

NABA

NUOVA ACCADEMIA
DI BELLE ARTI

APPLICATION FORM AND ADMISSION PROCEDURE

TRANSFER STUDENTS

**Three-Year Bachelor
of Arts Degrees
and Diploma Programmes**
MILAN | ROME
A.Y. 2022/23

APPLICATION FORM AND ADMISSION PROCEDURE TRANSFER STUDENTS

Three-Year Bachelor of Arts Degrees and Diploma Programmes Milan | Rome - A.Y. 2022/2023

STUDENT DETAILS (TO BE FILLED OUT IN CAPITAL LETTERS)

Family name	
First name	
Birth date	Gender <input type="checkbox"/> F <input type="checkbox"/> 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 correspondance (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 University in which you are currently enrolled	
Course Title	Year that you are currently attending
Total nr. of years of study from primary school to the completion of the Higher/Senior Secondary School	
Type of Higher/Senior Secondary School Diploma	
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 Programme ☐ Diploma Programme

Students who lack prerequisite requirements for admission to the three-year Bachelor 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	
<input type="checkbox"/> Graphic Design and Art Direction	<input type="checkbox"/> Italian	<input type="checkbox"/> English	<input type="checkbox"/> Milan	<input type="checkbox"/> Rome
<input type="checkbox"/> Design	<input type="checkbox"/> Italian	<input type="checkbox"/> English	<input type="checkbox"/> Milan	-
<input type="checkbox"/> Fashion Design	<input type="checkbox"/> Italian	<input type="checkbox"/> English	<input type="checkbox"/> Milan	<input type="checkbox"/> Rome
<input type="checkbox"/> Creative Technologies	<input type="checkbox"/> Italian	<input type="checkbox"/> English	<input type="checkbox"/> Milan	-
<input type="checkbox"/> Film and Animation ^{*NEW}	<input type="checkbox"/> Italian	<input type="checkbox"/> English	<input type="checkbox"/> Milan	<input type="checkbox"/> Rome
<input type="checkbox"/> Set Design	<input type="checkbox"/> Italian	<input type="checkbox"/> English	<input type="checkbox"/> Milan	-
<input type="checkbox"/> Painting and Visual Arts	<input type="checkbox"/> Italian	<input type="checkbox"/> English	<input type="checkbox"/> Milan	<input type="checkbox"/> Rome

*Evolution of the current BA in Media Design and Multimedia Arts. Subject of authorisation by MUR for A.Y. 2022/23.

I AM SENDING THE FOLLOWING DOCUMENTS

- ☐ The present application form (pages 1,2, 3, 4)
- ☐ Curriculum Vitae/Resumé
- ☐ Copy of the passport
- ☐ English language certificate (IELTS 5.0 - only for Programmes in Italian language)
- ☐ Italian language certificate (B1.2 level according to CEFRL- only for Programmes in Italian language)
- ☐ Copy of the higher secondary school transcripts (translated in Italian or English*)
- ☐ University transcripts including all passed exams, the awarded credit points, subject area, final marks and date of passed exams (translated in Italian or English)*
- ☐ Programme description of the courses attended at the university (translated in Italian or English)
- ☐ a passport-sized photo
- ☐ Portfolio of projects
- ☐ Motivation letter

*Translation is not needed for documents written in English, French, or Spanish.

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 or English – made by a certified translator – of the original higher secondary school diploma (or substitute certificate) legalised 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, ENEM in Brazil...).
- University transcripts including all passed exams, the awarded credit points, the subject area, final mark and date of passed exams, legalised by the competent authorities in the country where the university is registered.

PLEASE NOTICE THAT:

1) The recognition of credits for previous studies is based on an accurate analysis of the applicant's programme by NABA Faculty. Regardless of the programme, a request for credits recognition can only be submitted once and during the application process. Any additional request will not be taken into consideration and it is not allowed to cancel a credit which has been recognised.

For this reason it is advisable to submit a transfer request when the applicant has completed the majority of courses/exams which are mostly related to one's programme of interest at NABA. This will possibly increase the number of credits that can be recognised. In fact, it is not possible to consider the exams that the applicant will take in the future as part of the study path which he/she is attending.

