

ENROLLMENT IN BACHELOR DEGREE COURSES, SINGLE-CYCLE MASTER'S DEGREE (5 or 6 years) AND MASTER'S DEGREE (2 years) FOR INTERNATIONAL STUDENTS

INTERNATIONAL STUDENTS RESIDING ABROAD

International students residing abroad may be admitted according to the quota established for each course.

PRE-ENROLLMENT APPLICATION

The pre-enrollment application must be submitted to the Italian Embassy or Consulate in the home country from March 7th to July 24th 2019.

The application can only be submitted for one university and only one study program.

Embassies or Consulates must send to the University, by certified e-mail where possible, the Excel sheet containing the candidates list divided by study course by July 26th 2019.

SUPPORTING DOCUMENTS TO THE APPLICATION FORM (to be submitted to the Italian Embassy or Consulate in the home country)

Three-year degrees and single-cycle master's degree:

1. School system of at least 12 years: final High School Diploma in original or in certified copy;
2. Local school system is 11 years:
it is necessary to have passed all the exams required for the first year of a university program;
3. Local School system is 10 years:
it is necessary to have passed all the exams required for the first two years of a university program;
4. Certification of admission to Higher Education studies (only if mandatory in your country);
5. Certificate declaring the frequency with positive outcome of the last two years;
6. Two photographs (one of these authenticated by the Italian representative responsible for the area);
7. Eventually, the eligibility enrollment letter ;
8. Languages certificate;

Non single cycle master's degrees (two-year):

1. University degree or Diploma Supplement;
2. Post-secondary qualification obtained in a non-university higher education institution that allows on site the university studies continuation in the next level (only with 12 years school system);
3. Certificate declaring the exam transcripts for each discipline and detailed programs issued by the competent university;
4. Languages certificate;
5. Two photographs (one of these authenticated by the diplomatic representative).

DOCUMENTS TO BE ATTACHED TO THE REGISTRATION APPLICATION (to be delivered to the University)

Three-years degrees and single-cycle master's degree:

1. Original copy (or certified copy) of final secondary education leaving qualification, obtained after at least 12 scholastic study years, or a fully legal substitute certificate; 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 'Declaration of Value' (Dichiarazione di Valore);
2. Certificate declaring the pass grade of a special academic competence exam eventually required for entry to university in the county of origin ;
3. Eventual translation of the documents listen in points 1) and 2);
4. Other eventual documents requested by the university, including those relevant for the verification of the authenticity of the foreign qualification.

Master degree not single cycle (two-year):

1. 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 'Declaration of Value' (Dichiarazione di Valore);
2. Certificate released by the competent University declaring the exam transcripts, as well as, for each subject, detailed programs for the completion of said qualifications; the study program can be certified by the Diploma Supplement;
3. Eventual translation of the documents listen in points 1) and 2);
4. Other eventual documents requested by the university, including those relevant for the verification of the authenticity of the foreign qualification.

TRANSLATION

All documents written in foreign languages, except Diploma Supplement, should be accompanied by:

1. Official English translation (please contact the student segretariats office for study courses for documentation that can be delivered in other languages than italian);
2. Consolar legalizzazion (o timbro Apostille per i paesi aderenti alla convenzione dell'Aja);
3. Declaration of Value issued by the Italian diplomatic Representation in situ.

N.B. Documents must be delivered to the university where the registration procedure will be perfected

DOCUMENTS NEEDED TO ENTRY IN ITALY

1. Visa entry, released for study /university purposes by 23 August 2019;
2. Within eight days of entry into Italy, applicants must request the granting of a residence permit to the competent police headquarters;
3. The request may be presented to Post Offices using the kit available at these offices;
4. Convocation by SMS and registered letter from the police headquarters for the issuance of the residence permit.

