

# **ADMISSION AND ENROLMENT PROCEDURES ACADEMIC FOUNDATION ACCADEMIA DI BELLE ARTI ALDO GALLI**

**FOR STUDENTS HOLDING NON-ITALIAN UPPER  
SECONDARY SCHOOL QUALIFICATIONS AWARDED  
IN ITALY OR ABROAD**

## CONTENTS

<b>1.</b>	<b>ADMISSION REQUIREMENTS .....</b>	<b>3</b>
1.1	General requirements .....	3
1.2	Language requirements .....	3
1.3	Academic requirements for Academic Foundation Course .....	4
<b>2.</b>	<b>APPLICATION PROCESS .....</b>	<b>5</b>
2.1	Application documents .....	5
<b>3.</b>	<b>ADMISSION PROCESS .....</b>	<b>5</b>
3.1	Evaluation of academic qualifications .....	5
3.2	Motivational letter .....	5
3.3	Admission confirmation .....	6
<b>4.</b>	<b>ENROLMENT .....</b>	<b>6</b>
4.1	confirmation of enrolment .....	6
<b>5.</b>	<b>AFTER ENROLMENT .....</b>	<b>6</b>
5.1	Procedures for non-EU students .....	6
5.2	Procedures for EU students .....	9
5.3	PROCEDURES FOR NON-ITALIAN STUDENTS UNDER 18 YEARS OLD .....	9
<b>6.</b>	<b>MATRICULATION AT ACCADEMIA GALLI .....</b>	<b>9</b>
6.1	Admission office .....	9
6.2	Matriculation documents for Academic Foundation programme .....	9
6.3	Legalisation, declaration of value, statement of comparability .....	10

*The following procedures apply to both foreign and Italian students who hold a non-Italian upper secondary school qualification that was awarded abroad or at an international school in Italy and would like to apply for admission and enrolment in the Academic Foundation at Accademia di Belle Arti Aldo Galli.*

## 1. ADMISSION REQUIREMENTS

### 1.1 GENERAL REQUIREMENTS

Accademia Galli awards Academic Diplomas recognised by the Italian Ministry of Education MUR- Ministero dell'Università e della ricerca - in the sector of Higher Education in Art, Music and Dance (AFAM). In addition, according to the terms of art. 7 paragraph 2 of DPR 212/2005 the AFAM institutions can organise preparatory activities to the Undergraduate and Academic Diploma courses, proposing foundation courses in order to meet the admission requirements for Italian higher education courses, in line with the Ministerial Circular "Procedures for entry, residence and registration of students applying to the higher education courses in Italy."

In order to be eligible for admission to ACADEMIC FOUNDATION Course, students must:

- Have achieved high school degrees or other degrees after at least 11 years of study (where the mentioned high school degree is not available yet, students must provide predicted grades or transcripts);
- Be proficient in the language of the chosen course (English and Italian) and comply with the language requirement listed in the relevant section below;
- Not be enrolled in any other academic course at any other academy or university;
- Comply with the Admission and Enrolment procedures;
- Have accepted and signed the General and Disciplinary Regulations governing Academic Foundation Course.

\*if a student is under 18 years old when they make their application, the people with parental authority must submit an identity document and countersign all documents and a specific form provided by Accademia Galli.

In addition to the previous requirements, students under 18 years old must fully accept and sign the General Regulations provided by Accademia Galli's partner.

### 1.2 LANGUAGE REQUIREMENTS

#### 1.2.1 English Language requirements

Students are required to submit evidence of their knowledge of the English language.

The requested level is **B1** (as established by the Common European Framework of Reference for Languages - CEFR).

To prove their proficiency in the required language, the applicant must either:

- Submit one of the accepted language certificates listed in the table below (the certificate cannot have been awarded more than 2 years before the application is made to Accademia Galli);
- Take the Accademia Galli language assessment (see the following section: **3.2 Language Assessment**).

#### 1.2.2 Italian Language requirements (not mandatory)

It is recommended to have the minimum A2 level of Italian language (where available the student can submit a certificate).

In case you don't reach the language, level required, you can attend the Prerequisite Language course offered by Accademia Galli's partner. Ask your Admission Advisor for more information.

