

Study in Italy: The guide for Foreign Students



Contents

Part 1. Before coming to Italy	2
ITALIAN HIGHER EDUCATION SYSTEM.....	2
PRE-ENROLLMENT	5
STUDENT VISA.....	7
ACADEMIC RECOGNITION.....	8
Part 2. After arriving to Italy	9
ENROLLMENT PROCEDURES	9
RESIDENCE PERMIT FOR A STUDENT.....	10
HOW TO OBTAIN A RESIDENCE IN ITALY	12
UNIVERSITY FEES	14
Part 3. After finishing the studies	17
CONVERSION OF YOUR RESIDENCE PERMIT.....	17
USEFUL LINKS.....	20

The guide was created by Faina Achilova, student of the Master's course "Public and Cultural Diplomacy" of University of Siena, as a part of an academic internship in professional studio of dot.ssa Lucia Gallorano.

This guide aims to help foreign (non-EU) students in Italy, who are in the process of enrollment to Courses of Italian Universities, as well as students who have to face various bureaucratic difficulties connected to the status of "foreigner".

Part 1. Before coming to Italy

ITALIAN HIGHER EDUCATION SYSTEM

First Cycle

Corso di Laurea - Degree

Italian "Laurea" or Degree has an objective to provide students with an adequate capacity of use of general scientific methods and contents. The Degree courses last 3 years, equal to 180 CFU (University Training Credits). The Degree can be accessed with a secondary school diploma or other qualification obtained abroad and recognized as suitable. The "Degree" level of the European university system was defined in Bologna in 1998.

Second Cycle

Corso di Laurea Magistrale - Master Of Science

"Laurea Magistrale" aims to provide students with an advanced level of training to carry out highly qualified activities in specific areas. The course have a normal duration of 2 years equal to 120 CFU. "Laurea Magistrale" can be accessed with a Degree or other qualification obtained abroad and recognized as suitable.

In some Universities and for some disciplines (Medicine, Pharmaceuticals) there are single-cycle master's degree courses, which can be accessed directly with a secondary school diploma or other equivalent foreign qualification, which are divided into a single cycle of 5 or 6 years, for a total number of 300 or 360 credits.

The Master's Degree is the Master of Science of the European University System defined in Bologna in 1998.

In some Universities, a Master degree is also offered (different from the Master of Science), aimed at advanced professional training. This title does not fall within the European university system defined in Bologna in 1998.

Third cycle

Dottorato di ricerca – Ph.D.

“Dottorato di ricerca” or Ph.D. aims to provide the necessary skills to carry out highly qualified research activities. The course lasts 3 years. To access you must be in possession of the Italian or foreign Master's Degree. Admission exams are required.

