



**NABA**

NUOVA ACCADEMIA DI BELLE ARTI

# APPLICATION FORM AND ADMISSION PROCEDURE

A.Y. 2018/19

**Three-Year Bachelor of Arts Degrees  
and Diploma Programs**

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## APPLICATION FORM

### THREE-YEAR BACHELOR OF ARTS DEGREE / DIPLOMA PROGRAM Academic Year 2018-2019

#### STUDENT DETAILS (TO BE FILLED OUT IN CAPITAL LETTERS)

Family name

First name

Birth date  Gender: Female  Male

Place of birth (City and Country)

Citizenship  Country of residence of the family  
(if within EU for at least 3 years)

Permanent address (Street name, Zip code, Town, Country)

Address for correspondance (Street name, Zip code, Town, Country)

Home phone number (Including Country and Area code)

Mobile phone number (including country and area code)

E-mail

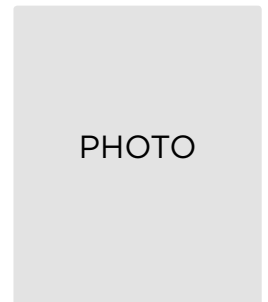
Skype Account

Name of the Higher/Senior Secondary School attended, including location

Date entered / date departed

Educational System to which the Secondary school diploma belongs to:  
(Ex. IGCSE, IB, Abitur, in case the diploma does not have a specific name, please specify the country where the diploma is issued)

Have you ever applied to NABA or attended a course at NABA?



I WOULD LIKE TO APPLY TO THE:

Bachelor of Arts Degree Program

Diploma Program

Students who lack prerequisite requirements for admission to the three-year Bachelor Degree can attend the same Program without gaining credits. Diploma Programs have the same curricula and the same examinations as the BA Programs, however they lead to the awarding of a NABA diploma and not degree.

I WOULD LIKE TO APPLY TO THE FOLLOWING PROGRAM IN:

PROGRAM	LANGUAGE	
<input type="checkbox"/> Design	<input type="checkbox"/> Italian	<input type="checkbox"/> English
<input type="checkbox"/> Fashion Design	<input type="checkbox"/> Italian	<input type="checkbox"/> English
<input type="checkbox"/> Graphic Design and Art Direction	<input type="checkbox"/> Italian	<input type="checkbox"/> English
<input type="checkbox"/> New Technologies for Applied Arts - Digital Production	<input type="checkbox"/> Italian	<input type="checkbox"/> English
<input type="checkbox"/> Media Design and Multimedia Arts	<input type="checkbox"/> Italian	<input type="checkbox"/> English
<input type="checkbox"/> Set Design	<input type="checkbox"/> Italian	<input type="checkbox"/> English
<input type="checkbox"/> Painting and Visual Arts	<input type="checkbox"/> Italian	<input type="checkbox"/> English

I AM SENDING THE FOLLOWING DOCUMENTS:

- The present application form (pages 3, 4, 5, 16)
- Copy of the passport
- English language certificate (IELTS 5.0 - only for Programs in English language)
- Italian language certificate (B1.2 level according to CEFRL- only for Programs in Italian language)
- Copy of the higher secondary school diploma (translated in Italian or English) or 12th year school attendance certificate
- Copy of the higher secondary school transcripts (translated in Italian or English)
- 2 passport-sized photos
- Portfolio of projects or/and project assignment (see guidelines in this document)
- Artistic statement
- Receipt of application fee payment (100 EUR)

UPON CONFIRMATION OF ADMISSION, I WILL SEND AS SOON AS POSSIBLE AND, ANYWAY, NOT LATER THAN THE COURSE BEGINNING:

- Certificate/copy of the higher secondary school diploma, legalized by the Italian diplomatic authority in the country where the title was issued (as soon as provided by Embassy or Consulate)\*
- Declaration of Value issued by the Italian diplomatic authority in the country where the title was issued (as soon as provided by Embassy or Consulate)\*

\*only for students applying to the Bachelor of Arts Degree (see chapter 7 of the admission procedure)

I hereby declare that I have fully read, understood and accepted the general conditions specified in the chapter 10 of the Admission Procedure.

Date \_\_\_\_\_

Student's signature \_\_\_\_\_

PLEASE E-MAIL YOUR DOCUMENTS TO: **admissions@naba.it**

OR POST THEM TO: **NABA Nuova Accademia di Belle Arti**  
**c.a. International Admissions Office**  
Via C. Darwin, 20 - 20143 Milano, Italy

**BEFORE SUBMITTING YOUR APPLICATION, PLEASE VERIFY ONCE MORE** that you meet the general entry requirements in order to be eligible for admission to a Bachelor of Arts Degree Program - Diploma Accademico di Primo Livello - leading to the award of an Academic Degree awarded by the Italian Ministry of Education, University and Research worth 180 ECTS, which are:

- hold a valid Secondary School Diploma that satisfies the requirements to enter Italian university and was conferred on completion of minimum 12 years of previous global schooling;
- be proficient in the language of the chosen course (Italian/English);
- not be enrolled in any other course in any other Academy or University;
- comply with NABA Admission and Enrollment procedures.

# PRIVACY INFORMATION SHEET

ACCORDING TO ITALIAN LAW – ART. 13 OF THE LEGISLATIVE DECREE 196/2003

Under the Legislative Decree 196/03, we hereby inform you that the owner of the personal data processing is Nuova Accademia srl. The processing of personal data will be based on the principles of correctness, lawfulness and transparency. The personal data provided will also be registered and electronically stored by Nuova Accademia srl.

Nuova Accademia srl adopts appropriate security, logical and physical procedures to ensure adequate data protection. Furthermore, the data may be communicated by means and procedures strictly necessary to fulfil the obligations related to the Academy's activity and in particular to:

- Fulfil the contractual and legal obligations towards the person concerned.
- Carry out the necessary formalities to undertake and to continue a relationship with the Academy.
- Handle the collection and payments arising from the contracts.
- Allow third parties to carry out technical and organizational tasks.

