NABA

NUOVA ACCADEMIA
DI BELLE ARTI

APPLICATION FORM AND ADMISSION PROCEDURE

Gap Year Programme
MILAN | ROME
A.Y. 2027/28 – October 2027

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Gap Year Programme

Academic Year 2027/28 – October 2027

STUDENT DETAILS (TO BE FILLED OUT IN CAPITAL LETTERS)	
Family name	
First name	
Birth date	Gender ☐ F ☐ M
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 correspondence (street name, zip code, town, Country)	
Home phone nr. (including country and area code)	
Mobile phone nr. (including country and area code)	
Email address	Skype Account (if available)
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

☐ Degree Programme ☐ Diploma Programme

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

I WOULD LIKE TO APPLY TO THE FOLLOWING PROGRAMME IN

PROGRAMME	LANGUAGE		CAMPUS	
☐ Comics and Visual Storytelling	☐ Italian	☐ English	☐ Milan	☐ Rome
☐ Graphic Design and Visual Communication	☐ Italian	☐ English	☐ Milan	☐ Rome
☐ Marketing & Management for Creative Business - Empowering AI	☐ Italian	☐ English	☐ Milan	-
☐ Design	☐ Italian	☐ English	☐ Milan	☐ Rome
☐ Fashion Design	☐ Italian	☐ English	☐ Milan	☐ Rome
☐ Fashion Marketing Management	☐ Italian	☐ English	☐ Milan	☐ Rome
☐ Creative Technologies	☐ Italian	☐ English	☐ Milan	-
☐ Film and Animation	☐ Italian	☐ English	☐ Milan	☐ Rome
☐ Set Design	☐ Italian	☐ English	☐ Milan	-
☐ Visual Arts	☐ Italian	☐ English	☐ Milan	☐ Rome

I AM SENDING THE FOLLOWING DOCUMENTS

- ☐ The present application form (pages 1, 2, 3, 4, 12,13)
- ☐ Copy of the passport
- ☐ English language certificate (IELTS 5.5 - only for Programmes in English language)
- ☐ Italian language certificate (B2 level according to CEFRL- only for Programmes 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*)
- ☐ 1 passport-sized photo
- ☐ Portfolio of projects or/and project assignment** (see guidelines in this document)
- ☐ Artistic statement

*Translation is not needed for documents written in Italian, English, French, or Spanish.
**For Fashion Marketing Management and Marketing & Management for Creative Business - Empowering AI we exclusively require the project assignment

Upon confirmation of admission, I will send as soon as possible and, anyway, not later than the course beginning:

→ Copy of the original higher secondary school diploma.
→ Translation into Italian – made by a certified translator – of the original higher secondary school diploma (or substitute certificate) legalized* by the competent authorities in the country whose educational system the title refers to**
→ 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 programmes (Gao Kao and Yi Kao in China, Vestibular in Brazil…).
→ In case the local school system consists of less than 12 years of schooling before achieving the higher secondary school diploma, the following documents are also required:
→ Legalized* and translated university transcripts of one or two years, including exams and marks;
→ Certificate of completion of preparatory courses (Foundation Course) issued by Italian or foreign universities

*Please note that the legalization is mandatory just in case you wish to continue your studies with NABA BA degree
**In case NABA needs some closure on student's secondary school diploma, the student must provide the Certificate for the equivalence of the qualification (Statement of Comparability) issued by the Italian Enic-Naric Centre – CIMEA https://cimea-diplome.it

I hereby declare that I have fully read, understood and accepted the general conditions specified in chapter 9 of the Admission Procedure.

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 Programme - Diploma Accademico di Primo Livello - leading to the award of an Academic Degree awarded by the Italian Ministry of 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);
→ having applied to another course in another Italian or foreign Academy/University or College.
Please specify the University/Academy and the programme you are currently registered in _____

→ comply with NABA Admission and Enrolment procedures.

OTHER INFORMATION How did you hear about NABA?