### 1.2.3 Accepted English Language Certificates

RECOGNISED CERTIFICATES	TEST ADMINISTRATOR
<b>IELTS Academic <math>\geq 4.5</math></b>	British Council, IDP IELTS Australia, Cambridge Assessment English
<b>Cambridge B1 Preliminary</b> All 4 skills should be passed: listening, reading, speaking and writing.	Cambridge Assessment English
<b>TOEFL IBT <math>\geq 42</math></b>	Educational Testing Service (ETS)
<b>PTE Academic <math>\geq 43</math></b>	Pearson
<b>ISE Level I (Integrated Skills in English).</b> All 4 skills should be passed: listening, reading, speaking and writing.	Trinity College

### 1.2.4 Exemption from Language Testing and Certificate Submission

**ENGLISH:** native English speakers who are nationals of the following countries are exempted from submitting English language certifications:

- United Kingdom
- Ireland
- United States of America
- Australia
- Malta
- Canada (Québec excluded)
- New Zealand.

In all cases, Accademia Galli reserves the right to verify the actual level of language knowledge through an internal language assessment when necessary.

## 1.3 ACADEMIC REQUIREMENTS FOR ACADEMIC FOUNDATION COURSE

In order to be eligible to apply for the ACADEMIC FOUNDATION Course students must hold qualifications that meet all of the following core requirements:

- The qualification is an **official upper secondary school leaving qualification from the foreign education** system of reference;
- The qualification **allows entry to first-cycle academic courses** in the foreign education system of reference;
- The qualification was awarded after a minimum of **11 years of previous overall schooling**.

#### U.S. High School Diploma

U.S. High School Diploma titles are accepted even in the absence of Advanced Placement (APs).

#### U.K. Titles

IGCE/GCE titles (issued by Cambridge, Edexcel, AQA, OCR, WEJC) are accepted, certifying the passing of advanced level subjects (A level/A2) even in numbers less than three.

For the list of the school documents required for **application**, please see section **02 Application Process**.

For the list of school documents required for **matriculation**, please see section **06 Matriculation Documents for ACADEMIC FOUNDATION COURSE**.

## 2. APPLICATION PROCESS

### 2.1 APPLICATION DOCUMENTS

#### 2.1.1 Compulsory Application Documents

- Copy of Identity Document (ID card for EU citizens/valid passport for non-EU citizens);
- Tax Code (only for Italian citizens); \_\_\_\_\_
- Copy of the upper secondary school leaving qualification (if already obtained) or attendance certificate for the final year of upper secondary school, translated into Italian or English;
- Copy of the upper secondary school transcripts, translated into Italian or English;
- B1 Certificate of Proficiency in English language;
- Motivational letter.

In the event that the documentation is deemed insufficient to complete the evaluation and proceed with the following steps in the admission process, supplementary documentation may be requested.

#### 2.1.2 Suggested additional application documents

- A2 Certificate of Proficiency in Italian language.

## 3. ADMISSION PROCESS

The admission process consists of:

- **Evaluation of Academic Qualifications;**
- **Motivational letter.**

### 3.1 EVALUATION OF ACADEMIC QUALIFICATIONS

Accademia Galli will carefully evaluate the academic documents sent by students when they apply to determine their eligibility for admission.

### 3.2 MOTIVATIONAL LETTER

The purpose of the motivational letter is to understand students' motivation and attitudes to undertaking the chosen Accademia Galli course. Accademia Galli will positively assess the applicants with the best potential, regardless of the strict consistency of their academic background.

Strong motivation and a solid awareness of the content of the chosen Accademia Galli course are the best guarantee that students will get the most out of their undergraduate academic experience at the Accademia Galli.

### 3.3 ADMISSION CONFIRMATION

Eligibility for admission will be determined after applicants' academic qualifications and motivation letter have been positively assessed.

If students who have passed the admission process prove to have obtained - or will obtain before the date of matriculation - a suitable academic qualification for enrolment, they will be **conditionally** accepted onto the course.

Admission and subsequent enrolment **will remain conditional** until the originals of all necessary documents have been submitted to Accademia Galli and have been evaluated by Accademia Galli.

The admission of students under 18 years old is subject to Accademia Galli's partner. Therefore, their admission will remain conditional until the partner issues the approval. To that end, the partner will carry out all appropriate checks on students, including gathering information and documentation as well as psycho-attitude tests.

Students, whose assessment is positive and are therefore eligible for admission, will receive the following from Accademia Galli:

- Certificate of Admission;
- Application Form;
- Accademia Galli regulations and the personal data processing consent form;
- Instructions for payment.

