where the university has decided to request the issuance of a Statement of Comparability of the foreign qualification by the Italian ENIC-NARIC centre (CIMEA) and this has been issued to the candidate, the presentation of the Declaration of Value is not necessary.

In the event that the candidate for a study course presents a foreign qualification obtained after studies mainly carried out in Italy, the recognition, even partial, of this qualification is subject to the accreditation procedure of the institution operating in Italy, as established by Decree n. 214 of April 26 2004, “Regulation containing criteria and procedures for foreign higher education institutions operating in Italy for the purpose of recognising their qualifications (implementation of Article 4 of Law No. 148 of 11 July 2002)”<sup>29</sup>, in implementation of Article VI.5 of the Lisbon Convention. Higher education institutions are therefore invited to indicate this requirement in the documentation relating to enrolment in degree programmes with a foreign qualification.

## 2. QUALIFICATIONS HELD BY RECIPIENTS OF INTERNATIONAL PROTECTION

---

On the basis of the Lisbon Recognition Convention<sup>30</sup> - ratified in Italy by Law n.148 of 11 July 2002 - and considering Article 26 of Legislative Decree 251/2007, as amended pursuant to Legislative Decree No. 18 of 21 February 2014 (introduction of paragraph 3 bis)<sup>31</sup>, higher education institutions are invited, taking into account their autonomy and in line with the possibility given by the current legislation to carry out controls “... *of the cycles and periods of study carried out abroad and of foreign qualifications, for access purposes to higher education, the continuation of university studies*

---

<sup>28</sup> Cf. note 12.

<sup>29</sup> <https://www.gazzettaufficiale.it/eli/id/2004/08/17/004G0250/sg>

<sup>30</sup> Article VII of the Convention on the recognition of academic qualifications relating to superior education in the European Union: “...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.”

<sup>31</sup> “3-bis: For the recognition of professional qualifications, diplomas, certificates and other titles obtained abroad by holders of refugee or subsidiary protection status, the relevant administrations shall identify appropriate assessment, validation and accreditation systems that allow the recognition of qualifications pursuant to Article 49 of Presidential Decree n. 394 of 31 August 1999, even in the absence of certification by the State in which the qualification was obtained, where the interested party proves that he cannot acquire said certification.”



**PROCEDURES FOR ENTRY, RESIDENCY AND ENROLMENT OF INTERNATIONAL STUDENTS AND THE RESPECTIVE RECOGNITION OF QUALIFICATIONS FOR HIGHER EDUCATION COURSES IN ITALY VALID FOR THE ACADEMIC YEAR 2022-2023**

*and the achievement of Italian university degrees”* (Article 2 of Law 148/2002), to put in place all the necessary efforts in order to prepare internal procedures and mechanisms for evaluating the qualifications of refugees and holders of subsidiary protection, even in cases where all or part of the relevant documents proving the qualifications are not present.

The higher education institutions, with a view to the recognition of such qualifications and for the implementation of the eventual evaluation procedures, can benefit from the experience and the certifications produced by the Italian ENIC-NARIC centre (CIMEA), of the European Qualifications Passport for Refugees - EQPR<sup>32</sup> and from established best practices at an international level.

---

<sup>32</sup> <https://www.coe.int/en/web/education/recognition-of-refugees-qualifications>



PROCEDURES FOR ENTRY, RESIDENCY AND ENROLMENT OF INTERNATIONAL STUDENTS AND THE  
RESPECTIVE RECOGNITION OF QUALIFICATIONS FOR HIGHER EDUCATION COURSES IN ITALY VALID  
FOR THE ACADEMIC YEAR 2022-2023

**PART VII: ENROLMENT IN FIRST AND SECOND LEVEL DIPLOMA COURSES AT  
HIGHER EDUCATION FOR ART, MUSIC AND DANCE INSTITUTIONS (AFAM)**

1. GENERAL INFORMATION

---

For admission to the first level Academic Diploma courses and the second level Academic Diploma courses, offered by the AFAM Institutions<sup>33</sup>, reference is made to the provisions governing admission to Bachelor's and Master's Degree courses at university institutions.

