



SHORTENING OF THE DEGREE PROGRAM

International students asking for an evaluation of their previous University career abroad, in order to obtain a shortening of their degree program, have to **complete their first academic year enrolment** and proceed with following instructions within 30 days from the date of enrolment (see [Art. 17 in Student Regulations](#)):

- enable the institutional email as indicated in the [Email - Google apps page](#);
- open a ticket for **HELLO - International Student Office** through the [Ticketing](#) service, complete the [application form](#) for the shortening of the degree program and pay the 16,00 Euros duty stamp on line.

In addition to the application form, it is necessary to submit following documents:

IF YOU HAVE ACHIEVED YOUR UNIVERSITY DEGREE ABROAD

- **University-level qualification**, together with the academic transcript of records, both documents in original version and in official sworn translation into Italian (or into English).
 - a) **If the degree 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:**
 - University level qualification with related transcript of records of all taken exams, both in original version, with related official sworn translations into Italian, or English
 - **Statement of Correspondence** of the degree, downloaded from <https://ardi.cimea.it/en>
 - **Statement of Verification** of the degree and transcript of records issued by [CIMEA](#) or, alternatively, legalization/apostille on both original and translated versions.
 - b) **If the degree 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:**
 - University level qualification with related transcript of records of all taken exams, both in original version, with related official sworn translations into Italian, or English
 - **Statement of Comparability and Statement of Verification** of the degree issued by [CIMEA](#).
Alternatively to CIMEA statements, you can submit:
 - 1) **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 degree has been achieved, with legalization/apostille on both original and translated versions of the degree and transcript of records.
OR
 - 2) **Diploma Supplement** issued by the University where the degree has been achieved. It can be accepted only in case it displays all needed



information for the evaluation of the degree and it must be legalized (or with apostille).

- **Detailed University study plan for each learning activity** together with the total number of study hours, for theory and training, completed to obtain the international academic degree. This document has to be stamped and signed in original by the University, and has to be translated into Italian or English. This syllabus does not need an official translation.

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 add the related required documents in the ticketing service application: [click here for the document](#)

IF YOU HAVE NOT ACHIEVED YOUR UNIVERSITY DEGREE ABROAD

Students asking for a shortening based on a partial academic career, without a final degree achieved, have to submit

- the **transcript of records** of all taken exams, with related sworn translation into Italian or English. Original document and related sword translation must be duly legalized by the competent Italian Embassy/Consulate.
- **Detailed University study plan for each learning activity** together with the total number of study hours, for theory and training, completed to obtain the international academic degree. This document has to be stamped and signed in original by the University, and has to be translated into Italian or English. This syllabus does not need an official translation.

Once the documents are received, the Hello – International Student Office will verify them and in case the whole set is complete it will be sent to the competent Faculty students affairs office for the successive administrative process.

Academic evaluation of the student's request of shortening will be processed by the educational committee.

PLEASE NOTE

As for enrolment in a bachelor or in a master degree course **entirely taught in English** at Sapienza, **if the student achieved a diploma entirely in English language**, it is not necessary to send an official translation into Italian. The title can be submitted in English.

Additional information on the ticketing system are available here: [Student Forms](#)