## 4. ENROLMENT

To ensure a place on the course, applicants must confirm their enrolment by returning the following to Accademia Galli:

- Application Form, duly completed and signed;
- Accademia Galli Regulations and the personal data processing consent form;
- Proof of payment of the enrolment fee.

### 4.1 CONFIRMATION OF ENROLMENT

Accademia Galli will verify the completeness and correctness of the enrolment documents provided by the student and the relevant proof of payment of the due amounts. If the enrolment documentation is complete, the **Enrolment Kit** (which confirms enrolment on the course) will be made available.

The enrolment kit includes:

- Certificate of Enrolment in Italian and English language (2 copies);
- Invoice;
- Procedure to activate the email account;
- Cover letter – “Annex A”;
- Accommodation certificate (only for students residing abroad);
- Declaration of Responsibility.

Non-EU students will receive a **hard copy of the Enrolment Kit documents by courier**.

These documents, which include the enrolment certificates, are required to apply for a study visa at the Italian Embassy or Consulate.

## 5. AFTER ENROLMENT

### 5.1 PROCEDURES FOR NON-EU STUDENTS

The following procedures apply to **non-EU students residing abroad and requiring a study visa to enter Italy**.

Non - EU students belonging to the following categories are included within this group:

- Non - EU citizens who do not reside in Italy;
- Non - EU citizens who, despite having studied in Italy upon obtaining a proper study permit for a programme recognised by MUR, have lost their student status or have withdrawn from their studies: applicants in this situation need to apply for a new visa from the appropriate Italian Diplomatic - Consular Agency in their country of origin;
- Non - EU citizens with a study visa valid only to attend an Italian language course or a private course: applicants in this situation need to apply for a new visa from the appropriate Italian Diplomatic - Consular Agency in their country of origin in order to enrol on an Accademia Galli course.

#### 5.1.1 Pre - enrolment on Universitaly

For enrolment on Accademia Galli Courses- as a preliminary step in applying for a study visa - non - EU citizens residing abroad must first submit an online application for pre - enrolment to the Italian Embassy (or Consulate) of reference in accordance with the procedures set out in the relevant ministerial provision published on the following website: **[studiare-in-italia.it](https://www.studiare-in-italia.it)**

To this purpose, students must register on Universitaly website **[www.universitaly.it/index.php/registration](https://www.universitaly.it/index.php/registration)**, and submit their online application by providing the necessary details and attaching the requested documents.

**Upon receipt of the confirmation of admission to the Accademia Galli**, students should create an account on: [www.universitaly.it/index.php/registration](http://www.universitaly.it/index.php/registration), and submit the full pre-enrolment application including the documents requested on the platform. Accademia Galli will then confirm the name of each admitted applicant to the Italian Diplomatic Representatives through Universitaly.

**PLEASE NOTE:** The pre-enrolment on Universitaly is a **compulsory step** to be enabled to apply for the **study visa**.

However, **Accademia Galli admission and enrolment procedures and the Ministerial pre-enrolment and visa procedures are completely distinct processes**.

Therefore, the documents uploaded on Universitaly **do not replace** in any way the ones to be provided during the Accademia Galli admission process.

Below is the list of the documents that are **generally** required for pre-enrolment application on Universitaly:

- Copy of valid passport;
- A passport - size photo;
- Certificate of Admission;
- Educational qualification provided during the admission process;
- Language proficiency certificate (only if available. It is not requested for students who took Accademia Galli language test).

This step ends with the submission of the online pre-enrolment application which will be then validated by Accademia Galli and processed by the Italian Representative Authority. As Accademia Galli's validation is required for applicants to be then enabled to apply for the visa, we warmly suggest that students complete Accademia Galli admission process as soon as possible before pre-enrolling on Universitaly.

#### TIPS FOR CORRECT PRE-ENROLMENT APPLICATION ON UNIVERSITALY:

- Make sure to choose the correct school in the field called "Istitution Name".
- Make sure to insert the course name as reported in your certificate of admission.
- Make sure that your **personal details match** exactly with the one reported in your **passport**. If you have **no surname**, you can just type the dash symbol "-".
- Make sure to select the **"corso propedeutico (foundation course)"** as **course type**.
- Make sure to use the **same email address** you provided during the Accademia Galli admission process.
- Remember that all fields are **mandatory** except for the **ID account** (leave the field blank).
- Insert your **Tax Code** if you have already obtained an official one either in Italy or at the Italian Embassy/Consulate. In case you do not have one, Universitaly will calculate an hypothetical Tax Code (Codice Fiscale) for you in order to fill out this compulsory field. Please note that this is not an official code and has no other purpose than Universitaly registration.
- If you have any **doubt**, do not hesitate to **contact your advisor**.
- Before submitting your application, **make sure all the details are correct** because you won't be able to change them afterwards.