☐ Brochure	☐ A NABA representative (Please give the name)
☐ Website (Please give the name)	☐ School (Please give the name)
☐ Press (Please give the name)	☐ Other (Please state)
☐ Alumni (Please give the name)	☐ Search engine (Please give the name)
☐ Exhibition/Fair (Please give the name)	☐ Social media channels (Please give the name)

Our commitment is to ensure an inclusive learning environment that is attentive to your needs. In order to provide you with the most appropriate support throughout your journey at NABA, we ask you to inform us if you require any aids related to mobility disabilities and/or special educational needs (SEN).

☐ YES ☐ NO

Date Student's signature

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

PRIVACY INFORMATION SHEET

INFORMATION PURSUANT TO ART. 13OF EU REGULATION 679/16 (GDPR)

1. WHY YOU ARE RECEIVING THIS COMMUNICATION

Nuova Accademia S.r.l., as Data Controller, wishes to inform you about the type of data we collect and the methods we use to do this, in order to guarantee respect for your fundamental rights and freedoms, with particular reference to the confidentiality and security with which the data are processed.

2. WHICH PERSONAL DATA WE COLLECT

Nuova Accademia S.r.l. collects and stores your personal data at the time of enrolment/registration:

- Identifying data such as given name, surname, residential address, email address, studies completed, citizenship, gender, place and date of birth, telephone number, copy of identity card/passport.
- Your banking data and/or those belonging to the person making the payment.
- Possible person to be contacted for administrative aspects, including payments.
- Information about your/your family income, assets.
- Possible rental lease for non-resident students.
- Any medical certifications proving disability.
- Academic career / curriculum vitae.
- Copy of identity card/passport of the person who acts as the student's legal guardian.

3. FOR WHAT PURPOSES WE USE YOUR PERSONAL DATA

Nuova Accademia S.r.l. uses your data for the following purposes:

a) To fulfil pre-contractual and contractual obligations, to allow your enrollment in the course of your choice, as well as the provision of services connected to it.
b) To handle money collections and payments, deriving from contractual obligations, including credit recovery.
c) To provide support services to certified disabled students or to students with certified learning difficulties.
Within the scope of the purposes under 3(a) (b) and (c), the processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. (Art. 6(1)(b) of GDPR).
d) To fulfil the obligations arising from the Law, Regulations, EU legislation or any order of the Authorities (including checks relating to the provision of cash contributions and/or scholarships and/or benefits in general, if entitlement to receive these is ascertained).
Within the scope of the purposes 3(d), the data will be used to fulfill a legal obligation (Art. 6(1) (c) of GDPR).
e) To exercise the rights of the Data Controller.
f) Data may also be collected by the Galileo Global Education Italia Group in aggregate form to perform statistical analyses.
Within the scope of the purpose 3(e) and (f), the data will be used to fulfill the legitimate interests pursued by the controller (Art. 6(1) (f) of GDPR).
g) To inform parents or legal guardians about general and/or specific news relating to your course of studies.
h) To provide an alternative contact for administrative purposes for the sending of communications regarding payments and reminders.
i) Nuova Accademia S.r.l. is part of the Galileo Global Education Italia Group. Your data may be transferred to other Institutes of the Galileo Global Education Italia Group to promote courses based on the aptitudes and interests of each student or to enrich their studies.
j) To send you communications and/or promotional offers relating to Campus initiatives, our scholarships, courses, and events that may be of interest to you.
k) For profiling purposes.

Within the scope of the purpose 3(g), (h), (i), (J), (k), the data processing has its legal basis in the acquisition of appropriate consent from the data subject (Art. 6, par. 1 Lett. a), of GDPR).

3.1 Data retention

For purposes 3(a), (b), (c), (d), (e) and (f), we retain your personal data for the whole duration of the time you spend on Campus and even beyond the 10-year period of limitation from the termination of the relationship to comply with legal obligations and for purposes of judicial protection.
For the mentioned purpose 3 (g), (h) and (i), we retain your data until consent is revoked and we guarantee the exercise of data subjects rights.
For the mentioned purpose 3(j), and (k), we retain your data for 3 years.

4. THE SECURITY OF YOUR PERSONAL DATA

Your data will be processed using equipment that guarantees their confidentiality, integrity and availability. The processing is carried out on paper and through computerised and/or automated systems and will include all of the operations or sets of operations envisaged in Art. 4 of the GDPR which are necessary for the data processing,

including communication with the subjects assigned to the processing itself. The data will not be disseminated; however, they will or may be communicated to public or private entities or individuals who operate within the context of the purposes described above.

