IED

FIRST LEVEL ACADEMIC DIPLOMA AND IED DIPLOMA PROGRAMMES

ADMISSION AND ENROLMENT PROCEDURES

FOR STUDENTS HOLDING NON - ITALIAN UPPER SECONDARY SCHOOL QUALIFICATIONS AWARDED IN ITALY OR ABROAD

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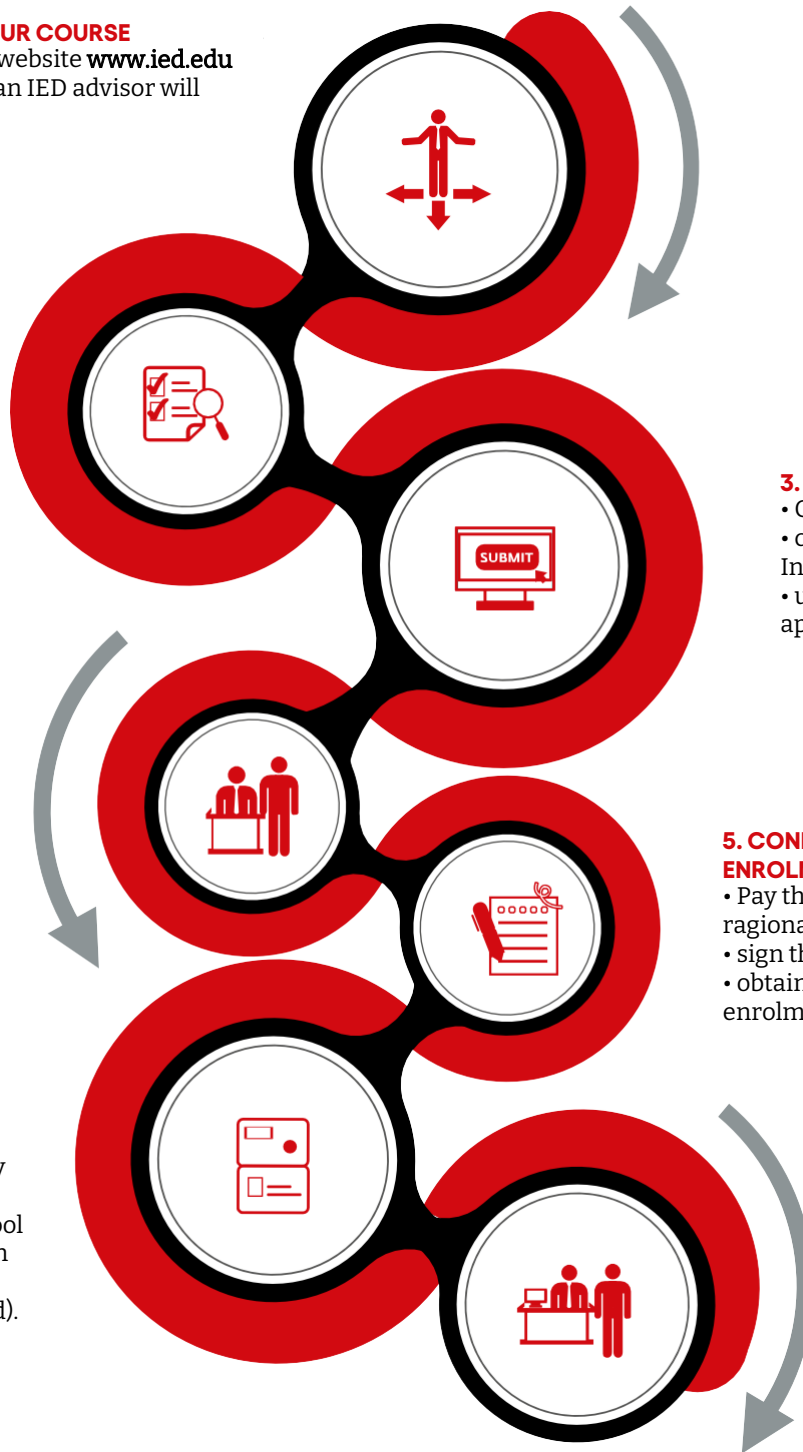• obtain your visa (if needed).

7. MATRICULATE AT IED
• Submit the hard copy of your matriculation documents;
• pay the tuition fee..

CONGRATULATIONS, YOU ARE AN IED STUDENT!

The following procedures apply to both foreign and Italian students who hold a non - Italian upper secondary school qualification that was awarded abroad or at an international school in Italy.

1. ADMISSION REQUIREMENTS

1.1 GENERAL REQUIREMENTS

IED awards 1st Level Academic Diplomas recognised by the Italian Ministry of Education MUR - Ministero dell'Università e della Ricerca - in the sector of Higher Education in Art, Music and Dance (AFAM), as well as private IED Diplomas.

In order to be eligible for admission to a 1st Level Academic Diploma programme or to an IED Diploma programme, students must:

- be proficient in the language of the chosen course (Italian/English) and comply with the language requirement listed in the relevant section below;
- hold an upper secondary school leaving qualification that satisfies the requirements for entering university
  education as listed in the relevant sections below;
- be at least 18 years old by the end of the year in which the course starts;*
- comply with the Admission and Enrolment procedures.

If a student is under 18 years old when they make their application, the people with parental authority must submit an identity document and countersign all documents and a specific form provided by IED.

1.2 LANGUAGE REQUIREMENTS

IED 1st Level Academic Diploma programmes and IED Diploma programmes are taught either in Italian or English. Students are required to submit evidence of their knowledge of the language their chosen IED programmes will be taught in.

The requested level is B2 (as established by the Common European Framework of Reference for Languages - CEFR).
To prove their proficiency in the required language, the applicant must either:

- submit one of the accepted language certificates listed in the table below (the certificate cannot have been
  awarded more than 2 years before the application is made to IED);
- take the IED language assessment (see the following section: *3.2 IED Language Assessment*).

1.2.1   Accepted English Language Certificates

RECOGNISED CERTIFICATES	TEST ADMINISTRATOR
IELTS Academic ≥ 5.5	British Council, IDP IELTS Australia, Cambridge Assessment English
Cambridge C2 Proficiency (CPE)	Cambridge Assessment English
Cambridge C1 Advanced (CAE)	Cambridge Assessment English
Cambridge B2 First (FCE)	Cambridge Assessment English
B2 Vantage	Cambridge Assessment English
Bulats ≥ 60 All 4 skills should be passed: listening, reading, speaking and writing.	Cambridge Assessment English
TOEFL IBT ≥ 68	Educational Testing Service (ETS)
PTE Academic ≥ 59	Pearson
ISE Level II (Integrated Skills in English) All 4 skills should be passed: listening, reading, speaking and writing.	Trinity College
ISE Level III (Integrated Skills in English) All 4 skills should be passed: listening, reading, speaking and writing.	Trinity College
ISE Level IV (Integrated Skills in English) All 4 skills should be passed: listening, reading, speaking and writing.	Trinity College

1.2.2   Accepted Italian Language Certificates

RECOGNISED CERTIFICATES	TEST ADMINISTRATOR
CELI 3	Università per Stranieri di Perugia
CELI 4	Università per Stranieri di Perugia
CELI 5	Università per Stranieri di Perugia
CILS DUE - B2	Università per Stranieri di Siena
CILS TRE - C1	Università per Stranieri di Siena
CERT.IT - Livello B2	Università Roma Tre
CERT.IT - Livello C2	Università Roma Tre
PLIDA B2	Società Dante Alighieri
PLIDA C1	Società Dante Alighieri
PLIDA C2	Società Dante Alighieri

> **Italian Embassy Language Requirements**
> In some Non - EU countries, Italian Authorities may ask international students to fulfil a minimum Italian language requirement, including a minimum number of hours of Italian language studies, in order to issue a visa. Students who wish to access a 1st Level Academic Diploma Course in Italian should therefore inform themselves about this requirement in their home countries.

