



Ministero dell'Istruzione, dell'Università e della Ricerca

GENERAL DIRECTORATE FOR STUDENTS, DEVELOPMENT AND INTERNATIONALISATION
OF HIGHER EDUCATION

OFFICE 5
INTERNATIONALISATION OF HIGHER EDUCATION

**PROCEDURES FOR ENTRY, RESIDENCE AND ENROLMENT AT HIGHER EDUCATION
INSTITUTIONS FOR STUDENTS REQUIRING VISAS FOR HIGHER EDUCATION
COURSES IN ITALY
IN THE 2019-2020 ACADEMIC YEAR**

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PART I – GENERAL PREMISES

1. GENERAL CAVEATS

1.1 Jurisdiction for the issue of visas for study purposes

The decision on the issue of a visa for study purposes is the exclusive jurisdiction of the diplomatic/consular Mission. Documentation produced by higher education institutions referring to the single candidates for courses in the process of requesting visas is to be considered a support for the evaluation procedures of the diplomatic Missions, and does not automatically imply the issue of the visa.

1.2 Jurisdiction for academic recognition of qualifications and for the eligibility for enrolment

The evaluation of foreign qualifications presented for enrolment to Italian higher education courses of study is the exclusive jurisdiction of higher education institutions, as established by Art. 2 of Law 148/2002. The documentation produced by Italian diplomatic Missions does not affect the autonomous evaluation decisions of the individual higher education institutions regarding foreign qualifications for admission to courses.

1.3 Jurisdiction for the release and renewal of the residency permit

The administrative procedure in place for the release and renewal of residency permits is the jurisdiction of the Ministry of the Interior and is regulated by the Consolidated Law of the dispositions concerning immigration regulations and norms on the treatment of foreigners (Legislative Decree n. 286 of 25 July, 1998), by the relative Rules of implementation (Republic Presidential Decree n. 394 of 31 August, 1999) and Law n. 68 of 28 May, 2007, relative to the regulations concerning short-term stays of foreigners for visits, business, tourism and study.

2. SCOPE OF APPLICATION

The following procedures **are applied exclusively**:

- to foreign/international students that require an entry visa for Italy for long-term stays¹.

The **following procedures do not apply**:

- to citizens from **European Union Member States, Norway, Iceland, Liechtenstein and the Swiss Confederation; from the Republic of San Marino and the Holy See**, even if holding a foreign qualification;
- to foreigners already officially residing in Italy² as expressly indicated in Art. 39, comma 5, of Legislative Decree 286 of 25 July, 1998³;

¹ To enrol in courses it is necessary to be at least 17 years' old at the moment of the release of the entry visa for purposes of study, as long as the education system of origin allows students to begin school attendance at a precocious age and to receive the final secondary school leaving qualification before reaching the age of 18.

² In the case of dual citizenship, where one of which is Italian or of another EU country, it is the Italian or other EU citizenship which takes precedence as regards this circular (Art. 19, para. 2 of Law n. 218 of 31 May, 1995).

³ "Access to higher technical education courses or higher education courses and to university specialization schools, on equal terms with Italian students, is guaranteed to foreigners with EU residency permits for long-term stay, with residency permits for subordinate work, for self-employment, for family reasons, for asylum, for subsidiary protection, for religious reasons, for the reasons referred to in articles 18, 18-bis, 20-bis, 22, paragraph 12 (c), and 42-bis, as well as holders of residency permits issued pursuant to Article 32, paragraph 3, of Legislative Decree 28 January 2008, n. 25, or foreigners legally resident for at least one year in possession of an upper secondary school qualification obtained in Italy, as well as to foreigners, wherever resident, who are holders of final secondary school diplomas of Italian schools abroad or of foreign or international schools, page 3

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- to **students who hold scholarships released by European Union** education, training and research programmes, to which are applied, by analogy, the instructions in place for the “Erasmus Mundus” programme that also cover “Erasmus +”, as well as eventual and further instructions referring to entry visas issued by the Visa Centre of the Ministry of Foreign Affairs and International Cooperation’s D.G.I.E.P.M.;
- limited to the procedures and documentation necessary for the evaluation of the qualifications, to **students attending courses organized jointly between two or more Italian and foreign institutions**, for whom reference should be made to the relevant conventions (Art. 3, comma 10 of Ministerial Decree 270/2004 and Art. 3, comma 8 of Presidential Decree 212/2005), endorsed by higher education institutions for the creation of such courses. Higher education institutions will provide lists of students that have been selected within these joint programmes directly to the respective diplomatic/consular Missions to support the visa request on the part of said students.

A residency permit for study purposes, granted for attendance at **single courses, may be renewed**, following the disposition contained in Presidential Decree n. 394/1999, in the final part of Art. 46, comma 4, which refers to access to the various forms of post-graduate education (post-graduate diplomas, research doctorates, university masters’), as long as they are applicable to such courses.

3. PROCEDURES FOR CITIZENS NOT REQUIRING VISAS HOLDING A FOREIGN QUALIFICATION

Italian candidates with a foreign qualification, from the European Union wherever resident and from outside the European Union duly resident in Italy, as per Art. 39, comma 5 of Legislative Decree n. 286 of 25.07.98, as modified by Art. 26 of Law n. 189 of 30 July, 2002 “Modifications to the legislation on the subject of immigration and political asylum” **gain access without quota contingents** to university courses, if holding a qualification equivalent to the Italian one required and recognised as eligible according to the independent evaluation performed by the single higher education institution.

Candidates should present the enrolment request directly to the chosen higher education institution, according to the modality, terms and the requested documentation as established by each institution, and they accede under the same conditions extended to Italian citizens. Academic qualifications issued by foreign authorities must be accompanied by the documents indicated by the universities in respect of the Lisbon Convention: the student is obliged to produce the documentation that the institution deems necessary with a view to evaluating the foreign qualification, with reference to: eventual translations, legalisations, *Diploma Supplements*, exam certificates, ENIC-NARIC centre statements, *Dichiarazioni di valore* or other declarations that might serve to check the elements of the foreign qualification.

