

Notice No 5/2023

Prot. no. 485 of 10/07/2023

To: UNIDAV Offices

Foreign citizens resident abroad applying for enrolment on UNIDAV study courses

Subject: Procedure for the enrolment of foreign students

Art. 1

The enrolment of foreign citizens resident abroad to all UNIDAV study courses is carried out by following these preliminary steps:

1) the student must access the International Students Section on the University portal (university.it), register to the portal and proceed to the telematic compilation of the "pre-enrolment application" which will then be validated by the University;

2) the student must provide the following documentation to the Didactic Secretariat of the "Leonardo da Vinci" Telematic University

- *high school diploma*, translated into Italian (sworn translation), legalised by the authorities of the country issuing the qualification
- *Validation of credentials* issued by the Italian Embassy in the country in which the diploma was obtained or, alternatively, the CIMEA Certificate of Comparability (<https://www.cimea.it/pagina-attestatati-di-comparabilita-e-verifica-dei-titoli>);
- any certification of competence in Italian at a level equal to or higher than B2 of the Council of Europe¹.

Art. 2

For European and non-European citizens who are not already resident in Italy, enrolment in non single cycle degree courses (cf. Circ. Mur 2022, P.II, sections 3.1 and 3.2) at UNIDAV is carried out by depositing the following additional documents:

- a) certified copy of the degree awarded at a university or post-secondary degree awarded at a non-university higher institute that allows on site the continuation of university studies at the next level, legalised by the Italian Representation competent for the territory, provided with the "Validation of credentials" by the same authority and accompanied by an official translation into Italian or a

¹ Certificates of proficiency in Italian must be issued by one of the following certifying bodies: University for Foreigners of Perugia, University for Foreigners of Siena, University of Roma Tre, Società "Dante Alighieri"; as well as issued by the University for Foreigners "Dante Alighieri" of Reggio Calabria, also in agreement with Italian Cultural Institutes abroad or other accredited bodies.

Certificate of Validity issued by ENIC-NARIC (CIMEA) centres or by diplomatic Representations in Italy;

b) a certificate issued by the competent academic authority - confirmed by the diplomatic representation with territorial jurisdiction - certifying the examinations passed, as well as, for each discipline, the detailed syllabus envisaged for obtaining the university or post-secondary qualification (the syllabus may be attested by the Diploma Supplement, where adopted by the institution where the qualification was obtained)

Art. 3

In the event that, at the time of application for enrolment, the student is not yet in possession of the *Validation of credentials* (or the CIMEA *Certificate of Comparability*) and the certified translation into Italian of the Diploma, he/she may provide, by completing and signing the attached "Self-certification Form", a self-certification in which he/she attests the possession of the qualifications required for enrolment.

Art. 4

Pending receipt of the *Validation of credentials* (or the CIMEA *Certificate of comparability*) and the certified translation into Italian of the Diploma referred to in Art. 1 above, the University will proceed to enrol the student with a conditional enrolment.

The conditionally enrolled student may regularly attend courses and take examinations.

Certification of the examinations taken, as well as admission to the final degree examination, will however remain conditional until the position is regularised by delivery of the original documentation referred to in Article 1 above.

However, enrolment in the year following the year of matriculation and related examinations is subject to the conditions in the Article 5 below.

In the event that within one year of the conclusion of the course of studies the regularisation of the position, within the above-mentioned terms, has not taken place, the same course of studies will be retroactively cancelled, without the interested party having any right to a refund of the university fees and contributions paid.

Art. 5

Students in possession of a certificate of competence in Italian at a level equal to or higher than B2 of the Council of Europe are exempt from the Italian language proficiency test.

Certificates of proficiency in Italian must be issued by one of the following certifying bodies: University for Foreigners of Perugia, University for Foreigners of Siena, University of Roma Tre, Società "Dante Alighieri"), as well as issued by the University for Foreigners "Dante Alighieri" of Reggio Calabria, also in agreement with Italian Cultural Institutes abroad or other accredited bodies. These certifications may be taken in the country of origin, in affiliated examination venues around the world.

Students also exempt from the Italian language proficiency test are:

(a) students in possession of a five-year or four-year secondary school leaving certificate obtained at Italian state and paritarian schools abroad;

b) all other cases provided for in Annex 2 "Ratification and implementation of the Convention defining the Statute of the European Schools", with annexes, done at Luxembourg on 21 June 1994

c) Holders of complementary certificates to the final secondary school qualification obtained in Argentina, attesting to attendance of a course of study including the teaching, for at least 5 years, of the Italian language, pursuant to Law no. 210 of 7.6.1999 (G.U. no. 152 of 1.7.1999); students who have obtained a Diploma in Italian Language and Culture at the University for Foreigners of Perugia and Siena.

Those who do not have one of the mentioned certifications must take an assessment test on their knowledge of the Italian language.

If the test is not passed, the student will be required to attend a remedial course at the end of which they will have to retake the test. Until the test is passed, the student cannot sign up for the year following the year of enrolment.

Art. 6

This Notice is sent to the addressees and will be published, in Italian and English, on the UNIDAV's website.

The Rector
Prof. Giampiero Di Plinio


ANNEX 1 - Self-certification model

To the Magnificent Rector of the Leonardo Da Vinci Telematic University

DECLARATION IN LIEU OF CERTIFICATION

(art. 46 of D.P.R. 445 of 28/12/2000)

The undersigned _____

aware of the penal sanctions in the case of untrue declarations, formation or use of false documents, referred to in art. 76 of the same D.P.R. no 445/2000,

DECLARES

1) I was born in _____ on _____

2) I am resident in _____

3) I am in possession of a diploma/certification in (specify) _____,
valid for admission to university in the country where it was obtained

issued by _____

(Institute)

(address)

(city)

(country)

(Tel.)

(fax)

(e-mail)

in the school year _____ with the grade of _____

4) (eventual) to be in possession of a degree in _____

issued by _____

(University)

(address)

(city)

(country)

(Tel.)

(fax)

(e-mail)

in the academic year _____ with the grade of _____

5) (eventual: other) _____

(declarant's signature)

(date)

Attach (mandatory): copy of valid identity document.