1.2.3 Exemption from Language Testing and Certificate Submission

ENGLISH: native English speakers who are nationals of the following countries are exempted from submitting
English language certifications:
- United Kingdom
- Ireland
- United States of America
- Australia
- Malta
- Canada (Québec excluded)
- New Zealand

ITALIAN: native Italian speakers who are nationals of the following countries are exempted from submitting
Italian language certifications:
- Italy
- Italian Switzerland (Canton Ticino)
- Republic of San Marino
- Vatican City State

In all cases, IED reserves the right to verify the actual level of language knowledge through an internal language assessment when necessary.

1.2.4 Language Gap and Prerequisite Language Course

Although the level of language required is B2, IED also allows conditional admission to the first year of the course
to students who can demonstrate **B1 level proficiency**.
These students must close the language gap and reach B2 level by May of the first year.
In order to prove attainment of the B2 level, they must either:

- submit one of the accepted official certifications **by 31 May** during the first year;
- attend the IED Prerequisite Language Course and pass the final exam, which must be taken **by 31 May** during the first academic year.

The Prerequisite Language Course aims to enhance conversation and vocabulary skills with a focus on specific design terms to allow for better participation in class.
The costs of the Prerequisite Language Course and of any extracurricular language courses chosen by the student are not included and must be added to the IED undergraduate course enrolment and tuition fees. The costs of the Prerequisite Language Course are included in the price list that is published yearly on the IED website (**www.ied.it**).

Students who do not reach the required B2 language proficiency level by the above - mentioned deadline will not be admitted to the second year and will need to re - enrol in first year.

For any questions regarding eligibility and/or language entry requirements, students can contact their advisor.

1.3   ACADEMIC REQUIREMENTS FOR 1ST LEVEL ACADEMIC DIPLOMA COURSES

The following requirements are based on the guidelines issued yearly by the Italian Ministry of University and Research (MUR) concerning the eligibility of non - Italian upper secondary school qualifications for enrolment into 1st Level Academic Diploma courses (equivalent to a Bachelor of Arts Degree) recognised by the MUR.

The main instances are listed below. In any event, all students holding non-Italian qualifications are advised to check specific indications or requirements relating to their upper secondary school qualifications in the relevant Ministerial Regulations and specifically in the documents called **Allegato 1** and **Allegato 2**, published by the Italian Ministry on the following website: **studiare-in-italia.it/studentistranieri**

1.3.1   General Secondary School Diploma Requirements

In order to be eligible to apply for a 1st Level Academic Diploma Programme (equivalent to a Bachelor of

Arts Degree), students must hold qualifications which meet all of the following core requirements:

- the qualification is an **official upper secondary school leaving qualification** from the foreign education system of reference;
- the qualification **allows entry to first - cycle academic courses** in the foreign education system of reference;
- the qualification was awarded after a minimum of **12 years of previous overall schooling** and after at least **2 full years of attendance in the educational system that issued the diploma**;
- where compulsorily required in the education system of the country of origin, students are also requested to pass an **academic suitability test/national university entrance exam**: e.g. GAOKAO and YIKAO in   China, YKS (AYT and TYT) in Turkey, VESTIBULAR/ENEM in Brazil, SELECTIVIDAD/PAU/EBAU in Spain, VEVEOSSI PROSVASSIS/PANELLINIES EXATASEIS in Greece, ICFES in Colombia, EXAMES NACIONAIS DO ENSINO SECUNDÁRIO/PROVA DE AFERIÇÃO in Portugal.

When calculating the 12 years, a **preschool year** may be considered, where applicable, if attendance is compulsory in the national education system and the syllabus includes the development of reading and writing skills in the local language and the fundamentals of mathematics.

1.3.2   Specific Additional Requirements

Besides the above - mentioned general diploma requirements, for certain educational qualifications and systems, further requirements or conditions are identified by the Italian Ministry of University and Research.
The most common qualifications are listed below.

Diplomas awarded after 10 or 11 years of schooling
These qualifications can only be accepted if they are supplemented with either:

- **2 full years of university** with all exams passed (for 10 - year diplomas) or 1 full year of university with all exams passed (for 11 - year diplomas). The years of supplementation must be fulfilled in accredited and recognised universities. In such cases, no transfer of credits can be requested for the university studies.
- Successful completion of **foundation courses** that offset the missing years of schooling (the decision regarding the suitability of these courses is at the discretion of IED).

American High School Diploma
IED accepts American High School Diplomas, issued by American High Schools in the US or in other countries, only if supplemented by **3 Advanced Placements (APs)** in three different subjects related to the chosen undergraduate programme. All the AP final scores MUST be **released by the College Board**, and passed with a minimum grade of 3 AP Seminar and AP Research cannot be counted among the three APs required.
An Italian language AP will only be required and accepted for students with foreign citizenship who are applying to programmes taught in Italian. The AP in Italian language cannot be counted for Italian nationals or for students applying to courses taught entirely in English.

In the absence of the required APs, students holding an American High School Diploma may still be eligible to enrol in the 1st year of a 1st Level Academic Diploma course if they have supplemented their qualification by a complete year of subsequent academic studies in the US or any other Country. In such cases, the year of university studies evaluated for enrolment purposes cannot be further evaluated for course abbreviation.

British Qualifications
IED accepts British qualifications, **IAL/IGCE (awarded by Cambridge, Pearson Edexcel, AQA, OCR or WEJC),** as long as applicants have passed at least **3 subjects at Advanced Level (A-Level/A2)** which must be relevant to the chosen degree course. An A-level in Italian will only be requested from foreign students who are applying to courses taught in Italian. The Italian A-level cannot be counted among the three requested from Italian Citizens or students applying for courses taught in English.
A-Levels in Critical Thinking/Thinking Skills and General Studies/General Paper are NOT accepted by IED. For matriculation purposes, students must subit the **final official GCE certificate issued by one of the above-mentioned examining bodies**.

AS Levels, IGCSE/GCSE or O Levels are NOT accepted.

A combination of 3 different subjects can also be evaluated between A-level and Cambridge Pre-U Principal Subjects. The Cambridge Pre-U Diploma, composed of 3 Principal Subjects + Global Perspective and Research, can be evaluated as an alternative to the 3 A-levels.

