

ENROLMENT PROCEDURE FOR U.E. STUDENTS

E.U. citizens, wherever they may hold residence, non-E.U. citizens who are legally domiciled in Italy, and Italian citizens who hold foreign educational certification

E.U. citizens, wherever they may hold residence, non-E.U. citizens who are legally domiciled in Italy, and Italian citizens who hold a foreign educational qualification may apply for University courses without contingent limitation (1), on condition that they hold a valid educational certification and that they pass such admission tests as may be provided for by their chosen University course.

Interested students may apply to enrol for Degree courses or to register for admission tests, should they choose degree courses for which such tests are obligatory, in accordance with the procedures established for Italian students (see the relevant web pages).

Having taken the admission test, should such test be necessary, students who pass the test may formalise their enrolment at the following offices:

SPORTELLO UNICO MATRICOLE (University Enrolment Counter):
P.zza Leonardo da Vinci - Pavia

OPENING HOURS: FROM MONDAY TO FRIDAY 9.30 – 12.00.
COUNTER CLOSED FROM 10th TO 14th AUGUST 2009

Students will need the following documents:

- a) An original school-leaving certificate together with a translation and due validation and legalisation, the latter two declarations having been issued by the Italian Diplomatic Body in the student's country of origin. The validation declaration certifies that the student's school-leaving certificate is valid for University enrolment, at the Faculty specified by the student, in the country that issues the given school-leaving certificate. For students who come from countries in which either Universities, or the student's chosen Faculty, do/does not exist, secondary school-leaving certification issued by the student's country of origin will be considered acceptable for enrolment at the Italian University, on condition that such certification testifies to completion of not less than 12 years' education. For the student's entitlement to the benefits

specified by Study Rights legislation (Diritto allo Studio), and dispensed by the University Institute for Study Rights (I.S.U. – Istituto per il Diritto allo Studio), the Diplomatic Body's validation statement should include, *inter alia*, **the school-leaving exam grade, and, where possible, its equivalent in the Italian grading system.**

- b) One or more translated and legalised certificates testifying to partial academic programmes already undertaken at a foreign University or Institute of Higher Education (as well as the documentation specified in point a) for applicants who request a shortened University course or who have completed less than 12 years of school education. Such certificates must be accompanied by official documentation on the programmes underlying any exams passed, which in turn must be translated and legalised.
- c) A post-secondary education certificate from a non-University Institute, should the school-leaving certificate testify to less than 12 years of school education.
- d) A certificate that attests to the applicant's having passed such University admission tests as may be provided for in the certifying country.
- e) For E.U. citizens and for non-E.U. citizens who are legally domiciled in Italy, a front- and back-photocopy of an identity document that conforms to the laws in force. Identification of the student will be based on the presentation of this document (Identity Card, Driving License, Passport, etc.).
- f) A photocopy of an Italian Tax Code Card (to be obtained at the Tax Office ("Uffici Finanziari") – Via Mazzini, 18 – Pavia)
- g) Attestation of payment of the first enrolment instalment, subject to means-testing

(1) "Access to University courses under the same conditions as those applied to Italian students is in any case available to foreigners who hold a Residence Permit (carta di soggiorno) or a Work Permit (for tenured employment or for self-employment (carta di soggiorno per lavoro subordinato o per lavoro autonomo)), be it for reasons of family, of political asylum, of humanitarian

asylum, or of religion, and to foreigners who have been legally domiciled in Italy for at least one year and who hold an Italian school-leaving certificate, as well as to foreigners, wherever they may be legally resident, who hold school-leaving diplomas from Italian schools overseas or from international schools, whether operating in Italy or abroad, where such diplomas are the result of bilateral agreements or of special legislation for the recognition of educational certification, and satisfy the general conditions required for admission to study programmes" (art. 39 comma 5, D. Lgs. N. 286/98 and subsequent amendments).

Students coming from Countries that stipulate a special pre-Admission Process exam of academic suitability for the purposes of admission to local Universities should present, in addition to the secondary school-leaving certificate, the certificate that names the exam in question and attests to said academic suitability (e.g. Vestibular in Brazil, Selectividad in Spain, etc.).

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