

SUMMER – WINTER COURSES

ADMISSION AND ENROLMENT PROCEDURE

CONTENTS

1.	ADMISSION REQUIREMENTS	3
1.1	General requirements	3
1.2	Language requirements	3
2.	APPLICATION PROCESS	5
2.1	Application documents	5
3.	ADMISSION PROCESS	6
3.1	Admission interview	6
3.2	Admission confirmation	6
4.	ENROLMENT	7
4.1	Confirmation of enrolment	7
5.	AFTER ENROLMENT	8
5.1	Procedures for non-EU students	8
5.2	Procedures per EU Students	10



1. ADMISSION REQUIREMENTS

1.1 GENERAL REQUIREMENTS

1.1.1 Introductory Programs

In order to be eligible for admission to Summer and Winter Courses leading to a Certificate awarded by Accademia Galli applicants must:

- Hold an Upper Secondary School Diploma;
- Be 18 years*;
- Comply with Admission and Enrollment procedures.

*Accademia Galli reserves the right to evaluate and accept admission to the courses for Students under 18 years of age. In this case, they will have to go through an admission interview. The people with parental authority must submit an identity document and countersign all documents and a specific form provided by Accademia Galli.

1.1.2. Intermediate/Advanced Programs

- Comply with 1.1;
- Be enrolled to a university or professional school program relevant with the chosen course; be graduated in the same area of study of the chosen course; have relevant work experience**.

**In specific cases Accademia Galli may accept application even without this pre-requisite provided that there is a strong commitment to reach the level of other applicants through personal studies. Accademia Galli will provide a list of books/websites/software that the applicant should study before the beginning of the course.

Admission will be confirmed only after passing a Motivational Interview.

1.2 LANGUAGE REQUIREMENTS

Courses are taught in English.

Applicants must have a B2 Level of English according to the CEFR in order to enroll to the programme.

There are two ways for an applicant to prove that he/she has above-mentioned language level:

- 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 Language Assessment Test.

1.2.1 Accepted English Language Certificates

RECOGNIZED CERTIFICATES	TEST ADMINISTRATOR
IELTS Academic ≥ 5.5	British Council, IDP IELTS Australia, Cambridge Assessment English
Cambridge C2 Proficiency (CPE)	Cambridge Assessment English
Cambridge C1 Advanced (CAE)	Cambridge Assessment English
Cambridge B2 First (FCE)	Cambridge Assessment English
B2 Vantage	Cambridge Assessment English
Bulats ≥ 60 All 4 skills should be passed: listening, reading, speaking, writing.	Cambridge Assessment English
TOEFL IBT ≥ 68	Educational Testing Service (ETS)
PTE Academic ≥ 59	Pearson
ISE Level II (Integrated Skills in English) All 4 skills should be passed: listening, reading, speaking, writing.	Trinity College
ISE Level III (Integrated Skills in English) All 4 skills should be passed: listening, reading, speaking, writing.	Trinity College
ISE Level IV (Integrated Skills in English) All 4 skills should be passed: listening, reading, speaking, writing.	Trinity College

1.2.2 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



2. APPLICATION PROCESS

In order to start the Accademia Galli application process, students should apply online on the Accademia Galli – IED Network website (**admission.ied.it**), by requesting their login details from the admission advisor. If students do not have an admission advisor yet, they must ask for information directly via the webpage for the relevant course.

Students shall:

- Login to **admission.ied.it**
- Fill out the Personal Information Section of the online application
- Sign the Admission Form and upload the requested documents, which are listed below.

Suggested timing

Applications are open until the beginning of the course however to comply with its strict level of quality, and in order to guarantee the effective interaction among teaching staff and students, Accademia Galli has a restricted number of available places to its courses. To be assured of having a place in the class applicants will have to complete the enrolment procedure. Therefore, we strongly suggest starting the application process as soon as possible.

Non-European students must also check with the local Italian Diplomatic Authorities how to apply for a VISA. Procedures may take long and require specific time frames, therefore applicants are advised to start the application in due time as Accademia Galli will issue the necessary documentation to apply for a VISA upon completion of enrolment.

