



*Università degli Studi di Firenze*

Area dei Servizi alla Didattica e alla Ricerca

Ufficio Programmazione, Pianificazione e Coordinamento Carriere Studenti

ADMISSION OF INTERNATIONAL STUDENTS

RESIDING ABROAD

**2011/2012 ACADEMIC YEAR**

**DEADLINE FOR APPLICATIONS:  
from 23<sup>rd</sup> May 2011 to the deadline set by each Italian diplomatic or  
consular delegation**

## **APPLICATION PROCEDURE**

**NON EUROPEAN UNION CITIZENS RESIDING ABROAD SHOULD SUBMIT THE APPLICATION FOR PRE-ENROLLMENT TO THE ITALIAN DIPLOMATIC OR CONSULAR DELEGATION IN THEIR COUNTRY OF ORIGIN.**

The pre-enrollment application form *Modello A* will be available at the Italian delegation or will be downloaded from M.I.U.R. website ([http://www.studiare-in-italia.it/studentistranieri/testo\\_delle\\_norme.html](http://www.studiare-in-italia.it/studentistranieri/testo_delle_norme.html)). The list of the University degrees, together with the quotas of foreign students admitted for each degree, is available on the website of the University ([www.unifi.it](http://www.unifi.it)). In the application, the candidates have to draw up just one degree.

## **DOCUMENTS TO BE ENCLOSED**

**1. The original of the school leaving qualification** or a substitutive document, valid to all legal effects, translated in Italian.

The Delegation legalizes the document above and provide it with the "*dichiarazione di valore in loco*".

After completing all procedures for pre-enrollment, the candidates may withdraw the application form *Modello A* and all documents above from the Italian Delegation so as to be able, once in Italy, to deliver them to the University when the time for their actual matriculation has come.

### ***PLEASE NOTE***

a) The school leaving qualification held by the candidate must satisfy the requirements for access to university education in the awarding country and must be conferred on completion of **min. 12 years of previous global schooling**.

Students holding a secondary qualification awarded after 10 or 11 years of global schooling can fill in the gap up to the general requirement of 12 years enclosing:

- either a certificate that gives evidence that they have completed 2 years or 1 year, respectively, of university studies;
- or a post-secondary diploma awarded by a post-secondary professional institution.

Holders of a U.S. "High School" qualification must:

- either have also successfully completed 2 years of college education and hold the ability to the 3rd year;
- or hold the ability to the 2nd year of college and have earned 4 Advanced Placements (APs) in as many subjects related to the Italian programs of their choice; an AP in Italian is valid for admission to any program, independently of its subject.

When applying for access to the Faculty of Medicine, HSD holders must:

- have also obtained a BA/BSc including pre-medical subjects;
- prove to have deserved the type of grades which grant admission to US medical schools; they may apply to the "Institute of International Education" in New York for such a statement of admission.

b) Candidates that are still attending the last year of their secondary school have to enclose a frequency certificate for the current year; their pre-application will be accepted **conditionally**. They will be eligible for actual enrollment only when they're able to submit to the delegation their school leaving qualification **by the deadline established for the issue of a study visa**.

c) Candidates from countries where admission to university-level studies is subject to special exams must enclose, together with the school leaving qualification, a certificate stating they've passed such selections with the required scores.

The Italian delegations will confirm directly to the University, **as soon as possible**, the names of those who have passed the school-leaving examination (par. b), stating the final grade, and/or the names of those who have passed the exams of academic suitability (par. c) **within 15 days from the admission test**.

2. documents of the partial academic studies already performed abroad, towards a reduction in length of degree program:

- the University transcript recording the subjects and exams attended, legalized and translated by the local delegation.
- the syllabus of every subject.

**Documents in English do not require to be translated in Italian.**

### **ADMISSION TEST**

#### **Test of Italian Language: 1<sup>st</sup> September 2011**

Admission tests compulsory for enrollment, both to foreign and Italian candidates, will be held for the following degrees:

- Laurea degree in Medicine and Laurea degree in Dentistry and orthodontics: **5<sup>th</sup> September 2011;**
- Laurea degrees in Architecture: : **7<sup>th</sup> September 2011;**
- Laurea degrees in Health Professions: : **8<sup>th</sup> September 2011;**
- Laurea degree in Sciences of primary education: : **to be decided;**
- Other Laurea degrees with entry admission requirement: **to be decided.**

Dates and locations of the admission tests at the University of Florence will be available on the University website ([www.unif.it](http://www.unif.it)) in July.

On the fixed examination dates, candidates have to show their passports along with the [study visa](#), or with the [stay permit](#) in their names, or with the receipt issued by a Post Office confirming their requests for the stay permit.

Please note that those who will not pass the Italian language test will not be admitted to further admission exams.

### **EXEMPTION FROM THE ITALIAN LANGUAGE TEST**

**A.** The candidates holding one of the qualifications listed here below are exempted from the Italian language exam and are enrolled **out of the reserved quotas**:

- ✓ students holding a 4/5-year upper secondary diploma awarded by Italian schools abroad or one of the school leaving qualifications listed on M.I.U.R. website (<http://www.studiare-in-italia.it/studentistranieri/moduli/allegato2.pdf>)
- ✓ students holding the middle school qualification awarded by Argentina along with complementary certificates stating that they have attended a secondary program including the study of Italian language for 5 years at least, according to bilateral agreement Italy-Argentina
- ✓ students holding a diploma in the Italian language and culture (*Diploma di lingua e cultura*)

*italiana*) awarded by the Third University of Rome, or the Universities for Foreigners of Perugia and Siena

- ✓ a certificate of competence in Italian awarded by the Third University of Rome, or by the Universities for Foreigners of Perugia and Siena, or by the legally recognized non-state University "Dante Alighieri" in Reggio Calabria, corresponding to the levels **C1** and **C2** of the Council of Europe. These certificates may be awarded also on the basis of agreements with Italian Cultural Institutes abroad.