Citizens belonging to countries of the European Union should apply for registration at the registry office of the Municipality where they intend to reside following the conditions, modality and terms fixed by Legislative Decree n. 30 of 6 February 2007.

4. PRE-ENROLMENT REQUESTS AND PRELIMINARY EVALUATION OF CANDIDATES

4.1 University pre-enrolment

A formal request for access to *Laurea* degree (1st cycle) and *Laurea Magistrale* degree (2nd cycle) courses for foreign students needing a visa and living abroad, must occur through an initial **university pre-enrolment** procedure, which precedes the successive phases of enrolment. This pre-enrolment occurs through the execution of set procedures at the competent diplomatic/consular Missions. As regards this procedure, the student must check on the Institution’s website whether extra related and eventual steps and autonomous local needs are necessary. The timelines associated with the procedures relative to *Laurea* degree (1st cycle) and *Laurea Magistrale* degree (2nd cycle) courses which start in the second half of the year as programmed by the Institutions are defined by the calendar published annually by the Ministry of Education, Universities and Research (MIUR).

operating in Italy or abroad, subject to bilateral agreements or special regulations for the recognition of educational qualifications and who meet the general conditions required for entry for study purposes”.

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Registration for admission tests to *Laurea Magistrale* degree courses in: Medicine and Surgery, Medicine and Surgery in the English language where offered by universities, Dentistry and Dental Prostheses, Veterinary Medicine, and for courses dedicated to the training of an Architect, follows the procedures outlined in the portal <http://www.universitaly.it/>. The registration for the test is carried out online by the student and is not subject to the preliminary start of the pre-enrolment procedures at the diplomatic-consular Missions, which must, however, be initiated and formalized, as mandated, no later than the deadlines established by the calendars.

The procedures relating to pre-enrolment in *Master universitari*, *Dottorato di Ricerca*, *Scuole di specializzazione* and foundation courses (*corsi propedeutici*) do not follow the deadlines for enrolment in *Laurea* degree (1st cycle) and *Laurea Magistrale* degree (2nd cycle) courses, but take place according to the terms autonomously decided by the individual institutions, in relation to the start of the courses themselves.

4.2 Preliminary evaluation

Institutions wishing to select candidates directly for their study courses prior to the university pre-enrolment procedure will be able to carry out their own **preliminary evaluation** of individual applications, requesting from the individual student a copy of academic qualifications and any other documents they consider useful for this preliminary evaluation (certification by official foreign bodies, certification issued by ENIC-NARIC centres, etc.). The institution will send the individual candidates, once found suitable for enrolment, a **Letter of eligibility for enrolment**, drawn up according to **Form D⁴** attached to these procedures, which must be presented by the candidates to the diplomatic-consular Missions during the university pre-enrolment phase.

Candidates in possession of the Letter of eligibility for enrolment must present this document to the diplomatic-consular Missions during the university pre-enrolment procedures. The diplomatic-consular Missions, in the cases where the candidate presents a regular Letter of eligibility for enrolment, will verify all the elements related to the visa application for study purposes, with the exception of the academic evaluation concerning the qualifications for admission to courses, already carried out by the university institutions, agreeing on this point with the opinion expressed by the university, as per the current legislation, without prejudice to their assessment of whether or not to issue a visa.

The preventive acceptance by the institution does not in any case replace the actual pre-enrolment to the course. Once the pre-enrolment has been completed, **all students must apply to the Italian diplomatic consular Mission of their country of residence for a university study/enrolment visa.**

⁴ In this document (Form D), the university will record the candidate's personal data and information about the foreign qualification evaluated as suitable for subsequent enrolment, as well as any other pertinent elements for obtaining the visa, such as proficiency in the Italian language, participation in structured mobility programs, conditional acceptance of the application in cases of non-procurement of the final qualification and any verification already carried out on the authenticity of the foreign degree. It is the responsibility of the academic institution to inform the candidate clearly that this pre-enrolment procedure does not guarantee any right to obtain a visa for study purposes and that it does not imply any right to the subsequent enrolment, which will only be finalised once all the consigned academic qualifications have been evaluated and the relative administrative steps have been finalised. For the procedure for assessing the eligibility for enrolment carried out by the individual institutions, the student can check directly with the university which type of documentation must be produced and in what form.

PART II – ENROLMENT IN LAUREA DEGREE AND LAUREA MAGISTRALE DEGREE COURSES

1. PREMISE

The *Laurea* degree courses (1st cycle) normally last three years, while the *Laurea Magistrale* degree courses (2nd cycle) are divided into:

- *Laurea Magistrale* degree course of two years, subsequent to the *Laurea* degree course;
- *Laurea Magistrale a ciclo unico* (single-cycle degree), lasting five or six years (i.e. Medicine and Surgery, Dentistry, Veterinary Medicine, single-cycle Architecture, Law and Art Restoration).

Documents drafted in a foreign language for consignment to diplomatic-consular Missions must be accompanied by an official translation into Italian. The Mission will return the original academic qualifications furnished with the consular legalization, except for those cases in which the Country where the qualifications were issued already applies the Apostille. The said documents will not be sent by the Missions to the Universities, but should be consigned directly by the student to the academic authorities during the period of completion of the enrolment procedures, following the methods and timelines adopted by the institution.

For the procedures of qualification evaluation performed by the institutions, the student can verify directly with the university applied to which kind of translation must be produced (sworn, certified etc.) and for which foreign languages said translation is, or is not, exempted.