N.B. The residence permit application receipt issued by the Post Office is equivalent to the receipt of the presentation of the dossier produced by the Police Headquarters

ITALIAN LANGUAGE TEST

- The Italian Proficiency test will be held on September 2nd 2019 - 9:30 am at the Classroom 1 mtg of the Department of Economics, Via Monte Generoso, 71 - Varese

Applicants must be present to the test at 9.15am with their passport with the specific visa for study purposes or request for residence permit.

The Italian language test results will be posted at the test place. Italian language test is required for all university courses provided in Italian language.

Are exempt from test:

1. The students who have a five year (or even four year) secondary diploma of second degree (if taken at Italian schools abroad), or one of the secondary school final titles referred in annex 2;
2. Holders of supplementary certificates of final title of middle school obtained in Argentina, attesting the frequency of a study course that includes the Italian language teaching, for at least 5 years, under the law n. 210 del 7.6.1999 (G.U. n. 152 dell'1.7.1999) which ratifies the agreement with Argentina of 3.12.1997, in force on 28.12.1999;
3. Students who have obtained an Italian language and culture diploma at Universities for foreigners of Perugia and Siena;
4. Students who have obtained Italian language certifications, corresponding to the levels C1 and C2 of Europe Council, Third University of Rome, Universities for foreigners of Perugia and Siena, non-state Universities for foreigners legally recognized "Dante Alighieri of Reggio Calabria and "Dante Alighieri" society, also in agreement with the Italian Institutes of Culture abroad or other subjects, or certificates issued by other universities that have established courses, also in agreement with other educational institutions, local authorities and regions;
5. Students who have obtained Italian language certifications corresponding to level B2 of Europe Council, issued under the CLIQ quality system (Quality Italian Language Certification), which brings together the current certifying institution (Universities for foreigners of Perugia and Siena, Roma Tre University and "Dante Alighieri" society, also in agreement with the Italian Institutes of Culture abroad or other subjects);
6. Students applying for a degree or Master's degree courses delivered in English language

The academic Senate deliberation of 14/03/2007 have been defined the following contents for Italian language test : "Italian language test required is carried out to verify the candidate's ability to use the correct written and spoken language. It consists in the dictation of a piece in Italian language on a non-specialist topic of medium grammatical, lexical and semantic difficulties, in a short poem on the dictation subject and in an individual interview on the candidate's curriculum or topic chosen by the Commission, also in relation to the chosen course of study or on the commentary of the dictated.

APTITUDE TEST

The academic Senate deliberation of 14/03/2007 have been also established not to require candidates from countries where the university registration is carried out with the number closed system the support of any further aptitude test, if the course of study chosen is free access.

FREE ACCESS COURSES ENROLLMENT

Students who have passed the Italian language test must enroll themselves in accordance with the terms and conditions set for all students (ADMINISTRATIVE DEADLINES):

1. From 18 July to 30 September 2019 without additional fees;
2. From 1st October to 25 October 2019 (reallocation deadline) with additional fees of € 50,00.

PROGRAMMED ACCESS COURSES ENROLLMENT

Degree courses in medicine and surgery and dentistry and dentures in Italian language:

Students who will pass the Italian language test will be able to support the admission test provided by the single notice of competition for access to programmed access courses. Foreign national candidates residing abroad for programmed access courses and listed in the lists sent by the representations, will be enrolled at the test and shall submit the payment attestation of the sum of €20.00 effected in the following ways:

- International Bank transfer to UNIVERSITÀ DEGLI STUDI DELL'INSUBRIA – SERVIZIO TESORERIA c/o Banca popolare di Sondrio IBAN IT 29 D 05696 10801 0000 85001X87 BIC/SWIFT: POSOIT22. To be carried out no later than the date indicated in the notice, as a contribution for participation in the admission test

Or

- Payment of the electronic notice, which can be carried out only in Italy at any bank counter by the day indicated in the notice.