2) The final official recognition of credits for previous studies and the confirmation of the enrollment in the 2nd or 3rd year of a NABA BA programme will take place after receiving the translation, legalisation and declaration of value of the higher/senior secondary school diploma together with the university transcripts duly legalized by the competent authority.

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);
- not be enrolled in any other course in any other Academy or University;
- comply with NABA Admission and Enrolment procedures.

OTHER INFORMATION How did you hear about NABA?

- | | |
|---|---|
| <input type="checkbox"/> Brochure | <input type="checkbox"/> A NABA representative (Please give the name) |
| <input type="checkbox"/> Website (Please give the name) | <input type="checkbox"/> School (Please give the name) |
| <input type="checkbox"/> Press (Please give the name) | <input type="checkbox"/> Other (Please state) |
| <input type="checkbox"/> Alumni (Please give the name) | <input type="checkbox"/> Search engine (Please give the name) |
| <input type="checkbox"/> Exhibition/Fair (Please give the name) | <input type="checkbox"/> Social media channels (Please give the name) |

Date

Student's signature

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

PRIVACY INFORMATION SHEET

Information pursuant to Art. 13 of 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) What personal data we collect

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

- identifying data such as given name, surname, residential address, e-mail 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 of the application fee (if applicable);
- any medical certifications proving disability;
- academic career/curriculum vitae;
- student's images.

The data are collected at the time of registration by submitting the application form or through the institutional website.

3.1) For what purposes we use your personal data

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

- to fulfil pre-contractual and contractual obligations, in order to verify the requirements for admission to the course you selected, as well as related services;
- to handle money collections and payments;
- to handle any communication with Nuova Accademia S.r.l. concerning the result of the verification of the admission requirements;
- to provide all the information necessary for the issue of a visa (if applicable) and for the enrolment procedure;
- to provide support services to disabled students or to students with certified learning difficulties;
- to aggregate and analyse the information collected to improve our range of educational courses;
- to comply with requests and instructions from the MUR – Italian Ministry of University and Research;
- to exercise the rights of the Data Controller.

3.2) Subject to your express consent:

Nuova Accademia S.r.l. asks for your consent in order to:

- use your photographs and/or films for educational, institutional or promotional purposes, on Nuova Accademia S.r.l. websites and social networks (e.g. Facebook, Youtube, etc.);
- inform parents or guardians about admission results and enrolment procedures;
- transmit your personal data to Nuova Accademia S.r.l. partner companies offering housing services;

- send you communications and/or promotional offers about Campus initiatives, our scholarships, courses and events that may be of interest to you.

Nuova Accademia S.r.l. is part of the Galileo Global Education Italia Group. Upon your explicit consent, the 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.

The data may also be collected by the Galileo Global Education Italia Group in aggregate form to perform statistical analyses.

4) How long we retain your personal data

For the purposes referred to in point 3.1 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.

Students' files are kept on paper or IT support for a period of 50 years, in order to respond to any requests from former students in relation to academic career, course credits or diplomas. Where a deadline is set, the data will be destroyed or made anonymous after the deadline has expired.

For the purposes referred to in point 3.2, we keep your data until consent is revoked and we guarantee the exercise of the rights of the data subject as referred to in point 9.

5) 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.

6) 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 Naba (Nuova Accademia Srl) belonging to the same Group Galileo Global Education Italia. 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 or UK regulatory provisions.

7) Where we store your 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.

8) Is it mandatory to consent to the provision of your data?

The disclosure of your data referred to in point 3.1 is necessary to conclude and execute the contract. For the purposes referred to in point 3.2 it is optional. If you do not consent, you can still proceed with your enrolment/registration application.

9) What are your rights in relation to the GDPR?

