IED

CONTINUING EDUCATION

ADMISSION AND ENROLMENT PROCEDURES

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1. ADMISSION REQUIREMENTS

1.1 GENERAL REQUIREMENTS

For admission to the basic-level Continuing Education Courses, candidates must:

- Be in possession of an upper secondary school diploma;
- Be at least 18 years old*;
- Follow the admission and enrolment procedures.

** IED reserves the right to evaluate and admit students younger than 18 years old. In this case, an admission interview is required. The applicant's parents or legal guardians must provide an identity document, co-sign all documents, and complete a special form provided by IED.*

For admission to the Advanced Continuing Education Courses, applicants must:

a. Be in possession of a university degree (including three-year programs) or equivalent qualification (three-year course from university-level private school), or other equivalent qualification, including degrees conferred abroad, or have an equivalent level of professional experience in the disciplinary area of the pertinent course.
Graduands may also be admitted, provided they expect their degrees to be conferred by the end date of the course. Refer to individual course curricula for all details.

b. Be in possession of any specific requirements indicated in the specific course program, for which a positive assessment must be received from the School.

c. Know the language the course will be held in.

1.2 LANGUAGE REQUIREMENTS

The Continuing Education Courses may be offered in Italian or English.

Candidates must have a level of proficiency in the course language equivalent to B2 (according to the CEFR) to enrol for the course. In order to demonstrate that proficiency, the candidate may:

- Present one of the language certificates listed in the table below (obtained no more than two years prior to application for IED);
- Take the IED language assessment test.

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1.2.1 Accepted Italian Language (for courses taught in Italian)

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

1.2.2 Accepted English Language Certificates (for courses taught in English)

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

2. APPLICATION PROCESS

To begin the admission process for an IED course, students must apply online on the IED website (**admission.ied.it**), requesting login credentials from their Admission Advisor. If the student is not yet in contact with an Admission Advisor, they must request information directly on the page of their selected course.

Students must:

- Login at **admission.ied.it**
- Fill out the form with their personal information;
- upload the supporting documents listed below.

Recommended timeframe
Although enrolment is open until the start of the course, in order to guarantee IED's high level of quality and an effective relationship between students and instructors, all IED courses are limited enrolment. To be guaranteed a place on these courses, candidates must complete the enrolment procedure. It is therefore advisable to begin the admission process as soon as possible.

Except for online courses, **non-EU students** must also verify the procedure for obtaining the proper visa with the Italian diplomatic authorities. These procedures may be time-consuming, so students are encouraged to begin the admission process early, since IED will provide the necessary documentation for the visa application at the end of enrolment.

2.1 APPLICATION DOCUMENTS

2.1.1 Required documents

- Copy of identity document (valid passport for students from outside the EU);
- Copy of fiscal code or national health system card (only for Italian citizens).

2.1.2 Recommended documents

- B2-level or higher language certificate, in the language the course will be held in (if the student does not possess a certificate, their language ability will be evaluated during the admission interview).

2.1.3 Additional documents for applications for advanced-level courses

- Cover letter explaining the applicant's motivations for applying, in terms of individual aptitudes, experiences, and personal and professional expectations.
- Updated CV.
- Project portfolio (mandatory for courses that explicitly request it, as indicated in their course programs). The Portfolio should be in digital format and no larger than 8 MB, and may contain sketches, illustrations, drawings, patchwork, images, videos, designs, research and other documentation. Works presented must demonstrate the applicant's creative potential and their knowledge of the chosen area of study.
- University degree certificate (if requested).

3. ADMISSION PROCESS

The admission process includes three basic steps:

- **Interview (where required);**
- **IED language assessment test (if needed);**
- **Admission confirmation.**

3.1 INTERVIEW

Once documentation is received, the candidate will be contacted and invited to an admission interview.
This interview is intended to evaluate the candidate's artistic or design portfolio and their technical skills acquired during their studies or any relevant professional experience, their individual aptitudes, and their motivations for participation.

3.2 IED LANGUAGE ASSESSMENT TEST

The language assessment test is designed to evaluate the student's language proficiency at the beginning of the program. The online assessment test is held via Skype with one of the IED language instructors.
The test lasts approximately 20 minutes.

The Language Assessment Test aims to evaluate the starting level of language of the students at the beginning of the program. The on-line Italian assessment test is carried out through a Skype conference with one of IED language professors. The language test lasts about 20 minutes.

3.3 ADMISSION CONFIRMATION

After the admission interview, applicants will receive 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:

a. Enrolment application;
b. IED regulations and consent form for personal data processing;
c. Payment instructions.

These steps will complete the admission phase.

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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.

Terms and deadlines for payment of the tuition fee are listed in the IED regulations.

If the course is financed by a company, the employee taking the course must provide the following additional documentation:

- Supplier Data Form (MAC – Modulo Anagrafica Clienti, issued by IED) to be returned duly completed and signed by the Company's Legal Representative or Managing Director;
- Copy of the Company's certificate of incorporation.

4.1 ENROLMENT CONFIRMATION

IED will verify that the documents and payment of the due amount provided by the student are complete and accurate.
If the documentation is complete, students will find, in their private area, 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.

Non-EU students will receive a paper copy of the enrolment kit via courier service.
These documents are necessary to apply for a student visa at the Italian Consulate or Embassy.

** Except for online courses.*

5. AFTER ENROLMENT

5.1 PROCEDURES FOR NON-EU STUDENTS

The following procedures apply to **non-EU students residing abroad and requiring a study visa to enter Italy**. 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 enrolment on IED Courses- 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.

Upon receipt of the confirmation of admission to the IED, 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 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 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**.

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;
- Educational qualification provided during the admission process;
- 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 choose the correct **IED school** (Turin, Milan, Rome, Florence, Cagliari) in the field called "Istitution Name".
- Make sure to insert the course name as reported in your certificate of admission.
- 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 "**corso propedeutico (foundation course)**" as **course type**.
- 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, 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.

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. (not requested for stays of less than 90 days).

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** where a guided procedure will help them to understand 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' passportand 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: **vistoperitalia.esteri.it**

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

- Valid travel document;
- Passport-size photo;
- IED Enrolment kit;
- Universitaly pre-enrolment summary validated by IED (downloadable from Universitaly portal);
- Medical health insurance valid for Italy;
- Others: the Italian Diplomatic Authority may request further documentation.

For precise and detailed information on the documentation required for visas, please refer directly to local **Diplomatic and Consular representatives** 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.

5.1.4 Residence Permit

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

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**.

5.2 PROCEDURES FOR EU STUDENTS

EU students do not need a student VISA to enter Italy. However, when they stay in Italy for longer than 3 months, the law requires them to register with the local registry (Anagrafe) of the Municipality in which they intend to live.

To this purpose they need:

- A valid passport or identification document;
- Self-certification of enrolment;
- Evidence of private health insurance/European Health Insurance Card.

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