#### 5.1.2 Visa and Residence Permit

All students, except citizens of EU Member States, Norway, Iceland, Liechtenstein, Switzerland, the Republic of San Marino and the Vatican City State, are required to:

- Apply for and obtain a **study visa**, before coming to Italy;
- Obtain a **residence permit** for study purposes, once in Italy. (not requested for stays of less than 90 days).

### 5.1.3 Visa

Students must ensure they comply with all immigration rules and regulations in order to enrol at Accademia Galli and to come to Italy: they should visit [vistoperitalia.esteri.it](http://vistoperitalia.esteri.it) where a guided procedure will help them to understand whether – based on their nationality, Country of residence, reasons for visiting and length of stay – they need to apply for a visa and where to do so. Since this process can take one month or more, it is crucially important that students contact their relevant Italian Embassy/Consulate well in advance to make an appointment and find out what the documents required are, as requirements are often subject to change.

The Italian Embassy (or Consulate) of reference is the one in the country that issued the students' passport and the one that is responsible for the area where they reside. The list and contacts for the Italian Diplomatic - Consular Agencies are available on the following website: [vistoperitalia.esteri.it](http://vistoperitalia.esteri.it)

To obtain a visa, students will be requested to fill out a specific form and submit:

- Valid travel document;
- Passport-size photo;
- Enrolment kit;
- University pre-enrolment summary validated by Accademia Galli (downloadable from University portal);
- Medical health insurance valid for Italy;
- Others: the Italian Diplomatic Authority may request further documentation.

For precise and detailed information on the documentation required for visas, please refer directly to local **Diplomatic and Consular representatives** or visit the website of the **Italian Ministry of Foreign Affairs and International Cooperation**.

Accademia Galli recommends that students apply for a multi - entry Schengen Visa whenever possible.

The Italian Diplomatic Authority sets all requirements and regulations concerning the visa application. Students are reminded that it is their responsibility to be aware of all the steps in the process, as well as the required documents and deadlines, in order to obtain their study visa.

### 5.1.4 Residence Permit

**Within 8 working days** of the arrival in Italy with a study visa, students must apply for a residence permit for study from the central police station (*Questura*) in the city in which they reside.

When students submit their application for a residence permit, they will be issued a receipt by the relevant Post Office attesting to their lawful presence in Italy until their residence permit is issued. Students are also provided with an appointment date when they need to go to the relevant central police station (*Questura*) office. Students can check the status of their residence permit application on the **website of the Polizia di Stato** or on the **immigration portal**.

## 5.2 PROCEDURES FOR EU STUDENTS

EU students do not need a student VISA to enter Italy. However, when they stay in Italy for longer than 3 months, the law requires them to register with the local registry (Anagrafe) of the Municipality in which they intend to live.

To this purpose they need:

- A valid passport or identification document;
- The Enrolment certificate from Accademia Galli;
- evidence of private health insurance/European Health Insurance Card Students may request further information and support for applying for a study residence permit at the relevant Accademia Galli school once in Italy.



### 5.3 PROCEDURES FOR NON-ITALIAN STUDENTS UNDER 18 YEARS OLD

For foreign students under 18 years old, all procedures related to VISA application, entry into Italy and selection of an accommodation will be entirely managed and supervised by Accademia Galli's partner.

Once the admission process is completed, Accademia Galli's partner will contact the students to support them in managing the above-mentioned processes.

In case of VISA denial or rejection for reasons for which Accademia Galli or its partner are not responsible, Accademia Galli will withhold an amount of €1000 for having carried out the secretarial work and visa opening procedure.

## 6. MATRICULATION AT ACCADEMIA GALLI

To complete matriculation for the chosen course, students who have met the administrative requirements, must register at the Admission Office at Accademia Galli and produce the hard copies of all the original.

For any questions regarding the whole Application - Admission - Enrolment - Matriculation process students can contact their advisor for guidance. matriculation documents listed in the sections below.

