

**ATTACHMENT**

***INSTRUCTION FOR STUDENTS WITH FOREIGN QUALIFICATIONS***

**A.Y. 2020/2021**

STUDENTS ALLOWED TO DO THE APPLICATION:

- a) **ITALIAN CITIZENS**
- b) **EU CITIZENS**
- c) **NON-EU CITIZENS WHO HAVE REGULAR RESIDENCE IN ITALY (ART.26 LAW n. 189 OF 30/07/2002)**
- d) **NON-EU STUDENTS WITH RESIDENCE ABROAD, ASKING FOR A STUDENT VISA.**

CITIZENS WHICH CORRESPOND TO THE DESCRIPTION IN THE POINTS a), b) AND c) WHO ARE ADMITTED TO THE COURSE WILL BE INCLUDED IN THE SAME MERIT RANKING.

INTERNATIONAL STUDENTS OF POINT d) WILL BE INSERTED IN A DIFFERENT MERIT RANKING.

IF THEY ARE WINNERS, IN ADDITION TO THE ENROLLMENT PROCEDURE, THEY WILL HAVE TO PROVIDE THE DOCUMENTS REQUIRED BY LEGISLATION TO THE **INTERNATIONAL STUDENT OFFICE**. THE LIST OF DOCUMENTS IS AVAILABLE ON THE WEBSITE OF THE ITALIAN MINISTRY OF EDUCATION: [HTTP://WWW.STUDIARE-IN-ITALIA.IT/STUDENTISTRANIERI/](http://www.studiare-in-italia.it/studentistranieri/) OR IN OUR WEBSITE, AT THE FOLLOWING LINK: [HTTPS://ECONOMIA.UNIROMA2.IT/BA/BUSINESS-ADMINISTRATION-ECONOMICS/PRE-ENROLMENT-PROCEDURE/](https://economia.uniroma2.it/ba/business-administration-economics/pre-enrolment-procedure/).

FOR ANY DOUBT ABOUT YOUR QUALIFICATION, YOU CAN CHECK HERE: [HTTPS://ECONOMIA.UNIROMA2.IT/BA/BUSINESS-ADMINISTRATION-ECONOMICS/FOREIGN-QUALIFICATIONS-TO-APPLY/](https://economia.uniroma2.it/ba/business-administration-economics/foreign-qualifications-to-apply/) THE CRITERIA FOR ASSESSING THE SUITABILITY OF FOREIGN QUALIFICATIONS FOR THE ADMISSION IN THE ITALIAN UNIVERSITIES OR YOU CAN CONTACT OUR **INTERNATIONAL STUDENTS OFFICE**.

STUDENTS WITH FOREIGN QUALIFICATION WILL HAVE TO GO TO THE INTERNATIONAL STUDENTS OFFICE AND PROVIDE ALL THE REQUIRED DOCUMENTS NECESSARY FOR THE ENROLLMENT. THE INTERNATIONAL STUDENTS OFFICE WILL CHECK THE REGULARITY OF THE DOCUMENTS AND IF THE DOCUMENTS REQUESTED ARE NOT PROVIDED OR ARE INCOMPLETE, THE ADMISSION WILL BE INVALID.

MOREOVER, **NON-EU STUDENTS RESIDING ABROAD** NEED TO GO TO THE COMPETENT ITALIAN DIPLOMATIC AUTHORITIES IN THEIR HOME-COUNTRY TO COMPLETE THE PRE-ENROLMENT PROCEDURES. IF YOU HAVE ANY DOUBT ABOUT THE PRE-ENROLLMENT PROCEDURE OR TO GET FURTHER INFORMATION ABOUT THE STEPS YOU NEED TO PERFORM TO OBTAIN THE **STUDY VISA FOR ITALY**, YOU CAN CONSULT THE FOLLOWING LINK: [HTTPS://ECONOMIA.UNIROMA2.IT/BA/BUSINESS-ADMINISTRATION-ECONOMICS/PRE-ENROLMENT-PROCEDURE/](https://economia.uniroma2.it/ba/business-administration-economics/pre-enrolment-procedure/).

STUDENTS (EU AND NON-EU) WITH FOREIGN QUALIFICATION MUST **PROVIDE TO THE INTERNATIONAL STUDENT OFFICE** THE BELOW LISTED **DOCUMENTATION**:

1. **THE ENROLLMENT FORM**, ALREADY FILLED IN, THAT HAS TO BE SIGNED ONCE PROVIDED TO THE STUDENT SECRETARY COUNTER, INCLUDING A PASSPORT PHOTO THAT HAS TO BE APPLIED ON THE DESIGNED AREA ON THE FORM
2. A COPY OF THE FINAL **HIGH-SCHOOL DIPLOMA** (VALID FOR THE ENROLLMENT IN THE ITALIAN UNIVERSITIES), **OFFICIALLY TRANSLATED AND LEGALIZED** BY THE ITALIAN DIPLOMATIC AUTHORITIES IN THE COUNTRY WHERE THE DIPLOMA WAS OBTAINED.

3. IF YOU HAVE A QUALIFICATION OBTAINED AT THE END OF A SCHOOL TERM OF LESS THAN 12 YEARS, YOU HAVE TO PROVIDE ALSO A CERTIFICATE ATTESTING TO PARTIAL ACADEMIC STUDIES ALREADY COMPLETED OR POST-SECONDARY QUALIFICATION OBTAINED IN A NON-UNIVERSITY HIGHER INSTITUTION, OFFICIALLY TRANSLATED AND LEGALIZED BY THE ITALIAN EMBASSY.
4. CERTIFICATION OF THE POSITIVE EVALUATION OF THE SUITABILITY TEST (*IF REQUESTED*)
5. **DECLARATION OF VALUE OF THE HIGH SCHOOL DIPLOMA** RELEASED BY THE ITALIAN DIPLOMATIC REPRESENTATIVES IN YOUR COUNTRY OR BY ENIC-NARIC CENTERS.
6. **PASSAPORT/ID**
7. **THREE ADDITIONAL PASSPORT PHOTOS** AND, ONLY IF YOU ARE A NON-EU CITIZEN RESIDING ABROAD, THE AUTHENTICATED PHOTO AND PRE-ENROLLMENT APPLICATION ISSUED BY THE ITALIAN EMBASSY
8. **FISCAL CODE**
9. A COPY OF YOUR ITALIAN **RESIDENT PERMIT** (*FOR NON-EU STUDENTS*)
10. SCHOLARSHIP CERTIFICATE (*OPTIONAL*)
11. REQUEST OF POLITICAL ASYLUM (*OPTIONAL*)

**ONLY AFTER CHECKING THE REGULARITY OF YOUR DOCUMENTS, THE INTERNATIONAL STUDENTS OFFICE WILL ALLOW YOU TO CONCLUDE THE ENROLLMENT PROCEDURE.**

**INTERNATIONAL STUDENTS OFFICE**

**Address:** via Cracovia n.50 – 00133 Rome (building d – ground floor – room n. 001)

**Office hours:** Monday and Friday: 9 a.m. – 12 p.m.; Wednesday: 9 a.m. - 12 p.m. and 2 p.m. - 4 p.m.

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