The personal data will be stored for the necessary time to complete the academic career. You have the right to know the origin and the use of your personal data in our possession. You also have the right to update, integrate, or cancel your data or you can have your data blocked or deny their processing; in this respect, you may contact Nuova Accademia srl in charge of processing your personal data: [privacy@naba.it](mailto:privacy@naba.it)

You have the right to file a complaint to one of the Data Controller Authorities.

SURNAME \_\_\_\_\_ NAME \_\_\_\_\_

Born in \_\_\_\_\_ Country \_\_\_\_\_

On (date) \_\_\_\_\_ Gender: F ( ) M ( )

Nationality \_\_\_\_\_

**Providing your personal data is optional. However, without your personal data and without your permission, we cannot accept your matriculation to NABA and therefore we cannot provide the services and activities you have requested.**

YES, I AGREE

NO, I DON'T AGREE

**We also ask you to express your agreement or non-agreement to allow your parents or your tutor to obtain data or general information and/or specific to your training path and/or academic life.**

*We inform you that this agreement is optional and will not prevent NABA to supply the required services.*

YES, I AGREE

NO, I DON'T AGREE

**Your personal data concerning your academic career or personal records might be transmitted to NABA partner companies only to offer you the Housing Service which consists of:**

*We inform you that this agreement is optional and will not prevent NABA to supply the required services.*

1. Information about available options and services
2. Instructions on how to book and to choose different options
3. Instructions on how to access the website

YES, I AGREE

NO, I DON'T AGREE

**Furthermore, the data may be disclosed to controlling companies, controlled companies and affiliates in order to provide you information regarding activities promoted by the Academy. The collected personal data will NOT be spread.**

*We inform you that this agreement is optional and will not prevent NABA to supply the required services.*

YES, I AGREE

NO, I DON'T AGREE

## Releasing declaration for free services

According to Legislation n. 196/2003 "Protection of people and other subjects with regards to personal data", and having read the legislation, I authorize Nuova Accademia di Belle Arti di Milano to use copies (made by film, magnetic or photographic support, or any other mean) of my picture or images of any work I produced within NABA, even scaled or adapted, as long as ethics are respected. These could be used, with no time limitations and no charge, for any marketing initiative to promote the activities supplied and/or produced by NABA in any form or mean, in Italy and in any foreign Country where similar legislation to 196/2003 apply.

YES, I AGREE

NO, I DON'T AGREE

Date, \_\_\_\_\_

Signature \_\_\_\_\_

# ADMISSION PROCEDURE

## THREE-YEAR BACHELOR OF ARTS DEGREE / DIPLOMA PROGRAM

Academic Year 2018-2019

### 1. ADMISSION TEST

NABA intends to understand your motivation and attitude in undertaking the chosen program. A strong motivation and solid awareness of the contents of the program guarantee your commitment and determination which are necessary to attend the Academy.

NABA will take into account your creative attitude and your way of dealing with a project. You are asked to work on:

**1.1 AN ARTISTIC STATEMENT**

**1.2 A PROJECT ASSIGNMENT SPECIFIC TO THE PROGRAM OF YOUR CHOICE OR/AND**

**1.3 A PORTFOLIO OF PROJECTS TO ENHANCE YOUR APPLICATION FILE.**

#### 1.1 ARTISTIC STATEMENT

PLEASE WRITE AN ESSAY (MAX 500 WORDS) ELABORATING THE FOLLOWING QUESTIONS:

In the next future:

- what job would you like to do after you graduate?
- why did you choose NABA to achieve that?
- what are your favorite means of expression?
- what or who inspires you?
- how living and studying in Milano will positively influence your work?

#### 1.2 PROJECT ASSIGNMENT

Your artistic skills are an important element for evaluating your application to NABA BA Programs. Together with your Artistic Statement, the following assignments will enable our Faculty to get to know you, your skills and your commitment. In order to develop your project assignment, please follow the **guidelines** here below, related to each BA program.



##### PROJECT ASSIGNMENT FOR THE BA IN DESIGN

Your DESIGN task shall include:

- **2D images** designed and created by you:
  - at least 2 hand drawings (various techniques may be used)
  - at least 2 digital drawings, photos, collages, etc.
- Design is a subject closely connected to **objects**, their functionality and the environment surrounding them. You are asked to:
  - a. choose an object with a specific function;
  - b. give the object a second life, by changing its function and shape (any material and technique can be used);
  - c. represent it:
    - take a picture of the object before and after the morphing;
    - describe the process and the concept behind it.



##### PROJECT ASSIGNMENT FOR THE BA IN FASHION DESIGN

- 1) Choose **3 subjects** and make 3 researches collecting images/pictures related to the chosen subjects.
- 2) Write a short description or list some key words for each subject.
- 3) Develop **3 mini projects** related to the chosen subjects, one for each of them. Projects may be pictures, or drawings, or outfit sketches, or technical drawings designed by you, that show your skills.

Each of them should include at least **3 images**.

Here below an example of project:

- SUBJECT: Urban
- RESEARCH: Collect images/pictures of places and people coming from one or more cities
- DESCRIPTION: List a series of keywords related to the Urban Concept
- PROJECT: Create an outfit or an accessory - man/woman/kid/pet (also only one of these different typologies) - related to the research

HOW:

- Use collage technique assembling different existing images/pictures
- Draw fashion figures or technical drawings of your garment/accessory

## PROJECT ASSIGNMENT FOR THE BA IN GRAPHIC DESIGN & ART DIRECTION

Your GRAPHIC DESIGN task shall include:

- FOR STUDENTS WHO HAVE **ALREADY ATTENDED COURSES RELATED TO GRAPHIC OR ADVERTISING**
  - Two graphic design projects: research and final design on a logo or on a corporate identity or present a publishing project (magazine or poster layout)
  - Two advertising projects: research on a press campaign and final creative proposals
- FOR STUDENTS WHO HAVE A BACKGROUND **NOT RELATED TO GRAPHIC OR ADVERTISING**
  - Make a selection of illustrations/pictures among your creative works
  - Make a selection of photos among your creative works
  - Select 2 famous logos (one example that you consider effective and one example that you consider ineffective) and describe their positive and negative features
  - Select 2 famous ads (one example that you consider effective and one example that you consider ineffective) and describe their positive and negative features