The final Diplomas awarded by the British Schools operating in Italy and listed in the MUR attachment called **Allegato 2** are valid for enrolment in accordance with and following the specific conditions set by the agreements signed between Italy and Great Britain.

Considering the late availability of the official Cambridge qualifications certificates (usually in October), we invite all candidates to specify upon application their **Cambridge examination Centre Number, Candidate Number and the exam session Series**. This details will permit the Admissions Office to check the candidates' results while waiting for the the official Cambridge GCE or Pre-U Diploma to be submitted to IED.

IED also accept the following British qualifications as long as the subjects are related to the chosen undergraduate program:

    a) UAL Level 3 Extended Diploma;
    b) Pearson BTEC Level 3 Extended Diploma.

Scottish Upper Secondary School Qualifications: IED accepts Scottish qualifications as long as applicants have passed at least **3 Advanced Highers**, alternatively **2 Advanced Highers** and at least **4 Highers.**

International Baccalaureate Diploma
The IB Diploma is considered valid for enrolment as long as it implies **12 years of overall schooling, with at least 24 points in six different subjects (12 points must be at Higher Level) and the passing of the three core subjects Theory of Knowledge (TOK), Creativity, Action, Service (CAS) and Extended Essay (EE).**
The IB Diploma MUST be awarded by no later than the May session (results available in July). **Retakes in November will NOT be accepted to enroll in IED courses started in the same fall. IB Certificates/IB Diploma Courses are NOT valid for enrolment.**

IB CODE AND FINAL RESULTS VERIFICATION

IED accepts IB Diplomas without requiring students to submit neither the Declaration of Value nor any legalization or translation as long as candidates **authorize IB to share their final results with IED through MyIB portal**.

Full information are available here: **ibo.org**

IED IB CODE: 003960 - Istituto Europeo di Design - IED (All Campuses).

Case A) Students who are still attending the IB school. Before the final exam takes place, candidates must ask the IB Diploma Programme Coordinator of their school to submit a request to the IB on their behalf to send their scores to IED.

Case B) IB graduates can request for their transcripts to be sent to institutions directly by placing a request through **rrs.ibo.org**

European Baccalaureate

The European Baccalaureate awarded by the **European Schools** and the **Accredited European Schools** is valid for enrolment.

Swiss Baccalaureate

Swiss General Baccalaureate (Maturità liceale / Gymnasiale Maturität / Maturité gymnasiale) is accepted for enrolment.

Swiss Specialised Baccalaureate or Vocational Baccalaureate (Maturità specializzata o professionale / Fachmaturität or Berufsmaturität / Maturité spécialisée or professionnelle) are NOT accepted for enrolment.

In order to meet the eligibility criteria to enroll into First Level Academic Diploma programmes, students holding a Swiss specialized or vocational baccalaureate may take the a complementary exam called

Esame complementare passerella/Ergänzungsprüfung Passerelle/Examen complémentaire passerelle

The **Attestato Federale di Capacità(AFC) / Certificat Fédéral de Capacité (CFC) / Fähigkeitszeugnis (EFZ)** alone is not accepted for enrollment.

Polish Matura

Polish school leaving certificates are acceptable as long as students provide proof of the successful passing of the Matura exam by submitting the relevant *Maturity Certificate (Swiadectwo Dojrzałości)*.

Sri Lankan General Certificate of Education

IED accepts Sri Lankan GCE qualifications as long as applicants have passed at least **3 subjects at Advanced Level (A-Level/A2)** with at least an Ordinary Pass (S). The three subjects must be relevant to the chosen degree course. For matriculation purposes, students must subit the **final official GCE certificate issued by the Department of Examinations**.

The Sri Lankan General Certificate of Education - Ordinary level (GCE-O Level) is NOT accepted.

Chinese Senior Secondary School diploma

The Chinese Senior Secondary School diploma (普通高中毕业证书) must be supplemented by **both the National College Entrance Examination (GAOKAO) and the Art Examination (YIKAO).**

Turkish Senior Secondary School diploma

The Turkish Senior Secondary School diploma must be supplemented by the **National University Entrance Examination YKS. Both the TYT and AYT sections** of the YKS exams must be passed.

For the list of the school documents required for application, please see section *2.1 Application Documents*. For the list of school documents required for matriculation, please see section *6.2 Matriculation Documents* for 1st Level Academic Diploma Courses.

1.4   ACADEMIC REQUIREMENTS FOR PRIVATE IED DIPLOMA COURSES

Students holding upper secondary school leaving qualifications that do not meet all the above-mentioned requirements for the enrolment into the 1st Level Academic Diploma courses (equivalent to a Bachelor of Arts Degree) may enrol in IED undergraduate private courses (IED Diploma Programmes - not accredited by the MUR) as long as the qualification in question was attained after at least **11 years of schooling** and the applicant's profile and motivation were positively assessed.

The IED undergraduate Diploma programmes lead to the awarding of a private diploma.

If you have any questions concerning academic and/or language entry requirements, please do not hesitate to contact your advisor.

For the list of school documents required for application, please see section *2.1 Application Documents*.
For the list of school documents required for matriculation, please see section *6.4 Matriculation Documents for Private IED Diploma Courses.*

2.   APPLICATION PROCESS

In order to start the IED application process, students should apply online on the IED website (**admission.ied.it**) by requesting their login details from the admission advisor. If students do not have an admission advisor yet, they must ask for information directly via the webpage for the relevant course.

Students shall:
- login to **admission.ied.it**
- fill out the Personal Information Section of the online application.
- sign the relevant sections:
  ▹ IED Contribution brackets (only for students residing in Italy);
- upload the document listed in the section 2.2.

2.1   IED CONTRIBUTION BRACKETS (ONLY FOR STUDENTS RESIDING IN ITALY)

IED assigns contribution brackets based on the income and asset situation of the student's family, as calculated with the ISE (Economic Situation Indicator) and certified by a third-party entity (typically a CAAF).
Such indicator can be obtained from the ISEE Università declaration.
The contribution bracket will be determined taking into account the income, asset and economic situation of the family integrated with that of the student, if pertinent.
In order to establish the contribution bracket, the income as calculated above will be reduced by €10,000 for each child, starting from the 3rd, included in the student's family of origin. This, up to the limit of the contribution bracket immediately preceding it.
If the documentation required to establish the contribution bracket is not submitted, the highest tuitionfee will be applied.If you are a student residing in Italy:

▹ We remind you that the self-declaration of income bracket is not intended to replace the assignment of the contribution bracket as defined by IED. Confirmation or any adjustment of the fee will only occur upon submission of the valid ISEE Università declaration.
▹ The ISEE Università shall be submitted within and no later than the deadline set for t he payment of the tuition fee which is indicated in the Payments Section (Administrative Office - Payments).
▹ In the event that submission of the currently valid ISEE Università declaration does not occur by the forementioned deadline, IED will assign by default the fee corresponding to the maximum income bracket

If you are a student residing in the Schengen Area and/or in the Countries indicated in the Income Bracket Assignment Guide:
- The documents needed for the ISEE Università calculation shall be submitted within and no later than 15 days before the deadline set for the payment of the tuition fee which is indicated in the **Payments section** (Administrative Office - Payments). For more information, please refer to the abovementioned Income Bracket Assignment Guide.
- In the event that submission of the currently valid ISEE Università declaration does not occur by the aforementioned deadline, IED will assign by default the fee corresponding to the maximum income bracket.

