

### **PRE-DEPARTURE:**

#### **Apply for Your Study Visa and Legalize Your Academic Titles**

**DISCLAIMER:** The University (hereafter referred to as “UNISG”) is not responsible for ensuring the absolute veracity of this document. Rather, it is the student’s responsibility to verify the information provided directly with the relevant authorities.

Should you not be able to get your diploma legalized before the application deadline, you can still submit your application without it. In that case, however, you would be enrolled conditionally/under auditor status, until such time as UNISG receives verification of your diploma. If your diploma cannot be verified prior to graduation, UNISG will not be able to issue a university degree in your name. Master students exclusively may, in such a situation, elect to receive a certificate of attendance in lieu of a university diploma.

#### **Three-Year Undergraduate Students**

(1.a.) *For all students whose high school diploma was awarded by an Italian institution:*  
**SUBMIT A SIGNED SELF-CERTIFICATION (*DICHIARAZIONE SOSTITUTIVA*) OF YOUR DIPLOMA, OR AN OFFICIAL CERTIFICATE OF GRADUATION (*CERTIFICATO DI MATURITÀ*):**

A template for self-certifying your high school career can be found [here](https://www.unisg.it/en/programs-admissions/three-year-undergraduate-degree/admissions/) on our website under “Italian Degree Holders”: <https://www.unisg.it/en/programs-admissions/three-year-undergraduate-degree/admissions/>

Remember that the self-certification must be signed by you in order for it to legally valid, and must include your final high school grade in order for it to be accepted. Alternatively, Italian high school graduates can also submit a digital copy of their high school diploma or certificate of graduation, provided that the final grade earned is indicated on the document.

(1.b.) *For all students whose high school diploma was not awarded by an Italian institution:*  
**HAVE YOUR DIPLOMA VERIFIED AND LEGALIZED:**

Your diploma must be verified as part of the admission process. This can be accomplished in one of the following ways:

#### **OPTION A: OBTAIN A STATEMENT OF COMPARABILITY (SoC) FROM ENIC-NARIC (CIMEA)**

CIMEA, the Italian branch of ENIC-NARIC (European Network of Information Centres - National Academic Recognition Information Centres) determines the equivalency of academic titles online by issuing a Statement of Comparability (SoC). For more information, please see [this website: http://www.cimea.it/en/servizi/attestati-di-comparabilita-e-certificazione-dei-titoli/attestati-di-comparabilita-e-di-verifica-dei-titoli-diplome.aspx](http://www.cimea.it/en/servizi/attestati-di-comparabilita-e-certificazione-dei-titoli/attestati-di-comparabilita-e-di-verifica-dei-titoli-diplome.aspx). To begin the process, create an account [here: https://cimea.diplo-me.eu/cimea/](https://cimea.diplo-me.eu/cimea/). The SoC process, which costs €150, can take up to 30 business days to complete. Should you not be able to get your SoC processed before the application deadline, you can still submit your application without it. In that case, however, you would be enrolled conditionally, until such time as the SoC is received by UNISG and provided it attests that your diploma is equivalent to a secondary school diploma earned following 12 years of schooling.

Should UNISG doubt the authenticity of your diploma, we reserve the right to ask you to obtain a Statement of Verification (SoV) in addition to the SoC. The SoV process costs €65.

## **OPTION B: OBTAIN A DECLARATION OF VALUE FROM THE ITALIAN CONSULATE**

The DV is a document that certifies both the comparability and authenticity of your high school diploma. The DV can only be issued by the Italian consulate or embassy in the country where your diploma was awarded; more specifically, the Italian embassy or consulate with jurisdiction over the area in which your diploma was awarded. You should be aware that it can be a time-consuming process. Should you not be able to get your DV processed before the application deadline, you can still submit your application without it. In that case, however, you would be enrolled under auditor status, until such time as the DV is received by UNISG and successfully attests to the validity of your diploma. **We strongly urge you to do everything in your power to obtain the DV early and to confirm that it has been received by UNISG prior to arriving in Italy.** For more information please visit the [Study in Italy website](#) (in Italian); for further details pertaining to your specific DV process, contact the Italian consulate processing your DV request. Be advised that while the DV process itself is free, the Italian translation of your diploma is not, and can often be expensive (up to €300). For this reason, please investigate whether the consulate will allow you to submit original language documents without translation, or whether you can do the translations yourself. Usually, however, all documents must be translated by an official consulate-approved translator. For our part, we only need your school title to be verified through the DV process, not your transcripts or final grades.

