Credit recognition request ("abbreviazione di carriera"): list of required documents
Version 01, 09-03-2021

For all students enrolled in any degree program (undegraduate degree, postgraduate degree, 5-6-year postgraduate degree):

- duly filled in application form;
- valid ID card (passport for non EU students), Italian tax code ("codice fiscale") and residence permit (for non EU students legally residing in Italy);
- certified copy of the degree program transcript of records issued by the foreign Institution/University, including marks and ECTS/credits assigned to each exam, provided with certified translation into Italian (not required if the original document is issued in English, French or Spanish) and legalization (if required depending on the foreign country where the document was issued);
- degree program syllabus issued by the foreign Institution/University, provided with translation into Italian (not required if the original document is issued in English, French or Spanish).

If your foreign university does not issue this kind of document, as an alternative you can:

- provide the degree program syllabus available on your University website and include in your email the links where the International Students Desk may verify the attached syllabus;
- ask your foreign University to provide you with the syllabus by email and include in your credit recognition request the email certifying that the syllabus was officially received by your university;

- if you have not obtained your final degree, a declaration issued by your foreign Institution/University certifying your latest year of enrolment abroad provided with certified translation into Italian (not required if the original document is issued in English, French or Spanish) and legalization (if required depending on the foreign country where the document was issued);
- if you have obtained your final degree, certified copy of your foreign degree, provided with certified translation into Italian (not required if the original document is issued in English, French or Spanish), legalization (if required depending on the foreign country where the document was issued) or, as an alternative, certified copy of the Diploma Supplement, provided with legalization (if required depending on the foreign country where the document was issued);
- a declaration issued by your foreign Institution/University describing the applied grading scale/system, provided with a translation in Italian (not required if the original document is issued in English, French or Spanish). If the grading system/scale is clearly described in another document among the ones listed above, it is not necessary to upload another separate document. However, this declaration is a recommended document, since it may help the Board of Professors in evaluating your request.

Please be informed that if you cannot legalize your study documents or if you are having trouble with the legalization procedure because of the Covid-19 pandemic, as an
Additional documents for students enrolled in an undergraduate degree program or in a 5-6-year postgraduate degree program only:

1. high school diploma:
   a. if you hold an Italian high-school diploma: a self-declaration of the diploma;
   b. if you hold a foreign high school diploma: certified copy of the high school diploma provided with a certified translation into Italian (not required if the original document is issued in English, French or Spanish) and legalization (if required depending on the foreign country where the document was issued).

Please note that, in order to access the Italian higher education system, it is necessary to hold a study qualification obtained after at least after 12 years of global schooling. Therefore, in compliance with the yearly recommendations given by the Italian Ministry of Education, University and Research (MIUR) in the Procedures for Entry, Residence and Enrolment at Higher Education Institutions for students requiring visas for higher education courses in Italy, if you hold a foreign high-school diploma obtained after less than 12 years of global schooling (11 or 10 years), please be aware that additional and complementary study certificates will have to be taken into consideration to meet the above requirement and achieve the missing year/years for the admission. This means that only the foreign credits/exams that have not been considered to compensate the missing year/years 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. ***