5. WHO CAN ACCESS YOUR PERSONAL DATA

Only authorised persons can access your data in the context of the tasks assigned by Nuova Accademia S.r.l.

Personal data will not be disseminated in any way; in addition, they may be communicated and processed by third parties duly appointed as Data Processors, such as external collaborators and companies that provide specific technical services.

Your data may also be accessed by authorised persons employed by Galileo Global Education Italia, as well as employees of Istituto Marangoni S.r.l. and Domus Academy, belonging to the same Group

Personal data may also be accessible or may be disclosed to those whose right to access your personal data is recognised by the provisions of law or secondary or European Union regulatory provisions.

6. TRANSFER OF PERSONAL DATA

Your personal data will be managed and stored on servers located within the European Union and belonging to the Data Controller and/or third-party companies appointed and duly identified as Data Processors. Your data will not be transferred outside the European Union.

Please note: In the event of any transfer of personal data to third countries, these will be transferred by the Controller, in compliance with Articles 44 et seq. of the GDPR, using appropriate safeguards to ensure their protection. Further information regarding these appropriate safeguards may be obtained upon request to the Controller.

7. IS IT MANDATORY TO CONSENT TO THE PROVISION OF YOUR DATA?

The disclosure of your data referred to in point 3 (a), (b), (c), (d), (e) and (f) is necessary to conclude and execute the contract; for the purposes referred to in point 3 (g) (h) (i) (j) (k) it is optional. If you do not consent, you can still proceed with your enrolment.

8. WHAT ARE YOUR RIGHTS IN RELATION TO THE GDPR?

In accordance with the provisions of the GDPR, Nuova Accademia S.r.l. guarantees the following rights:

- Right to withdraw consent [Art. 7(3) of the EU Regulation] (right to withdraw the consent given. Note: withdrawal of consent does not affect the lawfulness of the processing based on the consent before withdrawal).
- Right of access [Art. 15 of the EU Regulation] (right to obtain confirmation of the existence or otherwise of personal data relating

to you and a copy of such data in intelligible form).

- Right to erasure ("right to be forgotten") [Art. 17 of the EU Regulation] (right to have your data erased).
- Right to restriction of processing [Art. 18 of the EU Regulation] (right to obtain restriction of processing, e.g., in case the accuracy of the data is contested or in case of unlawful processing).
- Right to data portability [Art. 20 of the EU Regulation] (right to receive in a structured, commonly used and machine-readable format the personal data concerning you that have been provided to the Controller and the right to transmit such data to another Data Controller without undue delay).
- Right to object [Article 21 of the EU Regulation] (right to object to the processing of your personal data).
- Right not to be subject to automated decision-making [Art. 22 of the EU Regulation] (right not to be subject to a decision based solely on automated processing).

The above rights may be exercised in writing by sending an e-mail to *dpo@naba-da.com.* Further information on the processing of personal data may be requested at any time from the same contact. It is also specified that the exercise of your rights shall not prejudice and/ or harm the rights and freedoms of others.

The Controller undertakes to respond to requests within one month, except in the case of particularly complex requests, for which a maximum of three months may be required. In any case, the Controller will explain the reason for the delay within one month of the request.

The outcome of the request will be provided in writing (at your request) or electronically (and in this case, free of charge). The Controller specifies that you may be required to pay a fee if your requests are manifestly unfounded, excessive, or repetitive: in this regard the Controller will keep track of the requests.

The Controller, in compliance with Article 19 of the GDPR, undertakes to inform the recipients to whom your personal data have been communicated of any rectification, erasure or restriction of processing requested by you, where possible.

9. IF YOU HAVE ANY QUESTIONS PLEASE REFER TO THE CONTACT DETAILS PROVIDED BY THE DATA CONTROLLER

If you believe that we have not complied with your rights regarding the protection of personal data, you can contact the Italian Data Protection Authority. Alternatively, if you live in another country, you can contact your local Data Protection Authority.

