

**HANDBOOK**

**Enrolment for international students**

 **Who can enrol directly at the university?**

You can enrol yourself if you are:

* an Italian citizen with a foreign qualification
* an EU citizen, irrespective of country of residence
* a non-EU citizen, legally residing in Italy

In these cases, you can apply directly for enrolment in accordance with the methods, deadlines and requested documentation laid down by the university.

Remember that qualifications obtained abroad must be accompanied by the necessary documentation (e.g. translations, legalisation, *Diploma supplement* …)

**PROCEDURE FOR INTERNATIONAL STUDENTS**

**Step 1: Universitaly**

Submit the pre-registration application, **exclusively on Universitaly** at:

<https://www.universitaly.it/index.php/registration>

You must log on to the portal and apply online. After this, the University will evaluate qualifications and allocate places. All applications must be submitted **by and no later than September 2024.**

Applications for the entrance test to restricted number courses must also be made via Universitaly.

**Step 2: Request a visa**

Once the pre-registration has been processed by the university and authorities (or conditionally accepted, e.g., subject to admissions test), the applicant may request a visa. The procedure may vary according to regulations of the various **Italian Embassies abroad.**

To obtain a study visa for university application purposes, you must fulfil the following requisites:

* Economic means for calculated living costs of first year of stay (€467.65 per month – €6,079.45 per year)
* Necessary funds required for return ticket/repatriation
* Suitable accommodation
* Adequate medical insurance for treatment/hospital care for 1 year (the following solutions are accepted: Consul declaration of right to healthcare, foreigners’ insurance policy valid in Italy, or unrestricted insurance policy with companies/organisations for emergency admission to hospital)

PLEASE NOTE:

The “University Enrolment” visa may be issued only for initial enrolment and not for students registered in following years (see paragraph **“Years following the first: renewal of residence permit”**)

* Conditional acceptance from the university does not guarantee issue of the visa
* If a candidate who is already enrolled at a university but has submitted an application to withdraw from studies and requests a new enrolment for another study course (at the same or another university), he/she will not be able to use the initial residence permit for study issued for the previous enrolment but will instead have to re-apply for a new permit

**Step 3: The residence permit**

Once in Italy and by the eighth working day, the applicant must request the residence permit for study purposes at his/her local Questura (police headquarters).

The request is made through the Post Office.

At the time of request, the student will be given an appointment date to go to the Questura for photo/fingerprint submission.

The receipt of the request application is proof of legal stay in Italy while waiting for the issue of a residence permit.

The residence permit (or, while waiting for this, the receipt of application) must be presented at the university Secretariat along with the rest of the documentation.

**WHAT IS NECESSARY FOR REGISTRATION?**

**DOCUMENTS**

**To register for a Bachelor’s degree or single cycle Master’s programme**

-statement in lieu of the secondary education leaving certificate, obtained after at least 12 years of schooling

-the leaving certificate/high school diploma must otherwise be accompanied by a certificate issued by the Italian ENIC-NARIC centre (CIMEA) or by a Statement of Equivalence

-certificate to prove the applicant has successfully passed the academic suitability test that may be required for access to university in the country of origin, translated and legalised. In the event of a qualification obtained with a course of study of less than 12 years, a certificate for a foundation course is required

-legalised translation, in Italian, of the secondary school leaving certificate/high school diploma

-Italian language proficiency test B2 level certification (or certificate for successfully passing UPO test)

-confirmation certificate of foreign qualification, issued by CIMEA

**To register for a Master’s degree programme**

- statement to prove certification abroad equivalent to first cycle degree according to Bologna Process, and of level 6 according to EQF

- degree/diploma certification must otherwise be accompanied by a certificate issued by the Italian ENIC-NARIC centre (CIMEA) or by a Statement of Equivalence

- legalised translation (in Italian) of the qualification

- certificate from the issuing university of exams passed (transcript of records) and statement (for each discipline) of curricula followed

- Italian language proficiency certificate of at least level B2 (or certificate for successfully passing UPO test)

- confirmation certificate of foreign qualification, issued by CIMEA

**RESTRICTED NUMBER COURSES**

The Master's Degree courses in **Medicine and Surgery,** and the Bachelor's and Master's Degree courses in the **Healthcare Professions,** are subject to restricted access and involve a mandatory admission test.

Also in this case, the registration procedure takes place via the **Universitaly** portal.

The access quota to which the candidate must refer is that of his/her own citizenship and not that of the country where the qualification was obtained.

In the event that the student’s position in the ranking is too low, he/she can:

- Apply for admission to another course in the same university

- Apply for reassignment to the same or another course in another university (submitting an application to the Rectors of both universities)

If the student does not pass the admission test and does not gain reassignment or admission to another course, he/she must leave Italy by the expiry of the visa or residence permit.

**LANGUAGE EXAM certifying B2 level in ITALIAN**

The students who need to take the Italian language test are **identified directly by the University**, and will receive (from the QPAIMI Staff) the necessary information about the day of the test and access link for taking the test online.

In the event of failing, it is **not possible to repeat the test.**

For possible exemptions, consult the ministerial circular *Part III, points 1.1 and 1.2.*

**ENROLMENT AND RENEWED REGISTRATION**

**ENROLMENT**

To complete enrolment, students must take the original copies of the following documents to their department’s Student Services Office:

-- secondary school leaving certificate/high school diploma (achieved with at least 12 years of schooling), or a legally-accepted statement in lieu of this

- certificate certifying a successful academic suitability test as required for access to the University of the country of origin, translated and legalised

- the diploma/certificate must alternatively be accompanied by a certificate issued by the Italian ENIC-NARIC centre (CIMEA) or by a Certificate of Equivalence

- legalised translation, in Italian, of the secondary school leaving certificate/high school diploma

- Italian language proficiency certificate of at least level B2 (or certificate for successfully passing UPO test)

- confirmation certificate of foreign qualification, issued by CIMEA

**Fees**

To confirm registration, it is necessary to pay the first instalment (mandatory for everyone) of **€156** (which comprises the Regional Tax for the Right to Higher Education of €140.00 and the tax stamp of €16). Subsequent instalments vary.