The online “pre-enrolment request” procedure available on the UNIVERSITALY website for the evaluation of candidates for university courses is also extended to AFAM institutions.

2. SPECIFIC DIRECTIONS

---

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

---

<sup>33</sup> That is the Academies of Fine Arts, the National Academy of Dance, the National Academy of Dramatic Art, the Legally Recognised Academies of Fine Arts, the Music Conservatories, the State-recognised Musical Institutes, the Higher Institutes for Artistic Industries, which in Italy are the institutions authorised to issue higher artistic, musical and dance training qualifications pursuant to art. 11 Presidential Decree 8.7.2005, n. 212.



# *Ministry of universities and research*

General Secretariat

Direction general for internationalization and communication

## **PART VIII: ENROLMENT IN OTHER STUDY COURSES**

### **1. GENERAL INFORMATION**

---

Candidates in possession of a foreign academic qualification equivalent in level, type, content and academic rights (access to further courses), to the Italian academic qualification required for access to the chosen course, may request enrolment in the following courses: courses for *scuole di specializzazione, dottorato di ricerca, perfezionamento, master universitari di primo e secondo livello*, single courses (*corsi singoli*), courses in Italian language and culture at the Universities for Foreigners of Perugia, Siena and “Dante Alighieri” Reggio Calabria and foundation courses (*corsi propedeutici*). Candidates for these academic activities and courses will have to carry out the pre-enrolment procedures using the UNIVERSITALY portal, as in the case of *Laurea* and *Laurea Magistrale* degree courses.

Registration remains subject to the assessment of the eligibility of the qualification by the academic bodies for the sole purpose of enrolment, as well as the passing of the respective entrance exams, where applicable. In particular, as regards foundation courses, only students who possess a final foreign secondary school qualification necessary for enrolling in a university level course in the country of origin, which is not sufficient, however, for enrolment in a university course in Italy, will be considered suitable, in accordance with the provisions of Attachment 1 of these Procedures and in consideration of the assessment carried out by the individual institutions of higher education with reference to the characteristics of the course of study chosen by the candidate.

The candidates must present the enrolment request directly to the chosen University via the UNIVERSITALY portal, according to the terms and conditions established by each University. Academic qualifications awarded by foreign authorities must be accompanied by documents indicated by the universities in line with the Lisbon Recognition 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, the Italian ENIC-NARIC centre (CIMEA) statements, the eventual Declaration of Value (*Dichiarazioni di Valore*), or other declarations useful for the verification of the elements of the



PROCEDURES FOR ENTRY, RESIDENCY AND ENROLMENT OF INTERNATIONAL STUDENTS AND THE RESPECTIVE RECOGNITION OF QUALIFICATIONS FOR HIGHER EDUCATION COURSES IN ITALY VALID FOR THE ACADEMIC YEAR 2022-2023

foreign qualification. Where the university has decided to request the issue of a Statement of Comparability of the foreign qualification by the Italian ENIC-NARIC centre (CIMEA) and this has been issued to the candidate, the presentation of the Declaration of Value is not necessary. The candidates must satisfy the requirements of the professional qualification, where requested.

In the event that a candidate for a study course presents a foreign qualification obtained after studies mainly carried out in Italy, the recognition, even partial, of this qualification is subject to the accreditation procedure of the institution operating in Italy, as established by Decree n. 214 of April 26 2004, “Regulation containing criteria and procedures for foreign higher education institutions operating in Italy for the purpose of recognising their qualifications (implementation of Article 4 of Law No. 148 of 11 July 2002)”<sup>34</sup>, in implementation of Article VI.5 of the Lisbon Convention. Higher education institutions are therefore invited to indicate this requirement in the documentation relating to enrolment in degree programmes with a foreign qualification.

## 2. PROCEDURES FOR ENROLMENT IN COURSES OUTSIDE THE FIRST AND SECOND CYCLES FOR INTERNATIONAL STUDENTS

---

For enrolment in the courses of Italian universities and AFAM institutions, maintaining in place the provisions of the previous part VI (enrolment in *Laurea* and *Laurea magistrale* degree courses), depending on the type of course, the procedure is as follows.