In accordance with the provisions of the GDPR, Nuova Accademia S.r.l. guarantees you the following rights: to obtain confirmation of whether or not your personal data are being processed and, if so, obtain access to such data (Article 15, Right of access);

- to obtain the rectification, without undue delay, of inaccurate personal data concerning you (Article 16, Right to rectification);
- to obtain the erasure of personal data concerning you without undue delay. Nuova Accademia S.r.l. is obliged to erase personal data without undue delay, provided certain conditions apply (Article 17, Right to be forgotten);
- to obtain the restriction of processing in certain cases (Article 18, Right to restriction of processing);
- to receive, in a structured format, in common use and readable by an automatic device, the personal data that you have provided to us and where applicable to transmit them to another Data Controller (Article 20, Right to data portability);
- to object at any time, for reasons connected with your particular situation, to the processing of personal data concerning you (Article 21, Right to object);

- to receive, without undue delay, communication of any personal data breach suffered by Nuova Accademia S.r.l. (Article 34);

- to withdraw your expressed consent at any time (Article 7, Conditions for consent).

10) 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.

11) Data Controller

The Data Controller is Nuova Accademia S.r.l.

Via C. Darwin 20 – 20143 Milano

E-mail: privacy@naba-da.com

The Data Protection Officer is Frareg S.r.l. – Viale Jenner 38 – 20159 Milano MI

E-mail: dpo@frareg.com – Tel.: +39 02 69010030

12) Update to this Information Notice

This Information Notice may be subject to change. Any substantial changes will be communicated to you via e-mail or through our student personal area.

-
- ☐ I declare that I have read the Information Notice in relation to Art. 13 of the GDPR 679/16 and consent to the processing of my data.
- ☐ I agree to the processing of my personal data for the specific purposes of point 3.2 as I indicate by ticking the boxes below:
- ☐ I agree to the use of my photographs and/or videos for educational, institutional or promotional purposes, on Nuova Accademia S.r.l. websites and social networks (e.g. Facebook, Youtube, etc.);
- ☐ I agree to informing my parents or guardians about admission results and enrolment;
- ☐ I agree to the transmission of my personal data to Nuova Accademia S.r.l. partner companies offering housing services;
- ☐ I agree to receive information from Nuova Accademia S.r.l. or from other schools of Galileo Global Education Italia about Campus initiatives, scholarships, courses and events that may be of interest to me.

Date _____

Signature (legible) of Data Subject _____

ADMISSION PROCEDURES/ TRANSFER STUDENTS

**Three-year Bachelor of Arts Degree/Diploma Programme
Academic Year 2022/23**

1. PROCESS FOR AN EVALUATION OF THE PREVIOUS ACADEMIC CAREER

If you wish to enrol in the 2nd or 3rd year of one of NABA BA Programmes, having already completed a partial Academic career, please follow the procedure here below.

Previous credits and portfolio evaluation

NABA Faculty will make an accurate analysis of your previous university path and gained credits in comparison to NABA programmes. The more detailed are the transcripts and course descriptions you will submit, the faster NABA will inform you about how many credits and courses can be transferred.

Make then sure that you submit the following documents and provide the following information:

- Legal duration of the university programme
- Number of years/semesters completed
- Exams grading system: minimum and maximum marks on your university grading scale
- Calculation system of credits
- Number of schooling years completed before university enrolment
- Updated university transcripts including all passed exams, the awarded credit points, subject area, final marks and date of passed exams
- The programme description of the courses attended at the university
- University entrance examination passed if foreseen by the education system of your country (i.e. Gao Kao and Yi Kao in China, ENEM in Brazil, Selectividad in Spain...).

All documents can be submitted in Italian or English language.

In addition to the credits evaluation, NABA will also require your portfolio of projects in order to complete the assessment.

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

Student can also take CILS, CELI, CERT.IT, PLIDA provided that the final result is equivalent to complete B1.

When preparing your portfolio of projects keep in mind that it is the presentation of yourself, of your previous academic and/or professional and/or amateur experiences. There is no need to include many projects rather than a selection of your main works either academic or professional or amateur that will let us understand your skills and potential. The portfolio will be assessed taking into account creativity, original ideas, layout, and technical skills.

Results

Once the assessment is complete, you will receive a feedback about the final result including credits recognition and year of enrolment within 15 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 requested language certificate (Level B1+), university transcripts officially translated and legalised.