## PROJECT ASSIGNMENT FOR THE BA IN PAINTING AND VISUAL ARTS

Your task shall include:

- One **art project** work (the format of the presentation is free)
- One **drawing** with an emphasis on observational skills and/or personal expression or one photography with an emphasis on visual skills and technique
- **Sketches** or notebook pages illustrating visual art/design concepts
- One art/design related work from **other disciplines** (for example jewelry or crafts) - if you have any

## PROJECT ASSIGNMENT FOR THE BA IN NEW TECHNOLOGIES FOR APPLIED ARTS - DIGITAL PRODUCTION

Your task shall demonstrate your digital production predisposition. It shall contain the following items:

- A **storyboard** of an original sequence of your creation. It can be a movie or a game scene, or a work of animation or 3D art or motion graphic of any kind. It must include between 6 and 12 frames with appropriate description. It can be hand or computer made.
- A description of the **context** of the sequence: is it for a short or feature film? a TV or web series? An app or a video game, and of what kind? (adventure, puzzle, FPS, platform, etc...), an advertising or other?
- Please also add a brief explanation about the **techniques** you would apply, if aware of it.
- A description of the intended **audience** (teenagers, adults, etc.).
- Mention digital productions that have **inspired** you: movies, music, games, animations, art etc. (3-5 items); Include details of the selected works (title, author, year and other significant details). Describe what you like about each item and why it inspires you. Include at least one image per item.

## PROJECT ASSIGNMENT FOR THE BA IN MEDIA DESIGN AND MULTIMEDIA ARTS

Your task shall include an example of your storytelling skills. It shall be articulated as follows:

- A **plot** (max length: 100 words)
- Visual and narrative **references** (movies, novels, video games, etc. Max 10 items are accepted; please provide for each of them: an image, a caption and a very short explanation for your choice)
- The **medium** through which the plot is displayed (short film, long film, TV series, web series, video game, photo reportage, etc.). Please add also a brief explanation about the techniques you would apply, if aware of it
- A description of the **audience** (teenagers, adults, etc).

## PROJECT ASSIGNMENT FOR THE BA IN SET DESIGN

Your task shall include:

- One **project work** possibly related to the design of a performance/exhibition space (the format of the presentation is free)
- One **drawing** with an emphasis on technical skills or one photography with an emphasis on visual skills and photographic technique
- **Sketches** or notebook pages illustrating set design ideas
- One **art/design related work** from other disciplines (for example exhibition design, visual arts, installations, interior design etc.)

For each work write a detailed description including Title, Year and Technique.

## 1.3 PORTFOLIO OF PROJECTS

(Alternative option to the project assignment)

Creativity is not an abstract exercise, on the contrary, it requires the ability to contextualize and elaborate information and look for new solutions with an open spirit capable of listening and interacting with our environment.

**The goal of a successful portfolio is to tell a visual narrative of your passions, explorations and abilities.**

All materials submitted should be **clearly labeled** with applicant's name and contact information and cannot be returned.

**Digital, paper or internet based works can be submitted.**

Portfolios are reviewed on the following **qualitative measures**: aesthetic awareness, composition, drawing, design, color perception, spatial perception, quality of presentation, technique and originality.

Favorable consideration is given to strong 2-D and 3-D work that shows fully rendered pieces, excellent craftsmanship, attention to technique, and original design.

### GUIDELINES TO PORTFOLIO PREPARATION:

A portfolio of projects is the presentation of yourself, of your previous academic and/or professional and/or amateurial works. There is no need to include many projects rather a selection of your strongest works that will let us understand your skills and potentials.

#### WHAT TO INCLUDE:

- 5 to 10 projects divided into separate folders.

Submissions may include drawings, illustrations, paintings, computer graphic, design, printmaking, collage, photography, sculpture, jewelry, fashion, furniture or videos.

Portfolio pieces may represent classroom assignments as well as independent projects. The portfolio should be purposeful, demonstrate originality of concept, use of appropriate materials and visual literacy.

**Each project should have a pdf description containing: title of the project, year of production, information if it is a project developed at school, on your own, ...**

#### DIGITAL FORMATS:

- Photos, graphic projects, drawings, sketches: PDF (including fonts), JPG or PNG 300 dpi
- Websites: complete folder including html, css, images, swf, other. If it is online: please provide us with the url web
- Videos: MPEG4 or AVI
- Texts, researches or presentations: PDF

Applicants **should not** submit work copied from film, television, photographs, magazine/book illustrations or other sources.

#### USEFUL SUGGESTIONS

If you are filing an application for **Fashion Design**, you might want to consider the following suggestions to include in your portfolio:

- Research images for fashion design, using a range of materials (drawings, notes, photographs, images of items that you find inspirational for fashion design)
- Images of your fashion design sketches (sketches demonstrating your development of a fashion theme)
- Images of finished fashion illustrations (using colour and demonstrating your skills of presentation, these could be hand-drawn, painted, collage or computer images)
- Images of any other creative work. We leave the decision of what to include to you

If you are filing an application for **Design**, you might want to consider the following suggestions to include in your portfolio:

- 2D images designed and created by you:
  - at least 5 hand drawings (various techniques may be used) optional:
  - digital drawings, photos, collages, etc.
- 3D work including experimentation and development
- Finished work accompanied by a short explanation of the piece and your thinking
- Idea generation
- Inspiration and research material

### RESULTS

In the global evaluation, NABA will take into account the applicant's interests and aptitudes for advanced studies and potential for success at NABA BA program and the related professional role. The lack of specific preparation in some of the subjects that are part of the admission test, due to the different educational background that a student might have, will not result in prejudice to the final admission, on condition that the vocational elements have been positively assessed.