In cases in which a foreign student already enrolled at an Italian University has abandoned his/her studies and requests a new enrolment at the same or a different University, **he/she cannot use the specific student residency permit which was granted for the first enrolment**. The decision to interrupt studies results in a shortcoming of the requisites stipulated for the stay in the national territory and, consequently, in the withdrawal of the authorizing permit.⁵

The higher education institutions publish the list of places reserved for each course to visa applicant students, thereby allowing interested parties to submit an application for pre-enrolment. The list should also show whether or not students must provide a translation of the documentation to be attached to the application. The list of places reserved for foreign students is published on the website: <http://www.studiare-in-italia.it/studentistranieri/> .

2. PRE-ENROLMENT REQUEST FOR LAUREA DEGREE OR LAUREA MAGISTRALE A CICLO UNICO (SINGLE-CYCLE) DEGREE COURSES

Students interested in *Laurea* degree or *Laurea Magistrale a ciclo unico* (single-cycle) degree courses:

- should present to the Italian Mission in the Country of origin⁶ an original request, according to **Form A (English language version)**, in two copies;
- if they possess one of the academic qualifications in **Attachment 1**, they should choose only one of the study courses indicated in the list of available places. For those study courses where a unique

⁵ Legislative Decree n. 286 of 25 July, 1998, Art. 5, commas 3, 4 and 5: “Consolidated Law of decisions concerning the regulation of immigration and norms on the treatment of foreigners”, and later modifications.

⁶ Candidates may present their request to an Italian Mission located in a third Country. The Head of said Mission may decide the acceptance or the refusal of the request, based on an evaluation of the single circumstances and also taking into account the public interest.

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national access test is necessary (Medicine and Surgery, Dentistry and Dental Prostheses, Veterinary Medicine and specific courses to become an Architect), the pre-enrolment request is also automatically presented for all the other Universities indicated at the time of enrolment for the test;

- if they possess a qualification contained in **Attachment 2**, they can choose a course irrespectively of the number of reserved places;
- if they hold the **Letter of eligibility for enrolment**, this document must be delivered to the Italian Mission of the country of origin.

The request is accepted by the diplomatic-consular Mission **conditionally** if the student is attending the last year of secondary education and is either yet to sit the final exam, or the special academic competence exams where provided for.

2.1 Documents to be presented to diplomatic-consular Missions

- a) original copy of final secondary education qualification, obtained after at least 12 scholastic study years, or a fully legal substitute certificate;⁷
- b) certificate declaring the pass grade of an eventual special academic competence exam eventually required for entry to University in the Country of origin;
- c) two photographs (of which one must be authenticated by the Italian Mission having jurisdiction for that territory);
- d) should it exist, the Letter of eligibility for enrolment.

2.2 Documents normally requested by higher education institutions⁸

- a) original copy (or certified copy) of final secondary education leaving qualification, obtained after at least 12 scholastic study years,⁹ or a fully legal substitute certificate; the final qualification may be accompanied and at the discretion of each individual higher education institution by a declaration/statement released by an ENIC-NARIC centre, by a declaration of official foreign institutions or by a *Dichiarazione di valore*;¹⁰
- b) certificate declaring the pass grade of a special academic competence exam eventually required for entry to University in the Country of origin;
- c) eventual translation of the documents listed in points a) and b);
- d) other eventual documents requested by the university.¹¹

3. PRE-ENROLMENT REQUEST FOR LAUREA MAGISTRALE DEGREE COURSES (NOT SINGLE CYCLE)

⁷ If the qualification of secondary education has been obtained at the end of a period of less than 12 scholastic study years, please refer to what is indicated in Attachment 1.

⁸ The documentation referring to the foreign qualification and requested by the university is meant to verify the main elements of the foreign qualification and to check its comparability with an equivalent Italian qualification, therefore each single university can request this type of documentation independently, in the most appropriate form, in order to assess the correctness of the foreign qualification for access to the chosen course.

⁹ Cf. note 6.

¹⁰ The documentation provided by Italian diplomatic missions does not affect the evaluation decisions of the single higher education institutions as regards the foreign qualifications for enrolment to courses. In this regard, it should be remembered that the request for a *Dichiarazione di valore* "does not exclude the right and duty of the Administration to perform its own autonomous evaluation even in cases where the relevant diplomatic mission has not provided the required reply or has provided it with insufficient or generic contents" (cf. Council of State sentence n. 4613 of 4/9/07).

¹¹ Higher education institutions are invited to put in place useful tools for the verification of qualifications that can facilitate the entry of candidates with a foreign qualification, in line with the provisions of the recent "Recommendation of the Council of the European Union on the promotion of automatic mutual recognition of higher education qualifications and secondary education and training qualifications and the results of study periods abroad", including the use of new tools and new technologies made available internationally, including *blockchain* technology and the verification statements of qualifications by ENIC-NARIC centres.

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Students interested in *Laurea Magistrale* degree courses (not single-cycle), must present to the Italian Mission in the Country of origin a request for pre-enrolment in original copy, according to **Form A (English language version)**.¹²

3.1 Documents to be presented to diplomatic-consular Missions

- a) academic qualification gained from a University or post-secondary qualification gained in a non-university Higher Institute which allows them to proceed on-site to further studies at academic institutions at the next level;
- b) certificate released by the competent University declaring the exams passed, as well as, for each subject, detailed programmes for the completion of said qualifications. The student can check at the time of publication of the number of places which each University reserves for each single degree course, if and for which foreign languages the translation for said certificate has been exempted. Post-secondary studies (exams and credits) already gained can be certified by the Diploma Supplement, where in place;
- c) two photographs (of which one must be authenticated by the competent Italian Mission for that territory);
- d) should it exist, the Letter of eligibility for enrolment.

