

## Q. INTERNATIONAL STUDENTS WISHING TO ENROLL

### Non-EU citizens residing abroad applying for a Visa

Non-EU citizens residing abroad, who do not meet the requirements to be treated as EU citizens and who intend to enroll in Degree Courses at the Università degli Studi di Perugia, must refer, with regard to the enrollment procedure and to the required documents, to the rules and regulations issued by the Ministry of Education (please visit <http://www.studiare-in-italia.it/studentistranieri/>). Those citizens can enroll within the limits of the specific quotas set annually by each University. To this end, a pre-registration form must be submitted to the diplomatic mission or Italian consulate in the country where they last resided.

### EU Citizens and Non-EU Citizens considered equivalent

EU citizens and Non-EU citizens considered equivalent, who intend to enroll in Degree Courses at the Università degli Studi di Perugia, must refer, with regard to the enrollment procedures and the required documents, to the regulations issued by the Ministry of Education (<http://www.studiare-in-italia.it/studentistranieri/>).

EU citizens are the citizens of one of the following EU countries (Austria, Belgium, Bulgaria, Cyprus, Croatia, Denmark, Estonia, Finland, France, Germany, Greece, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, United Kingdom, Czech Republic, Romania, Slovakia, Slovenia, Spain, Sweden and Hungary).

The following are to be considered **equivalent to EU students** with regard to admission to University courses:

- Citizens of: Vatican City, Norway, Iceland, Liechtenstein, Switzerland and the Republic of San Marino;
- Political refugees;
- Staff members working in foreign diplomatic missions as well as international organizations based in Italy (accredited with the Italian Government or with the Holy See) including their family members (if dependent and limited to spouses and children);
- Foreigners with a residence card or permit of stay issued for employment or self-employment reasons, family reasons, political asylum, humanitarian asylum or religious reasons;
- Foreigners that have been legally residing in the country for at least one year and possessing a secondary education degree obtained in Italy;
- Foreigners, regardless of their place of residence, possessing secondary-school diplomas issued by Italian schools abroad or by foreign or international schools operating in Italy or abroad and that are subjected to bilateral agreements or special regulations for the recognition of academic qualifications, on the condition that they meet the general conditions required for study entry.

### Italian citizens with a foreign study degree

Italian citizens with foreign degrees can enroll on equal terms with Italian citizens in possession of an Italian degree, except with regard to the certification of the degree itself.

## **Q, FOREIGN STUDENTS APPLYING FOR VISA: SUBMITTING THE PRE-REGISTRATION APPLICATION AT THE ITALIAN EMBASSY OR CONSULATE IN THEIR COUNTRY OF ORIGIN**

Non-EU students residing abroad who wish to enroll in an undergraduate degree course offered by an Italian University must present, **between March 23 and July 7, 2016**, a pre-enrollment application to the Italian Embassy or Consulate in their country of origin. We suggest contacting the Italian Embassy/Consulate to learn more about the application procedure and the specific deadlines, which may vary for each country.

Degree Courses annually set a reserved quota for non-EU students residing abroad. The list of courses and the corresponding quota of places reserved by each university are available on the Ministry of Education, University and Research website, at <http://www.studiare-in-italia.it/studentistranieri/> : On the same website the pre-enrollment application form is available for download (model A; a version in the English language is also available).

The following documents must be attached to all applications for **1-st level (Bachelor's) and Single Cycle degrees**:

- The original of the pre-enrollment application, to be presented on the [Modello A/Form A](#) (in English), in duplicate;
- The original of a secondary school Diploma obtained after having attended school for a minimum of 12 years;
- A certificate attesting the conclusion of the applicant's academic studies or of the post-secondary academic qualification awarded by a non-University higher education institution (if the secondary school qualification was awarded after less than 12 years of education). In the case of a request for the abbreviation of a course, the certificate demonstrating the partial academic career must detail the examinations passed with success as well as contain the official documentation describing the educational study programs of the aforesaid examinations;
- A certificate proving that the applicant has successfully passed the University admission test, if required by the law in the country of origin;
- Language proficiency certificates (if pertinent);
- Two passport-size photographs.