Once the assessment is complete, you will receive a feedback about the final result within 5 working days. If the result is positive, the admission letter will be issued and sent to you.

NABA may offer you a conditional admission if you do not have yet submitted the language certificate, copy of your diploma and Declaration of Value (the last one only for BA applicants).

If you are conditionally accepted, you will have to make sure you submit the missing documents by the course beginning.



## 2. LANGUAGE REQUIREMENTS

NABA programs are taught in Italian or English. Students are required to submit evidence of the knowledge of the language according to the chosen program. The language certificate shall be submitted within **one month before the beginning of the program and should not be older than 2 years**.

The requested level for Italian is an intermediate level (complete B1 - according to CEFR).

**PLEASE FIND HERE BELOW THE ENGLISH LANGUAGE CERTIFICATES ACCEPTED BY NABA:**

IELTS	5.0 Academic
Cambridge English: FIRST (FCE)	C or 154 (from January 2015)
Cambridge English: Preliminary (PET)	Distinction or 160 (from January 2015)
Cambridge English: Business Vantage / BEC V	C or 154 (from January 2015)
Cambridge English: Business Preliminary / BEC P	Distinction or 160 (from January 2015)
TOEFL paper	494 - 510
TOEFL computer	173 - 180
TOEFL internet	59 - 64
Trinity College Certificate	Integrated Skills in English (ISE level I - all 4 skills)
PTE Academic	36 - 42
TEEP	5
BULATS	40 - 59 (all 4 skills should be passed: listening, reading, speaking, writing)
European Baccalaureate	L1 grade 6, L2 grade 7
German Abitur	Grade 11
Iceland Studentsprof	Grade 6
Norwegian Vitnemal	Grade 4
Swedish Slutbetyg	G or C
Danish Studentereksamen	Level A grade 7, Level B grade 10
TOEIC (provided that student passes all parts)	Listening and reading: score 600; Speaking score 140; Writing: score 140
<b>THE FOLLOWING CASES ARE EXEMPT FROM THE LANGUAGE TESTING:</b>	
<ul style="list-style-type: none"> <li>• Mother tongue students</li> <li>• High School Diploma Programs run in English:             <ul style="list-style-type: none"> <li>- in non-English speaking countries (prior check with the admission office)</li> <li>- in English speaking countries (prior check with the admission office)</li> </ul> </li> <li>• IB Diploma and A LEVEL, considering having had full English Education for 2 years (prior check with the admission office)</li> </ul>	

**IMPORTANT:** the official admission to NABA programs is conditional to the actual achievement of the requested level of Italian/English language.

NABA reserves the right to check it through an internal language test when necessary.

## 3. APPLICATION FEE

In order to apply and be considered for admission to the BA/Diploma programs, you shall pay the **application fee of 100,00 EUR**.

## 4. TUITION FEES

The tuition fees for the Bachelor of Arts Degree / Diploma Programs - **Academic Year 2018-2019** amount to **€15.950** per academic year (corresponding to the 6th income bracket and not including the Regional Tax of €140).

### TUITION FEE AND PAYMENT MODALITIES FOR STUDENTS **NOT RESIDENT IN THE EU**

DEADLINES FOR PAYMENTS	EURO	PAYMENTS DETAILS	
30 days after the admission letter	€ 1.340,00	€ 1.200,00	Pre-enrollment fee
		€ 140,00	Regional Tax
24 September 2018	€ 14.750,00	€ 2.000,00	Academic Contribution Fee
		€ 12.750,00	Tuition Fee
<b>TOTAL YEARLY FEES</b>	<b>€ 16.090,00</b>		

### TUITION FEE AND PAYMENT MODALITIES FOR STUDENTS **RESIDENT IN THE EU AND SWITZERLAND**

If the Student (and his/her family) has been resident in a country belonging to the European Union for at least 3 years and the income is produced within the European Union, the fee can be adjusted to the economic and asset conditions of the student's original and de facto family.

Income brackets will be assigned as a result of this evaluation which will take into account the economic and financial status of a student's family.

Students who do not fulfill all the requirements or do not stick to the submission deadlines in order to access the reduced fee brackets, will be automatically assigned to the highest income bracket.

For more detailed information on the different income brackets, required documentation, assignment criteria and deadlines, please refer to the specific addendum to the application form.

### 6TH INCOME BRACKET: PRE-TAX INCOME **OVER EURO 130.000**

DEADLINES FOR PAYMENTS	EURO	PAYMENTS DETAILS	
30 days after the admission letter	€ 1.340,00	€ 1.200,00	Pre-enrollment fee
		€ 140,00	Regional Tax
24 September 2018	€ 7.375,00	€ 1.000,00	Academic Contribution Fee
		€ 6.375,00	Tuition Fee
7 January 2019	€ 7.375,00	€ 1.000,00	Academic Contribution Fee
		€ 6.375,00	Tuition Fee
<b>TOTAL YEARLY FEES</b>	<b>€ 16.090,00</b>		

### 5TH INCOME BRACKET: PRE-TAX INCOME **FROM EURO 100.000 TO EURO 130.000**

DEADLINES FOR PAYMENTS	EURO	PAYMENT DETAILS	
30 days after the admission letter	€ 1.340,00	€ 1.200,00	Pre-enrollment fee
		€ 140,00	Regional Tax
24 September 2018	€ 6.225,00	€ 1.000,00	Academic Contribution Fee
		€ 5.225,00	Tuition Fee
7 January 2019	€ 6.225,00	€ 1.000,00	Academic Contribution Fee
		€ 5.225,00	Tuition Fee
<b>TOTAL YEARLY FEES</b>	<b>€ 13.790,00</b>		