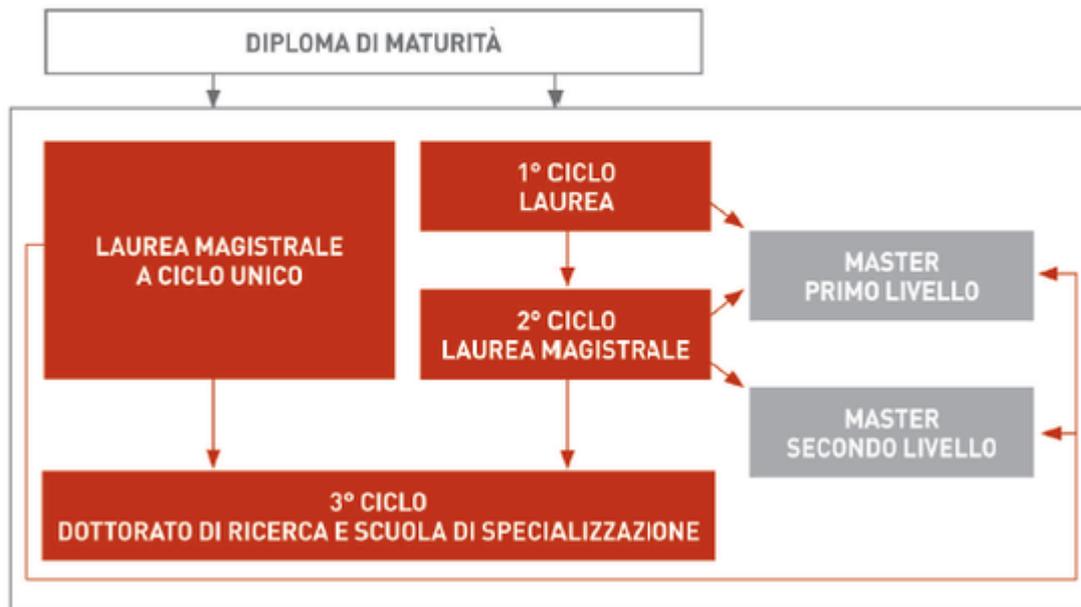
Postgraduate Course

It aims to provide knowledge and skills required in the performance of particular professional activities. It allows obtaining the qualification to practice these professions and aimed at training specialists in specific professional sectors. The duration of a specialization course is at least 2 years.

II level Master

The II level Master is a specialization course in university education which is accessed upon completion of the second university cycle. This degree provides the acquisition of at least 60 credits.

► SCHEMA DEL SISTEMA UNIVERSITARIO ITALIANO



PRE-ENROLLMENT

To enroll in the University in Italy, a student must consult the Italian Institute of Culture (IIC) of his country. All non-EU students must follow the pre-enrollment procedure through the Italian Institute of Culture. Usually, the pre-enrollment procedure is specified on the IIC website. For example, a Russian student can apply to the Italian Institute of Culture in Moscow or St. Petersburg.

Important to know:

Before starting the pre-enrollment procedure at the Italian Institute of Culture, it is necessary to choose the University and the course of study, because the procedure allows you to make an application for enrollment in only one University. Many Italian Universities offer the procedure for evaluating the requirements of future students and, in the case of a positive evaluation, issue the authorization for the pre-enrollment procedure.

Pre-enrollment procedure for admission to an Italian university:

The pre-enrollment dates for Italian universities for the year 2019: 7 March to 24 July. Information on deadlines and on all official documentation about admissions to Italian universities is published on the website of the Italian Ministry of Education, University and Research (MIUR):

<http://www.studiare-in-italia.it/studentistranieri>

It is very important to check the calendar of enrollment procedures for degree courses and master's degree courses with planned national access on the MIUR website (published every year).

Calendar of the academic year 2018-2019:

<http://www.studiare-in-italia.it/studentistranieri/moduli/2019/CalendarioAcc.pdf>

Documentation for Italian Institute of Culture

- 1) Declaration - MODEL A, filled and with certified signature in the legalization department of the Italian Diplomatic Representative (Consulate) of your country, original and a certified copy;
- 2) Photo certified by the Italian Diplomatic Representative, original and simple copy;
- 3) Declaration of value (Dichiarazione di valore) of the educational documents obtained at the Italian Diplomatic Representative, original and a certified copy;
- 4) A copy of the CILS, CELI or PLIDA certificate (level not less than B2), if available.

How to prepare the documents for the Declaration of Value – “Dichiarazione di Valore”

To complete the pre-enrollment procedures it is necessary to prepare the following documents in the country to which the educational system of the school issuing the diploma belongs. Original documents must be delivered at the time of official registration.

- Final diploma of secondary studies - at least 12 years, if the secondary studies in your country are shorter, you must follow the university study path for the missing years.
- If you wish to enroll to the non-single-cycle degree courses (two-year Master of Science Degree or Italian Master's), you must provide a copy of the post-secondary degree or diploma of a university or an institution of higher education, officially certified by an Italian Diplomatic Representative. **All documents must be legalized by the Italian Diplomatic Representative.**



Figura 1 Dichiarazione di Valore

"**Dichiarazione di valore**" or the Declaration of Value is a document, issued by the competent Italian authority in the country to which the education system of your school refers, which certifies the validity of your Diploma and in particular certifies that you have the right to enter the Italian University. To obtain the Declaration of Value, contact the Italian Consulate in your country.

