



## APPLICATION PROCEDURE – INCOMING EXCHANGE STUDENTS (Spring 2023-2024)

If you are a student belonging to any of our partner institutions, we would like to welcome you to NABA as exchange student. Please find information below on our list of partner institutions and guidance to apply. If your home institution has no formal partnership agreement with NABA, then unfortunately we cannot consider your application at this time.

If you have any questions please don't hesitate to contact us at: [erasmus@naba.it](mailto:erasmus@naba.it)

### AM I ELIGIBLE TO APPLY FOR AN EXCHANGE PROGRAM AT NABA?

You can join our exchange program if there is a valid agreement between your university and NABA, in your area of study. Please visit the partner institutions page to see our list of partner institutions. If your home institution has no formal partnership agreement with NABA, then unfortunately we cannot consider your application. In order to apply for the Exchange Program, you need to be officially nominated by your Home Institution within the deadline set by NABA for nomination and application procedures.

### WHAT ARE THE ENTRY REQUIREMENTS FOR JOINING THE EXCHANGE PROGRAM AT NABA?

You should have completed at least the first year of a university degree in one of our partner universities in a subject area relevant to the course delivered at NABA. To see the list of courses available to exchange students, please check the course catalogue. (NABA Brochure)

#### Italian and English Language:

As part of your exchange study experience at NABA, you are required to participate in contextual studies modules. Therefore, if Italian or English are not your first languages, you will be required to provide evidence of your language proficiency, according to the chosen track:

- English track: a **B2 or higher** language proficiency will be required.
- Italian track: a **B2 or higher** language proficiency will be required.

The submission of a language proficiency will be taken into consideration during the evaluation of the application

**Please take into account that from the academic year 2021/22 the Italian Ministry of University and Research (MUR) has set a new regulation for non-European students willing to come to study in Italy. For this reason, we need to receive also a language certification, among the other documents required in the application form, attesting the English or Italian Level of the students (according to the track chosen). Please notice that if students do not have any linguistic certification, we will be available to test their language level with our internal Language Centre.**



### WHAT PROGRAMS CAN I JOIN AT NABA?

Exchange periods usually last one semester (4-5 months), in either Autumn or Spring.

**Combining classes from different courses is not possible** (e.g. choosing some courses from 2nd year of Fashion Design and some courses from 2nd year of Graphic Design or choosing some courses from 2nd year of Fashion Design and some courses from 3rd year of Fashion Design). To find a complete list of the classes and number of ECTS available to exchange students, please read through our educational offer, written in our Erasmus+ and International Exchange brochure.

### HOW CAN I APPLY?

Before submitting an application online your home university should send your nomination by email to [erasmus@naba.it](mailto:erasmus@naba.it).

You should then make an **online application** within the frame set for the related term, by connecting to the following link:

<https://www.naba.it/en/erasmus-and-international-exchange>

**IMPORTANT:** To be able to upload your documents you must have a Google account.

As part of the application, you will be asked to submit a personal statement. Please make sure you add a passport-size photograph to the application.

If your portfolio is available as a web link, you can provide the link in the application form. If not, you can upload it by using our Portfolio Upload task (maximum size 8Mb). Please note - we do not accept paper portfolios or portfolios on CDs. You are required to provide your portfolio electronically.

### WHAT ARE THE APPLICATION DEADLINES?

To study at NABA in the Spring Semester (starting in March): **09/10/2023 - 20/10/2023**

Please note: the start and end date of your exchange may vary from year to year - exact start and end dates will be confirmed in your acceptance letter if your application is successful.

### ARE THERE ANY TUITION FEES DUE FOR THE PARTICIPATION?

You are not expected to pay tuition fees to NABA, exchange students pay fees to their home institution and NOT to their host institution. However, you are expected to undertake your living expenses, e.g. accommodation, travel costs, costs for any materials necessary for the development of projects (e.g. fabrics, cardboard, stationary material ...) etc.

#### Nuova Accademia S.r.l

Via C. Darwin 20, 20143 Milano, Italia

T +39 02 973721 | F +39 0297372.280

Cap. soc. i.v. € 10.400 | P.IVA 10542860969 | R.I. e C.F. 04844890584

R.E.A. 1074975 | CODICE DESTINATARIO SDI: K1L103Od

[www.naba.it](http://www.naba.it)



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### SHOULD I BE APPLYING FOR A VISA?

If you are a national from outside the European Economic Area (EEA) and Switzerland, you will need a Student visa. You should apply before you leave your home country in early advance.

Once you have been accepted, we will send you an official acceptance letter, valid for visa request purposes.

Please note that asking for a student visa in me, is your responsibility.

Also, in order to apply for Visa, extra-European students will be required to register to the platform "Unviversity".

Link: <https://www.university.it/index.php/>

Our International Exchange Office will be at disposal to provide a step-by-step guideline.

As you know these are uncertain times due to Covid-19 emergency, in order to be sure about containment measures and any possible future entry restrictions in Italy, please check:

- <http://www.salute.gov.it/portale/nuovocoronavirus/dettaglioFaqNuovoCoronavirus.jsp?lingua=english&id=230>
- <https://www.esteri.it/mae/en/>

WE STRONGLY SUGGEST YOU TO CONTACT YOUR EMBASSY/CONSULATE OF REFERENCE IN ORDER TO CONFIRM YOUR ENTRANCE PROCEDURE IN ITALY-

Please note that all non EU students must take care of:

- medical insurance coverage. (we strongly recommend you to make sure that the coverage includes COVID-19)
- visa procedures before departure and apply for the "permit to stay for studies" once they are herein Milan:

Please check to verify whether you need a VISA to study at NABA here:

- <https://vistoperitalia.esteri.it/home/en>
- <https://www.yesmilano.it/en/articles/latest-administrative-updates>

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## SELECTION PROCEDURE

Once we receive your completed application pack, this will be forwarded to the course leader of your selected NABA course. The course leader will evaluate your work, your motivation and your knowledge of the Italian or English language and report to the International Office.

You will be notified of the outcome of your application by e-mail/letter. If successful, you will receive a confirmation email containing various information, including start and end date, contact person details, practical information etc. During your study period at NABA you will be expected to participate with the same commitment and enthusiasm as any other NABA student.

If you have any problems or questions, feel free to contact the International Office for support and/or advice at:

*International students and exchange office*

E-mail: [erasmus@naba.it](mailto:erasmus@naba.it)

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