

MASTER OF ARTS

ADMISSION AND ENROLMENT PROCEDURES

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1. ADMISSION REQUIREMENTS

1.1 GENERAL REQUIREMENTS

In order to be eligible for admission to a Master of Arts, 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 a Bachelor Degree or a First Level Academic Diploma – also issued abroad or by a private higher education institution – deemed suitable*;
- Comply with the admission and enrolment procedures;
- Graduating students or those who are about to obtain an academic diploma/degree, or other equivalent qualification valid for enrolment in the course, may also be admitted (so-called “conditional matriculation”), provided that the documentation certifying the qualification necessary for enrolment in the course is delivered to IED by the beginning of the first exam session of the first year of the course;

** In the event of foreign qualification obtained after studies mainly carried out in Italy, the recognition of this qualification to access Master of Arts is subject to the accreditation procedure of the institution operating in Italy, as established by Decree n. 214, 26/4/2004.*

1.2 LANGUAGE REQUIREMENTS

Master of Arts are taught in English or Italian. 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

For further information about Italian language certificates and awarding bodies abroad please visit:
www.linguaitaliana.esteri.it

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.

1.3 ACADEMIC REQUIREMENT

Students holding a Bachelor Degree or a First Level Academic Diploma may enrol in the Master of Arts .



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:
 - ▷ Income Bracket Self-Declaration (only for students residing in Italy)
 - ▷ Self-Declaration of the Diploma or copy of the Diploma (if already awarded)
- Upload the document listed below.

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

Suggested timing:

Although enrolments are open until the programme beginning, to guarantee effective interaction among teaching staff and students, IED has a restricted number of available places. To ensure a place in the class, students must have completed the enrolment procedure. Therefore, we strongly suggest starting the application process as soon as possible.

Non - European students must also comply with the Ministerial pre - registration and visa regulations (see section 5 Ministerial Procedures). Due to the lengthy nature of these procedures, which are required by the Italian Consulates/Embassies, we strongly advise that non - EU students residing abroad complete the enrolment process at least 4-5 weeks before the course beginning so to ensure that all immigration procedures are carried out in due time.

2.1 IED CONTRIBUTION BRACKETS

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 certification.
- ▷ The ISEE Università shall be submitted within and no later than the deadline set for the 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 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.

Suggested timing

The deadline to enrol into IED programmes is set approximately in September of each year. Although enrolments are open until the abovementioned date, to comply with the Ministerial entry requirements and its strict quality level, and to guarantee effective interaction among teaching staff and students, IED has a restricted number of available places. To ensure a place in the class, students must have completed the enrolment procedure. Therefore, we strongly suggest starting the application process as soon as possible.

Non - European students must also comply with the Ministerial pre - registration and visa regulations (see section 5 Ministerial Procedures). Due to the lengthy nature of these procedures, which are required by the Italian Consulates/Embassies, we strongly advise that non - EU students residing abroad complete the enrolment process no later than June/July.

European students may complete the enrolment later than July but must take into consideration that places are limited and that the Prerequisite Language Course (if necessary) is held in September.

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);
- Copy of the bachelor degree or First Level Academic Diploma (if already obtained) or expected graduation certificate translated into Italian or English (translation is not required for documents issued in French, Spanish or English);
- Copy of the academic transcripts, translated into Italian or English (translation is not required for documents issued in French, Spanish or English);
- CV including a description of the work experience;
- Letter of motivation in the language of the chosen course.

In the event that the documentation is deemed insufficient to complete the evaluation and proceed with the following steps in the admission process, supplementary documentation may be requested.

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).



3. ADMISSION PROCESS

The admission process consists of:

- Evaluation of Academic Qualifications;
- IED Language Assessment (where necessary);
- Evaluation of the Degree and possible verification of technical knowledge.

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 to access Master of Arts programmes, 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. The online assessment is carried out via an online conference with one of IED's language professors. The language assessment lasts about 20 minutes.

3.3 EVALUATION OF THE DEGREE AND POSSIBLE VERIFICATION OF TECHNICAL KNOWLEDGE

Students holding a consistent education background (see course brochure) will be able to access the course without undergoing any evaluation interview. Students holding a not consistent education background with the course, however, will be required to undergo an interview aimed at assessing their knowledge of the required software (see course brochure) and the technical skills necessary to successfully attend the course. IED encourages candidates with a not consistent education background to submit a portfolio. The portfolio should be a single document containing images and written examples of projects, research, and processes. The format should be a PDF (not exceeding 8MB) or a website and may also include sketches, incomplete, and conceptual works. For large files (such as videos) or in case of presenting a website, please include a link within the PDF to the server/website/YouTube/Vimeo where the file can be viewed.