For more information, visit the following websites:

Academic Recognition

<http://www.cimea.it/en/servizi/procedure-di-riconoscimento-dei-titoli/procedure-di-riconoscimento-accademico-dei-titoli.aspx>

Equality and recognition of foreign qualifications

https://www.esteri.it/mae/en/politica_estera/cultura/universita/riconoscimento_titoli_studio/

STUDENT VISA

As soon as the pre-enrollment procedure is completed, a student will receive an e-mail with a list of students pre-enrolled at the chosen University (usually in August). After that, a student can obtain a study visa.

In order to obtain a visa for study reasons for enrollment to the University (type "D" national) and, subsequently, the residence permit, a foreign student must demonstrate the possession of the following requirements:

- a. Economic means for the duration of the planned stay. In case a student chooses to follow a multi-year course, he needs to prove the economic means for 1 year. These funds are quantified as 457.99 euros per month for each month of the academic year, equal to 5,953.87 euros per year (2019 data). The availability of these means must be proven by personal or parental economic guarantees, or provided by Italian institutions and bodies of

- proven credit (including universities), by local governments, by foreign institutions and bodies considered reliable by the Italian Diplomatic Representative;
- b. The availability of the sum required for repatriation, which can also be proven by the demonstration of the return ticket.
 - c. Suitable accommodation in the national territory.
 - d. Adequate insurance coverage, for medical treatment and hospitalization.

ACADEMIC RECOGNITION

The demonstration of knowledge of Italian language is mandatory for enrollment at universities and higher education institutions in Italy for all courses in Italian language.

Language exams are not mandatory for those who:

- Have an Italian high school diploma (obtained in Italy or abroad);
- Have obtained a supplementary middle school diploma in Argentina, confirming the attendance of an Italian language curriculum for at least 5 years;
- Hold a Diploma in Italian language and culture issued by the University for Foreigners of Perugia and Siena (CILS) (Università per stranieri di Siena, Università per stranieri di Perugia);
- Have a B2 or higher level language proficiency certificate issued by one of the members of the CLIQ Association (Italian language quality certification).

Some universities offer study programs in English. In these cases, an Italian language test is not required. For programs held in English, a valid English language certificate is required.

For more information on Italian certificates of competence, follow the link:

<https://www.linguaitaliana.esteri.it/lingua/corsi/certificazioni/ricerca.do?l=en>

Part 2. After arriving to Italy

After arriving to Italy, the first thing to do is to get a fiscal code (codice fiscale) as it is necessary for all the bureaucratic procedures. To do this, contact the Revenue Agency (Agenzia delle Entrate): <https://www.agenziaentrate.gov.it/portale/home/>

ENROLLMENT PROCEDURES

1. Information about the enrollment procedures to the Italian Universities must be specified by each University.
2. Students can enroll to Italian universities through an online registration procedure. Usually the student office helps a student with this procedure.
3. Once the enrollment is finished, each student will receive an identification number (registration number or “matricola”), will have to pay the university fees and register for the exams.

Important to know:

It is necessary to verify if the chosen course of study requires an admission test. Admission to degree courses may be limited or open or may be subject to a motivational test or admission exam.

The admission test calendar is available on university websites.

A national entry test is required to participate in the following university programs:

- Degree courses and Master's Degree in Architecture;
- Master's Degree in Medicine and Surgery;
- Master's Degree in Dentistry and Dental Prosthesis;
- Master's Degree in Veterinary Medicine;
- Degree and Master's Degree Courses in the Health Professions;
- Master's Degree in Primary Education.

