

**PRE-ENROLLMENT APPLICATION FORM  
FOR NON-EU CITIZENS LIVING OUTSIDE ITALY**

**Academic Year .....**

To the Director of

.....  
(please, specify the official name non university sector) (1)

The undersigned:

Surname (max 2 words):.....  
(for married women: please indicate your maiden name, first)

Name (max 2 words):.....

Born on.....in.....  
(City) (Country)

..... M / F.....  
(citizenship) (sex)

Address.....  
(Street name and number) (City and ZIP Code)

.....  
(Country) (Telephone number) (e-mail address)

**In possession of:**

(Please cross out the option, which does not apply)

Final school leaving qualification achieved/attendance details of the last year of High School  
“.....”  
(Please specify the name of the qualification in the original language)

University-level qualification/post-secondary qualification achieved at a non-academic Institution, which entitles the student to access the following level of academic education. The title in question has been achieved after High School completion and after no less than 12 years of global schooling.  
(Please cross out the option, which does not apply)

“.....”  
(Please specify the name of the qualification in the original language)

Final mark indicated on the qualification.....

Issuing institution/Name of the Institution, where the student is attending in the last year of school  
(Please cross out the option, which does not apply)

“.....”  
Foreign education system of reference (2) .....

Test of academic suitability (3) passed/to be sat on.....  
(Please cross out the option, which does not apply)

**The candidate applies for pre-enrollment in:**  
(Please cross out the options, which do not apply)

1<sup>st</sup> year / Academic diploma Course reduction 1<sup>st</sup> level / Academic diploma course 2<sup>nd</sup> level in  
“ .....

**For the above-mentioned purposes, please find attached:**  
(Please cross out the option, which do not apply)

- Certified true copy of the school leaving qualification achieved/of the substitutive certificate of completion of High School education (Please cross out the option, which does not apply) duly legalized by the Italian Diplomatic Authorities in the country of reference (2), provided with consular legalization, the *Dichiarazione di valore in loco* and with an official translation into Italian;
- Certified true copy of the final academic qualification achieved/of a post-secondary qualification achieved at a non-academic Institution, which entitles the student to have access to the following level of academic education. (Please cross out the option, which does not apply) duly legalized by the Italian Diplomatic Authorities in the country of reference (2), provided with consular legalization, the *Dichiarazione di valore in loco* and with an official translation into Italian;
- Transcript of exams issued by the competent University – approved by the Italian Diplomatic Authority in the country of reference (2) – with the name of each passed exams and the detailed syllabi of each course attended, required to achieve the final title in question.
- two passport-size photographs, one of which must be certified;
- Any further document (please specify which one) that could be useful for acceptance of the present application (3) and/or for the reduction of the duration of the degree course, must also be submitted together with a consular legalization, a *Dichiarazione di valore in loco* (DV) and an official translation into Italian.
- .....
- .....

Furthermore, the documents listed below will be attached, as required by the Institution (4):

- .....
- .....

**The undersigned declares:**

- To be aware that:
  - The Italian language test is going to take place at the selected Institution on.....;
  - The dates of the possible test of academic suitability and of the exams for the admission to the degree courses with *numerus clausus* will be duly communicated by the Institution;
  - they dispose of the necessary financial means;
- they own a medical insurance to cover medical expenses and possible hospitalization as provided by the Italian law or to commit to subscribe one as soon as they enter in Italy;
- Within 8 (eight) days from arrival in Italy, to submit the application to obtain the stay permit for study purposes (*permesso di soggiorno per studio*) to the local police station (*Questura*), by presenting the entrance visa for study purposes issued by the competent Italian Diplomatic authorities, in order to allow the prospect students to sit the entrance examination for the academic year.....;
- In case the candidates are not admitted, they must go back to their country of residence within the expiry date of the stay permit.

.....  
(date)

.....  
(Signature of the Italian Diplomatic Authority)

(1) **Higher schools of design:** polytechnics for the arts, academies of fine arts, higher institutes for applied arts, music conservatories and recognised music institutes, higher institutes for musical and choreographic studies, national academies

(2) When the qualification is issued by a High School belonging to a different education system than the one of the student's country of residence - for instance, a Swiss student attending a British school in Switzerland – or of the country where the candidate studies or studied – for instance, Swiss student attending a British school in Kenya – the qualification must be legalized, must be provided with a *Dichiarazione di valore in loco* and of the translation drafted by the competent Italian Diplomatic Authorities, which in the examples mentioned above, would be the Italian Consulate General in London.

(3) For students coming from countries where entrance examinations exist to be admitted into Higher Education, the candidates must submit, together with the final High School leaving certificate, also a document stating that they have passed the academic suitability examination in their home countries (such as *Selectividad* in Spain, *Prova de Aferiçao* or *Prova Geral de Acesso ao Ensino Superior* in Portugal). Nonetheless, it is not necessary to have passed such examination for all those courses or faculties that in Italy have *numerus clausus*. All applications submitted by candidates, who do not have the document of academic suitability, will be accepted since their academic suitability will be examined by the terms scheduled in the corresponding calendar of examinations.

(4) As far as further documents to be attached to the present form are concerned, the candidates must follow the instructions of the Institution that will examine the present application.