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

Please be aware that:

- Admission to the 2nd or 3rd year of the course is at the discretion of NABA who will evaluate previous studies and portfolio.
- Regardless of the programme, a request for credits recognition can only be submitted once and during the application process. Any additional request will not be taken into consideration and it is not allowed to cancel a credit which has been recognised.
- It is not possible to consider the exams that the applicant will take after the evaluation of the student previous academic career by NABA Transfer Committee.

The final official recognition of credits for previous studies and the confirmation of the enrollment in the 2nd or 3rd year of a NABA BA programme will take place after receiving the translation and the legalisation of the higher/senior secondary school diploma together with the university transcripts duly legalised by the competent authority. The listed documents have to be submitted by the course beginning

The following cases are exempt from the language testing:

- Mother tongue students
- English Speaking Countries (prior check with the admission office)
- Bachelor Degree programmes run in English:
 - in non-English speaking countries (prior check with the admission office)
 - in English speaking countries (prior check with the admission office)

IELTS	5.0 Academic/General
Cambridge English: FIRST (FCE)	140-159
Cambridge English: Preliminary (PET)	With Merits or 160
Cambridge English: Advanced (CAE)	C1
Cambridge English: Proficiency (CPE)	C2
Cambridge English: Business Vantage/BEC V	C or 154
Cambridge English: Business Preliminary/BEC P	Distinction or 160
TOEFL computer	173 - 180
TOEFL PAPER	494-510
TOEFL internet	59 - 64
Trinity College Certificate	Integrated Skills in English (ISE level I - all 4 skills)
PTE Academic	36 - 42
Linguaskill	From 55
BIEB	Level B1/ Level B2
ESB Esol International	B1 - Entry 3 (all modes)
TEEP	5
BULATS	40 - 59 (all 4 skills should be passed: listening, reading, speaking, writing)
European Baccalaureate	L1 grade 6, L2 grade 7
Iceland Studentsprof	Grade 6
Norwegian Vitnemal	Grade 4
Danish Studentereksamen	Level A grade 7, Level B grade 10
German Abitur	Grade 11
Avgångsbetyg/Fullständigt Slutbetyg från Gymnasieskolan	Grade 6
TOEIC (provided that student passes all parts)	Listening and reading: score 600; Speaking score 140; Writing: score 140

3. PAYMENT MODALITIES

A. Online by Credit Card

Please visit the website:

https://naba-community.force.com/OLA_NABA_LoginRequestForm

B. 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.

C. By wire transfer

NABA BANK DETAILS FOR PAYMENTS

- Account holder: Nuova Accademia srl,
Via C. Darwin 20, 20143 Milano, Italy
- Bank name and agency: BPM - Agenzia 10 MI
- International bank details
BIC/SWIFT CODE: BAPPIT22
IBAN: IT28L0503401610000000020020
- Reference: Student's name and surname

D. Cash

(only up to Euro 1.999,99) OR CREDIT CARD PAYMENTS (Visa, Mastercard, Amex, Union Pay) 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.

4. TUITION FEES AND PAYMENT CONDITIONS

The tuition fees for the Bachelor of Arts Degree/Diploma Programme – Academic Year 2022/23 amount to €18.600 per academic year (corresponding to the 6th income bracket) to be paid as follows:

TAX, CONTRIBUTION AND TUITION FEES FOR STUDENTS NOT RESIDENT IN THE EU

DEADLINES FOR PAYMENTS	EURO	PAYMENTS DETAILS	
30 days after the admission letter	€ 3.000,00	€ 2.860,00	Pre-enrolment fee
		€ 140,00	Regional Tax
06 September 2022	€ 15.600,00	€ 1.000,00	Academic Contribution Fee
		€ 14.600,00	Tuition Fee
Total yearly fees	€ 18.600,00		

TAX, CONTRIBUTION AND TUITION FEES FOR RESIDENT IN THE EU AND EFTA COUNTRIES

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.

Students who do not fulfil 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. Please notice that the final confirmation of the income bracket assignment will be communicated by the Administration upon evaluation of the fiscal documents provided.