10. DATA CONTROLLER

The Data Controller is Nuova Accademia S.r.l. Via C. Darwin 20 – 20143 Milano. Email: **privacy@naba-da.com**
The Data Protection Officer is: **dpo@naba-da.com**.

11. UPDATE TO THIS INFORMATION NOTICE

This Information Notice may be subject to change. Any substantial changes will be communicated to you via email or through our student platform.

ACKNOWLEDGEMENT OF THE PRIVACY NOTICE AND GIVING OF CONSENT:

I declare that I have carefully read and understood every part of the above-mentioned Privacy Notice, and I declare that I am aware of the possibility of data transfer to eventual Group's partner Universities. In the latter case, I understand that the data will be processed in accordance with the provisions of the partner University and the agreements in place between the partner University and the Controller. In addition,

☐ I give my consent for inform parents or legal guardians about general and/or specific news relating to my course of studies.

☐ I give my consent to provide my phone number and email address to partner companies of Nuova Accademia S.r.l. that offer housing services.

☐ I give my consent to provide an alternative contact for administrative purposes for the sending of communications regarding payments and reminders.

☐ I give my consent for transfer your personal data to other Institutes of the Galileo Global Education Italia Group to promote courses.

☐ I give my consent for receive communications and/or promotional offers relating to Campus initiatives, scholarships, courses, and events.

☐ I give my consent for profiling purposes.

_____ _____

Signature (legible) of Data Subject *Place and date*

ADMISSION PROCEDURE

Gap Year Programme
Academic Year 2027/28

1. ADMISSION TEST

NABA intends to understand your motivation and attitude in undertaking the chosen programme. A strong motivation and solid awareness of the contents of the programme 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 programme 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 on 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 you favorite means of expression?
→ what or who inspires you?
→ how living and studying in Milan/Rome will positively influence your work?

1.2 PROJECT ASSIGNMENT

Your artistic skills are an important element for evaluating your application to NABA **Gap Year** Programmes. 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 programme.

Project Assignment for the Gap Year 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 Gap Year 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 Gap Year in Fashion Marketing Management

The objective is to highlight the research skill and an initial understanding of the Fashion System and of the general cultural panorama. For a fashion brand chosen independently by the student, a short analysis (short text + images) could be requested (logo, history, some images of collections; a possible segment idea and competitors is a plus). The exercise would be completed with an analysis of an artist or a personality (contemporary artist, musician, actor, athlete, director, dancer, writer etc.) whom the student associates with the brand and delineates the connections that make it cognitively harmonious with the selected brand. For example Murakami for Louis Vuitton as collaboration or Jannick Sinner for Gucci as ambassador

Project Assignment for the Gap Year in Graphic Design and Visual Communication

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 Gap Year in Comics and Visual Storytelling

For all students, both with or without prior knowledge in art or scriptwriting.

BRIEF

→ Select 2 characters from the Marvel universe – a hero and a villain - and describe how their physical and emotional

characteristics, relationships and conflicts are expressed in the comic stories.

→ Write the plot for a 10-page comic story, featuring two friends who miss their train and must find an alternative method to reach their destination. The text must be between 2000 and 2500 characters, spaces included.

→ Create a comic page based on the developed plot. The page must include at least 6 panels, up to a maximum of 10, telling the initial scene of the story. If drawn, it can be done either in pencil or ink and must include the dialogue between the characters. If scripted, each panel must consist of a descriptive text followed by dialogue (see example below).

Panel 1:

John and Steven stand in front of a schedule board. They look pensive and worried.

Dialogue:

John: There's another train, but it's in two hours.

Steven: Darn. We'll be missing all the fun.

→ How to present the material

The comic page can be drawn or written in script form. The applicant can choose based on his or her preferences. If drawn, it can be in pencil or ink. Colored pages will not be accepted. The page can be drawn traditionally or in digital format and submitted digitally. The page must consist of at least 6 panels, up to a maximum of 10, and include dialogue.

