

BACHELOR OF SCIENCE IN “BUSINESS ADMINISTRATION & ECONOMICS”
INSTRUCTION FOR STUDENTS WITH FOREIGN QUALIFICATIONS

PLEASE NOTE THAT STUDENTS WITH FOREIGN QUALIFICATION WILL BE ADMITTED TO OUR BACHELOR PROGRAMME *WITH RESERVE*.

IF THEY ARE WINNERS, IN ADDITION TO THE ENROLMENT PROCEDURE (WHICH WILL BE COMMUNICATED WITH THE PUBLICATION OF THE MERIT RANKINGS), THEY WILL HAVE TO PROVIDE THE DOCUMENTS REQUIRED BY LEGISLATION AND AVAILABLE ON THE WEBSITE OF THE ITALIAN MINISTRY OF EDUCATION: [HTTP://WWW.STUDIARE-IN-ITALIA.IT/STUDENTISTRANIERI/](http://www.studiare-in-italia.it/studentistranieri/) .

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 REQUESTED 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.

NON-EU STUDENTS NEED ALSO TO GO TO THE COMPETENT ITALIAN DIPLOMATIC AUTHORITIES IN THEIR HOME-COUNTRY TO COMPLETE THE PRE-ENROLMENT PROCEDURES. IF YOU HAVE ANY DOUBTS 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 ATTACHED LINK: [HTTPS://ECONOMIA.UNIROMA2.IT/BA/BUSINESS-ADMINISTRATION-ECONOMICS/PRE-ENROLMENT-PROCEDURE/](https://economia.uniroma2.it/ba/business-administration-economics/pre-enrolment-procedure/).

EACH STUDENT (EU and Non-EU) WITH FOREIGN QUALIFICATION MUST **PROVIDE TO THE INTERNATIONAL STUDENT OFFICE** THE BELOW LISTED **DOCUMENTATION**:

1. **THE ENROLMENT 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 ENROLMENT IN THE ITALIAN UNIVERSITIES), **OFFICIALLY TRANSLATED AND LEGALIZED**

BY THE ITALIAN DIPLOMATIC AUTHORITIES IN THE COUNTRY WHERE THE DIPLOMA WAS OBTAINED.

3. **PASSAPORT/ID**
4. **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
5. **FISCAL CODE**
6. **DECLARATION OF VALUE OF THE HIGH SCHOOL DIPLOMA** BY THE ITALIAN DIPLOMATIC REPRESENTATIVES IN YOUR COUNTRY OR BY ENIC-NARIC CENTERS.
7. A COPY OF YOUR ITALIAN **RESIDENT PERMIT** (*FOR NON-EU STUDENTS*)
8. IF YOU HAVE A QUALIFICATIONS 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.
9. CERTIFICATION OF THE POSITIVE EVALUATION OF THE SUITABILITY TEST (*IF REQUESTED*)
10. SCHOLARSHIP CERTIFICATE (*OPTIONAL*)
11. REQUEST OF POLITICAL ASYLUM (*OPTIONAL*)

ONLY AFTER CHECKING THE REGULARITY OF YOUR DOCUMENTS, THE INTERNATIONAL STUDENTS OFFICE WILL PERMIT THE ON-LINE ENROLMENT PROCEDURE.

INTERNATIONAL STUDENTS OFFICE

ADDRESS: VIA CRACOVIA N.50 – 00133 ROME (BUILDING D – GROUND FLOOR – ROOM N. 001)

OFFICE HOURS: MONDAY AND FRIDAY: 9-12 A.M.; WEDNESDAY: 9-12 A.M. AND 2-4 P.M.

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