**B.** The candidates holding a certificate of competence in Italian awarded by the Third University of Rome, or the Universities for Foreigners of Perugia and Siena, or by the legally recognized non-state University "Dante Alighieri" in Reggio Calabria corresponding to the level **B2** of the Council of Europe are exempted from the Italian language exam, but their enrollment takes place **within the limits of the quotas** reserved for non-E.U. citizens living abroad. These certificates may be awarded also on the basis of agreements with Italian Cultural Institutes abroad.

### **SCORE OF THE ADMISSION TEST**

On the basis of the admission test score, the grading lists (for each degree) of students that have passed the test will be drawn up **by 10<sup>th</sup> October, 2011**.

Each University will fill out the database of the M.I.U.R. (Ministry of Education) - **by 10<sup>th</sup> October, 2011** - with the places still available for each degree, so that the candidates who pass the admission exams but do not qualify for a place within the quotas ("**idonei**") may, **by 18<sup>th</sup> October 2011**:

- a. either apply for admission to another degree at the same university (if their school leaving qualification allows it);
- b. or apply for a new placement at another University, for the same degree or another one (if their school leaving qualification allows it). The candidates have to apply to the Rector of their second choice University as well as to the Rector of their first choice University, and submit a statement from their first choice University confirming that they have passed the admission test and its score.

Each candidate is allowed to submit **only one application**.

### **EXCLUDED CANDIDATES**

Candidates who have not passed admission exams or, classified as "**idonei**", could not be admitted to another program or assigned to another study site, **must leave from Italy by the expiring date of their visa/stay permit for study purposes**, if they don't hold another type of stay permit which allows them to live legally in Italy beyond the expiring date of the stay permit for study.

## **2<sup>ND</sup> CYCLE DEGREES – CORSI DI LAUREA MAGISTRALE NON A CICLO UNICO**

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To be admitted to a 2<sup>nd</sup> cycle degree the candidate have to hold an Italian three-year University degree or a 1<sup>st</sup> cycle degree awarded by a foreign University, that allows, in the awarding Country, the continuation of studies. In addition, they have to meet the general educational requirements and the adequate personal background, verified according specific regulations defined by the course program, which also indicate the specific access policies.

The Education Committee of the course assesses the degree course, the curricular requirements and the personal training of the candidate, on the basis of the exams for the graduation and through verification of the preparation of the candidate.

Candidates to whom a debit is assessed are not allowed to enroll in the 2<sup>nd</sup> cycle degree.

Candidates who want to enroll in a course with admission test have to pass it, in accordance with the announcement published on the University website ([www.unifi.it](http://www.unifi.it)).

### **APPLICATION FOR THE ELIGIBILITY**

To be admitted to a 2<sup>nd</sup> cycle degree the candidate have to hold, before applying to the Italian Delegation, the clearance (*nulla osta*) from the Education Committee and attach it to the pre-enrollment application form *Modello A*.

To this purpose the candidate must submit an application for assessment – drawn in accordance with the form, in Italian or in English, [downloadable from the University website \(www.unifi.it\)](http://www.unifi.it) – and send it to the Education Committee through the Ufficio Programmazione, Pianificazione e Coordinamento Carriere Studenti, Piazza S. Marco n. 4, Firenze, also by email to the address [gestione.studenti@unifi.it](mailto:gestione.studenti@unifi.it), accompanied by the following copies of documents:

- the qualification awarded by the foreign University, translated in Italian;
- the University transcript recording the subjects and exams attended, with the syllabus of every subject, translated in Italian or, alternatively, the Diploma Supplement;
- curriculum vitae, translated in Italian.

**Documents in English do not require to be translated in Italian.**

The Education Committee will examine the documents submitted, review the curriculum and test the individual background, then will decide within 30 days of the receipt of the application:

- a) the eligibility of the candidate for the course, releasing the clearance (*nulla osta*);
- b) or the debit on the educational curricular requirements, which does not allow the candidate to enroll in the course.

The resolution of the Education Committee will be sent to the candidate by the Ufficio Programmazione, Pianificazione e Coordinamento Carriere Studenti in the same way in which it was submitted the application, unless otherwise asked by the candidate.

### **APPLICATION FOR PRE-ENROLLMENT**

The pre-enrollment application form *Modello A* will be available at the Italian delegation or will be downloaded from M.I.U.R. website (<http://www.studiare-in>)

[italia.it/studentistranieri/testo\\_delle\\_norme.html](http://italia.it/studentistranieri/testo_delle_norme.html)).

The candidate have to attach to the form the following documents:

- the clearance (*nulla osta*) issued by the Education Committee;
- the documents already submitted to the Education Committee:
  - ✓ the original of the qualification awarded by the foreign University as recognized as valid by the Education Committee, or a substitutive document, valid to all legal effects, translated in Italian;
  - ✓ the original University transcript recording the subjects and exams attended, with the syllabus of every subject or, alternatively, the Diploma Supplement.

The Delegation legalizes the document above and provide it with the " ***dichiarazione di valore in loco***".

After completing all procedures for pre-enrollment, the candidates may withdraw the application form *Modello A* and all documents above from the Italian Delegation so as to be able, once in Italy, to deliver them to the University when the time for their actual matriculation has come.