IED FOUNDATION COURSES

ADMISSION AND ENROLMENT PROCEDURE

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1. ADMISSION REQUIREMENTS

1.1 GENERAL REQUIREMENTS

IED Foundation Course is an interdisciplinary course aimed to fulfill the minimum Italian language requirements for the admission to the IED First Level Academic Diploma and undergraduate private diploma programmes.

In order to be eligible for admission to a IED Foundation Course leading to a Certificate awarded by the Istituto Europeo di Design (IED) applicants must:

- Hold an Upper Secondary School Diploma;
- Be 18 years old by the end of the year in which the course starts*;
- Comply with Admission and Enrollment 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 Foundation Course is taught in Italian.

Applicants must have either an A2 Level of Italian according to the CEFR in order to enroll to the programme. There are two ways for an applicant to prove that he/she has above-mentioned language level:
- 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.

If you have any questions regarding your eligibility and/or language entry requirements, please don't hesitate to contact your Advisor.

1.2.1 Accepted Italian Language Certificates

RECOGNISED CERTIFICATES	TEST ADMINISTRATOR
CELI 1 (A2)	Università per Stranieri di Perugia
CILS A2	Università per Stranieri di Siena
CERT.IT – Livello A2	Università Roma Tre
PLIDA A2	Società Dante Alighieri

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 Admission Form and and the Self-Declaration of Residence (only for EU Students) within the relevant section of the online application, and upload the requested documents, which are listed below.

Suggested timing
Applications are open until 30 September, however, 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 check with the local Italian Diplomatic Authorities how to apply for a VISA. Procedures may take long and require specific time frames, therefore applicants are advised to start the application in due time as IED will issue the necessary documentation to apply for a VISA upon completion of enrolment.

2.1 APPLICATION DOCUMENTS

2.1.1 Compulsory Application Documents

- Copy of Identity Document (valid Passport for non-European students);
- Copy of the Upper Secondary School Diploma (if already obtained) or attendance certificate of the final year of upper secondary school, translated into Italian or English.

2.1.2 Suggested additional application documents

- Letter of motivation;
- A2 Certificate of Italian (if not available, the student will have to take the IED Language Assessment).

3.   ADMISSION PROCESS

The admission process consists of:
- **Evaluation of School Credentials;**
- **IED Language Assessment Test (where necessary);**
- **Admission Interview.**

3.1   EVALUATION OF SCHOOL CREDENTIALS

IED will carefully evaluate the academic documents uploaded by students when they apply to determine their eligibility for admission and suggest a possible suitable progression to IED undergraduate courses upon successful completion of the IED Foundation Course.

3.2   IED LANGUAGE ASSESSMENT TEST

The IED Foundation Course are aimed at students without the necessary language requirements to access an undergraduate programme, nevertheless a basic knowledge of Italian is necessary to access the Foundation Course.

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 INTERVIEW

The purpose of the admission interview is to understand the student's motivation in undertaking the chose IED programme. The admission interview aims to evaluate the student's general cultural level in connection with attitudes, expectations and knowledge of the arts, design, communication and new technologies.

3.4   ADMISSION CONFIRMATION

After the admission interview, applicants will receive from IEDthe 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:

- Matriculation Form;
- IED regulations and the personal data processing consent form;
- Instructions for payment.

This will complete the admission phase, but will not guarantee the enrolment in the course.

4. ENROLMENT

To ensure a place on the course, applicants must confirm their enrolment by returning the following to IED:
- Matriculation Form, signed by hand;
- IED regulations and the personal data processing consent form signed by hand;
- Payment of the enrolment fee.

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.
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.

Non - EU students will receive a **hard copy of the Enrolment Kit documents by courier**. These documents, which include the enrolment certificates, are required to apply for a study visa at the Italian Embassy or Consulate.

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' 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: **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.

6.   PROGRESSION TO IED THREE-YEAR PROGRAMMES

Students who successfully complete the Foundation Course and reach level B2 or B1 of Italian Language can apply for IED undergraduate courses of either First Level Academic Diploma or private IED Diploma.
The admission process and relevant requirements for three-year undergraduate programs can be found at the link: **www.ied.edu**

It is suggested that those students who already possess the school requirements for First Level Academic Diploma and are interested in pursuing their studies at IED after the Foundation Course prepare the relevant school documentation for the undergrate programme before leaving their home country (e.g. legalized diploma, Declaration of Value, academic suitability test in the coutries where it is foreseen.

For the full list of requirements for the admission and matriculation into First Level Academic Diploma programmes please refer to the relevant procedures on the website: **www.ied.edu**

If you have any questions regarding the whole Application - Admission - Enrollment - Matriculation Process please don't hesitate to contact your Advisor.