

# ADMISSION AND ENROLLMENT PROCESS

## TO BECOME A STUDENT OF THE MASTER OF ARTS DEGREE AND ACADEMIC MASTER PROGRAMS

### APPLICATION

- Application form
- Curriculum vitae / Resume
- Copy of passport
- Copy of Bachelor Degree / Academic Diploma (in English language)
- Full academic transcripts of previous studies, translated into English, listing subjects and exams
- Portfolio of projects
- Motivation letter
- Language certificate (Italian or English according to the chosen program: level B1 CEFR/IELTS 5.0 ACADEMIC)
- Application fee of €100

#### WHEN

Not later than  
August 25,  
2016

### ADMISSION

Admission Package (It includes: acceptance letter, enrollment form, housing information) sent by email and by express courier

#### WHEN

1 week after  
application

### ENROLLMENT

- Confirm place by returning the Enrollment Form filled in and signed
- Confirm place by paying the Pre-Enrolment Fee (€ 3.140 for Master of Arts Degree, € 3.000 for Academic Master)

#### WHEN

30 days after  
admission

### MATRICULATION

- Submit Declaration of Value of the Bachelor Degree and legalized translation of your Bachelor Degree and Academic transcripts
- Pay balance of the Tuition Fee

#### WHEN

By course  
beginning



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## ITALIAN EMBASSY/CONSULATE STEPS

### A-BIS / F-BIS FORM (NON EU PASSPORT HOLDERS ONLY)

- The deadline to submit the “A bis / F bis” pre-enrolment to the Italian Embassy/Consulate located in the place where you live is usually scheduled between May and June of each year.
- Make sure you do not miss this deadline or you will be refused your study visa for enrolment to Italian Universities/Academies.
- This is a very simple step which will allow you to book your seat within the quota which is yearly made available to non-EU passport holders.

### WHEN

To be checked with  
local Italian Embassy.  
Normally not later than  
the month of June.

### DECLARATION OF VALUE

- The Italian Embassy of reference is the one located in the country whose educational system the degree refers to.
- Get the legalization and translation of your Bachelor Degree and Academic transcripts.
- Get the Declaration of Value of the Bachelor Degree.

### WHEN

Anytime between  
admission and course  
beginning.

### STUDY VISA (NON EU PASSPORT HOLDERS ONLY)

- The Italian Embassy of reference is the one located in the place where you live.
- First you shall pay the pre-enrollment fee (€ 3.000) and return the Enrollment form filled in and signed to the Admissions Office.
- Accordingly the Admissions Office will send you by express courier the official stamped enrollment certificate that you will need to apply for the study visa.

### WHEN

At least 3 weeks  
before your arrival.

### PERMIT OF STAY (NON EU PASSPORT HOLDERS ONLY)

- The application for a Permit of Stay (Permesso di Soggiorno) is to be requested through the Italian Post Office within 8 days from the arrival in Italy.
- NABA Students Service Office will help you fill in the files and collect all requested documents.

### WHEN

Within 8 days  
from your arrival  
in Italy.