



UNIVERSITÀ
DEGLI STUDI
FIRENZE



TO THE RECTOR
of the University of Florence

International Desk
Via della Pergola, 60 - 50121 FIRENZE
internationaldesk@pec.unifi.it

**APPLICATION FOR RECOGNITION OF FOREIGN ACADEMIC QUALIFICATIONS PURSUANT TO
ARTICLES 2 AND 3 OF LAW NO. 148 OF 11/7/2002 (G.U. 25/7/2002 n.173- Suppl.Ord. n.151/L)**

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. _____

REQUESTS THAT HIS/HER ACADEMIC QUALIFICATION

in _____
obtained at the University of _____
in the country _____ on _____

BE RECOGNISED for the AWARD of the QUALIFICATION

_____ class _____ issued by the University of Florence

(date)

(signature)



Attachments:

- copy of an identity document;
- qualification that allowed access to the degree for which recognition is requested (only if obtained abroad): upper secondary school diploma if the application is for a three-year or single-cycle degree, degree diploma if for a master's degree. The qualification must be submitted in the original or as a certified copy, legalised or apostilled, accompanied by an official translation into Italian and a "declaration of value in loco" issued by the Italian diplomatic or consular representation in the country where the document was issued.
- foreign academic qualification for which recognition is requested, in original or certified copy, legalised or apostilled, accompanied by an official translation into Italian and a 'declaration of value in loco' issued by the Italian diplomatic or consular representation in the country where the document was issued.
- diploma supplement or certificate indicating the exams taken and the title of the thesis, in original or certified copy, legalised or apostilled, accompanied by an official translation into Italian
- programmes of the exams taken, or other equivalent official documentation regarding the content of the studies completed, translated into Italian and legalised or apostilled as above.

N.B.: documents written in English, French or Spanish do not need to be translated into Italian.

As an alternative to the declaration of value, it is possible to submit either the certificate of comparability or the certificate of authenticity, which can be requested from CIMEA (<https://cimea-diplome.it/page-homepage>). Certificates relating to the comparability of qualifications from the 55 countries of the Lisbon Convention ('certificates of correspondence') can be downloaded directly and free of charge from the Automatic Recognition Database Italia – ARDI (<https://ardi.cimea.it/it>). For these qualifications, however, a certificate verifying the authenticity of the qualification will be required, which must be requested through CIMEA.

IMPORTANT: The administrative fee for applying for recognition of a foreign qualification, amounting to EUR 400,00, and the stamp duty of EUR 16,00 must be paid exclusively through the PagoPA system. To this end, before submitting the application, the applicant must register at <https://sol-portal.unifi.it/vp-216-futuri-studenti.html> → *Registration*. Once registration is complete, applicants must send a message with the subject line 'Fee and stamp duty for foreign qualification recognition application' to the International Desk (internationaldesk@unifi.it), which will invoice the amount and make it available for payment via PagoPA.

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)