## **OPTION C: *For US high school graduates only:* OBTAIN A DIPLOMA VERIFICATION THROUGH NATIONAL STUDENT CLEARINGHOUSE**

Those students with US titles may request a Diploma Verification from National Student Clearinghouse in lieu of either the DV or the SoC. The cost of the service is around 15 USD. More information can be found [here](#) online: <https://nscverifications.org/degreeverify/>

Be aware that, as indicated in Attachment 1 of the “Procedures for entry, residence and enrolment of foreign/international students for higher education courses in Italy during the 2019/2020 academic year”, updated on March 11, 2019, (and viewable [here](#) online), US candidates must possess one of the following:

- a U.S. high school diploma and at least 3 successfully completed Advanced Placement exams;
- Two years of college or university credit with all exams passed (equivalent to junior standing);
- One year of college or university credit with all exams passed (equivalent to sophomore standing) and at least 4 successfully completed Advanced Placement Exams.

Be advised that students who require a visa in order to study in Italy may still be required to submit a valid SoC for their diploma. For more information, please contact the consulate’s visa office directly.

**SPECIAL CASES:** In certain exceptional cases, it may be possible for non-Italian high school diploma holders to have the legalization requirement waived. For further information, please contact the Registrar Office at [segreteria@unisg.it](mailto:segreteria@unisg.it).

## **(2) *For non-EU students only:* APPLY FOR YOUR STUDY VISA**

Make sure your passport is valid for at least 6 months beyond the end of your undergraduate program. As soon as you receive your admission letter, you must apply for a long duration “Type D”, “Multiple

Entry” Study Visa (valid for more than 90 days) at the Italian Embassy or Consulate closest to your current legal residence.

In the event that you are issued a short duration or Type C Visa (valid for no more than 90 days), check that it is a student visa and not a tourist visa. Otherwise, you will have to return to your country after 90 days and reapply for a student visa, as you cannot turn a tourist visa into a student visa, nor can you use it to apply for a residence permit.

The list of the Italian Embassies and Consulates abroad is available on the [Ministry of Foreign Affairs website](#).

(3) ***For non-EU students only: PROOF OF HEALTH INSURANCE***

You will need to provide proof of health insurance when you apply for your student visa.

This proof is contained in your admission and enrollment letters.



**PRIOR TO DEPARTURE:**  
**Master Students**

(1.a.) *Only for students whose Bachelor Degree was awarded from an Italian institution:* **SUBMIT A SIGNED SELF-CERTIFICATION (*DICHIARAZIONE SOSTITUTIVA*) OF YOUR DIPLOMA, OR AN OFFICIAL CERTIFICATE OF GRADUATION (*CERTIFICATO DI MATURITÀ*):**

Your university should be able to provide you with a template for self-certifying your university career. If not, a simple internet search using the keyword “*dichiarazione sostitutiva del certificato di laurea*” will yield many templates to choose from.

Remember that the self-certification must be signed by you in order for it to be legally valid, and must include your final university grade in order for it to be accepted. Alternatively, Italian university graduates can also submit a digital copy of their Bachelor's diploma or a certificate of graduation, provided that the final grade earned is indicated on the document.

(1.b.) *Only for students whose Bachelor Degree was awarded inside of the EU, EEA, UK or Switzerland, but not from an Italian institution:* **REQUEST A DIPLOMA SUPPLEMENT** from the university that issued your Bachelor diploma. The Diploma Supplement is a European, standardized document that provides a detailed outline of your undergraduate course of study in English. For more information, consult the [CIMEA website](#).