3.2 Documents normally requested by higher education institutions¹³

- a) academic qualification gained from a higher education which allows access in the issuing Country to further studies at academic institutions at the next level; the final qualification may be accompanied at the discretion of each individual higher education institution by a declaration/statement released by an ENIC-NARIC centre, by a declaration of official foreign institutions or by a *Dichiarazione di valore*.¹⁴
- b) certificate released by the competent University declaring the exam transcripts, as well as, for each subject, detailed programmes for the completion of said qualifications; the study programme can be certified by the *Diploma Supplement*, where in place;
- c) eventual translation of the documents listed in points a) and b);
- d) other eventual documents requested by the university, including those relevant for the verification of the authenticity of the foreign qualification¹⁵.

¹² Requests are also “conditionally” accepted, by the diplomatic-consular Missions, from those who, while having finished their study course, are not yet in actual possession of the relative qualification.

¹³ Cf. note 7.

¹⁴ Cf. note 9.

¹⁵ Cf. note 11.

PART III – PROFICIENCY IN THE ITALIAN LANGUAGE

1. TEST OF PROFICIENCY IN THE ITALIAN LANGUAGE

Higher education institutions **are obliged to test the linguistic ability of students for access to courses**. Each institution must organise a test of proficiency in the Italian language, obligatory for all *Laurea* degree and *Laurea Magistrale a ciclo unico* (single-cycle) degree courses, except for those cases which are exempted as indicated in the paragraph below. This test is to be held preferably off-campus and before the visa application, thereby allowing for the certification of this proficiency during the request for a study visa, for an acceleration of such procedures and to lessen the pressure on the candidate.

The test of proficiency in the Italian language is not required for courses held in other languages, for which the individual universities can check for the possession of specific certification. Nobody may be admitted to further competitive or aptitude tests - if any - who has not passed the language test. As regards the *Laurea Magistrale* (non single-cycle) degree courses, independent decisions by the universities may mandate passing the test of proficiency in the Italian language.

1.1 Exemption from the language proficiency test

The following are exempted from the Italian language test, but subject to the limit of the specific number of places reserved for visa applicants and residents abroad:

- a) those students who have obtained certificates of proficiency in the Italian language with a grade not inferior to B2 level of the Council of Europe, awarded as determined by the CLIQ (*Certificazione Lingua Italiana di Qualità*) quality system, which unites in one association the current certification bodies (University for Foreigners of Perugia, University for Foreigners of Siena, Roma Tre University and the Dante Alighieri Society) and University for Foreigners “Dante Alighieri” of Reggio Calabria, as well as in convention with Italian Institutes of Culture abroad or other institutions. These certifications may be gained in the country of origin, in the approved exam centres found all over the world;
- b) those students described in the following paragraph are exempted from the preliminary Italian language test and are enrolled independently of the fixed quota of places.

1.2 Exemption from the language test and quotas

For enrolment to *Laurea* degree and *Laurea Magistrale a ciclo unico* (single-cycle) degree courses, exemption is granted to, irrespectively of the number of reserved places:

- a) those students who hold the final 4- or 5-year secondary school diploma awarded by Italian State or State-recognised schools abroad;
- b) those students holding one of the final qualifications from a secondary School as listed in Attachment 2;
- c) the holders of equivalent certificates to the Middle School final qualification obtained in Argentina, which certify the attendance of a study course which includes the teaching, for at least 5 years, of the Italian language, according to Law n. 210 of 7.6.1999 (*Gazzetta Ufficiale* n. 152 of 1.7.1999);
- d) those students who have earned the certification in Italian language proficiency at the Universities for Foreigners of Perugia and Siena;
- e) those students who have earned the certification in Italian language proficiency, with a grade of C1 or C2 of the Council of Europe, awarded as determined by the CLIQ (*Certificazione Lingua Italiana di Qualità*) quality system, which unites in one association the current certification bodies (Universities for foreigners of Perugia, of Siena and of Reggio Calabria, Roma Tre University and the Dante Alighieri Society), also in convention with Italian Institutes of Culture abroad or other institutions.

For enrolment to *Laurea Magistrale* degree courses (should the University autonomously require the test) exemption is granted to those students holding the qualifications outlined in the previous letters d) and e).

PART IV – INCOMING VISA FOR STUDY PURPOSES, RESIDENCY PERMIT AND SUBSEQUENT MEASURES

1. INCOMING VISA FOR SITTING ENTRY TESTS

If the entry tests or language exams are held before obtaining the final secondary school leaving certificate or in a period which does not allow the completion of pre-enrolment, students must apply for a short-stay entry visa (Standard Schengen Visa for stays of less than 90 days).¹⁶ The issue of a STUDY visa for “university enrolment” can only be approved for enrolment in a *Laurea* degree or *Laurea Magistrale* degree course and in no circumstances can such a visa be issued to foreigners enrolled in academic years subsequent to that of enrolment.

2. REQUIREMENTS TO RECEIVE A STUDY VISA

To obtain an entry visa for STUDY purposes for University Enrolment (type D “national”) and, subsequently, of a residency permit, the foreign student must demonstrate being in possession of the following requisites:

- a) **Economic means for subsistence during the planned stay.** These means are quantified as **€457.99 per month** for each month of duration of the academic year,¹⁷ equal to **€5,953.87 per year**. The availability in Italy of such means of support must be proven through personal or parental economic guarantees, or provided by Italian Institutions or Authorities of proven liquidity, including Universities, local Government, foreign Institutions or Authorities deemed reliable by the Italian diplomatic Mission; they cannot be demonstrated through the exhibition of a bank guarantee, or of a guarantee insurance policy, and neither with cash or guarantees supplied by third parties.¹⁸
- b) The availability of the necessary sum for repatriation, which can also be demonstrated by showing a return ticket.
- c) Suitable lodgings in national territory.
- d) Adequate insurance cover for medical expenses and hospital stays (Art. 39 comma 3 Consolidated Law n. 286/1998 and Ministry of the Interior Directive 01.03.2000), which the student must demonstrate being in possession of, at the time of the residency permit request. The following modalities are accepted:
 - consular declaration which demonstrates the right for health care cover due to an Agreement between Italy and the Country of origin;
 - foreign insurance policy, accompanied by a consular declaration on its validity in Italy, on its term and on the forms of assistance covered, which should not include limitations or exceptions to the tariffs established for urgent hospital admittance for the length of the cover;
 - insurance policy with Authorities or national companies accompanied by a declaration from

