

SECOND LEVEL ACADEMIC DIPLOMA

# ADMISSION AND ENROLMENT PROCEDURES

## CONTENTS

<b>1.</b>	<b>ADMISSION REQUIREMENTS</b> .....	<b>3</b>
1.1.	General requirements .....	3
1.2.	Language requirements .....	3
1.3.	Academic Requirement .....	5
<b>2.</b>	<b>APPLICATION PROCESS</b> .....	<b>6</b>
2.1.	Application documents .....	6
<b>3.</b>	<b>ADMISSION PROCESS</b> .....	<b>8</b>
3.1.	Evaluation of academic qualifications .....	8
3.2.	IED language assessment .....	8
3.3.	Admission interview .....	8
3.4.	Admission confirmation .....	8
<b>4.</b>	<b>ENROLMENT</b> .....	<b>9</b>
4.1.	Confirmation of enrolment .....	9
<b>5.</b>	<b>MINISTERIAL PROCEDURES</b> .....	<b>10</b>
5.1.	Procedures for non - EU students .....	10
5.2.	Procedures for EU students and equivalentents .....	12
<b>6.</b>	<b>MATRICULATION AT IED</b> .....	<b>13</b>



## 1. ADMISSION REQUIREMENTS

### 1.1 GENERAL REQUIREMENTS

In order to be eligible for admission to a 2<sup>nd</sup> Level Academic Diploma, 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 2<sup>nd</sup> Level Academic Diploma 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

IED 2<sup>nd</sup> Level Academic Diploma are taught in 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
<b>IELTS Academic <math>\geq 5.5</math></b>	British Council, IDP IELTS Australia, Cambridge Assessment English
<b>Cambridge C2 Proficiency (CPE)</b>	Cambridge Assessment English
<b>Cambridge C1 Advanced (CAE)</b>	Cambridge Assessment English
<b>Cambridge B2 First (FCE)</b>	Cambridge Assessment English
<b>B2 Vantage</b>	Cambridge Assessment English
<b>Bulats <math>\geq 60</math></b> <small>All 4 skills should be passed: listening, reading, speaking and writing.</small>	Cambridge Assessment English
<b>TOEFL IBT <math>\geq 68</math></b>	Educational Testing Service (ETS)
<b>PTE Academic <math>\geq 59</math></b>	Pearson
<b>ISE Level II (Integrated Skills in English)</b> <small>All 4 skills should be passed: listening, reading, speaking and writing.</small>	Trinity College
<b>ISE Level III (Integrated Skills in English)</b> <small>All 4 skills should be passed: listening, reading, speaking and writing.</small>	Trinity College
<b>ISE Level IV (Integrated Skills in English)</b> <small>All 4 skills should be passed: listening, reading, speaking and writing.</small>	Trinity College

### 1.2.2 Accepted Italian Language Certificates

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

For further information about Italian language certificates and awarding bodies abroad please visit: [www.linguaitaliana.esteri.it](http://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 2<sup>nd</sup> Level Academic Diploma.



## 2. APPLICATION PROCESS

In order to start the IED application process, students should apply online on the IED website ([admission.ied.it](https://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](https://admission.ied.it)
- Fill out the Personal Information Section of the online application
- Sign the relevant sections:
  - Admission form
  - Residence Self-Declaration (only for students residing in Italy)
  - ISEE 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 APPLICATION DOCUMENTS

### 2.1.1 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.

### 2.1.2 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);**
- **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 to access 2<sup>nd</sup> Level Academic Diploma 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](http://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 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 as well as to assess the consistency of the candidate's profile and preparation with respect to the contents of the chosen course. The interview therefore aims to ascertain the knowledge and technical skills required to be able to successfully attend the course and to assess the overall suitability of the candidate's profile.

In some cases, where - from the evaluation of the academic and professional background and the technical preparation of the candidate - the profile is immediately deemed in total coherence and continuity with the learning objectives of the course, the candidate can be exempted, at the discretion of the coordinator, from the admission interview.

#### 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:

- IED Letter of eligibility for enrollment (only for visa-seeking students);
- 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. pay the due amounts.

### 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](https://www.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 2<sup>nd</sup> Level Academic Diploma 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](https://www.studiare-in-italia.it)

To this purpose, students must register on Universitaly website [www.universitaly.it/index.php/registrazione](https://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 admission**, students should create an account on: [www.universitaly.it/index.php/registrazione](https://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 admitted 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](https://www.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;
- IED letter of eligibility for enrollment (only for courses recognised by the MUR);
- 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](http://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](http://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.

#### 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 **Universality 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*.**

## 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 Universality.

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 finalise the matriculation for the chosen course, students in their Personal Area, shall:

- Complete the payment of the Tuition Fee if still due, within the deadline;
- if still missing, upload the Bachelor Degree in the Personal Area.

Please note that it is essential to provide a copy of the academic qualification required for enrolment to the 2<sup>nd</sup> Level Academic Diploma as soon as available and necessarily by the beginning of the first exam session of the first year of the course.