**4TH INCOME BRACKET: PRE-TAX INCOME FROM EURO 70.000 TO EURO 100.000**

DEADLINES FOR PAYMENTS	EURO	PAYMENT DETAILS	
30 days after the admission letter	€ 1.340,00	€ 1.200,00	Pre-enrollment fee
		€ 140,00	Regional Tax
24 September 2018	€ 5.150,00	€ 1.000,00	Academic Contribution Fee
		€ 4.150,00	Tuition Fee
7 January 2019	€ 5.150,00	€ 1.000,00	Academic Contribution Fee
		€ 4.150,00	Tuition Fee
<b>TOTAL YEARLY FEES</b>	<b>€ 11.640,00</b>		

**3RD INCOME BRACKET: PRE-TAX INCOME FROM EURO 45.000 TO EURO 70.000**

DEADLINES FOR PAYMENTS	EURO	PAYMENT DETAILS	
30 days after the admission letter	€ 1.340,00	€ 1.200,00	Pre-enrollment fee
		€ 140,00	Regional Tax
24 September 2018	€ 3.625,00	€ 1.000,00	Academic Contribution Fee
		€ 2.625,00	Tuition Fee
7 January 2019	€ 3.625,00	€ 1.000,00	Academic Contribution Fee
		€ 2.625,00	Tuition Fee
<b>TOTAL YEARLY FEES</b>	<b>€ 8.590,00</b>		

**2ND INCOME BRACKET: PRE-TAX INCOME FROM EURO 20.000 TO EURO 45.000**

DEADLINES FOR PAYMENTS	EURO	PAYMENT DETAILS	
30 days after the admission letter	€ 1.340,00	€ 1.200,00	Pre-enrollment fee
		€ 140,00	Regional Tax
24 September 2018	€ 3.000,00	€ 1.000,00	Academic Contribution Fee
		€ 2.000,00	Tuition Fee
7 January 2019	€ 3.000,00	€ 1.000,00	Academic Contribution Fee
		€ 2.000,00	Tuition Fee
<b>TOTAL YEARLY FEES</b>	<b>€ 7.340,00</b>		

**1ST INCOME BRACKET: PRE-TAX INCOME FROM EURO 0 TO EURO 20.000**

DEADLINES FOR PAYMENTS	EURO	PAYMENT DETAILS	
30 days after the admission letter	€ 1.340,00	€ 1.200,00	Pre-enrollment fee
		€ 140,00	Regional Tax
24 September 2018	€ 2.395,00	€ 1.000,00	Academic Contribution Fee
		€ 1.395,00	Tuition Fee
7 January 2019	€ 2.395,00	€ 1.000,00	Academic Contribution Fee
		€ 1.395,00	Tuition Fee
<b>TOTAL YEARLY FEES</b>	<b>€ 6.130,00</b>		

## 5. PAYMENT PROCEDURE

Fees can be paid:

1. **Online by Credit Card.** Please visit the website: <http://form.naba.it/iscrizione-online-online-application/>

### 2. By flywire

NABA has partnered with flywire in order to streamline the process of international payments. flywire allows you to pay securely from any country and any bank, generally in your home currency.

By making your payment with flywire you can

- Track your payments from start to finish
- Save on bank fees and exchange rates
- Contact their multilingual customer support team with any questions, day or night

To get started, visit [www.flywire.com/pay/naba](http://www.flywire.com/pay/naba) to begin the payment process.

### 3. BY WIRE TRANSFER:

NABA BANK DETAILS FOR PAYMENTS

- Account holder: Nuova Accademia s.r.l., Via C. Darwin 20, 20143 Milano, Italy
- Bank name and agency: Gruppo Banco BPM, Agenzia 10 Mi
- International bank details: SWIFTCODE: BAPPIT22 IBAN CODE: IT28 L05034 01610 000000020020
- Reason for payment: Please clearly specify name of student/program chosen

4. **CASH** (only up to Euro 2.999,99) **OR CREDIT CARD PAYMENTS** (Visa, Mastercard) **directly at NABA** accounting office

Please notice that all bank, credit card and third party charges have to be covered by the student.

The application fee is not refundable for any reason.

All fees are VAT free according to the law D.P.R. 26/10/1972 nr. 633.

## 6. APPLICATION FOR A STUDY VISA TO ITALY

*(ONLY FOR NON EU STUDENTS)*

To complete the pre-enrolment procedure with NABA, admitted students are requested to return the matriculation form and pay the pre-enrolment fee. Only then you will receive an official **enrolment certificate including information on the status of your admission to submit to the Italian Embassy or Consulate in your home Country in order to apply for your study visa.**

For a complete list of Italian diplomatic authorities worldwide, please visit: <http://vistoperitalia.esteri.it>

## 7. ENTRY REQUIREMENTS FOR THE BACHELOR OF ARTS DEGREE PROGRAMS ACCORDING TO THE ITALIAN MINISTRY OF EDUCATION, UNIVERSITY AND RESEARCH

In order to be eligible for admission to Italian universities/academies and therefore to be admitted into the NABA Bachelor of Arts Degree Programs, the Italian Ministry of Education, University and Research has set the following mandatory regulations.

Students wishing to enrol in the three-year Bachelor of Arts Degree Programs are required:

- to possess a **diploma equivalent to an Italian secondary school diploma** (maturità) which is recognized by Italian diplomatic authorities, or the maturità diploma itself;
- the diploma must be translated into Italian and legalized by the Italian Embassy or Consulate in the country where the diploma was issued, regardless of the school's actual location. For example, the diploma of a German school which is located in France must be validated by the Italian Consulate in Germany. The Embassy or Consulate will provide a "**Declaration of Value**" for the diploma;
- the foreign diploma must be obtained at the end of a period of study lasting at least **12 years**;
- if the diploma was obtained after 10/11 years of education, it must be integrated with additional 1 or 2 years of college or university; all exams must be passed and admission respectively to the second or third year of your university must be granted;
- the **International Baccalaureate (IB) diploma** is valid for admission to an Italian university;
- the International Baccalaureate "certificate" is not valid for admission to an Italian university;
- the **U.S. High School diploma** must be supplemented by 3 advanced placement tests that relate to the chosen program, or by 2 AP tests related to the chosen program plus 1 AP test in Italian language and culture if applying for BA run in Italian language.
- **GCE diplomas** are valid only if they demonstrate obtaining at least 3 subjects at advanced level (full A levels/A2) related to the requested program.