Project Assignment for the Gap Year in Marketing & Management for Creative Business – Empowering AI

The objective is to highlight the research, innovation and technical skills of the participants. 1) Choose an innovation project (An app, an AI agent, a marketing digital tool, a creator digital profile) and indicate the main reasons (max. 100 words) you consider it disruptive in the market. 2) Indicate (max 5) competitors/similar products the same business area

Project Assignment for the Gap Year in 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 jewellery or crafts) - if you have any.

Project Assignment for the Gap Year in Creative Technologies (New Technologies for Applied Arts)

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 Gap Year in Film and Animation

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 Gap Year 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 the 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, colour perception, spatial perception, quality of presentation, technique and originality.

Favourable 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, jewellery, fashion, furniture or videos.
→ 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.
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).

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:

→ 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 filling 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.

1.4 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 Gap Year programme 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 (the last one applies to BA applicants only).If you are conditionally accepted, you will have to make sure you submit the missing documents by the course beginning.

2. LANGUAGE REQUIREMENTS
NABA Programmes are taught in Italian or English. Students are required to submit evidence of the knowledge of the language according to the chosen programme. The language certificate shall be submitted within one month before the beginning of the programme and should not be older than 2 years.
Minimum entry requirement: IELTS 5.5 (or equivalent). Visa applicants should verify with their local Italian consulate whether they must also achieve a minimum of 5.5 in each individual component, as failure to satisfy consular requirements may result in visa refusal.
The requested level for Italian is an intermediate level (B2 - according to CEFR). The student can also take CILS, CELI, CERT.IT, PLIDA provided that the final result is equivalent to B2.

IELTS	From 5.5 (all skills)
Cambridge Tests (Cambridge Scale)	
FCE, CAE, CPE	160-179
PET	160-170 with Distinction
Linguaskill	160-179
TRINITY	ISE II integrated skills in English II
TOEFL IBT	72-94 (new scoring system: 4-4.5)
PTE Academic	59-75 (overall score)
BIEB	BI- Level C1 Certificate in ESOL International. Min. score 18/20 in each skill
BEC Vantage	161 al 179
ELLT Oxford English Language Level Test (OIDI)	From Level 5 (all skills should be min 5)
APTIS ESOL	General B2 (speaking min 41/50;writing 40/50; reading 38/50;listening 34/50)
OTE (Oxford Test of English)	(General or Advanced – overall 111-140)
TOEIC (provided that student takes all parts)	Listening and Reading: min overall score 785; Speaking and Writing: min speaking score 160
European Baccalaureate	English as L2 or L3 min score 6.0 (S7)
ICELAND STÚDENTSPRÓF (Iceland)	Eng from grade 7.5
Norwegian Vitnemal (Norway)	Min. grade 4
Danish Studentereksamen (Denmark)	Engelsk B
German Abitur (Germany)	
Avgångsbetyg/Fullständigt Slutbetyg från Gymnasieskolan (Sweden)	Engelska 6 (at least Grade B)

The following cases are exempt from language testing:
→ native speaker students from English-speaking countries (prior check with the admission office)
→ High school diplomas/Upper Secondary School diplomas where all coursework was completed fully in English:
(prior check with the admission office)

3. PAYMENT MODALITIES

A. 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 to begin the payment process.

B. By wire transfer
NABA BANK DETAILS FOR PAYMENTS
→ Account holder: Nuova Accademia s.r.l., Via C. Darwin 20, 20143 Milano, Italy
→ Bank name: Intesa San Paolo - Via Marconi ang. Piazza Diaz – Milano
→ SWIFT CODE: BCITITMM - IBAN: IT86 A030 6901 6291 0000 0076 088
→ Reference: Student's name and surname
Please note that all bank, credit card and third party charges have to be covered by the student. All fees are VAT free according to the law D.P.R. 26/10/1972 nr. 633.