¹⁶ Countries whose citizens need a short-stay visa: http://www.esteri.it/mae/it/ministero/servizi/stranieri/ingressosoggiornoinitalia/visto_ingresso/paesi_soggetti_visto.html
Countries whose citizens do not need a short-stay visa: http://www.esteri.it/mae/it/ministero/servizi/stranieri/ingressosoggiornoinitalia/visto_ingresso/paesi_esenti_visto.html
Requirements to obtain a short-stay visa: <http://esteri.it/visti/home.asp>

¹⁷ The amount referred to is quoted in Circular n. 122, having as its object “Renewal of pensions, social security emoluments and emoluments in parallel with pensions for the year 2019”, issued by *Istituto Nazionale della Previdenza Sociale* (Italian State pension authority), on 27 December, 2018, where in Point 3.1 the amount of the “minimum state pension” is communicated.

¹⁸ The mere candidacy for an Italian government scholarship does not act as a document of economic cover. Students who, having requested but not yet obtained an Italian government scholarship, intend to present a request for enrolment even following the current norms must produce a document proving economic cover just like the other candidates.

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the insuring entity that specifies the absence of limitations or exceptions to the tariffs established for urgent hospital admittance for the length of the cover.

Participants of the entry tests, including the Italian language exam, which are held **after** the delivery of the final secondary qualification or the successful procedure of pre-enrolment, are to come to the chosen University bearing a passport with the specific entry visa for STUDY purposes (University Enrolment) or with the eventual residency permit, or receipt produced by the Post Office testifying the deposition of the permit request which occurred. They will receive from the chosen University the modality to present the pre-enrolment request, authenticated by a signature, a photograph and the study documents, accompanied by the relevant consular papers, collected from the Italian diplomatic consular Mission.

3. MEASURES TO TAKE UPON ARRIVAL IN ITALY

Within eight days of arrival in Italy on a type D “national” visa for STUDY (University Enrolment), the candidates must forward a request for a residency permit for STUDY to the police headquarters responsible for the city where they intend to establish their residence. The request may be presented to Post Offices, or by taking advantage of the eventual counter established at the University, using the appropriate kit available at the said Offices. At the moment of presentation of the request for a residency permit, the foreigner will be identified and must effect the payment of the relative costs.

At the time of presentation of the dossier at the post office window, the student will receive an invitation of summons which specifies the date when he must appear at the specific offices of the police headquarters, together with photographs, to undergo the photographic and fingerprinting procedures. In cases where the dossier must be integrated with further documentation, the student will be informed via text message or registered mail.¹⁹

The Post Office produces a receipt of the delivery of a request for a residency permit which is equivalent to the receipt of the presentation of the dossier produced by the Police Headquarters and which, moreover, functions as a testimonial to the authorized presence in Italy.²⁰

Students who arrive on a short-term visa (Uniform Schengen Visa – USV) perform the previous procedures for residency according to the terms of Law n. 68 of 28/5/2007 following the indications of the Interior Ministry circular of 26.07.2007, called *Procedures for presentation of “Declaration of Presence” by foreigners for short-term stays (Modalità di presentazione della Dichiarazione di Presenza resa dagli stranieri per soggiorni di breve durata)*.

Candidates, pending the verification of all the fixed requirements, are in all cases admitted to the tests, but “conditionally”.²¹

4. RENEWAL OF RESIDENCY PERMIT

Students, upon enrolment in a university course, must request from the Chief of Police (*Questore*) of the Province in which they are located the renewal of the residency permit for the entire year, at least sixty days before it expires. When renewal is necessary, a foreign student who entered Italy on a type “D” national visa for STUDY university enrolment purposes must demonstrate the possession of the same

¹⁹ In the preparation of a request for a residency permit the student may take advantage of the free and professional assistance of the aid offices and Municipalities that have implemented such services.

²⁰ The Post Office employee also releases a letter containing all the information relative to the interview fixed at the relevant Police Headquarters: the date, the time and the place to report for the prosecution of the subsequent activities relative to the request are all indicated. Information on the procedure may be obtained from: www.poliziadistato.it; www.portaleimmigrazione.it and 800 number 803160.

²¹ If the time of release of the residency permit is prolonged because of obligations related to the submission to photo-fingerprinting procedures, the subsequent enrolment at the University is also carried out conditionally, until a copy of the residence permit is presented, or at the request of the University concerned, until the eventual communication from the competent Police Headquarters, concerning the adoption of a provision rejecting the application (in the case in which there are reasons for blocking the request that were not evident when issuing the entry visa).

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financial resources required for entry, not inferior to **€457.99 per month**, equal to **€5,953.87 annually**, the certificate of University registration and all the conditions already required for the issue of the residency permit.

Residency permits for STUDY purposes (University) are renewed “...for those students who in the first year of the course have passed a progress review and in the following years at least two reviews”, as determined by the University in terms of credits. Furthermore, “for serious health reasons or force majeure, with the relevant documentation, the residency permit may be renewed even for the student who has only passed a single progress review, subject to the total number of renewals. These may not in any case be issued for more than three years beyond the duration of the study course”.²²

The renewability of residency permits for study purposes is also contemplated for the continuation of studies with the registration for a degree course different from that which the foreign student entered Italy to study, provided the academic authorities give their approval for such change.²³

²² Art. 46, comma 4 of Presidential Decree n. 394 of 31 August, 1999.

²³ According to Art. 1, comma 1, lett. B) of Legislative Decree n. 154 of 10 August, 2007. In this regard, clarifying that the opportunity to transfer to a study course different from that for which the visa was issued is allowed only for university courses, with the exclusion therefore of transfers to private courses, the relative applied rules have been outlined in Interior Ministry circular n. 400/C/2008/899/P/12.214.27BI dated 21 February, 2008.