RESIDENCE PERMIT FOR A STUDENT

All non-EU students who come to Italy for at least a three-month course of study are required to obtain a residence permit for study. Students of “Degree” programs which last more than a year are to obtain a residence permit for 1 year from the date of their arrival to Italy and must renew the permit every year.

The KIT (envelope) with all the forms necessary for issuing the residence permit can be taken at any Italian post office free of charge. It is also necessary to buy a € 16 stamp (marca da bollo) and put it together with all the forms and documents inside the KIT. The stamp can be bought at the “Tabaccheria”.

Important: the KIT must be sent within 8 days since the arrival to Italy, by making an appointment at the Post Office or in the local Police Station.

The forms and documents to be presented are the following:

- a. Application filled in and signed by the interested party (Modello 1);
- b. Photocopy of the entire passport or other equivalent document;

For the first release of the residence permit following documents must be provided:

- c. Photocopy of the certification attesting to the course of study to be followed, with the visa of the Italian Diplomatic / Consular Representative who issued the entry visa;
- d. Photocopy of the insurance policy, valid in the national territory, for the duration of the residence permit, against the risk of illness and / or accidents.

To renew the residence permit following documents must be provided:

- a. Photocopy of the documentation certifying the availability of adequate financial resources for the period of the duration of the residence permit (457.99 euros per month, equal to 5,953.87 euros per year). The working student can demonstrate the income by completing the Form 2 (Modello 2, inside the KIT)
- b. Photocopy of the insurance policy, valid in the national territory for the duration of the residence permit, covering the risks of illness and accidents.

- c. Photocopy of the certification attesting the passing of at least one exam for the 1st renewal and at least 2 exams for subsequent renewals of the residence permit, except in cases of force majeure.
- d. The University enrollment certificate (Iscrizione)

Important: Sometimes the police office (Questura) requires also the proof of accommodation (for example a rent contract).

Notes

- 1) The residence permit for study authorizes part-time work for a maximum of 20 hours per week and an annual limit of 1,040 hours.
- 2) The residence permit for study can be renewed only if the entry visa has been issued for attending a multi-year course of study (Degree courses).
- 3) The residence permit for study cannot in any case be renewed for more than three years **beyond** the duration of the multi-year course.
- 4) The residence permit for study cannot be used or renewed for attending a course of study other than that for which the visa was issued, except for transit to other agencies granted by the Academic Authority and access to a university type course undertaken at the end of the course in Italy or a course of medium / superior level.

The holder of the residence permit for study can:

- travel to countries in the Schengen Area for periods of less than three months without any formal obligation;
- make a request for family reunification;
- register in the National Health Service;
- carry out work activities (20 hours a week);
- participate in connected social security interventions;
- establish a regular employment relationship.

Renewal of residence permit

Students must request the renewal of the residence permit for the entire year, starting within sixty days before the expiration date of previous residence permit.



Figura 2 The receipt

While waiting the issuance or renewal of the residence permit, a student can leave Italy to go to the country of origin (by presenting the receipt from the Post Office), **but must travel by direct flight without stopping in third countries.**

To check the processing status of your residence permit application, you can consult the reserved area on the Immigration Portal site:

<https://www.portaleimmigrazione.it/default.aspx>

A student will receive from the Police Office (Questura) all the information necessary for the withdrawal of the permit, as soon as it will be produced (usually via message to your mobile phone with the date and time of the appointment).

HOW TO OBTAIN A RESIDENCE IN ITALY

Ufficio Anagrafe – Registry Office

The inscription to the Registry Office is a provision with which the Head of the Municipality (Comune) ascertains your habitual residence within the municipal territory. Obtaining residency in Italy is important for those who plan to stay in Italy and intend to acquire Italian citizenship in the future, given that the application for Italian citizenship can be presented after 10 years of proven residence in Italy.

How to inscribe

In order to become a resident, you must be an adult member of the family. You must go personally to the Registry Office (Ufficio Anagrafe) of the Municipality (Comune) where you have your accommodation.