DEADLINES FOR PAYMENTS	EURO	PAYMENTS DETAILS	
6 th income bracket: pre-tax income over euro 150.000			
30 days after the admission letter	€ 3.000,00	€ 2.860,00	Pre-enrolment fee
		€ 140,00	Regional Tax
16 September 2022	€ 7.800,00	€ 500,00	Academic Contribution Fee
		€ 7.300,00	Tuition Fee
10 January 2023	€ 7.800,00	€ 500,00	Academic Contribution Fee
		€ 7.300,00	Tuition Fee
Total yearly fees		€ 18.600,00	
5 th income bracket: pre-tax income from euro 130.000 to euro 150.000			
30 days after the admission letter	€ 3.000,00	€ 2.860,00	Pre-enrolment fee
		€ 140,00	Regional Tax
16 September 2022	€ 7.100,00	€ 500,00	Academic Contribution Fee
		€ 6.600,00	Tuition Fee
10 January 2023	€ 7.100,00	€ 500,00	Academic Contribution Fee
		€ 6.600,00	Tuition Fee
Total yearly fees		€ 17.200,00	
4 th income bracket: pre-tax income from euro 100.000 to euro 130.000			
30 days after the admission letter	€ 3.000,00	€ 2.860,00	Pre-enrolment fee
		€ 140,00	Regional Tax
16 September 2022	€ 5.450,00	€ 500,00	Academic Contribution Fee
		€ 4.950,00	Tuition Fee
10 January 2023	€ 5.450,00	€ 500,00	Academic Contribution Fee
		€ 4.950,00	Tuition Fee
Total yearly fees		€ 13.900,00	

3rd income bracket: pre-tax income from euro 70.000 to euro 100.000			
30 days after the admission letter	€ 3.000,00	€ 2.860,00	Pre-enrolment fee
		€ 140,00	Regional Tax
16 September 2022	€ 4.450,00	€ 500,00	Academic Contribution Fee
		€ 3.950,00	Tuition Fee
10 January 2023	€ 4.450,00	€ 500,00	Academic Contribution Fee
		€ 3.950,00	Tuition Fee
Total yearly fees	€ 11.900,00		
2nd income bracket: pre-tax income from euro 45.000 to euro 70.000			
30 days after the admission letter	€ 3.000,00	€ 2.860,00	Pre-enrolment fee
		€ 140,00	Regional Tax
16 September 2022	€ 3.250,00	€ 500,00	Academic Contribution Fee
		€ 2.750,00	Tuition Fee
10 January 2023	€ 3.250,00	€ 500,00	Academic Contribution Fee
		€ 2.750,00	Tuition Fee
Total yearly fees	€ 9.500,00		
1st income bracket: pre-tax income from euro 0 to euro 45.000			
30 days after the admission letter	€ 3.000,00	€ 2.860,00	Pre-enrolment fee
		€ 140,00	Regional Tax
16 September 2022	€ 2.300,00	€ 500,00	Academic Contribution Fee
		€ 1.800,00	Tuition Fee
10 January 2023	€ 2.300,00	€ 500,00	Academic Contribution Fee
		€ 1.800,00	Tuition Fee
Total yearly fees	€ 7.600,00		

5. ENTRY REQUIREMENTS FOR THE BACHELOR OF ARTS DEGREE PROGRAMMES ACCORDING TO THE ITALIAN MINISTRY OF 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 Programmes, the Italian Ministry of University and Research has set the following mandatory regulations. Students wishing to enrol in the three-year Bachelor of Arts Degree Programmes are required:

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

→ the diploma must be translated into Italian or English and legalised 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, ENEM 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:

www.esteri.it/MAE/IT/Ministero/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:

A. Start the pre-enrolment process through the UniversItaly platform

UniversItaly is a website developed by the Italian Ministry of University and Research (MUR) with the aim of supporting students through their study experience in Italy. The MUR established that all International non-European students willing to study in an Italian Academy or University should undertake the pre-enrolment procedures (a-bis) through UniversItaly.