2.1.1   If the ISEE Università declaration is not submitted, the highest tuition fee will be applied.

The relevant admission advisor will check that the uploaded documentation contains all requested documents, and will start the following steps for the admission process.

2.2 APPLICATION DOCUMENTS

2.2.1 Compulsory Application Documents

- Copy of Identity Document (ID card for EU citizens/valid passport for non - EU citizens);
- Tax Code (only for Italian citizens);
- Residence Self - Declaration (only for Italian citizens);
- Copy of the upper secondary school leaving qualification (if already obtained) or attendance certificate for the final year of upper secondary school (12th or 13th year of schooling), translated into Italian or English (translation is not required for documents issued in French, Spanish or English);
- Copy of the upper secondary school transcripts, translated into Italian or English (translation is not required for documents issued in French, Spanish or English);
- Transfer certificate, withdrawal certificate or academic qualification, if already available, issued by
- the previous university, translated into Italian or English. (ONLY for students previously enrolled in other universities. Translation is not required for documents issued in French, Spanish or English);
- Portfolio or project assignment (for further details, please see section *2.2 Guidelines for Portfolio Preparation or Project Assignment*).

Special Additional Requirements
In some cases, students applying for 1st Level Academic Diploma courses must meet additional requirements depending on their educational system of reference:
IB School Qualifications: the upper secondary school transcripts for IB students must include the IB predicted grades.

US High School Qualifications: students attending US High Schools must also provide a copy of their *College Board AP Student Score Report*, if already available, or proof of registration to the *College Board AP exams*.

A - Levels: the upper secondary school transcripts must include the IAL/IGCE A - Levels (A2) predicted grades.

Qualifications awarded after less than 12 years of schooling: students with such qualifications need to submit one of the following documents:
- university transcripts attesting that they have passed all the expected exams for the first year of studies (for 11 - year school systems), or for the first two years (for 10 - year school systems), translated into Italian or English (translation is not required for documents issued in French, Spanish or English);
- certificate of completion of a Foundation Year Programme offsetting the necessary year(s) of schooling, translated into Italian or English (translation is not required for documents issued in French, Spanish or English);
- proof of attendance of a preschool year in the national educational system, translated into Italian or English (translation is not required for documents issued in French, Spanish or English).

Previous enrolment in another university/academic institution: for students previously enrolled in other recognised academic programmes, the application documents should include, if already available, either the withdrawal certificate, transfer certificate or the awarded academic qualification, issued by the previous university/institution, translated into Italian or English (to request the evaluation of a previous academic career, please refer to the *Transfer Procedure on IED website*).

Reallocation from other universities/academic institution: students who pre - registered at the Italian Diplomatic Authority for an academic institution other than IED must submit the AUTHORISATION (NULLA OSTA) certificate issued by the above-mentioned Institution.

2.2.2 Suggested additional application documents

- B2 Certificate of Proficiency in the language of the chosen course (if not available, the student will have to take the IED Language Assessment).

For extra documents requested for the Transfer Procedure, please see the *Transfer Procedure on the IED website*. In case of foreign qualifications or foreign partial careers related to studies mainly carried out in Italy, the recognition of ECTS credits, is subject to the accreditation procedure of the foreign Institution operating in Italy, as established by Decree n. 214, 26/4/2004.

2.3 GUIDELINES FOR PORTFOLIO PREPARATION OR PROJECT ASSIGNMENT

Students are requested to produce a piece of creative work that will form the grounds of their admission interview. Applicants can choose either to submit a personal portfolio or to carry out one of the project assignments, as outlined in the sections below.

2.3.1 Portfolio

Students who already have some artistic work may choose to submit their own portfolio according to the guidelines reported below:

As part of your application, you are asked to provide a digital portfolio that summarises your creative identity. The portfolio will allow you to show the most relevant parts of your personality through your work.
You will document your creative work across various fields, through pictures and a set of keywords or a short introductory text (500 words maximum).
Your portfolio can include drawings/illustrations, graphic design projects, photos, videos and any documentation regarding your own interests.
The creative pieces of work you choose should indicate your creative potential and, if possible, provide some insight into your chosen area of study. IED is more interested in the creative process and method used, rather than the end result.
The creation of a visual framework is highly appreciated (presentation or slideshow).
The use of keywords and short sentences to go along with images is strongly recommended.
Digital format: PPT, PDF or personal websites (max 8 MB).

2.3.2 Project Assignments

As an alternative to submitting a portfolio, students can choose to carry out one of the following project assignments by following the relevant guidelines given below.

OPTION A: ME, MYSELF AND I
We are surrounded by a multidimensional web made up of billions of images, words, pieces of information, logos, playlists, customised profiles and influencers. Every one of us can be a leader and a follower at the same time.
If this duality can provide multiple identities, what is it that makes you unique? Who are you as individual? What are your strengths and your weaknesses? Can your weaknesses be transformed into strengths?

Imagine branding yourself and making a self-promo campaign to advertise yourself within a certain context (or globally): you can use any medium you consider appropriate (any image, sound, video, sketch, object or text). Everything must be condensed into no more than 3 slides.

OPTION B: A SUSTAINABLE CHALLENGE

There is a global rising awareness centred around new values that are readdressing the concept of wealth: money, consumption and luxury are evolving into time, impacts and ethics. The voice of the planet seems to be reshaping our approach to our lifestyles, habits and desires. Brands and industries are embracing the challenge: consequently, companies are reorienting their production and storytelling, either due to changes in their values or driven by the market. What about the fashion system? What are some achievements or the possible developments in "sustainable fashion" and particularly in production, distribution, processes and materials?

Select, analyse and illustrate one brand that is also active in the fashion industry, which you believe is delivering the strongest message in terms of "sustainability". Explain why you chose it and list in bullet points. We expect to receive a maximum of 3 slides; videos, sketches, moodboards, graphics and images are more than welcome.

OPTION C: INNOVATION: FROM GLOBAL TO LOCAL

Innovation is the application of creativity to technology in order to improve the quality of life. Design is one of the bodies of knowledge and skills needed to produce innovation. But the success of innovation is related to the culture of a community in a specific place in the world. So there is a need for innovation to be local and also global at the same time.

After selecting a community (a country or another group), imagine a product/service that could be adapted to suit the climatic, environmental and economic features of that place, maintaining or improving its general functionality and formal aesthetical aspects.

OPTION D: THE NEW DIGITAL SOCIETY

Mobile technologies, social networks and digital experiences are impacting society in so many ways. New communities and groups, new behaviours and alternative identities, and new virtual places are merging with our real lives and identities. Visual languages are also the most direct and effective tools for influencing individual behaviour and readdressing everyday consumption.

Graphics, visuals, videos, interactive installations, photos or hand - drawn artworks: select the artists, brands or masterpieces that best represent this new digital era, according to your perspective. Describe one of them using 3 slides. Videos, graphics and images are welcome.