### 6.1 MATRICULATION DESK

Admission Office is set up by Accademia Galli's to enable students to finalise the matriculation processes. The Accademia Galli will carry out a formal assessment of the documentation concerning foreign qualifications in order to verify the eligibility of students' qualifications for matriculation. If documents are missing, students will be **conditionally** matriculated and Accademia Galli will inform them that they need to complete their file. In such cases, the missing documents **must be submitted not later than February 15**.

**MATRICULATION DEADLINE:** in order to finalise their matriculation, students should report to the admission office and **produce the original documents** by the beginning of the course.

**CONDITIONAL MATRICULATION:** please note that failure to provide the listed documents will result in your automatic inability to complete your matriculation at Accademia Galli and obtain your final diploma upon completion of your studies, even if you have passed the admission test. The students will be solely responsible for providing the documents according to the specific requirements and deadlines.

**For further information, please refer to the relevant articles in the Accademia Galli General Regulations provided upon admission**

### 6.2 MATRICULATION DOCUMENTS FOR ACADEMIC FOUNDATION PROGRAMME

- Upper secondary school leaving qualification duly legalised and translated into English or Italian.

**One of the two following documents:**

- Declaration of value for the upper secondary school leaving qualification issued by the Italian Diplomatic Authority;
- **CIMEA Statement of Comparability** issued by the Italian Enic-Naric Centre - CIMEA.

**Only for non-European students:**

- Copy of a valid residence permit or application receipt for the residence permit (a copy of the permit must be submitted to Accademia Galli as soon as obtained);
- Copy of the study visa (only for visa seeking students).

**EXEMPTION FROM TRANSLATION:** an official translation into Italian is NOT required for qualifications and certificates issued in **English**. Accademia Galli accepts translations into Italian and English.

In any event, students need to verify with the Italian Diplomatic Authority whether the official translation into Italian is compulsorily requested for the issuance of the Declaration of Value.

## 6.3 LEGALISATION, DECLARATION OF VALUE, STATEMENT OF COMPARABILITY

Foreign upper secondary school leaving qualifications must be legalised, translated and submitted with a declaration of value or a **CIMEA** statement of comparability.

### 6.3.1 Legalisation of Academic Documents

Qualifications and certificates must be duly **legalised** in order to guarantee their authenticity.

If the country where the qualification was awarded is party to the Hague Convention, students must have an **Apostille** affixed to their academic documents by the competent local authorities.

The authorities competent to affix the apostille for each country are listed under "Authorities" on the website of the Hague Conference on Private International Law: [www.hcch.net](http://www.hcch.net)

For countries that are not members of the Hague Convention, students should refer to the Italian Diplomatic and Consular Agencies for legalisation.

**EXEMPTION FROM LEGALISATION:** neither legalisation nor the Apostille are required if the qualification is awarded in Belgium, Denmark, France, Ireland, Latvia, Germany or Austria according to specific international agreements.

### 6.3.2 Declaration of Value

The declaration of value (DV) is an official document (written in Italian) which provides a short description of students' upper secondary school qualifications. It is issued by the competent Italian Diplomatic Authority (Embassy / Consulate / Italian Cultural Institute) in the country to whose educational system the qualification refers.

Italian Embassies/Consulates usually require that diplomas are legalised by the relevant local authorities and translated into Italian before they are submitted for DV issuing. It is important to verify the procedure in place directly with your local Consular office.

**IDENTIFY THE CORRECT ITALIAN DIPLOMATIC AUTHORITY:** if the qualification belongs to a system that differs from that of the applicants' place of residence (e.g., a Swiss student graduated from a British system school in Switzerland) or place of study (e.g. a Swiss student graduating in Kenya in a British system school), the declaration of value and the legalisation of the title must be requested from the Italian Embassy in the country of the educational system to which the qualification belongs (in both of the above cases: the Italian General Consulate in London).

### 6.3.3 Statement of Comparability

In place of the declaration of value, for matriculation students can provide a **statement of comparability** issued by CIMEA - Information Centre on Academic Mobility and Equivalence.  
Full details are available on the following **website**

In order to apply for the statement, students must register at the following **link**.

Once they register, on their private profile page they will find all the details concerning how to request and receive a statement of comparability, as well as the list of required documents according to the educational system that issued their qualification.

Date .....

Student's Signature .....

Signature of the person exercising the parental authority of the Student and/or his/her representative (\*) .....

(ID n° .....)

Signature of the person exercising the parental authority of the Student and/or his/her representative (\*) .....

(ID n° .....)