



PROCEDURES FOR ENTRY, STAY AND ENROLLMENT OF STUDENTS APPLYING FOR VISA RELATED TO HIGHER EDUCATION COURSES OF ITALIAN HIGHER EDUCATION INSTITUTIONS FOR A.Y. 2024-2025

The international students who need an entry visa to Italy must promptly apply for a student visa to the Diplomatic or Consular representation of reference for their respective places of residence. Visa applications must be presented to the competent Diplomatic or Consular representations by **29 November 2024** in order to allow the effective enrollment of international students and the subsequent payment of university tuition fees.

Part I: General Premises

GENERAL INSTRUCTIONS

The aim of these annual **2024/2025** procedures is to guide the Italian higher education institutions policies about the admission of international students to their courses. These procedures have been drawn up on the basis of the outcomes of the annual Conference of Services by the Ministry of Universities and Research together with the Ministry of Education, the Ministry of Foreign Affairs and International Cooperation and the Ministry of the Interior.

Competence for the issue of student visa

The final decision about the issuing of a student visa **is the exclusive jurisdiction of the Diplomatic or Consular representation**. The acceptance of the pre-enrollment application and the documents drawn up by the higher education institutions about each candidate to their courses applying for a visa is only a support to evaluation procedures by diplomatic representations and they do not automatically imply the visa issuing.

Competences for the academic recognition of educational qualifications and the enrollment eligibility

The evaluation of foreign educational qualifications aiming to the enrollment to Italian higher education courses is exclusive jurisdiction of higher education institutions, as set out in the Article 2 of the Law 148/2002. Documents drawn up by the Italian diplomatic representations do not affect the evaluation decisions of each single higher education institution about foreign educational qualifications for the admission to their courses.

Competence for the issue and renewal of the residence permit

The administrative proceedings aiming to the issue and renewal of the residence permit is the Ministry of the Interior jurisdiction and they are regulated by the Consolidated text of provisions governing immigration and the status of aliens (Legislative Decree 25 July 1998, n. 286), by the related Implementing Regulation (D.P.R. 31 August 1999, n. 394) and the Law 28 May 2007, n. 68 governing the short-stay of aliens for visits, business, tourism and study.

The following procedures **only apply** to international students who need an Italian visa for long-stays.

The following procedures do not apply to:

- a) EU citizens and citizens **from Norway, Iceland, Liechtenstein and Swiss Confederation, from the Republic of San Marino and the Holy See;**
- b) **foreigners already legally residing on the Italian territory** as specified in the article 39, clause 5, of the Legislative Decree 25 July 1998, n. 286; *"E' comunque consentito l'accesso ai corsi di istruzione tecnica superiore o di formazione superiore e alle scuole di specializzazione delle università, a parità di condizioni con gli studenti italiani, agli stranieri titolari di permesso di soggiorno UE per soggiornanti di lungo periodo, di permesso di soggiorno per lavoro subordinato, per lavoro autonomo, per motivi familiari, per asilo, per protezione sussidiaria, per motivi religiosi, per i motivi di cui agli articoli 18, 18-bis, 20-bis, 22, comma 12-quater, e 42-bis, nonché ai titolari del permesso di soggiorno rilasciato ai sensi dell'articolo 32, comma 3, del decreto legislativo 28 gennaio 2008, n. 25, ovvero agli stranieri regolarmente soggiornanti da almeno un anno in possesso di titolo di studio di scuola secondaria superiore conseguito in Italia, nonché agli stranieri, ovunque residenti, che sono titolari dei diplomi finali delle scuole italiane all'estero o delle scuole straniere o internazionali, funzionanti in Italia o all'estero, oggetto di intese bilaterali o di normative speciali per il riconoscimento dei titoli di studio e soddisfino le condizioni generali richieste per l'ingresso per studio"* (Foreigners possessing a long-term resident's EU residence permit or a residence permit for subordinate work, self-employment, for family reasons, for asylum, for subsidiary protection, for religious reasons, for reasons provided for by articles 18, 18-bis, 20-bis, 22, clause