4. TAX, CONTRIBUTION AND TUITION FEES

TUITION FEE FOR EU AND EFTA* CITIZENS

DEADLINES FOR PAYMENTS	EURO	PAYMENTS DETAILS	
20 days after the admission letter	€ 5.000,00	€ 4.810,00	Pre-enrolment fee
		€ 190,00	Regional Tax
05 July 2027	€ 5.725,00		1st Tuition Fee Installment
10 January 2028	€ 5.725,00		2nd Tuition Fee Installment
Total yearly fees	**€ 16.450,00**		

**EFTA: European Free Trade Association includes Iceland, Liechtenstein, Norway and Switzerland which are part of the Schengen Area*

TUITION FEE FOR NON-EU CITIZENS

DEADLINES FOR PAYMENTS	EURO	PAYMENTS DETAILS	
20 days after the admission letter	€ 5.000,00	€ 4.810,00	Pre-enrolment fee
		€ 190,00	Regional Tax
5 July 2027	€ 17.750,00		Tuition Fee
Total yearly fees	**€ 22.750,00**		

5. ENTRY REQUIREMENTS FOR THE GAP YEAR PROGRAMME

Students wishing to enrol in the Gap Year Programme are required:

→ to possess a **diploma equivalent to an Italian secondary school diploma** (maturità);

→ 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 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 programme, or by 2 AP tests related to the chosen programme 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 programme.

→ 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 programmes (Gao Kao and Yi Kao in China, YKS in Turkey, Vestibular in Brazil…).

For any questions about the validity of your diploma, we kindly suggest that you contact the Italian Enic-Naric Centre – CIMEA in the country where your diploma was issued.

For a complete list of Italian diplomatic authorities worldwide please log on:
https://www.esteri.it/it/ministero/struttura/laretediplomatica/

Specific titles requirements are reported in details in the MUR documents ALLEGATO 1 and ALLEGATO 2 published yearly on the Ministerial website www.studiare-in-italia.it/studentistranieri

5.1 CONSULAR PROCEDURES

Students meeting the requirements listed at Point 5 are requested to contact the Italian Embassy or Consulate in order to:

Legalization of the higher secondary school diploma (only for students who wish to proceed studies with NABA BA degree)

1) Legalization of the higher secondary school diploma (with official translation in Italian language) by the competent authorities in the country where the diploma was issued. Translation is not needed for documents written in English, French, or Spanish.

If you are not yet in Italy, the translation must be completed according to the rules set by the Italian Ministry of Foreign Affairs and International Cooperation (MAECI).

If you are in Italy you can go to a district court (tribunale) and have your documents translated by a sworn translator, who cannot be the person who holds the qualification or title (traduzione giurata).

2) 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 programmes (Gao Kao and Yi Kao in China, Vestibular in Brazil…).

3) **In case the local school system consists of less than 12 years of schooling before achieving the higher secondary school diploma, the following documents are also required:**

- legalized and translated university transcripts of one or two years, including exams and marks;
- certificate of completion of preparatory courses (Foundation Course) issued by Italian or foreign universities.

The legalised and translated documents will be issued directly to you. Please make sure you submit them to NABA International Admissions Office as soon as available together with a copy of the original higher secondary school diploma.

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 enrolment form and pay the pre-enrolment fee**. For a complete list of Italian diplomatic authorities worldwide, please visit: http://vistoperitalia.esteri.it**

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* In case NABA needs some closure on student's secondary school diploma, the student must provide the Certificate for the equivalence of the qualification (Statement of Comparability) issued by the Italian Enic-Naric Centre – CIMEA https://cimea-diplome.it/

7. IN SHORT: HOW TO BECOME A NABA STUDENT

NABA STEPS	
1.SUBMIT YOUR APPLICATION → Application form filled in and signed → Copy of your passport → English language certificate (for Programmes in English language) → Italian language certificate (for Programmes 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 → Artistic statement	**5. CONFIRM YOUR ENROLMENT** → Submit the language certificate (if not previously provided) → Pay the balance of the tuition fee → Confirm your day of arrival in Milan/Rome
2. WAIT FOR YOUR ADMISSION ASSESSMENT	**6. LEGALIZATION (ONLY FOR STUDENTS WHO WISH TO PROCEED STUDIES WITH NABA BA DEGREE)** → Translation into Italian – made by a certified translator – of the student original higher secondary school diploma (or substitute certificate) legalised by the competent authorities in the country where the diploma was issued. → Certificate of the University Suitability Test for those countries/education systems that require a specific test to enter a higher education institution (ie: Gao Kao and Yi Kao in China, ENEM in Brazil, Selectividad/EBAU in Spain).
3. RECEIVE YOUR ADMISSION PACK → Offer Letter → Enrolment Form → Study Plan → Useful information	**7. STUDY VISA** Non-European citizens must apply for Study Visa. The visa must be requested to the Italian Diplomatic-Consular Representatives in the student country of residence.
4. CONFIRM YOUR ACCEPTANCE → Return the enrolment form filled in and signed → Pay the pre-enrolment fee	**4. PERMIT OF STAY** Non-European citizens should apply for the Permit of Stay to the Police Office located in the city where they dwell. NABA Academic Registration Office will provide students with the necessary support throughout the process. *WHEN: within 8 days from the arrival in Italy*.