The following documents must be attached to all applications for **Master's Degrees**:

- The original of the pre-enrollment application, to be presented on the [Modello A/Form A](#) (in English), in duplicate;
- The Degree obtained from a university or post-secondary qualification obtained in a non-university Higher Institution, that allows to continue university studies at the next level (only if the secondary study qualification was awarded following a minimum of 12 years of education);
- A certificate, issued by the pertinent University, approved by the Italian Embassy/Consulate and translated into Italian, certifying the examinations that have been successfully passed; the conclusion of the post-secondary studies (examinations and credits) can be attested by the "Diploma Supplement", if adopted;
- For each discipline, the detailed study programs required to obtain the aforementioned academic qualifications, translated into Italian; with regard to the examination programs, the University of Perugia accepts all original documents issued in English, French or Spanish;
- Language proficiency certificates (if pertinent);
- Two passport-size photographs.

## **Q. FOREIGN STUDENTS APPLYING FOR A VISA: WHAT OBLIGATIONS MUST BE FULFILLED AT THE UNIVERSITY OF PERUGIA UPON ARRIVAL IN ITALY**

Beginning on **August 1**, and within the time limit to take **the Italian language test** that is to take place, for the A.Y. 2016/2017, on **September 2, 2016** (please be aware that passing the test is a pre-condition to enrolment, unless the applicant is exempted from this requirement), students must go to the “University Taxes and Foreign Student Office” of the University of Perugia.

The following documents must be presented:

- a) Passport with the specific entry visa for study purposes (with regard to the enrolment at this University) or permit of stay, or the pertinent receipt issued by a Post Office, certifying that a request for a permit of stay has been submitted;
- b) Pre-enrollment application, (signature and photograph must be notarized), as well as academic documents and the required consular acts, to be collected at the Italian diplomatic or consular representation;

The Foreign Student Office staff is to collect the original documents, provide the registration paper (called “statino”, required to take the Italian language test) as well as provide all the necessary information.

Students are required to take the **Italian language test** that is to be held **September 2, 2016** at the Department offering the course. Students who already possess a **certificate of knowledge of the Italian language (certifying at least a B2 level or a CELI 3 of the Council of Europe)**, issued within the framework of the CLIQ (Italian Language Quality Certification) quality system, are **exempted from sitting for the Italian language test**.

**After successfully passing the Italian language test**, students who want to enroll in the **Master’s Degrees (with the exception of Single-cycle Degrees)**, must submit, in order to continue their studies, a specific request for the recognition of foreign degrees to the Foreign Student Office.

## **Q. FOREIGN STUDENTS APPLYING FOR A VISA: ITALIAN LANGUAGE TEST FOR THE ADMISSION TO STUDY COURSES**

Non-EU students residing abroad must take an Italian language test, required for the admission to the 2016/2017 A.Y. university courses. The test will take place on **September 2, 2016** at the Department that offers the course.

The following categories are **exempted from having to take the Italian language test**:

- 1) Students who are applying for a Degree program offered entirely in English;
- 2) Students holding a certificate that grants them exemption from taking the Italian language test and from the limits of the annual quota reserved for non-EU students residing abroad:
  - Five-year or four-year secondary education Diploma, if awarded by an Italian school abroad, or one of the final academic qualification awarded by one of the secondary Italian schools operating abroad, that are listed in Annex 2 to the provisions of the MIUR circular (<http://www.studiare-in-italia.it/studentistranieri/>);
  - Supplementary certificate to the diploma, awarded in Argentina stating that the academic curriculum includes the study of the Italian language for a minimum of five years;
  - Diploma of Italian language and culture awarded by the University for Foreigners of Perugia or that of Siena;

- C1 or C2-level certification of knowledge of the Italian language (according to the CEFR), issued within the framework of the CLIQ quality system\*;

3) Students holding a certificate granting them an exemption from having to take the Italian language test (but not from the quota reserved for non-EU students):

- Certification of Italian language proficiency (at least a B2 level of the Council of Europe), issued within the framework of the CLIQ quality system\*.