PART V – COURSES WITH ADMISSION QUOTAS

1. ENTRY TESTS

It is mandatory to sit an entry test to accede to national fixed quota university courses:

- *Laurea* degree and *Laurea Magistrale* degree courses directly structured for the qualification of Architect;
- *Laurea Magistrale* degree course in Medicine and Surgery;
- *Laurea Magistrale* degree course in Odontoiatrics and Dental Prostheses;
- *Laurea Magistrale* degree course in Veterinary Medicine;
- *Laurea* degree and *Laurea Magistrale* degree courses in Healthcare Professions;
- *Laurea Magistrale* degree course in Primary Education Sciences.

Admission exams are equally **mandatory** for courses identified by the Universities, following the norms in place, the dates of sitting of which are fixed by the calls issued and posted in the registers of the individual Universities.²⁴ Following upon the admission tests for fixed quota courses or for other eventual tests autonomously organised by the individual Universities, **each University defines and publishes a merit ranking according to the rules established for the respective call relative to the quota reserved for the year in question.**

2. PLACES LEFT AVAILABLE IN THE CASE OF INDIVIDUAL QUOTAS

Students who do not classify in the ranking for admission with respect to the number of places reserved for them may, within the deadlines fixed in the timetables and after the publication of the places still available, present a single request for:

- a) admission to another university course in the same institution;
- b) redeployment, for the same university course or another, to an alternative institution.

The requests outlined in b) must be presented by the candidates to the Rector of the chosen University, as well as to the Rector of the University where the admission exam was sat. Those candidates who do not pass the tests or who do not gain admission either to another university course or a redeployment to another institution, **must leave Italy within and no later than the expiration of the visa or of the study residency permit**, unless they have another residency document which allows them to legally stay beyond that date.

²⁴ According to the decision taken by the Council of State, Plenary Session n. 1/2015, passing an admission test for degree and master's degree courses in the healthcare area established by Art. 4, comma 1, of Law n. 264 of 2 August, 1999, is not mandatory for students who arrive from foreign universities and request a transfer to years subsequent to the first year of the aforementioned courses. The transfer clearance is in any case subordinate to the respect of the unavoidable limit of the number of available places fixed by the chosen university for each year at the time of annual planning, and to the verification of the educational path completed by the student: to this end, the Universities analytically specify in their calls both the criteria for the recognition of the acquired credits at the foreign University and for the evaluation of the comparability, and the number of available places for a transfer into each year subsequent to the first. Each University may equally determine, as allowed for within its own autonomy, the possibility of organising further evaluative admission tests for students who request a transfer into years subsequent to the first, with a view to verifying the knowledge, competences and ability, in accordance with the principles of the Lisbon Convention.

PART VI - ENROLMENT

1. GENERAL INFORMATION

Information relative to enrolment must be sourced at each university. Should the foreign student not be in possession of the required residency permit also during the phase of enrolment, or in general not in possession of all the established requisites, **the registration for the requested *Laurea* degree or *Laurea Magistrale* degree course is conditionally accepted until the month of June of the year following that of the presentation of the request.** In such circumstances, upon a request from the University in question, within and no later than said month of June, the Police Headquarters (*Questura*) will send a communication testifying to the actual issue of the residency permit, unless there is the eventual decision to reject the request.

The higher education institutions in order to proceed with the enrolment of students, in addition to assessing the suitability of the qualification for the purpose of access to the chosen course, **are responsible for verifying the authenticity of the academic documents presented**, using the methods they consider most adequate to carry out such checks, such as requesting apostilled and legalized documents, contacting the foreign institution directly, using online verification tools, using the services offered by ENIC-NARIC centres, etc. Institutions of higher education are also invited to introduce useful tools in order to facilitate the entry of candidates with foreign qualifications, in line with the provisions of the recent "Recommendation of the Council of the European Union on the promotion of automatic mutual recognition of higher education and higher secondary education and training and the results of study periods abroad", including the use of new technologies, including *blockchain* technology, made available internationally by the ENIC-NARIC centres.

The foreign qualification evaluation necessary for enrolment in Italian higher education study courses lies within the exclusive jurisdiction of higher education institutions, as established by Art. 2 of Law 148/2002. The documentation provided by Italian diplomatic missions does not affect the evaluation decisions of the single higher education institutions as regards foreign qualifications for enrolment in courses. In this regard, it should be remembered that the request for a *Dichiarazione di valore* "...does not exclude the right and duty of the Administration to perform its own autonomous evaluation even in cases where the relevant diplomatic mission has not provided the documentation requested or has provided generic or insufficient material".²⁵ During the foreign qualification evaluation procedures necessary for enrolment, the documentation needed from the students is determined by the single higher education institutions.

2. QUALIFICATIONS HELD BY RECIPIENTS OF INTERNATIONAL PROTECTION

On the basis of the Lisbon Recognition Convention²⁶ - ratified in Italy by Law n.148 of 11 July 2002 - and considering Article 26 of Legislative Decree 251/2007, as amended pursuant to Legislative Decree No. 18 of 21 February 2014 (introduction of paragraph 3 bis)²⁷, higher education institutions are invited,

²⁵ Cf. State Council sentence n. 4613 of 04/09/07.

²⁶ Article VII of the Convention on the recognition of academic qualifications relating to superior education in the European Union: "...Every Party, in the scope of its own education system and in conformity with its personal constitutional, judicial and legislative regulations, shall adopt all possible and reasonable measures to elaborate procedures aimed at evaluating fairly and effectively whether refugees, exiles and those persons in conditions similar to those of refugees fulfil the requisites for admittance to higher education, to programmes complementary to higher education or to work activities, even in those cases where the academic qualifications issued by one of the Parties cannot be proven by the relative documents."