8. GENERAL CONDITIONS

1. In accordance with the article 52, 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 recognised 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 fourteen working days from the conclusion of the contract (upon receiving the contract/enrolment form). The student willing to withdraw shall send a written notification by registered mail 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 registered mail 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, except for the application fee.
3. NABA will activate courses only if a minimum of participants will enrol. If a minimum of participants 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 enrolment and admission process.
4. NABA reserves the right (up to 30 days before the beginning of the programme) to:

→ Cancel a course

→ Change a course

→ Change location of classes.

Non-European students must pay the total amount of the tuition no later than 3 months before the start of the chosen Course. If a non-European student benefits from a payment plan, he/she must pay the first instalment of the tuition fee no later than 3 months before the start of the chosen Course.
European students must pay the first instalment of the tuition no later than 30 days before the start of the chosen Course
Non-European students who withdraw prior to 3 months before the start of the Course will be entitled to a full refund of the amount paid, excluding the amount paid as a Pre-enrolment Fee. European students who withdraw prior to 30 days before the start of the Course will be entitled to a full refund of the amount paid, excluding the amount paid as a Pre-enrolment Fee.
Non-European students who withdraw in the 3 months prior to the start of the Course by filling out the appropriate form will not be entitled to any refund of the amounts paid up to that time.
European students who withdraw in the 30 days prior to the start of the Course by filling out the appropriate form will not be entitled to any refund of the amounts paid up to that time.
For the avoidance of doubt, no refund shall be due in the event that the visa refusal is wholly or partially attributable to the Student's acts or omissions, including but not limited to failure to attend consular appointments, failure to submit required documentation, submission of incomplete, inaccurate or misleading information, or any other conduct that may reasonably have contributed to the visa application being rejected.
In such cases, the burden of proof that the visa refusal was not caused by the Student's conduct shall rest entirely with the Student.
In the event that a Student is permitted to commence or attend the course prior to the issuance of a visa (including, by way of example, on the basis of a diplomatic passport, an existing residence permit, or other temporary or alternative authorization), and the visa application is subsequently refused, any refund due shall be calculated on a pro-rata basis, taking into account the portion of the course already attended and the services already provided.
Under no circumstances shall the Student be entitled to a full refund once course attendance has commenced.
Alternatively, the student shall have the opportunity to defer his/her participation to another course or subsequent intake as follow:
After having paid the full tuition fee (pre-enrollment fee + regional tax + tuition fee + Degree fee if applicable) and within not more than one month prior the beginning of the course, the student has the right to change the enrollment intake. The student can ask to change the enrollment intake to the next available intake only (since no multiple intakes in the same academic year are available, the only option would be in the following academic year) if the student didn't defer the enrollment previously. Thus, if the student has changed the enrollment intake already, it won't be allowed to change the enrollment intake a second time. If the student wants to request an intake review, he/she will have to submit a formal request by sending a new application form and payment of a fixed extra fee of €250,00. Upon prior authorization of the Direction Board, the student might be allowed to transfer only to the intake which is directly following the one of the first enrollment application. In this case, the fees already paid will be maintained valid. NABA above refund policy, point 3, is not effective and the student loses the refund right in any deferral case.
Upon the authorization to defer to the following intake, the student is aware and commits to paying the eventual tuition fee payment difference (in case the standard tuition fee of the new intake is higher). Any deduction or scholarship will not be maintained valid for the new intake.
If NABA withdraws, the student shall be entitled to demand from NABA double the Pre-enrolment Fee already paid, excluding the regional tax.
5. Enrolment to a course, together with the payment of the required enrolment 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 o going 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.
6. Classes will take place according to what is foreseen in the yearly academic calendar.
7. NABA guarantees to students access to educational areas for all the duration of classes as per the Academic Year timetable, and the number of hours, which are necessary to complete the programme. Further access to campus spaces is subject to didactic needs and logistic availability.
8. NABA is not responsible for any deficiency or delay in the performance, in whole or in part arising from or attributable to failure to comply with any obligation, caused by or attributable to acts and failure to comply with obligations by third parties, events, omissions and/or accidents beyond possible and reasonable control, such as, but not limited to, strikes or other disputes involving our staff or other third-party personnel, natural disasters, wars, revolts, civil uprisings, voluntary damages, in accordance with any law or governmental regulations, rules or directives, accidental breakdowns of plant or machinery, fires, floods, storms, pandemics, epidemics or other spreads of diseases and/or infections in the failed public supply of energy and services, telecommunications and/or Information Technology.
9. Each and every Intellectual Property Rights that will result from the creative and/or inventive activity inherent to the activities, studies, experimentation, planning carried out by individual student 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 (including, by way of example but not limited to: notes, presentations, texts, projects or other) will be exclusive property and ownership of NABA and is intended by the student as of now transferred definitively and free of charge to the same, which will have every right of exploitation, economic use and disposal of it for any reason (including, by way of example but not limited to, advertising purposes, promotional, internal strategy, information or research, educational or experimental). Consequently, NABA will hold each right to register the Intellectual Property Rights and copyrights in national, European and international registers, without prejudice to the student right to be recognised as author.
10. 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.
11. Students are required to comply with the regulations regarding the norms of behavior which have to be respected inside the Academy (the Code of conduct), the norms of use of the students email account, the Academy computers and the personal badge available in the personal area of the NABA website in the section Didactic Regulations. Breaches of the norms may lead to the application of disciplinary actions corresponding with the seriousness and recurrence of the facts, and which may include the temporary or permanent suspension from the Academy.
12. 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.
13. It is forbidden to bring dogs and others animals in NABA.
14. NABA is not responsible under any condition for any object lost or property left unattended in the Academy structures.
15. The enrolment to a course is under the condition 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. This is also recognised in the event that the student requests and obtains the trans fer of an internal course during the enrolment period. 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 writ ten notification together with the rejection declaration is sued by the Italian Embassy or Consulate.
16. Any controversy falls within the competence of the Milan legal court..