### 2.1 *Dottorato and Master Universitario courses*

For enrolment in *Master universitari* and *Dottorati di ricerca* courses the dispositions necessary for enrolment in *Laurea* and *Laurea Magistrale a ciclo unico* (single-cycle) degree courses are not applied, considering that the enrolment procedures for the aforementioned courses do not follow a timetable drawn up according to general instructions. Candidates in possession of a foreign academic qualification equivalent in terms of level, type, 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 should present a request to attend a *Dottorato di ricerca* or *Master universitario* course together with a copy of the academic qualification directly to the University via

---

<sup>34</sup> Cfr. note 30.



PROCEDURES FOR ENTRY, RESIDENCY AND ENROLMENT OF INTERNATIONAL STUDENTS AND THE RESPECTIVE RECOGNITION OF QUALIFICATIONS FOR HIGHER EDUCATION COURSES IN ITALY VALID FOR THE ACADEMIC YEAR 2022-2023

the UNIVERSITALY portal following the procedures and inside the terms specified in the calls of the relative institutions. This procedure must also be applied in the case of *Masters* organised by Universities in collaboration with public or private institutions. Upon enrolling at the University, the candidates present the academic qualification, attached to the documentation required for enrolment. Following confirmation of acceptance by the University, candidates must request the Mission to issue an entry visa for study purposes, with validity related to the duration of the course. In the event that an admission exam is required in person, the study visa will have a formal validity of 100 days. In the event of passing the aforementioned tests, the student will proceed directly to enrol in the course and request an extension of the residence permit, without having to return to the country of origin. The higher education institutions that receive the request for admission to these courses communicate the acceptance of the student or the possible positive outcome of the access tests to the diplomatic Missions of reference. Also for these courses, the evaluation of the admission qualifications is the exclusive responsibility of the academic bodies.

## 2.2 *Single courses and internships*

Students or foreign citizens applying for a visa, who intend to attend one or more single courses (*corsi singoli*) or internships (*stage*) in Italy, can register, via the UNIVERSITY portal, within the deadlines set by each single University, by presenting the documentation requested by the single Italian university. In order to implement their own evaluation practices, universities may use additional documentation to support these recognition operations, such as the certificates issued by the Italian ENIC-NARIC centre (CIMEA) or those of official foreign bodies.

The foreign candidate cannot 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 *Laurea* course<sup>35</sup> which is pertinent or consequent to the finished single course. Such pertinence must be certified by the University in question.

---

<sup>35</sup> In accordance with 2004 EC Directive 114, adopted by Art. 39 of 1998 Legislative Decree n. 268.



PROCEDURES FOR ENTRY, RESIDENCY AND ENROLMENT OF INTERNATIONAL STUDENTS AND THE RESPECTIVE RECOGNITION OF QUALIFICATIONS FOR HIGHER EDUCATION COURSES IN ITALY VALID FOR THE ACADEMIC YEAR 2022-2023

### *2.3 Italian language and culture courses*

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”, as well as Università degli Studi di Roma Tre, are eligible for the issue 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.

### *2.4 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, only higher education institutions can organise foundation educational activities for admission to academic study courses, proposing foundation courses (*corsi propedeutici*), even for less than one year, to integrate the requisites for admission requested for enrolment in Italian higher education courses, in line with the contents of Attachment 1. At the end of such courses an appropriate Certificate can be released related to the Foundation Course followed.

As regards enrolment to said courses, the same procedures are applied as for enrolment in *Master universitari* and *Dottorato* courses. 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.