²⁷ "3-bis: For the recognition of professional qualifications, diplomas, certificates and other titles obtained abroad by holders of refugee or subsidiary protection status, the relevant administrations shall identify appropriate assessment, validation and accreditation systems that allow the recognition of qualifications pursuant to Article 49 of Presidential Decree n. 394 of 31 August 1999, even in the absence of certification by the State in which the qualification was obtained, where the interested party proves that he cannot acquire said certification."

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taking into account their autonomy and in line with the possibility given by the current legislation to carry out controls "... of the cycles and periods of study carried out abroad and of foreign qualifications, for access purposes to higher education, the continuation of university studies and the achievement of Italian university degrees" (Article 2 of Law 148/2002), **to put in place all the necessary efforts in order to prepare internal procedures and mechanisms for evaluating the qualifications of refugees and holders of subsidiary protection**, even in cases where all or part of the relevant documents proving the qualifications are not present.

The higher education institutions, with a view to the recognition of such qualifications and for the implementation of the eventual evaluation procedures, can benefit from the experience of the ENIC-NARIC centres and from established best practices at an international level.

PART VII – ENROLMENT IN OTHER STUDY COURSES

1. GENERAL INFORMATION

Candidates in possession of a foreign academic qualification equivalent in level, type, content and academic rights (access to further courses), to the Italian academic qualification required for access to the chosen course, may request enrolment in courses for *scuole di specializzazione, dottorato di ricerca, perfezionamento, master universitari di primo e secondo livello*, single courses (*corsi singoli*), courses in Italian language and culture at the universities for foreigners of Perugia, Siena and "Dante Alighieri" Reggio Calabria and foundation courses (*corsi propedeutici*). **The registration remains subject to the assessment of the suitability of the degree by the academic bodies** for the sole purpose of enrolment, as well as the passing of the respective entrance exams, where applicable.²⁸

The candidates must present the enrolment request directly to the chosen University, according to the terms and conditions established by each University. Study qualifications awarded by foreign authorities must be accompanied by documents indicated by the universities in line with the Lisbon Recognition Convention: the student is obliged to produce the documentation requested by the University with a view to evaluating the foreign qualification, with reference to: eventual translations, legalisations, Diploma Supplements, exam certificates, *Dichiarazioni di valore*, ENIC-NARIC centre declarations/statements or other declarations useful for the verification of the elements of the foreign qualification. The candidates must satisfy the requirements of the professional qualification, where requested.

2. DOTTORATO DI RICERCA AND MASTER UNIVERSITARI COURSES

For enrolment in *Master universitari* and *Dottorati di ricerca* courses the dispositions necessary for enrolment in *Laurea* and *Laurea Magistrale a ciclo unico* (single-cycle) degree courses are not applied, considering that the entry procedures for the aforementioned courses do not follow a calendar drawn up according to general instructions.

Candidates in possession of a foreign academic qualification equivalent in terms of level, type, content and academic rights (access to further courses) to the equivalent Italian academic qualification necessary to access the chosen course may request enrolment. The candidates present a request to attend a *Dottorato di ricerca* or *Master universitario* course together with a copy of the academic qualification directly to the University following the procedures and inside the terms specified in the announcement of the relative institutions. This procedure must also be applied in the case of *Masters* organised by Universities in collaboration with public or private institutions. Upon enrolling at the University, the candidates present the academic qualification, attached to the

²⁸ For access to the various post-graduate education courses, the residency permit for purposes of STUDY may be renewed, as mandated by the contents of Presidential Decree n. 394/1999, last part of comma 4 of Article 46, issued for attendance of single courses, as long as the same are necessary for attendance of the post-graduate courses (such necessity must be certified by the chosen University).

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documentation required for enrolment.

Following confirmation of acceptance by the University, candidates request the Mission to issue an entry visa for study purposes, with validity related to the duration of the course, or a short-term entry visa. Where no admission tests are contemplated, or such tests do not require a physical presence in Italy, the diplomatic-consular **Missions** are responsible for issuing the relative visa, taking into account the limited time often available before the start of these courses. When the candidate is required to take part in admission tests, **the Missions** grant a short-term entry visa (Uniform Schengen Visa - VSU). In the event of a favourable outcome of the admission test, the Mission will issue the candidate, once he has returned to his country, a new entry visa for STUDY, in line with the start and duration of the course.²⁹

The Universities who receive an admission request for such courses communicate the acceptance of the student and the results of the admission test, where relevant, to the Missions with jurisdiction. For these courses, as well, the evaluation of entry qualifications is the exclusive responsibility of the academic Governance.

3. SINGLE COURSES AND INTERNSHIPS

Students or foreign citizens applying for a visa, who intend to attend one or more single courses (*corsi singoli*) or internships (*stage*) in Italy, can register, within the deadlines set by each single University, by presenting the documentation requested by the single Italian University. **The Universities** communicate the names of the visa applicants for these types of courses to the Italian Diplomatic Missions, indicating the positive academic evaluation of the candidate.³⁰

The foreign candidate may not obtain the renewal of an entry visa in order to further his/her studies by attending another single course, distinct from the one that allowed the student to enter Italy, the renewability of an entry visa for study purposes is allowed for the furtherance of studies through enrolment in a "*Laurea* course"³¹ which is pertinent or consequent to the finished single course. Such pertinence must be certified by the University in question.

4. ITALIAN LANGUAGE AND CULTURE COURSES

Non-European Community foreign citizens residing abroad who are regularly enrolled in courses of Italian language and culture organised by the Universities for Foreigners in Perugia, in Siena and in Reggio Calabria - "Dante Alighieri" are eligible for the issue of study visas with validity in line with the length of the courses in question. For the release of the entry visas relative to the aforementioned courses, the general dispositions of the Schengen legislation and the national law regarding immigration are applied, in particular as concerns the evaluation of migratory risk.