Place and date Student signature

For everything that is not covered herein, with reference to NABA enrolment regulations, please read “Application Form and Admission Procedure for three-year Bachelor of Arts degree” and “Income Bracket assignment guide”. Please refer to art.13 of the European Regulation UE 679/16 (GDPR) 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
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

Place and date Student signature

Following art. 1341 e 1342 c.c. I declare to have read and approved articles:
2) Missing refund of application fee 3) Non activation of the course 4) Cancellation and/or changement of the Course and its location 5) Obligation to pay fees tuition fee 9) NABA intellectual property rights 10) Costs excluded from the fees, rates and contributions 14) NABA’s exoneration from liability in case of loss and misplacement of student’s personal effects 15) Visa and stay permit requirements 16) Milan legal court.

Place and date Student signature

GUARANTOR
In my/our capacity of guarantor(s) I/we hereby subscribe to guarantee all obligations:

Father of the student - Father’s name and last name

Mr Father’s signature

Mother of the student - Mother’s name and last name

Mrs Mother’s signature

Following art. 1341 e 1342 c.c. I declare to have read and approved articles:
2) Missing refund of application fee 3) Non activation of the course 4) Cancellation and/or changement of the Course and its location 5) Obligation to pay fees tuition fee 9) NABA intellectual property rights 10) Costs excluded from the fees, rates and contributions 14) NABA’s exoneration from liability in case of loss and misplacement of student’s personal effects 15) Visa and stay permit requirements 16) Milan legal court.

Guarantor signature

Here in attachment the ID Card/passport of the above-mentioned guarantor