(1.c.) *Only for students whose Bachelor Degree was awarded outside of the EU, EEA, UK or Switzerland:* **HAVE YOUR ACADEMIC TITLE VERIFIED AND LEGALIZED:**

Your academic title must be verified as part of the admission process. This can be accomplished in one of the following ways:

**OPTION A: OBTAIN A STATEMENT OF COMPARABILITY (SoC) FROM CIMEA (ENIC-NARIC)**

CIMEA, the Italian branch of ENIC-NARIC (European Network of Information Centres - National Academic Recognition Information Centres) verifies academic titles online by issuing a Statement of Comparability (SoC). For more information, please see [this website](http://www.cimea.it/en/servizi/attestati-di-comparabilita-e-certificazione-dei-titoli/attestati-di-comparabilita-e-di-verifica-dei-titoli-diplome.aspx): <http://www.cimea.it/en/servizi/attestati-di-comparabilita-e-certificazione-dei-titoli/attestati-di-comparabilita-e-di-verifica-dei-titoli-diplome.aspx>. To begin the process, create an account [here](https://cimea.diplo-me.eu/cimea/): <https://cimea.diplo-me.eu/cimea/>. The SoC process, which costs €150, can take up to 30 business days to complete. Should you not be able to get your SoC processed before the application deadline, you can still submit your application without it. In that case, however, you would be enrolled under auditor status, until such time as the SoC is received by UNISG and successfully attests that your degree is a three-year Bachelor's or equivalent.

Should UNISG doubt the authenticity of your Bachelor's degree, we reserve the right to ask you to obtain a Statement of Verification (SoV), which costs €65, in addition to the SoC.

**OPTION B: REQUEST A DICHIARAZIONE DI VALORE (DV).**

The DV can only be issued by the Italian consulate or embassy in the country where your diploma was awarded; more specifically, the DV is processed by the Italian embassy or consulate with jurisdiction over the area in which your diploma was awarded. You should be aware that it can be a time-



consuming process. **We strongly urge you to do everything in your power to obtain the DV early and to confirm that it has been received by UNISG prior to arriving in Italy.** For more information please visit the [Study in Italy website](#) (in Italian); for further details pertaining to your specific DV process, contact the Italian consulate processing your DV request. Be advised that while the DV process itself is free, the Italian translation of your diploma is not, and can often be expensive (up to €300). For this reason, please investigate whether the consulate will allow you to submit original language documents without translation, or whether you can do the translations yourself. Usually, however, all documents must be translated by an official consulate-approved translator. For our part, we only need your school title to be verified through the DV process, not your transcripts or final grades.

The list of the Italian Embassies and Consulates abroad is available on the [Ministry of Foreign Affairs website](#).

### **OPTION C: *For US Bachelor's Degree holders only:* OBTAIN A DIPLOMA VERIFICATION THROUGH NATIONAL STUDENT CLEARINGHOUSE**

Those students with US titles may request a Diploma Verification from National Student Clearinghouse in lieu of either the DV or the SoC. The cost of the service is around 15 USD. More information can be found [here](#) online: <https://nscverifications.org/degreeverify/>

Be advised that students who require a visa in order to study in Italy may still be required to submit a valid SoC for their diploma. For more information, please contact the consulate's visa office directly.

**SPECIAL CASES:** In certain exceptional cases, it may be possible for non-Italian Bachelor's degree holders to have the legalization requirement waived. For further information, please contact the Registrar Office at [segreteria@unisg.it](mailto:segreteria@unisg.it).

### **(2) *For non-EU students only:* APPLY FOR YOUR STUDY VISA**

Make sure your passport is valid for at least 6 months beyond the end of your Master program. As soon as you receive your admission letter, you must apply for a long duration "Type D", "Multiple Entry" Study Visa (valid for more than 90 days) at the Italian Embassy or Consulate closest to your current legal residence.

In the event that you are issued a short duration or Type C Visa (valid for no more than 90 days), check that it is a student visa and not a tourist visa. Otherwise, you will have to return to your country after 90 days and reapply for a student visa, as you cannot turn a tourist visa into a student visa, nor can you use it to apply for a permit of stay.

The list of the Italian Embassies and Consulates abroad is available on the [Ministry of Foreign Affairs website](#).

### **(3) *For non-EU students only:* PROOF OF HEALTH INSURANCE**

You will need to provide proof of health insurance when you apply for your student visa.

This proof is contained in your admission and enrollment letters.

### **(4) *For non-EU students only:* make a copy of all pages of your passport**, including blank pages and the cover page

*Updated: September, 2019 - cm*