12-quater and 42-bis can be admitted to higher technical education courses or advanced training courses and to postgraduate schools of Universities on the same conditions as the Italian students. This also applies to possessors of a residence permit issued under the article 32, clause 3 of the Legislative Decree 28 January 2008, n. 25, to foreigners residing legally for at least a year and possessing a qualification obtained at secondary school in Italy and to foreigners, wherever resident, holders of diplomas from Italian schools abroad or foreign or international schools, working in Italy or abroad, subject to bilateral agreements or special regulations for the recognition of qualifications and fulfilling the general requirements for admission to studies).

- c) **to students benefiting from a grant in the EU Education, Training and Research Programmes.** These are subject by analogy to the instructions of the "Erasmus Mundus" programme, extended to the "Erasmus Plus" programme, and to possible further instructions concerning the entry visas provided by the DGIT Unit for Visas of the Ministry of Foreign Affairs and International Cooperation.

PRE-ENROLLMENT APPLICATION AND PRIOR ASSESSMENT OF APPLICATIONS

The application for admission to Degree Courses IN LINGUISTIC MEDIATION (L-12) by international students requiring a visa and resident abroad must take place by a prior **pre-enrollment** application before taking the next enrollment steps.

Pre-enrollment

The SSML Nelson Mandela will invite candidates to the institutional UNIVERSITALY website (<https://www.universitaly.it>) to fill the telematic **pre-enrollment form**.

In the SSML Nelson Mandela institutional website will be listed instead all the information to simplify the candidates admission to the three-year Degree Course in Linguistic Mediation (L-12) and all the information concerning the institutions, in order to perfect the pre-enrollment applications.

The next pre-enrollment steps must be finalised to the competent Diplomatic or Consular representations, in order to get the issuing of the related visa.

The established deadline for procedures concerning the pre-enrollments to the three-years Degree Course in Linguistic Mediation (L-12) is 8th November 2024, unless otherwise stated in the future.

The student must register online to the exam and this is not subject to the starting of pre-enrollment procedures in the Consular or Diplomatic representations. These last must be started and officialized in the established ways no later than 29th November. This deadline has been established by the calendar relating to the procedures for enrollment in Degree courses, unless otherwise specified in the future.

After the pre-enrollment application has been accomplished, all the candidates must ask the Diplomatic or Consular Representation of the residence country the issuing of the study visa/visa for enrollment to University.

Prior assessment

The SSML Nelson Mandela carries out its own **prior assessment of each single application**. The SSML asks the student a copy of all the records about his studies and some further documents which could be useful to this prior assessment (i.e. certification of foreign official bodies, certification issued by the Italian ENIC-NARIC centre, etc.). The Higher Education Institution will organise the validation of the pre-enrollment application.

The SSML Nelson Mandela will state if the authenticity has been verified and for which documents. Then the SSML will state if the student needs to ask the Diplomatic or Consular Representation to issue a **Statement of Validity**, in order to complete the SSML validation process.

The SSML has also the authority to draw up a **Letter of eligibility for enrollment**, according to the **Form D** available at this link: https://www.studiare-in-italia.it/studentistranieri/moduli/2023/Modello_D.pdf. This Letter will be attached to the pre-enrollment application and will be useful for the Diplomatic or Consular Representations in the process of pre-enrollment fine-tuning.

*In this document (Form D) the University will specify the student's personal data, the information about his educational qualification stated as eligible for enrollment and some further elements which could be useful to get the issue of a visa, such as the knowledge of Italian language, the participation to some well-structured mobility programs or the acceptance of an application with reservation in case the student has not get the final study qualification yet. **The University will always have to specify if the verification procedures about the authenticity of the foreign qualification have been carried out, in order to clearly give this information to the diplomatic or consular representations. It is for the academic institution to inform clearly the candidate this pre-enrollment procedure in no way implies the student visa issue and the future enrollment. This last will be fine-tuned only after all the presented documents about the educational qualification have been verified and all the relevant procedures have been completed. As for the evaluation***

procedure for the enrollment eligibility carried out by individual institutions, the student will be able to ask directly the SSML which are the documents to be drawn up and what is the procedure.