The University will provide the required information regarding the language proficiency test to the pertinent diplomatic representation, together with the necessary details (time, date, place and program).

To be admitted on the day of the test, students must show their valid passport with a specific visa for study reasons as well as the receipt, issued by a post office, for the request of a permit of stay.

Students who successfully pass the Italian language test will be admitted to the possible checks and examinations pertinent to the selected study course or, if these examinations and checks are not required, may enroll.

\* The CLIQ quality system (Italian Language Quality Certification) unifies in a single association the existing certification bodies (University for Foreigners Perugia, University for Foreigners of Siena, University of Roma Tre and the Dante Alighieri Society), also in agreement with Institutes of Italian Culture abroad or other institutions.

#### **Q. FOREIGN STUDENTS APPLYING FOR A VISA: REQUEST FOR AN ENTRY VISA AND PERMIT OF STAY FOR STUDY REASONS**

Non-EU students residing abroad who wish to enroll either in study courses or individual courses, must obtain, from the Italian Consulate in their country of origin, an entry visa for study purposes (enrollment at a University – type D: “national”), issued after completing the required pre-enrollment procedures.

To obtain a visa, students must prove that they meet the requirements set every year by the ministerial circular on the admission of foreign candidates.

(For more information on the requirements, please see: <http://www.studiare-in-italia.it/studentistranieri/>):

This is to say:

- Adequate financial means of subsistence for the intended period of stay;
- Availability of the financial means for repatriation. This requirement can also be fulfilled by showing a valid return ticket;
- A suitable accommodation in Italy;
- Adequate health insurance coverage for medical care and hospitalization. Students must prove possession of the aforementioned insurance coverage when applying for a permit of stay.

#### **HOW TO REQUEST A PERMIT OF STAY FOR STUDY REASONS UPON ARRIVAL IN ITALY:**

Within eight days from their arrival in Italy with a type D "national" visa for study reasons (University enrollment), applicants must submit the request for a permit of stay for study reasons (University studies) to the competent police office in the city where they intend to reside. The application may be presented through an authorized Post Office, using the specific application kit (that is to say, an envelope containing the required forms, together with the pertinent instructions), available at the aforementioned post offices.

After completing and signing the forms, students must go to the post office, with the following documents:

- The filled-out forms, inside an open envelope;
- A € 16 revenue stamp;

- The original of the passport along with a photocopy of the pages containing their personal data as well as the stamps of entry and exit visas from the country;
- A photocopy of their health insurance policy;
- A photocopy of the statement indicating the course of study that the student wishes to attend, stamped by the Italian Embassy at the issuance of the entry visa. The Post Office will then schedule an appointment with the Police Office. At the time of the scheduled appointment, students must take an enrolment certificate to the Police Office. Said certificate can be requested, after enrolling, at the Student Office of the selected Degree Course.

When submitting the request for a permit of stay students are to be identified and will have to pay the following fees:

- € 27,50 for the electronic Permit of Stay;
- € 80,00 as a financial contribution for the issuance and renewal of the permit of stay (for longer than three months and less than or equal to one year);
- € 30,00 to be paid at the post office to cover the cost of the service.

For more information about the procedure:

- <http://www.poliziadistato.it> to check the current state of the application at the Police Office;
- <http://www.portaleimmigrazione.it> for general information about the procedures and location of the authorized Post Offices, Municipalities and Support Services; to check on the current state of the application (by logging into a protected page with the username and password that are printed on the receipt);
- The 803 160 free hotline support, to learn about the location of the authorized post offices.

Copy of the receipt for the request of the permit of stay must be presented when enrolling. Once the permit of stay has been collected, the student must deliver the original and a copy, as soon as possible, to the Student Office of the selected degree course.