At the registry office you must also declare the residence of any minor children.

At the presentation of the application you must be in possession of:

- residence permit valid for more than 3 months;
- valid passport or equivalent document;
- fiscal code;
- documents relating to marital status (translated into Italian and legalized);

If you live in a reception facility or in a community, you need a declaration of residence through a certification signed by the person in charge of the structure.

Registration request is made only after the registry officer, through the Municipal Police, has ascertained that you (and your family if the request is also made for them), actually live in the indicated house. In the event of a positive outcome of the assessment, the effective date of the residency will be that in which you presented the request to the Municipality Registry Office.

Important to know:

Inscription at the Registry office is essential for many administrative tasks, such as the issue of a driving license and registration with the National Health Service.

- All personal data (name and surname, place and date of birth, citizenship) in the passport and residence permit must be absolutely coincident.
- Registrations, changes or cancellation of personal data are communicated to the competent Questura (Police Office) by territory.
- You must communicate any changes of residence to the competent Police headquarters within 15 days.
- The foreigner's home is considered habitual even in the case of documented hospitality for more than three months at a reception center.

Within 60 days from the renewal of the residence permit, you have the obligation to confirm the declaration of habitual residence to the Registry office, attaching a copy of the new residence permit. Otherwise you can be deleted from the lists of the population residing in the Municipality.

UNIVERSITY FEES

ISEE

The Equivalent Economic Situation Indicator (ISEE) is an indicator used to assess the economic situation of families.

The ISEE model is fundamental for the reduction of university fees

Students who present the ISEE for university it is necessary to have a family income of less than 13,000 euros a year.

Foreign students must translate and legalize in Italian Consulate in their country all the documents relative to their family income.

The documents for the ISEE calculation for the university are the following:

Required documents:

- family status (stato di famiglia);
- fiscal code;
- valid identity document;

Documents only if in possession:

- last tax return (UNICO model or 730 model);
- income certification (Unified Certification, former CUD);
- rental contract and copy of the last fee paid;
- accounting balance of bank and postal deposits;
- statements of account with average annual bank and post office deposits as at 31/12/2018;
- shares or units held in companies or collective investment schemes;
- real estate assets data as resulting from the cadastral survey;
- life insurance contract.

The necessary documents must be relative to all the members of the family but it will be important to specify, to the patronato or to the accountant, that the requested ISEE model must be valid for the purposes of University study.

After the presentation of the request, the ISEE will be calculated in an average of 15 days, its own ISEE value and in the model that will be delivered will be indicated the tax code of the member of the family that requires the subsidized services by right to university study.

How to present the ISEE at the university

The ISEE model is acquired directly by the universities by accessing the database. The acquisition is, in respect of privacy, subject to the student's authorization.

This must be transmitted online, by accessing your own page. It is a fundamental step: without the authorization, the University does not have permission to access its ISEE declaration for the purposes of facilitated benefits to the right to study.

The ISEE for the purposes of calculating university fees must contain the fiscal code of the family member to whom the benefits apply and the indication that the ISEE applies to the University purpose.

Independent student

A student can be recognized as an independent if the following conditions are met:

- Residence other than the family of origin, for at least two years with respect to the presentation data of the ISEE University, in an accommodation not in property of any of the family members;
- An adequate income capacity - an income equal or greater than € 6500 per year (2019 data).

In the case if a student is married, the wages of the spouse of the two years prior to the ISEE presentation date also contribute to the calculation of the income threshold, even if in that period the student has not yet been married.

The ISEE University can be presented by following categories of university students:

- Italian students residents in Italy;
- Foreign students residents in Italy and independent;

- Foreign students residents in Italy and not independent (in this case all the documents relative to your family income must be translated officially in Italian Language and legalized in Italian Consulate of your country).

