



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

Current stamp
duty

APPLICATION FOR FULL RECOGNITION (EQUIVALENCE) OF AN ACADEMIC QUALIFICATION OBTAINED ABROAD

To the Student Administration Office of _____

The undersigned

Surname _____ Name _____

Born in _____ (Prov/State _____) on _____

Residing in _____ Prov/State _____ Post Code _____

Street _____ N. _____ Tel. _____

E-mail for communications regarding the application _____

Nationality (please also indicate any dual nationalities) _____

Tax Code _____

ASKS

for full recognition (equivalence) of the following academic title obtained abroad:

- ☐ First cycle/single cycle degree programme
- ☐ Second cycle degree programme

At _____

City _____ State _____

for the following **degree programme of the Alma Mater Studiorum - University of Bologna**

Programme code _____

- ☐ First cycle/single cycle degree programme
- ☐ Second cycle degree programme

Campus _____

ENCLOSES THE FOLLOWING DOCUMENTS

- a copy of your passport or, only for EU students, of your identity card
- only for non-EU students with EU equivalent status: a copy of your residence permit providing the status of EU equivalent student
- a passport size photo, which must be certified if you do not submit your application directly at the international desk
- if you are applying for recognition of a first cycle or single cycle qualification: the original foreign secondary school diploma and foreign academic qualification and their translation, with confirmation of authenticity and documents concerning their value
- if you are applying for recognition of a second cycle degree: the original foreign academic first and second cycle degree qualifications and their translation, with confirmation of authenticity and declaration of value
- an original certificate listing all exams passed, translated and with confirmation of authenticity for each academic qualification submitted
- the official syllabi of all the learning activities you completed to obtain the foreign academic qualification, translated into Italian. The syllabi must be accompanied by a declaration of the issuing institution, confirming their authenticity and that they correspond to the activities completed by the student. This declaration must be attached to the syllabi, specifying the total number of pages. It must be signed and stamped and must include a confirmation of authenticity; alternatively, each page must be stamped, signed and must include a confirmation of authenticity
- information on the grading system adopted at the university where the academic qualification in question - and for which you are applying for recognition - was earned. This information may already be contained in your exam certificates or in the Diploma Supplement. If not, you can hand over the relevant documentation without having to complete any formalities (such as printing the web page of the university where you earned the degree)
- the documents required to prove knowledge of the language (Italian or English) in which the degree programme is taught at the University of Bologna

DECLARES TO BE AWARE OF THE FACT THAT

- if there are no bilateral agreements concerning equivalence between qualifications, the application for recognition may end with:
 - direct recognition of the qualification and issuing of the equivalent Italian qualification
 - a denial of recognition
- to submit the application the student has to pay the set fee of €600.00 and that the fee is non-refundable whatever the outcome of the procedure
- the procedure for recognising a foreign qualification starts on the date on which the University of Bologna receives the fee

Date _____

Student's signature¹ _____

¹ The student must sign at the Office in front of the receiving clerk (if sent by post, a photocopy of the signatory's identity document must be attached). Art. 38 paragraph 3 D.P.R. no. 445/2000.



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The interested party also declares to be aware of the following information:

- The procedure begins on the date of receipt of the request and will be completed within **60** days (Regulation on administrative procedures, available on [NormAteneo](#) – the website containing documentation on current University regulations).
 - In the event of the procedure not being concluded within the time period indicated, an appeal may be lodged with the Regional Administrative Court of Emilia Romagna, as prescribed by law.
 - The person in charge of the procedure is the manager of the Student Administration Office
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- The data will be processed in accordance with the policies concerning the processing of personal data published on the web page <https://www.unibo.it/en/university/privacy-policy-and-legal-notes/privacy-policy/personal-data-processing>

Date _____ Student's signature ¹ _____

¹ The student must sign at the Office in front of the receiving clerk (if sent by post, a photocopy of the signatory's identity document must be attached). Art. 38 paragraph 3 D.P.R. no. 445/2000.