### **Q, DOCUMENT OF STAY FOR EU STUDENTS**

Citizens of EU countries wishing to enroll in a degree course at an Italian University, must register, before the end of their three-month stay in Italy, at the General Register Office in the municipality where they intend to live, in accordance with the terms and conditions set by the Legislative Decree 6 February 2007, n. 30.

In order to be registered, EU citizens must present:

- A valid Identity card issued in the country of origin (must be valid for travelling abroad) or passport;
- Certificate of enrollment in a degree course. The duration of the course must be specified in the certificate;
- Personal Health Insurance policy covering all health costs within the national territory (valid for a minimum of 1 year or not less than the length of the degree course or professional training course, where the duration is less than one year).
- Proper documentation proving the availability of sufficient financial means for the duration of the stay in Italy, in accordance with the Legislative Decree no. 30/2007;

The application must be presented at the General Register Office or other office in charge for the district or municipality of residence. All documentation must be submitted both in original and copy: the office is to keep the copy and return the original.

## Q. HOW TO OBTAIN THE ITALIAN FISCAL (TAX) CODE

The Fiscal Code is a code, consisting of letters and numbers and created on the basis of the applicant's name, surname, date and place of birth, that is used by public administrations to identify citizens living in Italy.

In order to obtain a fiscal code, the following documents must be presented at one of the Local Revenue Offices, along with the application form, (available for download on the National Revenue Agency website\*):

- For Italian or EU citizens, a currently valid identification document;
  - for non-EU citizens:
    - A currently valid passport. The entry visa must have been issued not more than 90 days prior;
- Or:
- A valid permit of stay, or the receipt of the request with photos; if the permit of stay has already expired, but a renewal was asked for within 30 days from the expiration date, students must also submit the related receipts of payment (made by postal order);
- Or:
- The applicant's certification of identity (with photos), issued by the Italian diplomatic or consular representation in the country of origin.

The **Local Revenue Office** in Perugia is located in:

Via Canali, 12

Tel. 075/9110111

(Opening hours: Monday to Friday from 8:00 to 13:00, Tuesday and Thursday from 12:30 to 17:00)

\*[http://www.agenziaentrate.gov.it/wps/content/nsilib/nsi/home/cosadevifare/richiedere/codice+fiscale+e+tessera+sanitaria/riciesta+ts\\_cf/modello+e+istruzioni+cf+aa4\\_8](http://www.agenziaentrate.gov.it/wps/content/nsilib/nsi/home/cosadevifare/richiedere/codice+fiscale+e+tessera+sanitaria/riciesta+ts_cf/modello+e+istruzioni+cf+aa4_8)

## Q. ENROLMENT IN A BACHELOR OR IN A SINGLE CYCLE DEGREE (WITH A FOREIGN ACADEMIC QUALIFICATION)

### Required academic qualification

**A foreign secondary school qualification, duly translated and legalized along with the pertinent Declaration of Value** is required to be admitted in a Bachelor or Single-cycle Degree.

Foreign academic qualifications, awarded at the end of a minimum of 12 years of school education, are considered valid for admission to Bachelor and Single-cycle Degrees in Italian universities, provided that they permit, at the Universities of the applicant's country of origin, admission to an equivalent course.

If the secondary school qualification has been awarded after less than 12 years of school education, students must submit, in addition to the original diploma of secondary education:

- An academic certificate attesting that all the first-year University examinations have been successfully passed (for local school systems with a duration of eleven years) or, in the case of local school systems with a duration of ten years, that the first two-year University examinations have been successfully passed;

Or

- the post-secondary qualification obtained in a non-university Higher Education Institution.

All rules relating to specific qualifications are found in the Annexes to the Ministerial Circular regulating the entry of non-EU citizens <http://www.studiare-in-italia.it/studentistranieri/>

### **Admission**

Single-cycle and Master Degree Courses can have either a limited/restricted admission policy (on a local or national basis) or an unlimited/open-to-all admission policy. In both cases, passing a verification test of the candidate's preliminary competencies and knowledge is required.

