



## MANDATORY DOCUMENTS for enrolment in the Foundation Year

Enrolment procedures such as completion, submission and administrative checks of mandatory documents will be carried out with an online preliminary procedure.

**The Hello – International Student Office will schedule in person appointments to carry out an in-depth check on documents submitted online, in order to reconfirm their authenticity, so candidates are required to take original hardcopies of all the below listed documents with them when they are summoned.**

Please carefully check [this document](#) to acknowledge which secondary education qualification we require for enrolment according to the Country where you have achieved it.

### Documents to be sent to Hello – International Student Office for enrolment in the Foundation Year:

- valid **passport** (or **identity card**, only for EU citizens)
  - for non-EU citizens residing abroad: **study Visa** for “University enrolment” released for A.Y. 2024/2025 by the Italian Diplomatic mission (Embassy or Consulate) in the Country where the candidate has his/her residence
  - for non-EU citizens residing abroad who hold a study visa 2024/2025: **receipts** of your **residence permit request**. The request for an appointment for the Residence permit must be done within 8 days from arrival in Italy, in any postal office. For additional information on the residence permit for study purposes, please visit the [dedicated page](#)
  - **valid residence permit card** (only for non-EU citizens regularly living in Italy). If you are renewing your residence permit card, you will need a copy of your expired permit together with the post office receipts of your renewal application. For additional information on the residence permit for study purposes, please visit the [dedicated page](#)
  - **High school diploma** (obtained after **at least 11 years of studies and enabling admission in first level University degree under the laws of the Country of issuance**), both original version and related official sworn translation into Italian, or English
- a) **If the diploma has been achieved in one of the Countries listed in the following Automatic Recognition Database: <https://ardi.cimea.it/en>, it will be mandatory to send:**
- High school diploma, original version and related official sworn translation into Italian, or English
  - **Statement of Correspondence** of the diploma, downloaded from <https://ardi.cimea.it/en>
  - **Statement of Verification** of the diploma issued by **CIMEA** or, alternatively, legalization/apostille on both original and translated versions.



- b) If the diploma has been achieved in one of the Countries NOT listed in the following Automatic Recognition Database: <https://ardi.cimea.it/en> it will be mandatory to send:
- High school diploma, original version and related official sworn translation into Italian, or English
  - **Statement of Comparability and Statement of Verification** of the diploma issued by **CIMEA**.  
Alternatively to CIMEA statements, you can submit:  
**Declaration of equal value (DoV)** issued by the Italian Diplomatic mission (Embassy or Consulate) in the Country in charge of the education system where the diploma has been achieved, with legalization/apostille on both original and translated versions of the diploma.

For additional important information on international titles fit for admission to higher education, please check carefully the following document listing the most represented Countries among Sapienza international students and upload the related required documents in University: [go to the document](#)

If you obtained your qualification drawn up in English language, sworn translation into Italian is not necessary, the title can be submitted in English.

The whole mandatory set of documents has to be sent via email, in a single pdf, to [studentistranieri@uniroma1.it](mailto:studentistranieri@uniroma1.it) indicating the following **mandatory** subject: "Ready for enrolment in: name of the course + course code + student's ID (matricola) + student's name and surname".

Refer to [Peculiar cases section](#) for further information on degrees.

#### **Compensation year/s**

If you obtained your title at the end of a school education of **less than 11 years**, you have to submit also:

- in the event of a ten-year local school system: the academic transcript certifying the positive outcome of all the exams imposed for the first year of university studies. The transcript must be accompanied by a sworn translation into Italian or English. Both versions (original and translated) must have legalization or apostille;

Following titles can be accepted to compensate missing school year as well:

- an official Italian or international post-secondary study qualification, obtained in a non-university higher education, lasting at least one year in the case of a ten-year local school system

#### **PLEASE NOTE:**

**The Hello - International Student Office has the right to verify that all submitted documents are genuine, as well as to request any additional documents deemed necessary to confirm the authenticity of submitted qualifications and the possession of entry requirements.**



Therefore, if candidates submit a set of documents different from those listed above, Sapienza Hello - International Student Office has the right to ask for additional documents during the enrolment procedures in order to be in line with the evaluation policies stated by the Ministry of University and Research <https://www.studiare-in-italia.it/studentistranieri/>

**USEFUL LINKS:**

[International student office](#)

[International admissions](#)

[Foundation Year at Sapienza University of Rome](#)

**ADDITIONAL INFORMATION**

**Declaration of equal value (DoV):**

- It always has to be issued by the Italian Diplomatic mission (Embassy or Consulate) in the Country in charge of the education system where **each title** has been achieved.
- **All submitted qualifications (original and sworn translation), must be legalized (or with Apostille).**
- It is mandatory to submit one DoV for each title: High School Diploma and possible Compensation year/s (if any).
- Candidates can submit one single DOV, in which all titles are reported, only if they are achieved in the same Country and they refer to the same education system.
- Please make sure that the DoV states:
  1. the total number of school years attendance to achieve your title prior to university enrolment, and the possible Compensation year/s (if any);
  2. that the High school diploma achieved enables admission in first level University degree under the laws of the Country of issuance.