**The payment of the first instalment must be made by 16 October 2023, even by those who have requested support from EDISU.** If you are eligible, you can then request a refund of the amount paid for the first instalment.

Further information on financial support can be found in the Students’ Handbook and Fees for 2024/25 in chapter 4 “FEES”.

**Academic transfer credit recognition**

Please note that you may not request formal recognition of credit but it is possible to enrol on a similar level to your original programme, with a reduced length. The university will decide which completed academic activity may be accepted, and which activity will need to be integrated.

**Enrolment on other programmes (Master’s I and II level – Doctoral programmes – single courses)**

It is possible to enrol on single study courses, Masters, Specialisation School courses and docoral programmes only if in possession of a foreign academic qualification equivalent to the Italian qualification required for access to the chosen course. The university will ask the student for all the documents necessary for evaluation of the foreign qualification.

The application should be submitted to the University via the **Universitaly portal**.

Remember that any residence permit obtained for a single course may not be renewed for a further different single course. It is, however, possible to request a renewal of the permit for continued studies with a full degree programme (linked to or following) the single course.

**Second year onwards: renewal of the residence permit**

Renewal of the residence permit for STUDY purposes must be applied for at the Questura (police headquarters) of the province where you reside. To request the renewal, you must be able to prove possession of:

* Economic means for calculated living costs (€467.65 per month – €6,079.45 per year)
* Necessary funds required for return ticket/repatriation
* Suitable accommodation in the area
* Adequate medical insurance for treatment/hospital care (the following solutions are accepted: Consul declaration of right to healthcare, foreigners’ insurance policy valid in Italy, or unrestricted insurance policy with companies/organisations for emergency admission to hospital)
* Certification of enrolment at university
* Proof of having passed one credit-worthy exam during the first year of studies, and at least two for subsequent years. Renewal cannot be issued for more than three years after the scheduled end of the course

We remind you that **it is possible to renew** the permit by registering on a degree programme different from that on which the original permit was released if the change is approved by the academic authorities. **It is not, however, possible to renew** the permit if you have withdrawn from studies at any time.

**SUMMARY AND CONTACT DETAILS**

**Summary of all documentation to be presented to the University**

✔ Secondary school leaving certificate/high school diploma (involving at least 12 years of schooling) or an official certificate in lieu (for bachelor’s degrees or single cycle master’s programmes) or a legally-accepted statement to prove first cycle degree certification abroad (for master’s programme)

✔ certificate proving academic eligibility for access to university courses in the country of origin (if required), translated and legalised (for bachelor’s and single cycle master’s programmes) or a certificate from the issuing university of exams passed (transcript of records) and statement (for each discipline) of curricula followed (for master’s programme)

✔ Equivalence/proof statement issued by Italian ENIC-NARIC centre (CIMEA), or by a Statement of Equivalence

✔ Legalised translation, in Italian, of secondary school final exam qualification(s)

✔ Certificate (at least B2 level) proving Italian language skills (or CISIA exam result)

✔ Residence permit (or receipt of application if awaiting official document)

**Other useful information and assistance**

- To apply for a Study Grant, accommodation or inclusion in low income band, you must obtain an **ISEE Parificato certificate**, based on a legalised translation of your family’s income/tax returns. **The document must be submitted to the Student Services Office by the end of December 2024.**

More information can be found in paragraph 3.2 of the Student Fees Handbook

- It is possible to apply for a grant from **EDISU** - Ente per il Diritto allo studio della Regione Piemonte (Organisation for the Right to Higher Education). Here is the link to the website:

<https://www.edisu.piemonte.it/it/servizi/borse-di-studio-e-altri-contributi/borsa-di-studio>

- Remember that you can request a **CODICE FISCALE** (tax code) directly from your embassy/consulate: this document is necessary for enrolment and any grant application.

- For more information, contact your department’s secretariat

**References and contact details**

**MINISTERIAL CIRCULAR** “PROCEDURE PER L'INGRESSO, IL SOGGIORNO, L'IMMATRICOLAZIONE DEGLI STUDENTI INTERNAZIONALI E IL RELATIVO RICONOSCIMENTO DEI TITOLI, PER I CORSI DELLA FORMAZIONE SUPERIORE IN ITALIA - VALIDE PER L'ANNO ACCADEMICO 2023-2024” (Procedure for entrance, stay, enrolment of international students and related recognition of qualifications for higher education courses in Italy – academic year 2023-2024)

Reference document <https://www.studiare-in-italia.it/studentistranieri/>

Link to circular <https://www.studiare-in-italia.it/studentistranieri/moduli/2022/Circolare_2022_2023.pdf>

**STUDENT SERVICES**

[**https://www.uniupo.it/it/upo-risponde**](https://www.uniupo.it/it/upo-risponde)

**tutorial UpoRisponde (in Italian)** [**https://www.youtube.com/watch?v=vQKWvl0b5OQ**](https://www.youtube.com/watch?v=vQKWvl0b5OQ)

**Select topic or recipient: Student Services (select department)**

**Topic: Enrolment/registration/single courses**

[**https://www.uniupo.it/en/upo-replies**](https://www.uniupo.it/en/upo-replies)

**tutorial UpoReplies (in English) https://www.youtube.com/watch?v=M4f0b-AE4i4**

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