To be granted admission the student must sit for:

- For non-EU students residing abroad: Italian language test (mandatory, except when the candidate is exempted);
- If the selected course has an open-admission policy: the test assessing the candidate's competencies along with the possible Additional Learning Requirements (OFA - Obblighi Formativi Aggiuntivi) that can be ascribed to the student. Those must be fulfilled within the first year of the course (OFA tests may vary according to the Department of pertinence: detailed information is available on the Departmental website);
- If the selected course has a limited/restricted admission policy: the admission test (<http://www.unipg.it/didattica/procedure-amministrative/accesso-corsi-numero-programmato/corsi-di-laurea?view=concorsi>).

### **Matriculation**

After successfully passing the admission tests, students can matriculate. The matriculation application must be presented in accordance with the same procedures and deadlines as those for regular students. The following documents must be submitted:

1. A photocopy of a currently valid identification document/passport;
2. The pre-registration application issued by the competent Italian Diplomatic/Consular representation (for non-EU visa applicants);
3. The original of the High School Diploma (baccalaureate), together with an official translation into Italian and along with the authentication and "Declaration of Value" issued by the competent Italian Diplomatic/Consular representation;
4. Certificates proving university or non-university post-secondary studies, along with a transcript reporting the examinations that were successfully passed, in order to fulfill the 12-year of education requirement for admission to Italian universities (only if pertinent);
5. University or Post-Secondary study certifications, along with a transcript indicating the examinations that were successfully passed, in order to enroll in a year other than the first (Abbreviation of the course, only if pertinent);
6. A certificate proving that the test verifying academic requirements was successfully passed, where this is required for admission to the university in the country of origin;
7. A photocopy of the permit of stay or the receipt of the request for the permit of stay (for non-EU students);
8. A photocopy of the fiscal code;

9. 2 photos (passport size);
10. The Receipt of payment of the first enrollment installment;
11. Income/ Property documents for the reduction of tuition fees (if pertinent).

## **Q. REGISTRATION TO A SECOND-LEVEL DEGREE COURSE (WITH A FOREIGN QUALIFICATION)**

### **Required qualification**

In order to be admitted to a second-level Master Degree Course, a **University or post-secondary foreign qualification is required. The qualification must be translated into Italian, legalized and presented together with the Declaration of Value.**

### **Admission**

The Master Degrees (With the exception of single-cycle degrees) can be either with a limited/restricted admission policy (on a local or national basis) or open to all. To be granted admission the student must sit for:

- For non-EU students residing abroad: test of knowledge of the Italian language (mandatory except when the candidate is exempted);
- If the selected course has a limited/restricted admission policy: the pertinent admission test (<http://www.unipg.it/didattica/procedure-amministrativa/accesso-corsi-numero-programmato/corsi-di-laurea?view=concorsi>).

### **Verification of the academic qualifications and issuance of the authorization (“Nullaosta”)**

The documentation pertaining to the student’s foreign degree is not, per-se, sufficient to be admitted to the selected Master Degree. Universities must also validate the academic qualifications and deem them suitable for admission. At the University of Perugia, said validation is made by the Board of the Degree Course, that is to apply the same criteria (curricular requirements and adequate initial competences) that are required for students possessing an Italian academic qualification. In order to be admitted to Secondary-level Master’s Degrees, students must obtain the required authorization (“Nullaosta”) from the Board of the pertinent Degree Course. To this end, the following documents must be submitted, through the Foreign Student Office: **a € 16,00 revenue stamp, the recognition of the foreign academic qualification for the purpose of continuation of their academic career**, the receipt of payment of the financial contribution of € 300, required for the evaluation of the university career carried out abroad. A positive assessment of the foreign qualification made by the Board of the Degree Course will result in the admission of candidates to the two-year Master’s degree course, under the condition that academic requirements for admission to the course are met and that the candidate’s competencies are deemed sufficient. Upon partial recognition of the studies carried out abroad, a reduction of the study program is possible, or the admission, with a reduction of the study program (Abbreviation of the Course), to a First-level Degree course.