For any questions about the validity of your diploma, we kindly suggest that you contact the Italian diplomatic authorities in the country where your diploma was issued.

For a complete list of Italian diplomatic authorities worldwide please log on:

[www.esteri.it/MAE/IT/Ministero/laretediplomatica/](http://www.esteri.it/MAE/IT/Ministero/laretediplomatica/)

Specific titles requirements are reported in details in the MIUR documents ALLEGATO 1 and ALLEGATO 2 published yearly on the Ministerial website [www.studiare-in-italia.it/studentistranieri](http://www.studiare-in-italia.it/studentistranieri)

## 7.1 CONSULAR PROCEDURES

Students meeting the requirements listed at Point 7 are requested to contact the Italian Embassy or Consulate in order to:

### A. SUBMIT THE PRE-ENROLMENT FORM (A BIS FORM) - (NON EU STUDENTS ONLY)

The pre-enrollment will give you the possibility to study at NABA and allow you to obtain the study VISA from the Italian authorities. Students are asked to fill in a form called A-Bis (available at the Italian Embassy/Consulate or in their website) within a specific deadline, which varies according to the yearly guidelines provided by the Italian Ministry of Education (Pre-enrolment sessions are usually scheduled between May and June of each year).

**Make sure you do not miss this deadline or your will be refused your study visa for enrolment to Italian Universities/Academies.**

### B. OBTAIN THE DECLARATION OF VALUE OF THE HIGHER SECONDARY SCHOOL DIPLOMA

The Declaration of Value (Dichiarazione di Valore in Loco) is part of a process called "PERFEZIONAMENTO DOCUMENTI", necessary for all students who have gained a high school diploma different from the Italian one called Maturità, and which consists in:

1. **TRANSLATION INTO ITALIAN - MADE BY A CERTIFIED TRANSLATOR - OF YOUR ORIGINAL HIGHER SECONDARY SCHOOL DIPLOMA** (or substitute certificate) legalized by the competent authorities in the country where the diploma was issued.

2. **"DICHIARAZIONE DI VALORE IN LOCO" (DECLARATION OF VALUE) OF YOUR HIGHER SECONDARY SCHOOL DIPLOMA.**

The "Dichiarazione di valore in loco" is the document attesting that the study qualification you obtained is valid to study at Italian Universities/Academies as long as it proves:

- to be a final official title of the higher Secondary School of the foreign education system
- the study title allows to enter a graduate program which is comparable to the Italian BA Degree
- the study title is obtained at the end of a period of study lasting at least 12 years
- In case a national test or final exam is necessary to enter a higher education institution in the student's country of origin, such test/exam is also mandatory for entering Italian BA programs and should be reported in the DOV (Gao Kao and Yi Kao in China, YGS in Turkey, ...).

The legalized and translated documents, as well as the Declaration of Value will be issued directly to you. Please make sure you submit them to NABA International Admissions Office as soon as available.

In fact, your admission to NABA Bachelor of Arts Degree Programs will be confirmed only after you have completed the "perfezionamento documenti" and provided the Academy with the hard copy of your Declaration of Value and the requested language certificate.

## 8. ENTRY REQUIREMENTS FOR THE DIPLOMA PROGRAMS

Students who lack prerequisite requirements for admission to the three-year Bachelor Degree Programs can attend the same Programs without gaining credits. Diploma Programs have the same curricula and the same examinations as the BA Programs, however they lead to the awarding of a NABA diploma and not degree.

The entry requirements for the Diploma programs are the following:

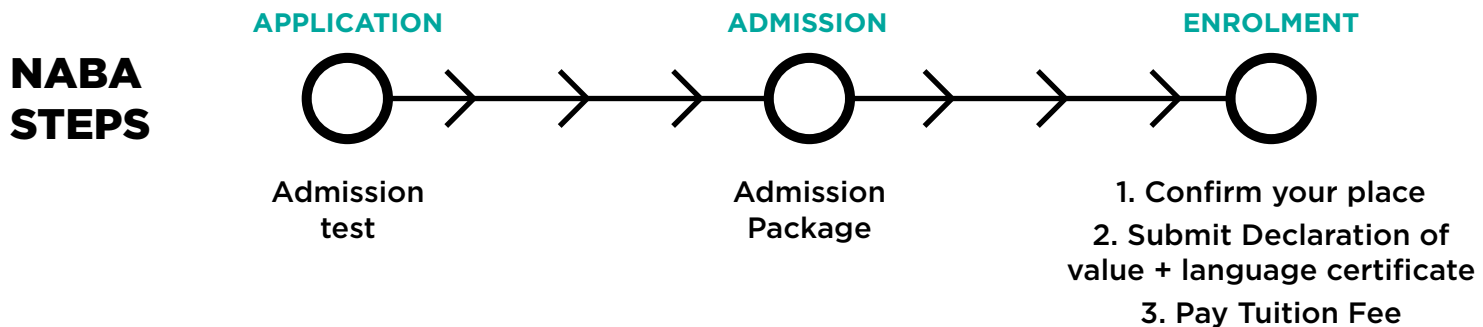
1. hold a secondary school diploma (having followed a period of study lasting at least 11 years)
2. pass the NABA admission test
3. demonstrate proficiency in the language of instruction

Students choosing this format are exempt from the Ministry Requirements relating to the submission of the A-bis pre-enrollment form and Declaration of Value.

## 9. IN SHORT: HOW TO BECOME A NABA STUDENT



### Your path to become a student of NABA Bachelor of Arts Degree



### ITALIAN EMBASSY / CONSULATE / IIC STEPS

#### A-BIS FORM (non EU passport holders only)

**WHEN:** BETWEEN MAY AND JUNE OF EACH YEAR

Check in advance with the local Italian Embassy/ Consulate who defines this date on a yearly basis.