## *Ministry of universities and research*

General Secretariat

Direction general for internationalization and communication

### **PART IX: ENROLMENT AT OTHER HIGHER EDUCATION INSTITUTIONS**

#### **1. PROCEDURES FOR ENROLMENT IN COURSES OF OTHER HIGHER EDUCATION INSTITUTIONS ACCREDITED FOR THE AWARD OF QUALIFICATIONS**

---

For enrolment in the official courses of the Italian higher education system by visa applicants organised by the High Schools for Linguistic Mediators, (*Scuole Superiori per Mediatori Linguistici - SSML*), by the Institutes of Specialisation in Psychotherapy (*Istituti di Specializzazione in Psicoterapia*) and by the Institutions authorised to issue qualifications of Higher Artistic and Musical Education and Dance Education (*Alta Formazione Artistica, Musicale e Coreutica*) according to art. 11 of Presidential Decree 08/07/2005, n. 212, the same procedures apply as for enrolment in courses of the same level and nature as the University and AFAM sector. The online procedure of the “pre-enrolment request” available on the UNIVERSITALY website for the evaluation of candidates for their courses, is also extended to the institutions referred to in this section starting from the publication of these procedures. At the time of enrolment, candidates should present their qualifications, duly accompanied by the following documents:

##### **For courses at first cycle level:**

- a) secondary school qualification obtained with at least 12 years of schooling, or substitute certificate for all legal purposes; the final qualification can be accompanied alternatively and at the discretion of the institution by a statement issued by the Italian ENIC-NARIC centre (CIMEA), by certificates from foreign official bodies or by an eventual Declaration of Value<sup>36</sup>;
- b) certificate attesting to the successful completion of the academic competence test possibly required for access to the same institutions in the country of origin;
- c) For courses at second and third cycle level;
- d) final qualification obtained at a higher education institution that allows the continuation of studies at the next level in the relevant academic institutions in the country; the final qualification

---

<sup>36</sup> Cf. note 12.



PROCEDURES FOR ENTRY, RESIDENCY AND ENROLMENT OF INTERNATIONAL STUDENTS AND THE RESPECTIVE RECOGNITION OF QUALIFICATIONS FOR HIGHER EDUCATION COURSES IN ITALY VALID FOR THE ACADEMIC YEAR 2022-2023

can be accompanied alternatively, and at the discretion of the individual higher education institution, by certification issued by the Italian ENIC-NARIC centre (CIMEA), by certification from foreign official bodies or by an eventual Declaration of Value.

- e) certificate issued by the relevant foreign institution certifying the exams passed (transcript), as well as for each discipline, the programmes for obtaining the aforementioned qualifications; the study programme can be certified by the Diploma Supplement, if adopted.

**For all types of courses:**

- a) any translations into Italian of the documents indicated in points a), b), c) and d);
- b) any other documentation required by the institution, also with reference to verifying the authenticity of the foreign qualification.<sup>37</sup>

Following confirmation of acceptance by the institution, candidates should request the Mission to issue an entry visa for study purposes, with validity related to the duration of the course. The diplomatic-consular Missions provide for the issuance of the relative visa, taking into account the often short time frames for the start of these courses. However, it is strongly recommended that the student be diligent and apply for a visa immediately after confirmation of acceptance by the institution and in any case well in advance with respect to the start date of the study activities. Also for these courses, the evaluation of admission qualifications is the exclusive responsibility of the institutions, according to national and international practices in this sector. Where the institution has decided to request the issuance of a Statement of Comparability of the foreign qualification by the Italian ENIC-NARIC centre (CIMEA) and this has been issued to the candidate, the Declaration of Value is not necessary.

Higher Schools for Language Mediators, (SSML), the Institutes in Psychotherapy Specialisation and the Institutions authorised to issue Higher Artistic, Musical and Dance Education qualifications according to art. 11 of Presidential Decree 08/07/2005, n. 212, will communicate to the respective diplomatic-consular Missions all information relating to the duration and nature of the course in question. Following confirmation of acceptance by the institution, candidates must request the Mission to issue an entry visa for study purposes, with validity related to the duration of the course.

---

<sup>37</sup> Cf. note 13.



PROCEDURES FOR ENTRY, RESIDENCY AND ENROLMENT OF INTERNATIONAL STUDENTS AND THE  
RESPECTIVE RECOGNITION OF QUALIFICATIONS FOR HIGHER EDUCATION COURSES IN ITALY VALID  
FOR THE ACADEMIC YEAR 2022-2023

In the event that an admission exam is required in person, the study visa will have a formal validity of 100 days. In the event of passing the aforementioned tests, the student will proceed directly to enrol in the course and request an extension of the residence permit, without having to return to the country of origin.

