



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA
EDUCATION DIVISION

Current stamp
duty already paid
with the online
system

Application for the recognition of a PhD degree obtained abroad

To the Rector

PERSONAL DATA

I, the undersigned (name and surname) _____

born in (place of birth) _____

province or foreign country _____ on (date of birth) _____

nationality (only if different from Italian) _____

tax code _____ resident in via/viale/piazza _____

no. _____ postal code _____ municipality _____

province or foreign country _____ telephone _____

email for correspondence regarding the application:

(please use capital letters) _____

REQUEST

the recognition of the following PhD degree obtained abroad:

INFORMATION ABOUT THE PHD DEGREE

PhD degree in (official degree title) _____

awarded by the University of _____

country _____ on _____

Programme official duration (number of years as stated in the official documents, such as

'Dichiarazione di valore', etc.) _____

for the following PhD degree programme of the Alma Mater Studiorum – Università di Bologna¹

¹ Unibo PhD programme for which you are requesting recognition (it must be running up to its last year).



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA
EDUCATION DIVISION

I ENCLOSE THE FOLLOWING DOCUMENTS²:

- a) Copy of **passport** or, for EU students only, **identity card**.
- b) **Final PhD diploma** and **copy** of the official PhD degree awarded abroad corresponding to the third cycle under the Bologna Process qualifications framework and level 8 under the European Qualifications Framework – EQF, awarded by an official higher education institution abroad, **translated by a certified translator into Italian or into English**. If the qualification is in English, a translation is not required.
- c) **Certification** issued by the competent Higher Education Institution abroad certifying the research and training activities carried out in order to obtain the PhD degree, as well as the duration of the PhD programme. Where the system abroad requires a **Diploma Supplement** to be issued also for PhD programmes, this document is also required.
- d) **Documents certifying the authenticity** of the qualification obtained abroad (one of the following):
 - “statement of verification” issued by an ENIC-NARIC centre (such as CIMEA)
 - legalisation by the relevant Italian embassy or consulate in the country
 - Apostille (where required under the Hague Convention)
- e) **Documents** certifying the **value** of the qualification obtained abroad (one of the following):
 - “statement of comparability” issued by an ENIC-NARIC centre (such as CIMEA)
 - Diploma Supplement drawn up in accordance with the European Commission model
 - Declaration of value issued in the country by the relevant Italian embassy or consulate
- f) **Copy of the PhD thesis** in pdf format **and/or details of the internet address of the repository** of the university or library where the approved thesis is kept and can be consulted, including details of the competent office to be contacted for authentication. The document must be submitted in the original language and translated into Italian or English by a certified translator. If the original document is in English, a translation is not required.
- g) **Master’s degree (final diploma and transcript) that granted access to the PhD programme obtained abroad**, translated into Italian or English by a certified translator. If the qualification is in English, a translation is not required. The qualification must be accompanied by a **declaration certifying its authenticity** and a declaration of its **value**, as per points d) and e) above.
- h) Any **other document**: such as a CV, either in Italian or English.

² All documents should be sent in pdf format.

The PhD Unit reserves the right to request the original documents for verification.



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA
EDUCATION DIVISION

I DECLARE THAT:

- I have not already obtained academic recognition in Italy for this PhD degree awarded abroad, *or*
- There is a recognition process under way in Italy for the academic recognition of this PhD degree awarded abroad³: _____

I AM AWARE THAT:

- The application for recognition may result in:
 - recognition of the qualification and issuing of the equivalent Italian qualification;
 - denial of recognition.
- In order to submit the application a fee of € 1000 is required; regardless of the outcome of the process, this fee cannot be reimbursed.

Date _____

Applicant's signature _____

³ Italian university where the process is under way