2.3.3   Assessment Criteria for the Portfolio or Project Assignment

The portfolio/project assignment will be assessed by awarding a maximum of 40 points.
The score will be based on the assessment of the applicant's presentation skills and on the effectiveness, creativity and technical quality of their portfolio.

3. ADMISSION PROCESS

The admission process consists of:
- Evaluation of Academic Qualifications;
- IED Language Assessment (where necessary);
- Admission Interview.

3.1 EVALUATION OF ACADEMIC QUALIFICATIONS

IED will carefully evaluate the academic documents uploaded by students when they apply to determine their eligibility for admission.

In its procedures for the evaluation of foreign qualifications, IED applies an evaluation methodology in line with the criteria established by the Lisbon Recognition Convention and in line with the practices shared at international level by the members of the ENIC and NARIC networks. The main principles applied by IED in the assessment mirror the guidelines detailed by the Italian Information Centre on Academic Mobility and Equivalence - CIMEA on the webpage web cimea.it

3.2 IED LANGUAGE ASSESSMENT

The level of language proficiency of students who do not provide a valid language certificate upon application (see section 1.2 Language Requirements) will be tested through IED Language Assessment. This language assessment aims to evaluate the language skills of the applicants and their capacity to reach the minimum level required at the beginning of the 1st year. The online assessment is carried out via a Skype conference with one of IED's language professors. The language assessment lasts about 20 minutes.

3.3 ADMISSION INTERVIEW

The purpose of the admission interview is to understand students' motivation and attitudes to undertaking the chosen IED course. IED will positively assess the applicants with the best potential, regardless of the strict consistency of their academic background.

Strong motivation and a solid awareness of the content of the chosen IED course are the best guarantee that students will get the most out of their undergraduate academic experience at the IED. **The admission interview is based on the portfolio or project assignment (for assessment criteria, see section 2.2.3 Assessment Criteria for the Portfolio or Project Assignment).**

3.3.1 Assessment Criteria for the Admission Interview

The admission interview will be assessed by awarding a maximum of 60 points.

The score will be based on the assessment of the applicant's aptitudes, interests and motivation, communication and interaction skills, and awareness of the education model.

3.4 ADMISSION CONFIRMATION

Applicants' eligibility for admission will be determined after their academic qualifications, portfolio/project assignment and admission interview have been positively assessed (as well as the IED language assessment).

If students who have passed the admission process prove to have obtained - or will obtain before the date of matriculation - a suitable academic qualification for enrolment, they will be conditionally accepted onto the course. Admission and subsequent enrolment will remain conditional until the originals of all necessary documents have been submitted to the matriculation desk at IED and have been evaluated by IED (see section *6 Matriculation at IED*).

Students whose assessment is positive and are therefore eligible for admission, will receive from IED a notification of their admission to the course and their personal credential to access the Reserved Area of IED Campus Portal.

Within the portal, students will find:
- Certificate of Admission;
- IED Letter of eligibility for enrollment (only for visa-seeking students admitted to First Level Academic Diploma programs);
- Matriculation Form and privacy information sheet;

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- General Regulations;
- Disciplinary Regulations;
- Administrative appendix to general regulations;
- Academic Regulations;
- Proforma invoice;
- Instructions for payment.

4. ENROLMENT

To complete the enrollment process, candidates will have to access their personal area on the IED Campus portal and:

1. read the regulations;
2. sign the matriculation form;
3. upload the ISEE Università declaration (only for students residing in Italy), if not yet provided:
4. pay the due amounts.

Only for students residing in Italy:

- Upload the ISEE Univerità declaration In order to establish the contribution if not yet provided. *

For the submission of the ISEE Università declaration for students residing in EU, Schengen Area and/or Countries listed in the ISEE Guide please refer to the above-mentioned guide published on the website www.ied.edu.

4.1 CONFIRMATION OF ENROLMENT

IED will verify the completeness and correctness of the enrolment documents provided by the student and the relevant proof of payment of the due amounts.
Once the students receive the confirmation email from IED, they will find the following documents in their Reserved Area:

- Invoice.
- For students residing in Italy and EU:
  ▷ Enrolment Self-Declaration.
- For Extra-EU visa-seeking students:
  ▷ Enrolment Certificate;
  ▷ Accomodation certificate.

Extra-EU Visa seeking students will receive by courier the hard copy of the enrolment documents necessary for visa application.

PLEASE NOTE: students who applied to IED while still attending high school, and therefore before obtaining the necessary academic qualifications, must upload their school documents within the section Study Titles of their reserved area of IED Campus portal by **September 10**.

In any case, enrolment **will remain conditional** until the **hard copy** of all the necessary matriculation documents have been submitted to the matriculation desk at IED and have been evaluated by IED (see section *6 Matriculation at IED*).

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5. MINISTERIAL PROCEDURES

The Italian Ministry of University and Research (MUR) publishes the Procedures for Entry, Residence and Enrolment in Higher Education Institutions annually on the following website: **studiare-in-italia.it**

5.1 PROCEDURES FOR NON - EU STUDENTS

The following procedures apply to non - EU students residing abroad and requiring a visa to enter Italy for long - term stays. Non - EU students belonging to the following categories are included within this group:

- Non - EU citizens who do not reside in Italy;
- Non - EU citizens who, despite having studied in Italy upon obtaining a proper study permit for a programme recognised by MUR, have lost their student status or have withdrawn from their studies: applicants in this situation need to apply for a new visa from the appropriate Italian Diplomatic - Consular Agency in their country of origin;
- Non - EU citizens with a study visa valid only to attend an Italian language course or a private course: applicants in this situation need to apply for a new visa from the appropriate Italian Diplomatic - Consular Agency in their country of origin in order to enrol on an IED course.

5.1.1 Pre - enrolment on Universitaly

For both and private IED Diplomas and 1st Level Academic Diplomas recognised by the MUR (equivalent to Bachelor of Arts degrees) - as a preliminary step in applying for a study visa - non - EU citizens residing abroad must first submit an online application for pre - enrolment to the Italian Embassy (or Consulate) of reference in accordance with the procedures set out in the relevant ministerial provision published on the following website: **studiare-in-italia.it**

To this purpose, students must register on Universitaly website **www.universitaly.it/index.php/registration**, and submit their online application by providing the necessary details and attaching the requested documents.
Pre-enrolment may only be made for one Institution and one study programme.
Pre-enrolment in person at the Italian representative offices is no longer required.

To this purpose, upon receipt of the confirmation of enrolment, students should create an account on: **www.universitaly.it/index.php/registration** and submit the full pre-enrolment application including the documents requested on the platform. IED will then confirm the name of each enrolled applicant to the Italian Diplomatic Representatives through Universitaly.

PLEASE NOTE: The pre-enrolment on Universitaly is a **compulsory step** to be enabled to apply for the **study visa**.

