



UNIVERSITÀ
DEGLI STUDI
FIRENZE



TO THE PRESIDENT OF THE
BACHELOR'S DEGREE PROGRAMME
MASTER'S DEGREE PROGRAMME
SINGLE-CYCLE MASTER'S DEGREE PROGRAMME

in _____
(please specify the programme correctly)

Class _____ - Area/Course _____
of the University of Florence

DO NOT APPLY STAMP DUTY
(stamp duty paid virtually. Authorisation No. 100079 of 11/11/1999 – Regional Revenue Office)

CONTEMPORARY ENROLMENT **REQUEST FOR RECOGNITION OF LEARNING ACTIVITIES**

THE UNDERSIGNED

surname and name _____ born on _____
in _____ () country _____ Institutional e-mail address _____
resident at street/square _____ n. _____ district/locality _____
municipality _____ () postcode _____ mobile _____
domicile (indicate only if different from residence) at _____ street/square _____ n. _____
municipality _____ () C.A.P. _____

CURRENTLY ENROLLED ON THE FOLLOWING DEGREE PROGRAMMES

PROGRAMME 1

Bachelor's/Master's/Single-cycle Master's degree programme (please tick the relevant boxes)

in _____
degree class _____ Programme/Curriculum _____ student number: _____
at _____ (please state the university at which you are enrolled)

PROGRAMME 2

Bachelor's/Master's/Single-cycle Master's degree programme (please tick the relevant boxes)

in _____
degree class _____ Programme/Curriculum _____ student number: _____
at _____ (please state the university at which you are enrolled)

REQUESTS

pursuant to the provisions of Articles 46 and 47 of Presidential Decree 445/2000, and in the knowledge that anyone making a false declaration will forfeit the benefits obtained and incur the criminal penalties provided for false declarations under Articles 75 and 76 of the aforementioned Presidential Decree, the recognition of the following learning activities undertaken as part of one of the degree programmes within the additional degree programme in which the applicant is currently enrolled; if the learning activities were undertaken at a different university, proof of having completed them must be attached:



LEARNING ACTIVITY COMPLETED – 1

PROGRAMME (programme 1 o 2)	NAME OF THE DEGREE COURSE	ESAM CODE	EXAM NAME	EXAM DATE	CFU

for which recognition is requested for:

PROGRAMME (programme 1 o 2)	NAME OF THE DEGREE COURSE	ESAM CODE	EXAM NAME	CFU

LEARNING ACTIVITY COMPLETED – 2

PROGRAMME (programme 1 o 2)	NAME OF THE DEGREE COURSE	ESAM CODE	EXAM NAME	EXAM DATE	CFU

for which recognition is requested for:

PROGRAMME (programme 1 o 2)	NAME OF THE DEGREE COURSE	ESAM CODE	EXAM NAME	CFU

LEARNING ACTIVITY COMPLETED – 3

PROGRAMME (programme 1 o 2)	NAME OF THE DEGREE COURSE	ESAM CODE	EXAM NAME	EXAM DATE	CFU

for which recognition is requested for:

PROGRAMME (programme 1 o 2)	NAME OF THE DEGREE COURSE	ESAM CODE	EXAM NAME	CFU

(date)

(signature)



Attachments:

- a copy of an identity document (MANDATORY)
- a copy of the certificate confirming completion of the learning course for which recognition is requested (ONLY IF COMPLETED OUTSIDE UNIFI)

POLICY ON THE PROCESSING OF PERSONAL DATA

Data will be processed in accordance with EU Regulation 2016/679 concerning the protection of individuals with regard to the processing of personal data, and D. Leg. 196/2003 and ss.mm.ii. All information regarding the processing carried out and the exercise of the rights of data subjects on the protection of personal data can be found on the University

https://www.unifi.it/sites/default/files/2025-10/informativa_studenti_ott_2025.pdf .

(signature for acknowledgment)



UNIVERSITÀ
DEGLI STUDI
FIRENZE



TO THE RECTOR
of the University of Florence

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STUDENT NUMBER

DO NOT APPLY STAMP DUTY
(stamp duty paid virtually. Authorisation No. 100079 of 11/11/1999 – Regional Revenue Office)

APPLICATION FOR ENROLMENT FOR THE 2025/2026 ACADEMIC YEAR

(to be submitted only after obtaining authorisation to enrol on the second degree programme)

THE UNDERSIGNED

surname and name _____ born on _____
 in _____ () country _____ Institutional e-mail address _____
 resident at street/square _____ n. _____ district/locality _____
 municipality _____ () postcode _____ mobile _____
 domicile (indicate only if different from residence) at _____ street/square _____ n. _____
 municipality _____ () C.A.P. _____

(*) The University will assign each student a personal email account (with the domain "@edu.unifi.it"), which may be used exclusively for communications between students and the University. From the moment it is allocated, all subsequent email communications between the student and the University must take place via this account, and any email address provided by the student in this form will no longer be taken into account. This email account will remain active throughout the student's current degree programme and any subsequent degree programmes. The email account is deactivated three years after the degree is awarded or on 30 June of the year following the final year of enrolment. The service is based on Gmail and is an app that forms part of the University's Google Workspace for Education. Students who have been allocated an email account are automatically subscribed to the student mailing list.