#### DECLARATION OF VALUE

**WHEN:** anytime after you have been admitted and before the course beginning.

#### STUDY VISA (non EU passport holders only)

**WHEN:** after you submitted the A-BIS form and at least 4 weeks before your arrival in Italy.

## 10. GENERAL CONDITIONS

1. In accordance with the article 54, 1st paragraph of the Consumer Code: for signed contracts, contractual proposals of registration at distance, and for any contract negotiated outside the site of “Nuova Accademia” (NABA), it is recognized to the student the right to withdraw from the contract without the risk of incurring in any extra expenditure and without the payment of any penalty, within fifteen working days from the conclusion of the contract (upon receiving the contract/enrolment form). The student willing to withdraw shall send a written notification containing name and surname, the address of the student, date and place, student’s signature; it will be considered termination date, the date when the written notification will be received. The written notification shall be addressed to: Nuova Accademia Srl – Via C. Darwin 20, 20143 Milano (MI).

2. If a student withdraws from the contract lawfully, he/she has the right to get a refund of all the payments made order to NABA.

3. NABA will activate courses only if a minimum of 10 participants will enroll (minimum nr. of students to activate an undergraduate program). If the number of 10 students will not be achieved, the course will not take place. NABA will promptly communicate to the student if a course will be run or not. NABA will inform students at least 30 days prior the beginning of the course whether it will not be run. In such event, NABA will refund the students in the shortest possible term. NABA is exempted by any extra costs incurred by students (i.e. travel, food, accommodation...) for the enrollment and admission process.

4. NABA reserves the right (up to 30 days before beginning of program) to:

- Cancel a course
- Change a course
- Change location of classes

If a student withdraws up to 1 day before beginning of the program, the student has the right to get a refund of the tuition fee.

Refund is not available for the pre-enrollment fee.

If NABA is responsible for course cancellation, NABA will refund the student twice what has been paid.

5. Enrolment to a course, together with the payment of the required enrollment fee, creates a binding agreement to follow the course and to pay the full fees. NABA reserves the right (excepting what’s stated on paragraphs 1-2-3) to dismiss or expel a student at any time for non-payment of fees or any other due amount, failure to meet the ongoing attendance requirement, late commencement of study and/or withdrawal from courses commenced under any circumstances (personal reason, health problem, family related problem...). No refunds will be granted to the student (including any prepaid fees or deposits) dismissed under this paragraph; the student must pay the total amount of the tuition and the academic contribution fee, with stipulated terms and deadlines.

However NABA reserves the right to grant a 30% refund (of the academic contribution fee and tuition fee) to the student enrolled in the 1st year, if withdrawal application is received within 60 days from the beginning of the course; therefore, the student must pay in any case 70% of the tuition fee and academic contribution fee.

6. Deferral of future academic years: in the event the student freezes his/her participation to the course within June 30, and defers to a future academic year, NABA reserves the right to require a payment of Euro 250 as suspension fee for each deferred year. Requests of deferral will be accepted for a maximum of 3 academic years. The tuition fee and the didactic contribution already paid by the student will be valid for the academic year of attendance. Whereas in the event the student decides not to continue his/her studies, the tuition fee and the didactic contribution already paid will not be refunded.

7. NABA reserves the right to use its discretion to determine number of courses and type of courses yearly set up for each program. NABA guarantees to enrolled students the minimum courses required to obtain the diploma as defined by MIUR

(Ministry of Education, University and Research) or any other present normative.

8. Subjects may change for academic purposes or for Ministerial reasons related to the AFAM reform system (AFAM is the system of “Alta Formazione Artistica e Musicale”, including all public and private Fine Arts and Music Academies recognized by the Ministry itself).

9. Classes will take place weekly, according to what is foreseen in the yearly academic calendar.

10. NABA programs are taught in Italian or in English. Students are required to submit evidence of their knowledge of the language according to the chosen program at matriculation time. Should the student not be able to submit one of the required certificates, NABA will test the student’s language knowledge (for English using the Laureate English level test) and will assign them their level. If the obtained level is below the required one, students will have to attend a specific remedial course - to be arranged with the Language Center - in order to reach the required level. Students not reaching the required language level - being an entry requirement, will be enrolled in the Diploma program. This fact does not represent just cause of unilateral withdrawal and the refusal of the student to accept the enrollment into the Diploma program will have consequences and effects in accordance with Articles 5 and/or 15.

Furthermore every student enrolled in an undergraduate course taught in Italian, who does not have one of the listed English certificates, has to sit the Laureate English test to assess their level of English. Test results are in line with the levels established by the European Framework of Reference for Languages. The result of the test will either grant them the credits for English or will place them at a level of English for which attendance to one or more courses will be required before graduation.

11. NABA guarantees to students access to educational areas for all the duration of classes as foreseen for the academic year, and for the number of hours necessary to complete the program. Further access to didactic structures is subject to didactic scheduling needs and logistic availability.

12. NABA shall not be liable for any failure or delay in the performance, in whole or part, of any of our obligations arising from or attributable to acts, events, omissions or accidents beyond or reasonable control including, but not limited, to strikes lockouts or other industrial disputes (involving our workforce or the workforce of any other party), act of god, war, riot, civil commotion, malicious damage, compliance with any law or governmental order, rule, regulations or direction, accident breakdown of plant or machinery, fire, flood, storm, pandemics, epidemics or other outbreaks of disease or infection in the public supply of electricity, heating, lighting, air conditioning or telecommunications equipment.

13. Each and every Intellectual Property Rights that will result from the creative and inventive activities related to the projects that will be carried out by individual students or groups of students, within an educational project, under the guidance of NABA’s teachers and / or directors, and any and all materials created, designed and carried out by students during the academic activity (i.e. essays, researches, sketches/drawings, models, presentations) will be exclusive property and ownership of NABA and will be for free and out righted remised to NABA. NABA will hold each and every right for taking advantage of the material and use it for economic purposes. Moreover, NABA will also have the right to use the material for any and all purposes such advertisements, promotion, internal policy, information, didactic research, educational projects etc... (These are not exhaustive examples). Consequently, NABA will hold each and every right to register the Intellectual Property Rights and copyrights in national, European and international registers, without prejudice to the student right to be recognized as author.