However, **IED admission and enrolment procedures and the Ministerial pre- enrolment and visa procedures are completly distinct processes.**

Therefore, the documents uploaded on Universitaly **do not replace** in any way the ones to be uploaded on IED admission portal and to be **submitted to IED Matriculation Desk.**

DEADLINES: The opening date of the pre-enrolment session and the deadline for visa issuance will be published by the Ministry on the website **https://www.studiare-in-italia.it/studentistranieri/**

Below is the list of the documents that are **generally** required for pre-enrolment application on Universitaly:

- Copy of valid passport;
- A passport - size photo;
- IED letter of eligibility for enrollment(only for courses recognised by the MUR);
- IED Certificate of admission (for courses not recognised by the MUR, i.e. IED Private Diploma courses);
- Copy of the upper secondary school leaving qualification (if already available) and relevant translation;
- University - entrance examination certificate, if this applies to the educational system of the country where
  the student graduated (see section *1.3 Academic Requirements for 1ˢᵗ Level Academic Diploma Courses*);
- CIMEA Statement of Comparability or Declaration of Value (if already available. Only for courses recognised by the MUR);
- Language proficiency certificate (only if available. It is not requested for students who took IED language test).

If the diploma was awarded after less than 12 years of total schooling:
- transcript of records issued by a recognised university or foundation course certificate or pre-school certificate (see section *1.3 Academic Requirements for 1st Level Academic Diploma Courses*).

If students are applying for a transfer:
- transcript of records issued by the university attended.

This step ends with the submission of the online pre-enrolment application which will be then validated by IED and processed by the Italian Representative Authority. As IED's validation is required for applicants to be
then enabled to apply for the visa, we warmly suggest that students complete IED admission process as soon as possible before pre-enrolling on Universitaly.

TIPS FOR CORRECT PRE-ENROLMENT APPLICATION ON UNIVERSITALY

- Make sure to choose the entry "*Istituzione AFAM*" in the field called "Institution".
- Make sure to choose the correct *IED school* (Torino, Milano, Roma, Firenze, Cagliari) in the field called "Institution Name".
- Make sure to insert the course name ad reported in your Rerserved Area of IED Campus Portal.
- Make sure that your **personal details match** exactly with the one reported in your **passport**. If you have **no surname**, you can just type the dash symbol "-".
- Make sure to select the correct **course type** (*Diploma Accademico di 1° livello* or "*altro corso privato non accreditato*" for IED private Diploma courses).
- Make sure to use the **same email address** you have used to register on **IED Admission Portal**.
- Remember that all fields are **mandatory except** for the **ID account** (insert your admission code or registration number).
- Insert your **Tax Code** if you have already obtained an official one either in Italy or at the Italian Embassy/Consulate. In case you do not have one, Universitaly will calculate an hypotetical Tax Code (Codice Fiscale) for you in order to fill out this compulsory field. Please note that this is not an official code and has no other purpose than Universitaly registration.
- If you have any **doubt**, do not hesitate to **contact your advisor**.
- Before submitting your application, **make sure all the details are correct** because you won't be able to change them afterwards.

Beside the online pre-enrolment application on Universitaly, those students who need the Declaration of Value and legalisation of school documents for matriculation (**see section 6.2 Matriculation documents for 1st Level Academic Diploma Courses**) should also formally subit the relevant requests to the Italian Consular Offices in charge. Students will be requested to submit the hard copy of the overall school documentation to IED upon matriculation (**see section 6 Matriculation at IED**).

5.1.2   Visa and Residence Permit

All students, except citizens of EU Member States, Norway, Iceland, Liechtenstein, Switzerland, the Republic of San Marino and the Vatican City State, are required to:

- apply for and obtain a study visa (Type D), before coming to Italy;

- obtain a residence permit for study purposes, once in Italy.

Visa

Students must ensure they comply with all immigration rules and regulations in order to enrol at IED and to come to Italy: they should visit vistoperitalia.esteri.it where a guided procedure will help them to decide whether - based on their nationality, country of residence, reasons for visiting and length of stay - they need to apply for a visa and where to do so. Students should select study - university enrolment (if they wish to enrol in a 1st Level Academic Diploma programme) or study (if they wish to enrol in a Private IED Diploma programme), as the reason for their stay. Since this process can take one month or more, it is crucially important that students contact their relevant Italian Embassy/Consulate well in advance to make an appointment and find out what the documents required are, as requirements are often subject to change.

The Italian Embassy (or Consulate) of reference is the one in the country that issued the students' passport and the one that is responsible for the area where they reside. The list and contacts for the Italian Diplomatic - Consular Agencies are available on the following website: **esteri.it**

To obtain a visa, students will be requested to fill out a specific form and submit the following:

- Valid travel document;
- Passport - size photo;
- IED enrolment kit (and IED letter of eligibility for enrollment only for courses recognised by the MUR);
- Universitaly pre-enrolment summary validated by IED (downloadable from Universitaly portal);
- Medical health insurance valid for Italy;
- Proof of suitable funds to live in Italy;
- Proof of funds for repatriation;
- Proof of the existence of suitable accommodation in Italy;
- Others: the Italian Diplomatic Authority may request further documentation.

For precise and detailed information concerning the documentation required for visas, please refer to your local **Diplomatic and Consular agencies** directly or visit the website of the Italian **Ministry of Foreign Affairs and International Cooperation**.

IED recommends that students apply for a multi - entry Schengen Visa whenever possible.

All requirements and regulations concerning the visa application are set by the Italian Diplomatic Authority. Students are reminded that it is their responsibility to be aware of all the steps in the process, as well as the required documents and deadlines, in order to obtain their study visa.

For students who are under 18 years old, a legal guardian in Italy may be requested in order for a visa to be issued: please consider that IED cannot be this legal guardian. This is why students must properly double - check which documents are requested in this specific case and act consequently, according to the Italian Authorities' directions.

Important: an entry visa for tourism cannot be used to matriculate at IED or to obtain a residence permit for study purposes.

Residence Permit

Students must apply for a residence permit for study from the central police station (*Questura*) in the city in which they reside **within 8 working days** of their arrival in Italy on a type D "national" study visa.

Students may request further information and support for applying for a study residence permit at the relevant IED school once in Italy.

Important: for the purposes of obtaining a residence permit, students must bring along the **Universitaly pre-enrollment summary validated by IED** and their IED enrolment certificate - duly stamped by the Italian Diplomatic - Consular Agency when issuing the relevant study visa.

When students submit their application for a residence permit, they will be issued a receipt by the relevant Post Office attesting to their lawful presence in Italy until their residence permit is issued. Students are also provided with an appointment date when they need to go to the relevant central police station (*Questura*) office.

Students can check the status of their residence permit application on the **website of the Polizia di Stato** or on the **immigration portal**.

A copy of the residence permit needs to be submitted to IED as soon as it is issued by the relevant Questura.

Residence permits for IED undergraduate programmes are valid for one year. Students must then renew their residence permits annually, applying for an extension at least 60 days before the document expires.

Study residence permits in Italy may only be renewed for students who have passed at least one exam during their first year of study and at least two exams during the following years.