DECLARES ON HIS OWN RESPONSIBILITY

in accordance with the provisions of Articles 46 and 47 of Presidential Decree 445/2000, and being aware that anyone making a false declaration will forfeit the benefits obtained and will be liable to the criminal penalties provided for false declarations under

Articles 75 and 76 of the aforementioned Presidential Decree:

REQUESTS ENROLMENT

ON THE COURSE _____

CLASS _____ CURRICULUM _____ CAMPUS _____

- as a student engaged **FULL-TIME** in academic activities
- as a student engaged **PART-TIME(1)** in academic activities (part-time student) with a percentage of:
 - 50% of the study programme
 - 75% of the study programme

(1) Before submitting an application, applicants must read and comply with the regulations for 'Students engaged part-time in academic activities (part-time students)', issued by Rector's Decree No. 1045 of 26 August 2022 (https://www.unifi.it/sites/default/files/migrated/documents/regolamento_studente_parttime_2022.pdf).



CAREER SECTION

- qualification equivalent to the Italian high school leaving certificate
 - original certificate
 - non-original certificate

with a mark of _____ equivalent to the Italian mark of _____ out of 100

Or

- to have obtained the high school leaving certificate _____
in the academic year ____ / ____ with a mark of ____ out of ____ at the Institute/High School _____
situated in the municipality of _____, Postcode _____,
Street/Square _____ No. _____
- to have commenced their first degree programme within the national university system at the University of _____
on the course _____
Class _____, commencing in the academic year ____ / ____ on _____

For admission to three-year bachelor's degree programmes and single-cycle master's degree programmes without a fixed intake quota:

- to have sat the TEST on _____
- not to have sat the TEST to assess basic knowledge and identify any gaps in learning

For admission to master's degree programmes:

- qualification equivalent to a first-level degree
 - original diploma
 - non-original diploma

Or

- to be in possession of an academic qualification obtained at the University of _____
on the course _____ Class _____
awarded on _____ with a mark of _____ out of _____ with honours ____
if obtained at the University of Florence, please state your student registration number _____
- to hold the NULLA OSTA for enrolment on the Master's degree programme in _____ Class _____
issued on _____

For the purposes of determining fees and contributions, and exemptions from or reductions in fees and contributions, I FURTHER DECLARE

FEES SECTION [Part 3 – Fees and Contributions]

- to have submitted an application to Azienda DSU Toscana – the Tuscany Regional Authority for the Right to University Education – for a scholarship on _____ (the €16.00 stamp duty, paid virtually, is still due); Please note: Students who are subsequently not selected or deemed eligible in the scholarship ranking list are required to pay the enrolment fee by 3 February 2026 using the payment slip made available by the University following the publication of the final ranking list by the ARDSU. Students who pay after 3 February 2026 must also pay an administrative fee (see section 13, paragraph 3).
- to be a student with a disability, as evidenced by the attached certificate issued by the competent authorities, with:
 - recognition of a disability pursuant to Article 3, paragraphs 1 and 3, of Law No. 104 of 5 February 1992;
 - a recognised degree of disability of 66 per cent or more;(the €16.00 stamp duty, paid virtually, is payable in any case);
- to be the child of a recipient of a disability pension (Law No. 118 of 30 March 1971, Articles 12–30)
(the virtual stamp duty of €16.00 is payable in any case);
- to be the recipient of a scholarship awarded by the Italian Government for the period from to ;
(The enrolment fee amounts to €156.00, comprising: a regional fee for the right to university education of €140.00 and a stamp duty paid virtually of €16.00; the beneficiary is exempt from paying the all-inclusive fee);
- to be a student currently in custody
(The enrolment fee amounts to €156.00, comprising: a regional fee for the right to university education of €140.00 and a stamp duty paid electronically of €16.00; those eligible for the benefit are exempt from paying the all-inclusive fee);
- to be a non-EU citizen from a ‘developing country’ within the meaning of Article 13(5) of the Prime Ministerial Decree of 9 April 2001. Nationality _____
(The enrolment fee amounts to €156.00, comprising: a regional fee for the right to university education of €140.00 and a stamp duty paid virtually of €16.00)
- to be a student with a disability of between 5% and 34%, as evidenced by the attached certificate issued by the competent authorities (the all-inclusive fee will be reduced by 25%)
- to be a student with a disability of between 35% and 50%, as evidenced by the attached certificate issued by the relevant authorities (the all-inclusive fee will be reduced by 35%)
- to be a student with a disability of between 51% and 65%, as evidenced by the attached certificate issued by the relevant authorities (the all-inclusive fee will be reduced by 50%)
- to be a student who has achieved sporting achievements of particular competitive significance at national and international level in the calendar year in which the application for enrolment is submitted or in the preceding calendar year.