For more information of the documents to be presented:

<http://www.unipg.it/files/pagine/108/riconoscimento-studiesteri.pdf>

### **Matriculation**

After successfully passing the admission tests and obtaining the authorization (“Nullaosta”) by the Board of the Degree course (following the recognition of the academic qualification), students can proceed to enroll (matriculation). The enrolment application must be submitted according to the same procedures required for regular students, within the same deadlines and presenting the following documents:



1. A photocopy of currently valid identity documents/passport;
2. The pre-registration application issued by the competent Italian Diplomatic/Consular representation (for non-EU visa applicants);
3. The original copy of foreign degrees, along with the official translation into Italian, as well as the authentication and the "Declaration of Value", issued by the competent Italian Diplomatic/Consular representation;
4. A photocopy of the permit of stay or the receipt of the request for the issuance of a permit of stay (for non-EU students);
5. A photocopy of the fiscal code;
6. 2 photos (passport size);
7. the receipt of payment of the first enrolment installment;
8. Income/Property documents for the reduction of tuition fees (if pertinent).

#### **Q. STUDENTS WITH INCOME / ASSETS ABROAD: TAXES AND UNIVERSITY CONTRIBUTIONS**

To be eligible for a reduction on the installments (except for the first instalment, that has a set amount), students whose family earns an income or owns assets abroad, must submit a certification with regard to:

- a) Total income earned abroad in the year 2015 by all family members;
- b) The number of family members living with the student on the application date;
- c) The total area, in square meters, of the residential buildings owned abroad by all members of the household, as well as the owned movable assets owned on December 31, 2015.

These certifications, issued by the competent authorities of the country where the documents were produced, must be translated into the Italian language as well as legalized by the Italian diplomatic authorities in the country, or legalized according to the procedure specified in international agreements\*. For those countries where it is especially problematic to obtain a certification by the local Italian Embassy, said documentation is to be issued by the competent foreign diplomatic or consular representations in Italy and legalized by the competent Prefecture.

**For more information on services and tax reductions pertaining the right to education provided for by 'ADISU (Agency for the Right to Education), please visit: <http://www.adisupg.gov.it/>**

**For services and reductions pertaining to the right to education of the University of Perugia: <http://www.unipg.it/servizi/>**

\* The "Apostille" – a stamp written in French attesting the authenticity of the document and certifying the legal power of the issuing authority - on documents issued by foreign authorities, as required by the Hague Convention (1961).

#### **Q. HOW TO APPLY FOR THE RECOGNITION OF FOREIGN ACADEMIC QUALIFICATIONS**

According to Law n. 148, issued on July 11, 2002, pertaining the ratification and implementation of the Lisbon Convention of 11 April 1997, universities are in charge for the recognition of study cycles and

periods of study carried out abroad, as well as of foreign academic qualifications for the admission to higher education, of the continuation of the academic career and of the obtainment of Italian university degrees. Universities are to carry out these duties in application of the principle of autonomy and in accordance with the respective rules and regulations, with the exception of bilateral agreements on the matter.

The revenue stamp form (“domanda in bollo”) of €16, that must be presented to apply for the equivalence of an academic Degree with an equivalent Degree awarded by the University of Perugia, can be submitted to the Foreign Student Office within the same deadlines annually set for enrolment procedures. For the evaluation of the student’s university academic career abroad, a financial contribution of € 300 is due (the payment slip will be provided for by the Foreign Student Office, after verifying the student’s documents).

Documents that must be presented: <http://www.unipg.it/files/pagine/108/riconoscimento-studiesteri.pdf>

In the absence of specific bilateral agreements regulating the equivalence between foreign and Italian degrees, the competent Board of the Degree is to assess the application for the recognition of the foreign qualifications obtained abroad and can either approve:

- The full recognition of the academic qualification, therefore awarding the corresponding Italian degree;

Or:

- The partial recognition of the academic qualification with the opportunity to enroll in a specific year of the degree course of the corresponding Italian study program, based on the number of recognized credits (Matriculation with Abbreviation of the Course).