Reallocation

Non - EU students who have submitted pre - enrolment for another institution may submit **a single admission request to IED** for the same course or for another course, only if they meet the following conditions:

- They have **taken the admission test for nationally planned courses** or **for courses at recognised academic institutions other than IED**;
- They have passed the test;
- Despite resulting eligible, they have **not placed high in the ranking list** with respect to the number of places reserved.

To request their reallocation, students must apply for **AUTHORISATION (NULLA OSTA) from the university/ academic institution where they first took the admission test** and then submit their application to IED.

Those applicants who do not pass the test at the university/academic institution chosen during the pre - enrolment phase or who are not permitted to reallocate, must leave Italy within and no later than the expiry date of their study visa or residence permit.

5.2 PROCEDURES FOR EU STUDENTS AND EQUIVALENTS

The following procedures apply to students who do not require a visa: Italians with foreign qualifications, European Union students and foreign students residing in Italy (referred to Article 39, paragraph 5, of Italian Legislative Decree no. 286 of 25.07.98, as amended by Article 26 of Italian Law no. 189 of 30 July 2002 "Amendment to legislation on immigration and asylum").

This group includes students of Italian and other European Union nationalities who have obtained non – Italian

qualifications, and non - EU students belonging to the following categories:

- Citizens of one of the following countries: Norway, Liechtenstein, Iceland, Switzerland, the Republic of San Marino and the Vatican City State;
- Non - EU citizens living in Italy with a residence permit for one of the following reasons: subordinate employment or self - employment, family reasons, asylum, subsidiary protection, religion, long/unlimited period;
- Non - EU citizens who have been residents for at least one year in Italy and have an Italian upper secondary school leaving qualification obtained in Italy;
- Non - EU citizens with a study residence permit, enrolled in a recognised degree course at an Italian university/academic institution, wishing to transfer to IED 1st Level Academic Diploma programmes;
- Non - EU citizens holding EU residence permits for long - term/unlimited stays;
- Personnel of diplomatic offices and international organisations based in Italy (recognised by the Italian State or by the Vatican City State) and their family members (limited to spouses and minor children).

Said applicants may attend higher education courses in Italy without quota restrictions and may therefore apply directly to IED without having to submit any pre-enrolment application through Universitaly.

Upon arriving in Italy, citizens of the European Union, Norway, Liechtenstein, Iceland, Switzerland, the Republic of San Marino or the Vatican City State do not need a residence permit, but, pursuant to the terms, conditions and procedures set out in Italian Legislative Decree no. 30 of 6 February 2007, must register with the Municipality in which they intend to live.

6. MATRICULATION AT IED

To complete matriculation for the chosen course, students shall:

- Pay the tuition fee by the due deadline (if not yet done);
- Register at IED Matriculation desk submitting the hard copy of the matriculation documents listed in the following sections.

For any questions regarding the whole Application - Admission - Enrolment - Matriculation process students can contact their advisor for guidance.

6.1 MATRICULATION DESKS

To complete the enrollment in the chosen course, it is necessary to:
- Upload the required school documentation for enrollment in digital format in the Education section (Segreteria - Titoli di Studio) on IED Campus.

For foreign qualifications only:

Present the required school documentation for enrollment in its original format at the Matriculation Desk. **The Matriculation Desks are set up by IED schools by appointment from the month of September** to enable students to finalise the matriculation processes.

We encourage students to schedule an appointment via email as soon as possible to submit the documents.

MATRICULATION SCHEDULE: Each student will need to schedule an appointment with the designated offices based on their arrival date in Italy to complete the enrollment process.

A **formal assessment of the documentation concerning foreign qualifications** will be carried out by the IED after the desk closes in order to verify the eligibility of students' qualifications for matriculation. If documents are missing, students will be conditionally matriculated and IED will inform them that they need to complete their file. In such cases, the missing documents must be submitted as soon as possible and **compulsorily no later than 31 May during the A.Y. of matriculation**. In its procedures for the evaluation of foreign qualifications, IED applies an evaluation methodology in line with the criteria established by the **Lisbon Recognition Convention** and in line with the practices shared at international level by the members of the **ENIC and NARIC networks**. The main principles applied by IED in the assessment mirror the guidelines detailed by the Italian Information Centre on Academic Mobility and Equivalence - CIMEA on the webpage **cimea.it**

CONDITIONAL MATRICULATION: please note that failure to provide the listed documents will result in your automatic inability to complete your matriculation at IED and obtain your final diploma upon completion of your studies, even if you have passed the admission test. The students will be solely responsible for providing

the documents according to the specific requirements and deadlines.

For further information, please refer to the relevant articles in the IED General Regulations and the IED Academic Regulations provided upon admission.

6.2   MATRICULATION DOCUMENTS FOR 1ST LEVEL ACADEMIC DIPLOMA COURSES

☐ Upper secondary school leaving qualification, duly legalised* and translated into Italian (*the legalisation can be replaced by CIMEA Statement of Verification*);

☐ Certificate attesting the passing of the academic suitability test/national university entrance exam (if applicable within the local school system);

☐ AP Student Score Report issued by the College Board attesting 3 AP Exams with grades from 3 to 5 (**only** for students holding a US High School diploma).

One of the two following documents:

☐ **CIMEA Statement of Comparability** issued by the Italian Enic - Naric Centre - CIMEA;

☐ **D**eclaration of value for the upper secondary school leaving qualification issued by the Italian Diplomatic Authority.

☐ ARDI Correspondence Certificate - issued by the ENIC-NARIC Italy center: CIMEA (if the qualification is listed in the ARDI database)

In the case of **local school systems consisting of less than 12 years** of overall schooling, one of the following documents is also mandatory:

☐ Certificate proving attendance of the preschool year/año de transición (in applicable countries);

☐ Certificate of Completion of a Foundation Course, duly legalised and translated into Italian;

☐ Academic transcripts of one or two full years of university (for education systems with 10 or 11 year of schooling respectively), duly legalised and translated into Italian including transfer or withdrawal certificates or the academic qualification issued by the previous university/academic institution, duly legalised and translated into Italian;

☐ Authorisation (nulla osta) certificate (**only** for students **pre - enrolled for other universities** and requesting reallocation to IED).

In the case of students **previously enrolled in other universities** or for transfer students requesting the validation of previous academic careers, the following documents are also mandatory:

☐ Transfer certificate, withdrawal certificate or the academic qualification issued by the previous university/academic institution, duly legalised and translated into Italian;

☐ Academic transcripts certifying the passed exams, duly legalised and translated into Italian (**only** for students requesting the validation of their previous academic career).

Only for non - European students:

☐ Copy of a valid residence permit or application receipt for the residence permit (a copy of the permit must be submitted to IED as soon as obtained);

☐ Copy of the study visa (only for visa seeking students).

EXEMPTION FROM TRANSLATION: an official translation into Italian is NOT required for qualifications and certificates issued in the following languages: **English, French and Spanish**.

IED accepts translations into Italian, English, French or Spanish. In any event, students need to verify with the Italian Diplomatic Authority whether the official translation into
Italian is compulsorily requested for the issuance of the Declaration of Value.