[Sporting achievements of particular competitive significance are those attained by: a) champions of the Olympic Games, Paralympic Games, or national or category championships (Italian, European or world) in winter and summer Olympic or Paralympic disciplines; b) athletes selected by their respective federation to represent Italy in national and international sporting events relating to winter and summer Olympic and Paralympic disciplines. To demonstrate sporting merit, suitable documentation issued by the relevant national federation must be attached.]



FURTHER DECLARES,

for the purposes of allocation to one of the income brackets referred to in Section 13 of the Study Guide for the 2025/2026 academic year

- **TO BE IN POSSESSION OF A VALID ISEE FOR THE PURPOSES OF UNIVERSITY STUDY ENTITLEMENT AND TO GIVE THE UNIVERSITY CONSENT TO RETRIEVE THE VALUE STORED IN THE INPS DATABASE.** *[For all consents to ISEE retrieval issued by 31 December 2025, the 2025 ISEE shall be deemed valid; only in the absence of the 2025 ISEE shall the 2026 ISEE be deemed valid. For all consents to ISEE retrieval issued from 1 January 2026, the 2026 ISEE will be considered valid. For further information, please consult the Course Catalogue at <https://www.unifi.it/it/studia-con-noi/accesso-e-iscrizioni/manifesto-degli-studi>]*

or

- **NOT TO USE THE ISEE AND TO PAY UNIVERSITY FEES AT THE HIGHEST BRACKET**

or

(ONLY FOR ITALIAN STUDENTS OR FOREIGN STUDENTS RESIDING ABROAD)

- **TO REQUEST THE AUTOMATIC ALLOCATION OF A PRO FORMA UNIVERSITY ISEE**, calculated by country group based on the World Bank's annual classification of national income; for the 2025/2026 academic year, the classification published in 2025 will be taken into account *[For further information, please consult the Study Guide at <https://www.unifi.it/it/studia-con-noi/accesso-e-iscrizioni/manifesto-degli-studi>]*

(*) Students wishing to apply for the following benefits or services are required to submit an ISEE certificate:

- international mobility or Erasmus+ schemes, for the purposes of receiving the additional grant for students from socio-economically disadvantaged backgrounds;
- part-time work (150 hours and tutoring);
- a reduction in university fees where two or more siblings from the same household are enrolled in the same academic year at the same time; Students applying for a scholarship from ARDSU Toscana are also required to submit their ISEE value by the standard deadlines, so that they can be placed in one of the income brackets should the scholarship not be awarded or should it subsequently be withdrawn.

(date)

(signature)

FINALLY, REQUESTS

to be permitted to sit, during the examination sessions of the same academic year, the examinations and other assessments in order to obtain the relevant credits, being aware that, **in accordance with the University's Academic Regulations**, in order to sit examinations or other forms of assessment, they must have obtained, within the degree programme in which they are enrolled, any certificates of attendance and of having met the required prerequisites; they must also be up to date with the payment of all fees and contributions due. A student who is not up to date with the payment of fees and contributions, or with any late payment charges or administrative fees, may not be admitted to examinations, nor may they be enrolled in the next year of the course. Furthermore, they may not obtain any certificate relating to their academic record for the period covered by the aforementioned outstanding payment, nor may they be granted leave to transfer to another university or institution.

(date)

(signature)

Attachments:

- pre-enrolment application with a certified signature and photograph, returned to the applicant by the Representation;
- documents relating to the applicant's academic qualifications, certified by the Representation, together with the relevant Declaration of Value (Form E);
- non-EU students: a copy of the receipt for the application for a residence permit issued by Poste Italiane, accompanied by a copy of the passport bearing the specific entry visa for non-tourist purposes, or a copy of a valid residence permit issued by the Questura;
- a certificate of eligibility for enrolment issued by the relevant Academic Board of the Master's degree programme, certifying that the student meets the curricular and individual knowledge requirements necessary for admission to the Master's degree programme;
- a photocopy of an identity document;
- appropriate documentation issued by the relevant national federation certifying sporting achievements
- other

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