5. FOUNDATION COURSES

Based on the principles established by Art. 6, comma 1 of Ministerial Decree 270/2004 for the university sector and by Art. 7, comma 2 of Presidential Decree 212/2005 for the AFAM sector, higher education institutions can organise foundation educational activities for access to *Laurea* study courses, proposing foundation courses (*corsi propedeutici*), even for less than one year, to bolster the requisites for admission requested for enrolment in Italian higher education courses, in line with the contents of Attachment 1.

As regards enrolment to said courses, the same procedures are applied as for enrolment in *Master universitari*. The higher education institutions shall communicate to the respective diplomatic-consular Missions all information regarding the length and the nature of the course in question.

²⁹ For short stays the general dispositions contained in the Schengen legislation which discipline the issue of short-stay visas (uniform Schengen visa VSU) are applied, whether the visa is requested for study or tourism.

³⁰ For the release of the entry visas relative to the aforementioned courses, the general dispositions of the Schengen legislation and the national law regarding immigration are applied, in particular as concerns the evaluation of migratory risk.

³¹ In accordance with 2004 EC Directive 114, concerning Art. 39 of 1998 Legislative Decree n. 268.

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6. HIGHER TECHNICAL INSTITUTES (ITS)

For enrolment in **Post-Secondary Technical Specialization courses organized by Higher Technical Institutes (ITS)** by visa applicants, the same procedures as for enrolment in Degree courses apply, except for the scheduling of university pre-enrolment procedures and participation in the quota.

Candidates present the application for participation in a Post-Secondary Technical Specialization course directly to Higher Technical Institutes following the procedures and within the established deadlines of the relative institutions. At the time of enrolment, candidates present their qualifications, duly accompanied by the following documents³²:

- a) original (or certified copy) of final secondary school diploma awarded after at least 12 years of schooling, or a replacement certificate valid for all legal purposes; the final qualification can be accompanied, alternatively and at the discretion of the institution, by a certification issued by ENIC-NARIC centres, by certificates of official foreign bodies or by a *Dichiarazione di valore*;
- b) certificate certifying that the academic eligibility test required for access to similar institutions in the country of origin has been passed, considering this necessity only in cases where the foreign system provides for an entry test for institutions comparable to ITSs;
- c) eventual Italian translations of the documents indicated in points a) and b);
- d) eventual supplementary documentation requested by the Institution, including pertinent documentation to verify the authenticity of the foreign qualification.

Following confirmation of acceptance by the Institution, candidates request the Mission to issue an entry visa for study purposes, with validity related to the duration of the course, or a short-term entry visa. The diplomatic-consular **Missions** issue the relative visa, taking into account the frequently short time-frames before the start of these courses.

The Institutes that receive the request for admission to these courses communicate the student's acceptance to the relevant Missions. For these courses, as well, the evaluation of qualifications for admission is the exclusive competence of the Institutes.

The Higher Technical Institutes will communicate to the respective diplomatic-consular Missions all information relating to the duration and nature of the course in question.

Where admission tests are not contemplated, or if these tests do not require physical presence in Italy, the diplomatic-consular **Missions** will issue the relative visa, taking into account the frequently short time-frames before the start of such courses. Where the candidate must physically take part in admission tests, the **Missions** grant a short-term entry visa (Uniform Schengen Visa - VSU). In the event of a favourable outcome of the admission test, the Mission will issue a new entry visa for STUDY, once the student has returned to his own country, in line with the start and duration of the course.

As far as proficiency in the Italian language is concerned, the same dispositions as for the university sector apply.

³²The final secondary school qualification obtained abroad and awarded after no less than 12 years of schooling may also be of a different nature than that required for entry to university institutions, bearing in mind that in many foreign systems there are final qualifications of upper secondary school with a vocational orientation which, while not allowing access to academic studies, allow access to technical courses comparable to those offered by ITSs.

PART VIII – COURSES AT HIGHER EDUCATION FOR ART, MUSIC AND DANCE INSTITUTIONS (AFAM)

1. GENERAL INSTRUCTIONS

To enter *Diploma accademico di primo livello* courses and *Diploma accademico di secondo livello* courses, offered by the AFAM Institutions³³ one should refer to the provisions which discipline access to *Laurea* and *Laurea Magistrale* courses at university Institutions.

2. SPECIFIC DIRECTIONS

The pre-enrolment to be performed for courses organized by the institutions belonging to the AFAM system must be carried out directly at the diplomatic-consular missions, as there is no provision for pre-enrolment with special arrangements for these institutions.

The list of courses and of the corresponding quota of reserved places, for each AFAM Institution, for non-European Union citizens residing abroad, an integral part of the provisions, can be consulted on the website at <http://afam.miur.it/studentistranieri/>, and this list will also be published by the AFAM Institutions.

Any communication regarding the AFAM sector, whether on the part of the academic institutions or on the part of the Missions, should be addressed to the Ministry for Education, Universities and Research (MIUR) – General Directorate for Students, Development and the Internationalisation of Higher Education - Via Michele Carcani, 61 – 00153 ROMA. In particular, the lists of foreign candidates admitted to courses must be forwarded, as well as the lists of the candidates actually registered.

The AFAM sector institutions for whatever communication regarding non-European Union citizens residing abroad must contact the relevant Italian Diplomatic-consular Missions directly, the addresses for which are available on the Ministry of Foreign Affairs and International Co-operation website (<http://www.esteri.it/mae/it/ministero/laretediplomatica/>).

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³³ That is to say: the Academies of Fine Arts, The National Dance Academy, the National Dramatic Arts Academy, the Legally Recognised Academies of Fine Arts, the Music Conservatories, the State-Recognised Music Institutes and the Higher Institutes for Artistic Industries, which in Italy are the institutions authorised to issue qualifications of Higher artistic, musical and dance education, as established by Art. 11 of Presidential Decree n. 212 of 8.7.2005.