The pre-enrolment 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 pre-enrol and submit a copy of the passport, High school diploma and transcripts as well as university transcripts on the UniversItaly platform at <https://www.universitaly.it/index.php/>

Pre-enrolment applications are usually submitted between March and November of each year. **This procedure is MANDATORY.**

Usually it takes **90 days to get the study visa**, that's why we suggest you to start the procedure as soon as possible. **Make sure you do not miss this deadline or your study visa request will be refused for enrollment to Italian Universities/Academies.**

B. Legalisation of the university transcripts

1) Legalisation of the university transcripts including all passed exams, the awarded credit points, the subject area, final mark and date of passed exams (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, ENEM in Brazil...).

6. ENTRY REQUIREMENTS FOR THE DIPLOMA PROGRAMMES

Students who lack prerequisite requirements for admission to the three-year Bachelor Degree Programmes can attend the same Programmes 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. The entry requirements for the Diploma programmes 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

Non-European students choosing this format must in any case pre-enrol through the UniversItaly platform in order to get the study visa.

**7. 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>

* 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.diplo-me.eu/cimea/##/auth/login>

8. IN SHORT: HOW TO BECOME A NABA STUDENT

NABA STEPS	MINISTERIAL STEPS
<p>1.SUBMIT YOUR APPLICATION</p> <ul style="list-style-type: none"> → 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 → University transcripts including all passed exams, the awarded credit points, subject area, final marks and date of passed exams (translated in Italian or English) → A passport-sized photo → Portfolio of projects or/and project assignment → Artistic statement <p>2. WAIT FOR YOUR ADMISSION ASSESSMENT</p> <p>3. RECEIVE YOUR ADMISSION PACK</p> <ul style="list-style-type: none"> → Offer Letter → Enrolment Form → Study Plan → Useful information <p>4. CONFIRM YOUR ACCEPTANCE</p> <ul style="list-style-type: none"> → Return the enrolment form filled in and signed → Pay the pre-enrolment fee <p>5. CONFIRM YOUR ENROLMENT</p> <ul style="list-style-type: none"> → Submit the language certificate (if not previously provided) → Pay the balance of the tuition fee → Confirm your day of arrival in Milan/Rome 	<p><i>At the same time, remember to comply with the ministerial obligations described below:</i></p> <p>1. PRE-ENROLMENT THROUGH UNIVERSITALY PLATFORM</p> <p>→ In order to access Degree/Diploma Programmes in Italy, Non-European citizens pre-enrol and submit a passport copy, a copy of the High school diploma and transcripts on the UnversItaly platform at https://www.university.it/index.php/</p> <p><i>WHEN: Pre-enrolment applications are usually submitted between March and November of each year. Usually it takes 90 days to get the study visa, that's why we suggest you to start the procedure as soon as possible.</i></p> <p>2. LAGALISATION</p> <p>Documents to attach to the pre-enrolment request through UnversItaly platform:</p> <ul style="list-style-type: none"> → 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...). <p><i>WHEN: any time after admission to NABA and not later than the pre-enrolment request through UnversItaly platform deadline for non-European citizens. EU passport holders are not requested to comply with pre-enrolment procedure</i></p> <p>3. STUDY VISA</p> <p>Non-European citizens must get an entry visa for enrolment to Italian Universities/Academies, called STUDIO per Immatricolazione Università - tipo D nazionale.</p> <p>The visa must be requested to the Italian Diplomatic-Consular Representatives in the student country of residence. To obtain the visa the applicant shall fill out a special form and attach:</p> <ul style="list-style-type: none"> → A valid flight ticket → A passport photo → The documentation proving the reason of the trip: pre-enrolment request, certificate of enrolment in the BA programme provided by NABA Medical health insurance valid in Italy → Proof of economic cover to live in Italy and for repatriation → Proof of a suitable accommodation in Italy <p><i>WHEN: VISAS are released once the Pre-enrolment process through the UnversItaly platform has been completed and received positive feedback from the Italian Diplomatic-Consular Representatives.</i></p> <p>4. PERMIT OF STAY</p> <p>→ 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. In order to obtain the Permit of Stay it is necessary to bring:</p> <ul style="list-style-type: none"> → The UnversItaly pre-enrolment form → The certificate of enrolment in the BA Programme duly stamped by the Italian Diplomatic Authorities when they issued the study visa <p><i>WHEN: within 8 days from the arrival in Italy.</i></p>