The prior acceptance by SSML NELSON MANDELA in no way implies the right to get the visa issue.

This specification is clearly reported here and it acts as an official notification for all the international candidates who got a Letter of eligibility for enrollment. This specification is also reported in every notification about these procedures.

Part II: ENROLLMENTS

ENROLLMENTS TO THE SCUOLE SUPERIORI PER MEDIATORI LINGUISTICI (SSML) ADVANCED SCHOOLS FOR LINGUISTIC MEDIATORS DEGREE COURSE IN LINGUISTIC MEDIATION (L-12)

The enrollment of international candidates applying for a visa to the **Scuole Superiori per Mediatori Linguistici (SSML - Advanced schools for linguistic mediators)** --- is subject to the same regulations about the enrollment to courses of the same level and character of the University and AFAM sector, according to the article 11 of the Presidential Decree 08/07/2005, n. 212.

The documents in foreign language to be presented to the Consular or Diplomatic Representations must be accompanied by an official Italian translation. The Representation will return the original educational qualifications with the consular legalization, except where the Country issuing the qualifications already includes the Apostille. The diplomatic or consular representations mustn't send these documents to the SSML. These documents must be presented to the SSML Nelson Mandela directly by the student when he'll be in the enrollment fine-tuning step, according to the modalities and deadlines of the institution.

The procedure of the evaluation of qualifications will be carried out by the SSML Nelson Mandela and the student will directly ask the SSML which type of translation must be drawn up (certified translation, simple translation, etc.) and for which languages he could avoid the translation.

In the case the foreign student was already enrolled to an Italian University but he **withdrew from studies** and he wants to ask for a new enrollment to the same or to an other University, **he cannot use the same residence permit issued for the previous enrollment**. The procedure of withdrawal of studies determines the loss of the necessary requisites to stay in the State territory and, consequently, it determines the withdrawal of the authorization; (*Article 5, clause 3, 4 and 5 of the Legislative Decree 25 July 1998, n. 286 "Consolidated text of provisions governing immigration and the status of aliens" and subsequent amendments*).

At the moment of enrollment, the candidates present the educational qualification, duly accompanied by the following documents:

- a) Original Final Study qualification (or certified copy) of secondary studies accomplished with at least 12 years of studies, otherwise a replacement certificate for all legal purposes; alternatively and at the discretion of the SSML Nelson Mandela the final qualification can be accompanied by a certification issued by the Italian ENIC-NARIC centre (CIMEA), certifications of foreign official bodies or a Statement of Validity; (The documents drawn up by the Italian diplomatic representations don't affect the evaluation decisions of each single higher education institutions about the foreign qualifications for the admission to courses. For this reason, students are reminded the application for the Statement of Validity "doesn't exclude the Administration authority-duty to carry out its own autonomous evaluations even if the relevant diplomatic representation hasn't produced the required feedback or it produced a general or insufficient feedback" (cf. Council of State, judgement n. 4613 of 09/04/07).
- b) Certification specifying the student has passed the **academic eligibility test** eventually expected for the admission to the same institutions in the native Country;
- c) Certification issued by the foreign institution in charge specifying the passed exams (**transcript**) as well as the study curriculum for each Subject to attain the aforementioned qualifications; the study curriculum could be certified by the **Diploma Supplement** where adopted;
- d) Eventual further documents required by the SSML Nelson Mandela, even according to the process of verification of the authenticity of the foreign qualification;
- e) Italian translation of the documents referred to in points a), b), c) and d).

After the acceptance confirmation by the SSML Nelson Mandela, candidates ask the Representation the issue of the entry visa for study reasons, with effectiveness related to the course duration. The diplomatic or consular Representations provide for the issuing of the relevant visa, considering the deadlines are often short because of the courses start.