As far as the knowledge of the Italian language is concerned, what is established in the university sector applies.

## 2. PROCEDURES FOR ENROLMENT IN COURSES AT HIGHER TECHNICAL INSTITUTES<sup>38</sup>

---

For enrolment in Post-Diploma Technical Specialisation courses organised by Higher Technical Institutes (ITS) by visa applicants, by law under the jurisdiction of the Ministry of Education, the same procedures as for enrolment in *Laurea* courses apply, except for the scheduling of university pre-enrolment procedures and participation in the quota which are not applicable to this education sector. Candidates present the application for participation in a Post Diploma Technical Specialisation course directly to Higher Technical Institutes following the procedures and within the established deadlines of the relative institutions. **The electronic procedure of “pre-enrolment request” available on the UNIVERSITALY website for the evaluation of candidates for their courses, implemented by these provisions only for higher education institutions, will be extended to the Higher Technical Institutes (ITS) starting from the provisions referring to the academic year 2023-2024.**

At the time of enrolment, candidates present their qualifications, duly accompanied by the following documents<sup>39</sup>:

- a) original (or certified copy) of final secondary school diploma awarded after at least 12 years of schooling, or a replacement certificate valid for all legal purposes; the final qualification can be accompanied, alternatively and at the discretion of the institution, by a certification issued by the

---

<sup>38</sup> The Higher Technical Institutes (I.T.S.) constitute the segment of non-university tertiary training that responds to the demand of business for new and highly technical and technological skills to promote innovation processes (<https://www.miur.gov.it/percorsi-its>)

<sup>39</sup> The final secondary school qualification obtained abroad and awarded after no less than 12 years of schooling may also be of a different nature than that required for entry to university institutions, bearing in mind that in many foreign systems there are final qualifications of upper secondary school with a vocational orientation which, while not allowing access to academic studies, allow access to technical courses comparable to those offered by ITSs.



**PROCEDURES FOR ENTRY, RESIDENCY AND ENROLMENT OF INTERNATIONAL STUDENTS AND THE RESPECTIVE RECOGNITION OF QUALIFICATIONS FOR HIGHER EDUCATION COURSES IN ITALY VALID FOR THE ACADEMIC YEAR 2022-2023**

Italian ENIC-NARIC centre (CIMEA), by certificates of official foreign bodies or by an eventual Declaration of Value (*Dichiarazione di Valore*);

- b) certificate certifying that the academic competence test required for access to similar institutions in the country of origin has been passed, considering this necessity only in cases where the foreign system provides for an entry test for institutions comparable to ITSs;
- c) eventual Italian translations of the documents indicated in points a) and b);
- d) eventual supplementary documentation requested by the Institution, including pertinent documentation to verify the authenticity of the foreign qualification.

Following confirmation of acceptance by the Institution, candidates should request the Mission to issue an entry visa for study purposes, with validity related to the duration of the course. The diplomatic-consular Missions issue the relative visa, taking into account the frequently short time-frames before the start of these courses. The Institutes that receive the request for admission to these courses communicate the student's acceptance to the relevant Missions. Also for these courses, the evaluation of the admission qualifications is the exclusive responsibility of the Institutes. Where the institution has decided to request the issuance of a Statement of Comparability of the foreign qualification by the Italian ENIC-NARIC centre (CIMEA) and this has been issued to the candidate, the Declaration of Value is not necessary. The Higher Technical Institutes will communicate to the respective diplomatic-consular Missions all information relating to the duration and nature of the course in question. Following confirmation of acceptance by the Higher Technical Institute, candidates should request the Mission to issue an entry visa for study purposes, with validity related to the duration of the course. In the event that an admission exam is required in person, the study visa will have a formal validity of 100 days. In the event of passing the aforementioned tests, the student will proceed directly to enrol in the course and request an extension of the residence permit, without having to return to the country of origin.

As far as the knowledge of the Italian language is concerned, what is established in the university sector applies.

\* \*

\*