Health Professions Degree courses:

Students who will pass the Italian language test will be able to support the admission test provided by the single notice of competition for access to programmed access courses. Foreign national candidates residing abroad for programmed access courses and listed in the lists sent by the representations, will be enrolled at the test and shall submit the payment attestation of the sum of €20.00 effected in the following ways:

- International Bank transfer to UNIVERSITÀ DEGLI STUDI DELL'INSUBRIA – SERVIZIO TESORERIA c/o Banca popolare di Sondrio IBAN IT 29 D 05696 10801 0000 85001X87 BIC/SWIFT: POSOIT22. To be carried out no later than the date indicated in the notice, as a contribution for participation in the admission test

Or

- Payment of the electronic notice, which can be carried out only in Italy at any bank counter by the day indicated in the notice.

Degree course in physical education:

Students who will pass the Italian language test will be able to support the admission test provided by the single notice of competition for access to programmed access courses. Foreign national candidates residing abroad for programmed access courses and listed in the lists sent by the representations, will be enrolled at the test and shall submit the payment attestation of the sum of €20.00 effected in the following ways:

- International Bank transfer to UNIVERSITÀ DEGLI STUDI DELL'INSUBRIA – SERVIZIO TESORERIA c/o Banca popolare di Sondrio IBAN IT 29 D 05696 10801

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Or

- Payment of the electronic notice, which can be carried out only in Italy at any bank counter by the day indicated in the notice.

ADMISSION TEST CALENDAR

The test will be held according to the following schedule at the headquarters of Via Monte Generoso 71 - Varese and, if necessary based on the number of candidates, at the headquarters of the Morselli Pavilion in Via O. Rossi in Varese. Candidates must present themselves in the place indicated above provided, under penalty of exclusion from the test, of a valid identity document (identity card, residence permit, passport, etc.).

- Degree course in Medicine and Surgery and Dentistry and Dental Prosthesis in Italian: 3 September 2019, convocation at 9.00 am;
- Degree course in Physical Education: 6 September 2019, convocation at 9.00 am;
- Bachelor of Health Professions: 11 September 2019, convocation at 9.00am.

USEFUL DOCUMENTS TO TAKE PART IN THE ADMISSION TESTS

- Passport with specific entry visa for study reasons or possible residence permit;
or
- Receipt stating required permit stay issued by Post Office.

In the absence of such documents the candidates will be admitted "with reserve".

CLASSIFICATION

The results of the admission tests will be announced by publication on the university website (<https://www.uninsubria.it/servizi/ammissione-corsi-ad-accesso-programmato>).

The candidates placed in the ranking list must present a specific enrollment application to the Student Secretariat Office, within the peremptory deadlines indicated.

RE-ASSIGNMENT PROCEDURE FOR OTHER DEGREE OR OTHER UNIVERSITY COURSE

The deadline for the academic year 2019/2020 for submitting the reassignment application to the places made available for admission to another course at the same venue or also for other universities has been set for 25 October 2019.

EU COMMUNITY CITIZENS EVERYWHERE RESIDENTS, FOREIGN CITIZENS STAYING IN ITALY, ITALIAN CITIZENS WITH STUDY TITLE OBTAINED

These candidates access without limitation of contingent.

Candidates must enroll following the procedures and terms established for all students (ADMINISTRATIVE DEADLINES), attaching the documentation listed on the home page (DOCUMENTS TO ENCLOSE WITH THE ENTRY REQUEST).

1. From 18 July to 30 September 2019 without additional fees;
 2. From 1st October to 31 October, 2019 with additional fee of € 50.00;
 3. After 31 October and by 2nd December 2019 with additional fee of € 100.00.
- Beyond December 2, 2019, enrollment is not permitted.

The educational qualifications, issued by foreign authorities, must be accompanied by an official translation in Italian, as well as legalization (or Apostille stamp for the countries adhering to the Hague Convention) and a declaration of value on the spot by the diplomatic-consular representation Italian competent for the territory (for translation, if abroad, you can contact local translators and the representation must certify the conformity of the translation. If in Italy, you can contact the local Court or official translators). It should be noted that for documents produced in Belgium, Denmark, France, Ireland, Italy, Latvia and Germany, the legalization and Apostille stamp are not required.