After receiving the admission application to its courses, **the SSML Nelson Mandela transmits the effective student's acceptance to the diplomatic Representations in charge.**

The evaluation of qualifications is exclusive jurisdiction of of the SSML Nelson Mandela, according to national and international procedures.

The SSML Nelson Mandela will clearly specify in the Letter of eligibility for enrollment and in the notices to the diplomatic or consular Representation if the student needs to ask for a Statement of Validity, in the judgement of the Institution. If this requisite is judged as necessary, the Statement of Validity will be considered as a necessary requisite to get the effective visa issue. In case the Statement of Validity is not required, the SSML Nelson Mandela will be able to use some further documents to support to its evaluations, such as the certifications issued by the Italian ENIC-NARIC centre or the certifications of other foreign official bodies.

The Scuola Superiore per Mediatori Linguistici Nelson Mandela (SSML) Advanced school for linguistic mediators, according to the article 11 of the Presidential Decree 08/07/2005, n.212, will inform the relevant diplomatic or consular Representations about all the information concerning the relevant degree course duration and character.

In case the SSML expects some admission tests and these tests don't require the physical student presence in Italy or in case the student has to pass an admission test in a physical presence way, the diplomatic or consular Representations provide for a STUDENT visa issue. The visa effectiveness will be calculated in reference to the start and the duration of the Degree course or, in the second case, of the admission tests.

If the student passes the aforementioned tests he will be able to carry on the subsequent enrollment to the course, without necessarily coming back to his native Country.

As for the Italian language knowledge, the SSML applies the rules established in the University field.

PART III: ITALIAN LANGUAGE KNOWLEDGE

Before the pre-enrolling procedure, the foreign students must obtain a certification of competence in the Italian language, minimum level B2 of the Council of Europe provided by a certification body under the CLIQ quality system (Italian Language Quality Certification). These certifications are provided by the University for Foreigners of Perugia, the University for Foreigners of Siena, the Roma Tre University, the "Dante Alighieri" Society, and the "Dante Alighieri" University of Reggio Calabria for foreigners, also in agreement with the Italian Cultural Institutes abroad or other accredited subjects. These certifications can be obtained in the country of origin, in affiliated examination centers throughout the world.

The outcome of the linguistic knowledge evaluation will be certified in the pre-enrollment application and in the eventual Letter of eligibility for enrollment, as to avoid the diplomatic or consular offices to organise the aforementioned verification.

The SSML Nelson Mandela is authorised as an examination centre for the achievement of the PLIDA Certification ("Dante Alighieri" Company) and organizes Italian language courses for foreign students for the achievement of the B2 level PLIDA exam required for enrollment in Italian higher education courses.

Exemption from the language knowledge test

The students exempted from the preliminary Italian language test, applying for a visa and residing abroad are:

- a) students who got the Italian language certifications not less than the Council of Europe B2 level, issued under the CLIQ quality system (Certificazione Lingua Italiana di Qualità, Italian Language Quality Certification), which associates the current certification bodies (Università per stranieri di Perugia, Università per stranieri di Siena, Università Roma Tre, Società "Dante Alighieri"), as well as the certifications issued by the Università per stranieri "Dante Alighieri" di Reggio Calabria, even in agreement with the Italian Cultural Institutes abroad or

some further accredited bodies. These certifications can be accomplished in the native Country, in the accredited examination centres all over the world;

- b) students possessing a five or four years secondary school diploma accomplished in the Italian State or private Secondary Schools abroad;
- c) students possessing one of the final secondary school study qualifications referred to in the **Attachment 2 available to this link:** https://www.studiare-in-italia.it/studentistranieri/moduli/2022/Allegato2_EN.pdf;
- d) students possessing a certificate in addition to the final Middle School study qualification accomplished in Argentina, certifying the attendance of a course including the Italian language teaching for at least 5 years, according to the Law n. 210 of 6.7.1999 (O.J. n. 152 of 7.1.1999);