14. Enrolment fee and tuition fee do not include photocopies, lecture notes, colour printings, materials to be used for all project workshops, as well as computer rendering of the final thesis, participation to exhibits or contests.

15. Late payments of the tuition fee, or any of its instalments, will imply a fine of €50 up to 30 days delays and €100 for further

delay. However students are not allowed to enter classes until the time they pay the overdue amount. In case of late payment, the student's attendance will not be registered and this absence will not be justified.

16. In case of delay, NABA reserves the right to require the immediate payment of the outstanding amount, suspending or excluding from the program and from exams the defaulting student as well as to start the necessary legal action for retrieving the total amount including all expenses: interests, fines, legal billings and everything else as per art 15.

17. Students are expected to conduct themselves at all times in a manner which demonstrates respect for NABA and its staff, fellow students / delegates and property. Breaches of the Student Code of Conduct can amount to gross misconduct, which may lead to expulsion from study (without refund) and refund for damage property.

18. NABA reserves the right to seek compensation for any damages incurred by the student to the premises and equipment. The student is required to use them correctly and to respect the cleanliness of the premises and areas of common use.

19. It is forbidden to bring dogs and others animals on NABA campus.

20. NABA is not responsible under any condition for any object lost or property left unattended in the Academy structures. Students are expected to maintain areas and spaces cleaned.

21. Tuition Fee is yearly upgraded by annual ISTAT (inflation rate) from the following academic year from enrollment date.

22. First year Students residing within the EU for at least 3 years who will not present the family income documentation relating to the allocation of income bracket within the start of the courses, will be assigned automatically to the highest family income bracket. From 2nd and 3rd year, they need to present the whole fiscal documentation required in order to have their family income bracket evaluated and the relevant tuition fee determined accordingly. The deadline to submit the requested documentation is November 30 of each year. The new evaluation will be carried out within December, 31st. Students failing to deliver all documents by the established deadline will be assigned to the maximum income bracket.

23. Enrolment fee and tuition fee do not include the Graduation Thesis Fee of Euro 520,00 to be paid at the beginning of the 3rd year contextually to the registration to the program.

Additionally, a tax of € 90,84 (which may vary according to the Academic Diploma Regulation of the Academic Year of Graduation) for the Italian Agenzia delle Entrate (Internal

Revenue Service) will be requested in order to receive the Degree on parchment paper.

24. The enrollment of the student in possession of a foreign secondary school diploma is accepted upon the following conditions:

a) The awarded Diploma allows the access to the Academic course chosen by the student; this requirement is confirmed by the declaration of value of the foreign diploma and the official Italian translation of the original study title.

b) The foreign diploma has been awarded after the minimum number of years of education required by ministerial dispositions for enrolling to academic studies.

A Board of Examiners designed by the Chief Academic Officer will evaluate the validity of the Declaration of Value of the foreign secondary school Diploma. In case the Declaration of Value is not considered suitable by the Board, the student will be enrolled to the Diploma program Course (auditor) of the same course, without obtaining the academic formative credits and the 1st level Academic Bachelor degree (ref. Academy Didactic Regulations art. 21/2). In case the foreign diploma does not meet the requirements of the Italian Ministry of Education, this fact does not represent just cause of unilateral withdrawal and the refusal of the student to accept the enrollment into the Diploma program will have consequences and effects in accordance with Articles 5 and/or 16.

25. The enrolment to a Degree program is under the conditions that students have all the required papers to enter the country and live in Italy as per the Italian law in force during the Academic year in which the mentioned students want to study at NABA.

NABA is not responsible for the release of the permit to study in Italy and for the VISA, which will have to be obtained by the students themselves and at their expenses from the competent authorities.

Students are aware and agree that should they not be able to attend the chosen course for one of the reasons mentioned above or any other reasons, NABA has the rights to keep any sum paid to the academy in order to cover the up-to-then expenses. NABA has the right to claim for greater damages. If the course hasn't started yet, NABA commits itself to refund the fees already paid by the student (application fee excluded) only if VISA is rejected by the competent Authority and only if the student informs NABA by a written notification together with the rejection declaration issued by the Italian Embassy or Consulate.

26. Any controversy falls within the competence of the Milan legal court.

Date \_\_\_\_\_

\_\_\_\_\_  
Student signature

*Please refer to art.13 of the Italian legislative decree 196/2003 for the personal data processing, in accordance with the terms of the current legislation. The applicant can contact Nuova Accademia Srl concerning the data processing procedures email - [privacy@naba.it](mailto:privacy@naba.it)*

*For everything that is not covered herein, with reference to NABA enrollment regulations, please read "Application Form and Admission Procedure for three-year Bachelor of Arts degree" and "Income Bracket assignment guide".*

*I hereby declare that I read, in addition to the information about the course chosen by the student, articles 1) and 2) referring to information and instructions about the right of withdrawal, the effects of withdrawal and the procedures to exercise such right.*

*Following art.1341 e 1342 c.c. I declare to have read and approved articles: 3) Non activation of the course 4) Cancellation and/or change-ment of the Course and its location 5) Obligation to pay fees, contribution to didactics, tuition fee 6) Deferral of future academic years 7) NABA's right to use its discretion to determine number of courses 12) NABA's exoneration from liability 13) NABA intellectual property rights 14) Costs excluded from the fees, rates and contributions 15) Fine for late payments 16) Persistent delay in the payment of fees-consequences-suspension or exclusion from the program and from the exams 20) NABA's exoneration from liability in case of loss and misplacement of student's personal effects 21) Yearly adjustment of the tuition fee 22) Obligation to submit documentation of family income bracket - consequences in case of no-show 23) Graduation Thesis Fee 25) VISA and stay permit requirements 26) Milan legal court.*

\_\_\_\_\_  
Student signature