Part 3. After finishing the studies

CONVERSION OF YOUR RESIDENCE PERMIT

Non-EU students who have obtained a degree in one of the Italian universities can convert the residence permit for study into a residence permit for work, avoiding the procedures with the Flows Decree (Decreto Flussi).

To obtain the conversion of the study residence permit into a subordinate or self-employed work residence permit, students holding a degree issued by an Italian University can apply at any time of the year.

The educational qualifications recognized for the purposes of conversion are:

- Degree (3 years, 180 university formative credits);
- Master's degree (300 or 120 credits)
- Postgraduate Diploma (minimum 2 years);
- Research Doctorate (minimum 3 years);
- 1st level University Master's Degree (minimum one year and 60 credits)
- 2nd level University Master's Degree (minimum 60 university credits)
- Certificate or diploma of specialization (60 credits)

The requests must be sent exclusively online by connecting to the website of the Ministry of the Interior: <https://nullaostalavoro.dlci.interno.it/Ministero/index2.jsp> , filling out the specific form (MODEL V2 for subordinate work, MODEL Z2 for the various types of self-employment).

FLOW DECREE (DECRETO FLUSSI) - is the administrative act with which the Italian Government establishes every year how many non-EU foreign citizens can enter Italy for work reasons.

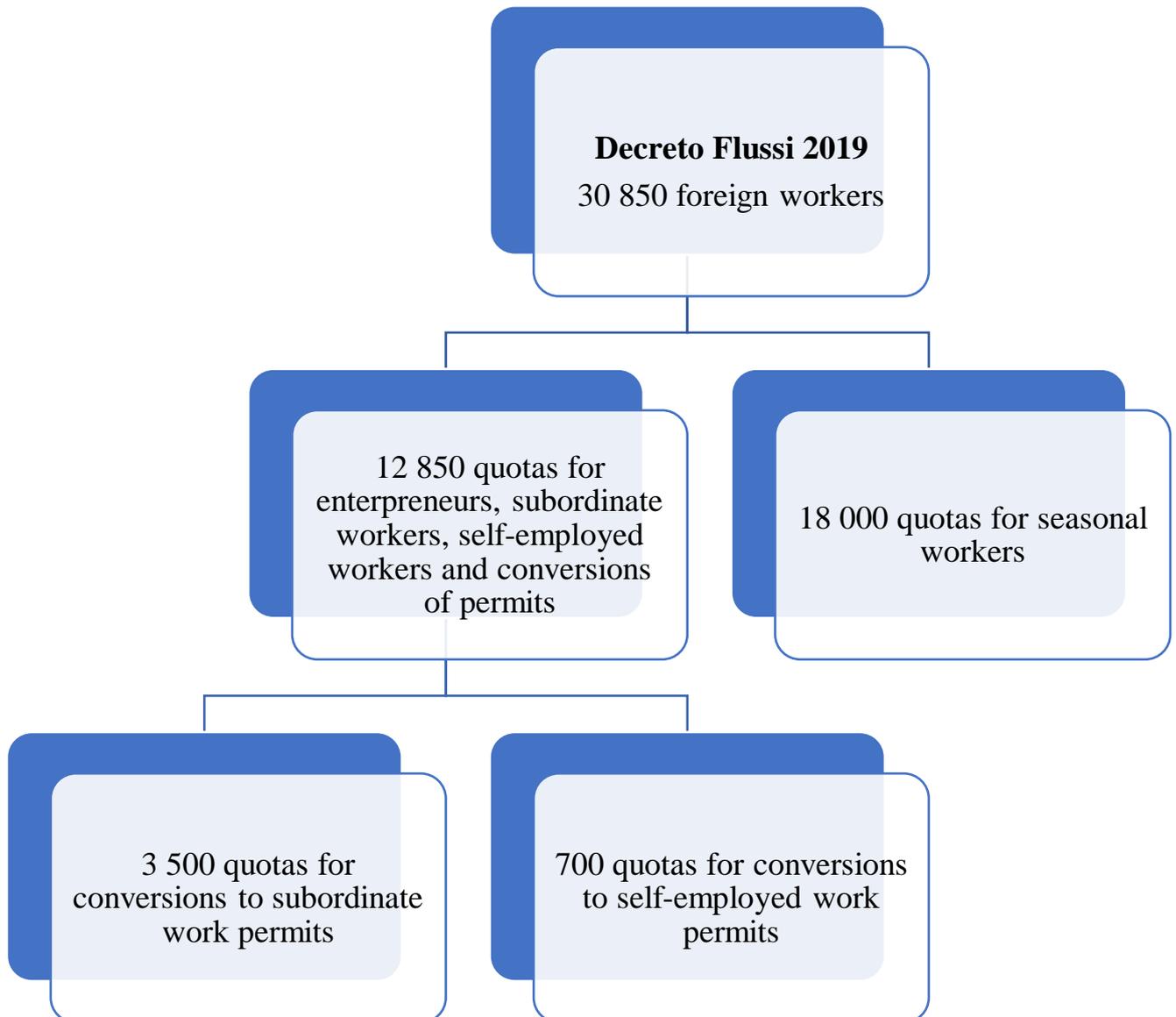
The foreign citizen with a residence permit valid for study purposes (training courses that do not give a right of obtaining a degree), can request the conversion of his residence permit online on the website of the Italian Ministry of Interior:

<https://nullaostalavoro.dlci.interno.it/Ministero/index2.jsp> to check the availability of entry fees for the Flow Decree.

The 2019 Flow Decree, released on 12 March 2019, was published in the Official Gazette (Gazzetta Ufficiale) on 9 April 2019.

The forms for the pre-compilation of all applications were available on 11 April 2019.

The maximum quota of non-EU subordinate workers, seasonal and non-seasonal, and self-employed workers who can enter Italy this year (2019) is 30,850.



How to present the request for conversion (2019):

- The online procedure for submitting applications is on the website of the Italian Ministry of the Interior: <https://nullaostalavoro.dlci.interno.it>
- Users are invited to authenticate exclusively with SPID credentials;
- From 11 April 2019, forms are available for the pre-compilation;
- From 9.00 am on 16th April 2019 it is possible to send the applications for authorization to entry the Flow Decree quotas;
- From 9.00 am on 24th April 2019 it is possible to send the requests for authorization to enter for seasonal work;
- The deadline for submitting applications is December 31, 2019 (year 2019).

For information on the Decreto Flussi, consult the Italian Government website:

<http://www.interno.gov.it/it>

USEFUL LINKS

1. List of Italian Institutes of Culture:
https://www.esteri.it/mae/it/ministero/laretediplomatica/istituti_cultura/default.html
2. Italian Ministry of Education (Ministero dell'Istruzione, dell'Università e della Ricerca (MIUR):
<http://www.studiare-in-italia.it/studentistranieri>
3. List of Italian Universities:
<http://www.studiare-in-italia.it/studentistranieri/elenco2019/index.html>
4. Information on the academic equivalence CIMEA:
<http://www.cimea.it/en/index.aspx>
5. Italian Language Certifications:
<https://www.linguaitaliana.esteri.it/lingua/corsi/certificazioni/ricerca.do?l=it>
6. Italian Ministry of Interior / Ministero dell'Interno:
<http://www.interno.gov.it/it>
7. Revenue Agency / Agenzia delle Entrate:
<https://www.agenziaentrate.gov.it/portale/home/>
8. Immigration Portal
<https://www.portaleimmigrazione.it/default.aspx>
9. ISEE calculation / INPS (Istituto nazionale della previdenza sociale)
<https://www.inps.it/nuovoportaleinps/default.aspx>

Studio Gallorano

Viale del Poggio Imperiale, 2

Firenze 50125

Cell. 333 53 22 401

Tel. 055 53 86 987

FAX 055 99 09 002
