



Direzione Innovazione e Internazionalizzazione
Sezione Studenti Internazionali

Credit recognition request (“abbreviazione di carriera”): list of required documents

Version 03, 25-01-2024

- duly filled in **application form**;
- **valid ID card or passport** and valid residence permit (for non EU students);
- **transcript of records** issued by the foreign university, including marks and ECTS/credits assigned to each exam, provided with certified translation into Italian or English and legalization or apostille or Diploma Supplement with legalization or apostille;
- **degree program syllabus** issued by the foreign university provided with translation into Italian or English. If the university does not issue this kind of document, you can provide the degree programme syllabus available on your university website and include in your email the links where the International Students Desk may verify the attached syllabus;
- **if you have obtained your final degree**, copy of it with certified translation into Italian or English and legalization or apostille. As an alternative, **your Diploma Supplement** provided with legalization or apostille;
- **if you have not obtained your final degree**, attach a **declaration issued by your foreign university certifying your latest year of enrolment** provided with certified translation into Italian or English and legalization or apostille;
- **if you have obtained your final degree**, attach **your foreign degree** provided with certified translation into Italian or English and legalization or, as an alternative, **your Diploma Supplement** provided with legalization;
- a declaration issued by your foreign University describing the applied **grading system** provided with a translation in Italian or English. If the grading system is clearly described in another document among the ones listed above, it is not necessary to upload this document.

Please note:

- if you cannot legalize your study documents, you can ask to your foreign University to send us your study documents per email to internationalstudents@unito.it;
- in order to access the Italian higher education system it is necessary to hold a study qualification obtained after at least **12 years** of global schooling. If you obtained your diploma after less than 12 years of schooling, only the foreign credits/exams that have not been considered to compensate the missing years of schooling will be taken into account for a credit recognition request.

The University reserves the right, at its sole discretion, to request further documents if necessary for evaluating your educational background.