3.4 ADMISSION CONFIRMATION

Applicants' eligibility for admission will be determined after their profile, academic and admission interview have been positively assessed (as well as the IED language assessment, if necessary).

If students who have passed the admission process prove to have obtained - or will obtain - a suitable academic qualification for enrolment, they will be conditionally accepted onto the course.

Admission and subsequent enrolment will remain conditional until the final academic title has been submitted by the student and evaluated by IED.

Students whose assessment is positive and are therefore eligible for admission, will receive from IED the notification of successful admission to the course and the credentials to enter their private area of the Student Portal IED Campus.

In the portal, candidates will find:

- Enrolment Form;
- General Regulations;
- Disciplinary Regulations;
- Academic Regulations;
- 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 enrollment 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 ISEEE certification 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 payment of the due amount.

If the enrolment documentation is complete, students will find, in their Personal Area, the Enrolment Kit with the following documents:

- Invoice;
- for students residing in Italy and the European Union: - Self-certification of enrollment;
- for non-EU students applying for a visa - Certificate of enrollment and Declaration of Accommodation.

Extra-European Students:

visa-seeking students will be sent hard copies of the Enrolment Kit documents necessary for applying for a Student Visa at the Italian Embassy or Consulate.



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 Master of Arts recognised by the MUR- 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/registrazione and submit their online application by providing the necessary details and attaching the requested documents.

To this purpose, upon receipt of the confirmation of enrolment, students should create an account on: www.universitaly.it/index.php/registrazione 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 completely distinct processes.**

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

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

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;
- Copy of the academic title (if already available) and relevant transcripts;
- Language proficiency certificate (only if available. It is not requested for students who took IED language test).

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 select the correct academic year.
- 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 as reported in your certificate of admission or letter of eligibility for enrolment.
- 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 Secondo Livello.
- 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** (leave the field blank).
- 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, University will calculate an hypothetical 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 University 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.

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 (Tipo D)**, before coming to Italy;
- Obtain a **residence permit** for study purposes, once in Italy.

5.1.3 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/home/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. 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: www.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);
- University pre-enrolment summary validated by IED (downloadable from University 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.

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

The final decision on the issuance of a visa for study purposes is the exclusive competence of the diplomatic-consular representation. The validation of the pre-enrollment application for a course of study and the related documentation provided by higher education institutions does not automatically imply the issuance of the visa, but it is considered supportive of the evaluation procedures carried out by the diplomatic-consular representations. These representations, in addition to verifying the possession of the requirements for the issuance of a study/enrollment visa, also have the obligation to assess the absence of the student's migratory risk (D.I. 850/2011, art. 4, paragraph 2).

5.1.4 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 **University 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.

The administrative procedure for the issuance and renewal of the residence permit is under the competence of the Ministry of the Interior and is regulated by the Consolidated Text of the provisions concerning immigration regulations and rules on the condition of foreigners ((D.lgs. July 25, 1998, no. 286), the relevant Implementing Regulation (D.P.R. August 31, 1999, no. 394), and Law May 28, 2007, no. 68 concerning the regulations on short-term stays of foreigners for visits, business, tourism, and study purposes.

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*.

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 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 apply directly to IED without having to submit any pre-enrolment application through University.

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);
- If not already done, upload the degree certificate in the Academic Qualifications section.
- 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 MASTER OF ARTS COURSES

- ☐ Bachelor Degree or a foreign degree considered suitable legalized* and translated into Italian or English (*legalization can be replaced by the CIMEA Verification Certificate);
- ☐ Certificate attesting to all exams passed (transcript), legalized and translated into Italian or English.

One of the following documents, alternatively:

- ☐ CIMEA Comparability Certificate issued by the ENIC-NARIC Italy center: CIMEA;
- ☐ Declaration of Value of the high school diploma issued by the competent Italian Diplomatic Representation;
- ☐ ARDI Correspondence Certificate - issued by the ENIC-NARIC Italy center: CIMEA (if the qualification is listed in the ARDI database)
- ☐ Diploma Supplement, where available.

In the case of students previously or concurrently enrolled in academic courses recognized by other institutions, the following documents are also required:

- ☐ Transfer Clearance, issued by the institution from which the student requested transfer, legalized and translated into Italian or English;
- ☐ Self-certification of Dual Enrollment (for students intending to proceed with dual enrollment).

Only for Non-EU students:

- ☐ Copy of a valid residence permit or receipt of the permit application (a copy of the permit must be provided to IED as soon as issued);
- ☐ Copy of the study visa (only for students applying for a visa).

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 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](https://www.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.

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.

6.3 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 Verification 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.

- **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.

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.

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).