2.1 APPLICATION DOCUMENTS

2.1.1 Compulsory Application Documents

- Copy of Identity document (valid Passport for non-European students);
- Tax Code (only for Italian citizens);
- Copy of the Upper Secondary School Diploma (for introductory programs only) translated into Italian or English;
- English Letter of motivation.

2.1.2 Suggested additional application documents

- B2 (or above) Certificate of English (if not available, the student will have to take the IED Network Language Assessment).

2.1.3 Extra Documents for Intermediate programs*

- Copy of Bachelor Degree and University transcripts;
- CV with description of work experience;
- Portfolio of Max 8MB if required.

*Specific program requirements can be found in the program brochure on the webpage of the selected course at **www.ied.edu**



3. **ADMISSION PROCESS**

The admission process for Intermediate programs consists of:

- **Admission Interview.**
- **Admission Confirmation.**

3.1 **ADMISSION INTERVIEW**

Students without a language certificate or willing to apply to an Intermediate course will have to go through an admission interview.

Admission Interview consists of:

- Language assessment test (only for the students without a language compliance with language requirements of the course);
- Motivational interview.

3.1.1 **Language assessment test**

The Language Assessment test The Language Assessment Test aims at evaluating the language of the students and their capacity to reach the minimum levels required at the beginning of the program. The on-line English assessment test is carried out through Skype conference with one of IED Network language professors.

3.1.2. **The Motivational Interview**

The motivational Interview aims at evaluating the student's general cultural level in connection with attitudes, motivations and knowledge of the arts, design, communication and new technologies. During the interview, applicants have the opportunity to show what their academic expectations are and how they think they can contribute to the success of the course they have selected. The lack of preparation in some of the above subjects, due to students different educational background, will not result in prejudice to the admission, on condition that the motivational attitude tested throughout the interview has been evaluated positively.

3.2 **ADMISSION CONFIRMATION**

After the admission interview, applicants will receive the notification of successful admission to the course and the credentials to enter their private area of the Student Portal IED Campus. In the portal, candidates will find:

- Enrolment Form;
- Accademia Galli regulations and the personal data processing consent form;
- Instructions for payment.

This will complete the admission phase, but will not guarantee the enrolment in the course.



4. ENROLMENT

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

- Enrolment Form, signed by hand;
- Signed Accademia Galli regulations and the personal data processing consent form;
- 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 payment of the due amounts.

If the enrolment documentation is complete, students will find, in their private area, the following documents:

- Invoice;
- Procedure to activate the email account ied.edu;
- for students residing in Italy and the European Union: - Self-certification of enrollment;
- for non-EU students applying for a visa - Certificate of enrollment and Declaration of Accommodation.

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 University

For enrolment on Accademia Galli Courses-as a preliminary step in applying for a study visa - non - EU Accademia Galli 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**

To this purpose, students must register on University website **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**, and submit the full pre-enrolment application including the documents requested on the platform. IED will then confirm the name of each admitted applicant to the Italian Diplomatic Representatives through University.

PLEASE NOTE: The pre-enrolment on University 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 University **do not replace** in any way the ones to be uploaded on Accademia Galli admission portal and to be **submitted to Accademia Galli Administration Office - Matriculation Desk**.

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

- Copy of valid passport;
- A passport - size photo;
- Educational qualification provided during the admission process (if requested);
- Language proficiency certificate (only if available. It is not requested for students who took IED Network 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 University.

TIPS FOR CORRECT PRE-ENROLMENT APPLICATION ON UNIVERSITALY:

- Make sure to choose the correct **Accademia Galli** 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 "**altro corso privato non accreditato**" as **course type**.
- Make sure to use the **same email address** you have used to register on **IED Network Admission Portal**.
- 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, University 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 University 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** 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**

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

- Valid travel document;
- Passport-size photo;
- IED 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.

All requirements and regulations concerning the visa application are set by the Italian Diplomatic Authority.

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.

For students who are under 18 years old, a legal guardian in Italy may be requested in order for a visa to be issued: please consider that Accademia Galli cannot be this legal guardian. This is why students must properly double-check which documents are requested in this specific case and act consequently, according to the Italian Authorities' directions.

5.1.4 Residence Permit (not requested for stays of less than 90 days)

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;
- Self-certification of enrolment;
- 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.