EXEMPTION FROM DECLARATION OF VALUE AND STATEMENT OF COMPARABILITY:
The exemption from the submission of both the declaration of value and the statement of comparability is permitted in the following cases:
- European Baccalaureate awarded by the **European Schools**;
- Titles awarded by British, French, Spanish, Swiss and German Schools operating in Italy and listed in the **Allegato 2** published yearly by the MUR;
- Upper Secondary School Titles issued by the Republic of San Marino (see relevant section of the **Allegato 2** published yearly by the MUR;
- IB Diploma as long as students have authorized the IB to share their final results with IED through MyIB portal.

EXEMPTION FROM LEGALISATION/APOSTILLE AND STATEMENT OF VERIFICATION:
neither legalisation/Apostille nor the Statement of Verification are required in the following cases:
- **IB Diploma** as long as students have authorized the IB to share their final results with IED through **MyIB portal**;
- **Cambridge International Education GCE A-Level** certificates issued in the last 5 years. For further information visit: **recognition.cambridgeinternational.org**
- **WASSCE** as long as students provide IED with the relevant **Scratch card/Voucher** to verify results on the West Africa Examinations Council website for their home country;
- Qualification awarded in Belgium, Denmark, France, Ireland, Latvia, Germany or Austria according to the specific international agreements on the topic.

6.3 CIMEA STATEMENTS OF COMPARABILITY AND VERIFICATION, LEGALISATION, DECLARATION OF VALUE

Foreign upper secondary school leaving qualifications must be translated and submitted with:
- CIMEA statement of comparability or Declaration of Value (except for the above - mentioned instances of exemption);
- CIMEA statement of verification or legalisation/apostille (except for the above - mentioned instances of exemption).

6.3.1 CIMEA Statement of Comparability and Statement of Verification

IED has signed an agreement with CIMEA (Information Centre on Academic Mobility and Equivalence), official italian member of ENIC/NARIC network, thus offering a new service for holders of non-Italian qualifications. The service aims to support candidates enrolling in IED First Level Academic Diploma programmes by improving
the process of evaluation and verification of foreign qualifications, simplifying time-consuming procedures and
reducing the number of documents required.
Candidates can ask CIMEA for the Statement of Verification and/or the Statement of Comparability by accessing
the webpage specifically devoted to IED applicants on Diplome platform: **cimea.diplo-me.eu/ied**

On IED webpage on _Diplome_ platform students will:
- get detailed information about CIMEA's statements application procedure, including costs and timing;
- access the _Required documents section_, where for each educational system they will find the list of documents needed by CIMEA to issue the statements;
- download the Consent form to be signed and sent to CIMEA together with the request for statements;
- contact CIMEA credential evaluators through the _Information Request section_.

Users can check their application status in *My Services* section of their MyDiplome account.
Upon issuance, the Statement of Comparability and/or the Statement of Verifcation will be available in *MyServices* section as .pdf files. They will be later saved by CIMEA in the *Digital Wallet*, ready to be transferred by the holder himself.

CIMEA's statements can be submitted in order to complete the matriculation process as follows:

- **CIMEA STATEMENT OF COMPARABILITY CAN BE SUBMITTED IN PLACE OF THE DECLARATION OF VALUE**
  The Statement of Comparability contains all details related to the level and nature of the qualification, recognition/accreditation of the awarding institution and any other useful element. This comparison does not establish the formal recognition of the qualification, but is a useful indication for the institutions that evaluate the qualification eligibility for matriculation.

HOW TO APPLY FOR THE STATEMENT OF COMPARABILITY
1. Click on this **this link** and create a new account;
2. Access the account and complete the personal information on your Account (on the left menu, select the tab Profile > Account);
3. Click on Comparability (on the left menu, select the tab Services > Comparability > Continue) and follow the instructions.

Once the statement is available in your *Diplome Wallet*, share it IED by sending us the .PDF document issued by CIMEA and the link via email to **registrar@ied.it**.

- **CIMEA STATEMENT OF VERIFICATION CAN BE SUBMITTED IN PLACE OF THE LEGALIZATION/APOSTILLE**
  The Statement of Verification certifies that a qualification has actually been issued to the owner by an official body in the system of reference. The verification performed by CIMEA evaluators does not guarantee the formal recognition of the qualification, but proves its authenticity. In order to obtain the Statement of Verification, applicants may be asked to send paperwork to CIMEA referring to the qualification, according to the requirements listed for each educational system.

HOW TO APPLY FOR THE STATEMENT OF VERIFICATION
1. Click on this link **this link** and create a new account;
2. Access the account and complete the personal information on your Account (on the left menu, select the tab Profile > Account);
3. Click on Verification (on the left menu, select the tab Services > Verification > Continue) and follow the instructions.

Once the statement is available in your *Diplome Wallet*, share it IED by sending us the .PDF document issued by CIMEA and the link via email to **registrar@ied.it**.

6.3.2 Legalisation of Academic Documents

As an alternative to CIMEA statement of verification, qualifications and certificates can be **legalised** in order to guarantee their authenticity.
If the country where the qualification was awarded is party to the Hague Convention, students must have an **Apostille** affixed to their academic documents by the competent local authorities.
The authorities competent to affix the apostille for each country are listed under "Authorities" on the website of the Hague Conference on Private International Law: **hcch.net**
For countries that are not members of the Hague Convention, students should refer to the Italian Diplomatic and Consular Agencies for legalisation.

6.3.3 Declaration of Value

As an alternative to the Statement of Comparability, the declaration of value (DV) can be submitted for matriculation to IED. It is an official document (written in Italian) which provides a short description of students' upper secondary school qualifications. It is issued by the competent Italian Diplomatic Authority (Embassy/ Consulate/Italian Cultural Institute) in the country to whose educational system the qualification refers.

The declaration of value must include the following information:

- legal status and nature of the awarding institution;
- the final diploma has been awarded after at least 12 years of study;
- the diploma is valid to pursue studies in a first cycle degree programme in the country to whose educational system the qualifications refers;
- if required, that the student has also passed the academic suitability test/national university entrance exam.

Italian Embassies/Consulates usually require that diplomas are legalised by the relevant local authorities and translated into Italian before they are submitted for DV issuing. It is important to verify the procedure in place directly with your local Consular office.

IDENTIFY THE CORRECT ITALIAN DIPLOMATIC AUTHORITY: if the qualification belongs to a system that differs from that of the applicants' place of residence (e.g., a Swiss student graduated from a British system school in Switzerland) or place of study (e.g. a Swiss student graduating in Kenya in a British system school), the declaration of value and the legalisation of the title must be requested from the Italian Embassy in the country of the educational system to which the qualification belongs (in both of the above cases: the Italian General Consulate in London).

6.4 MATRICULATION DOCUMENTS FOR PRIVATE IED DIPLOMA COURSES

☐ Upper secondary school leaving qualification, duly translated into Italian.

In the case of transfer students who are requesting the validation of previous academic careers, this document is also mandatory:

☐ Academic transcripts certifying the passed exams, duly translated into Italian.

Only for non - European students:

☐ Copy of a valid residence permit or an application receipt for the residence permit (a copy of the permit must be submitted to IED as soon as obtained);
☐ Copy of the study visa (only for visa seeking students).