

ADMISSION PROCEDURES for IED Undergraduate Programs in Italy (BA - IED Diploma - BAH validated by University of Westminster)

A. GENERAL ENTRY REQUIREMENTS

1. ENTRY REQUIREMENTS SET BY THE ITALIAN MINISTRY OF EDUCATION, UNIVERSITY AND RESEARCH

In order to be eligible for admission to a 1st Level Academic Diploma*, leading to an academic degree awarded by the Italian Ministry of Education, University and Research (MIUR) students must:

- hold a Secondary School Diploma that:
 - a. satisfies the requirements to enter university education in the awarding country
 - b. was conferred on completion of min. 12 years of previous global schooling**
- be proficient in the language of the chosen course (Italian/English);
- not be enrolled to any other course in any other Academy or University;
- be 18 years old by the end of the year in which the course starts***;
- comply with Admission and Enrollment procedures;

*Equivalent to a three-year Bachelor of Arts course.

**Students who do not comply with the minimum 12 years of previous global schooling may apply to the chosen course and obtain a IED Diploma. BA H courses validated by University of Westminster do not require 1.b.

Students attending the last year of Secondary School must provide an attendance certificate while waiting for the original diploma.

For any questions about a international diploma validity, applicants should contact the Italian Diplomatic Authorities in the country where their diploma was issued or visit the MIUR/AFAM website <http://www.studiare-in-italia.it/studentistranieri/>

For a complete list of Italian Diplomatic Authorities worldwide, please visit the Ministry website: <http://www.esteri.it/MAE/IT/Ministero/Servizi/Italiani/Rappresentanze/>

***If under 18 at the moment of Application/Enrollment, the person exercising Parental Authority must countersign all documents and send a valid identity document.

2. LANGUAGE REQUIREMENTS*

Courses in Italian

BA / IED Diploma courses

To get the most out of the courses that carry accreditation from the MIUR/AFAM Italian system a level B2 of language proficiency in Italian (as established by the Common European Framework of Reference for Languages-CEFR) is recommended.

To prove the necessary language proficiency the applicant has to present a language certificate issued by authorised bodies or undergo a language assessment test (please see point 2.2).

Moreover in some Non-EU countries, Italian Authorities may ask international students to fulfill a minimum Italian language requirement, including a minimum number of hours of Italian language studies, in order to issue a Visa. Students who wish to access a BA Course in Italian should therefore investigate in their home country about this requirement and how many hours of Italian language study they need. They are generally 160 hours for Spanish and Portuguese speaking countries; 360 hours for Eastern Europe countries; 500 hours for Far East and Middle East countries.

Courses in English

BA / IED Diploma courses

To get the most out of the courses that carry accreditation from the MIUR/AFAM Italian system a level 5.5 IELTS (68 TOEFL IBT or equivalent) of language proficiency in English is recommended. To prove the necessary language proficiency the applicant has to present a language certificate issued by authorised bodies or undergo a language assessment test (please see point 2.2).

BA H validated by Westminster

For Bachelor of Arts with Honours Degree courses that carry accreditation from the University of Westminster, a level of language proficiency in English of IELTS 6.0 (or TOEFL IBT 79-80) is required. To prove the necessary language proficiency the applicant has to present a language certificate issued by authorised bodies and undergo a language assessment test (please see point 2.2).

*This section does not apply to mothertongue students.

2.1. IED LANGUAGE REQUIREMENTS*

IED believes that the proficiency language level should be reached by all students, at the latest, before the beginning of the 2nd year of the course. IED allows admission to the first year of the course to students who can demonstrate a A2/B1 level of proficiency provided that there is a serious commitment to reach the B2 level within the timeframe indicated above.

There are two ways for an applicant to prove that he or she has the necessary language proficiency and learning capacity:

- a. present a language proficiency certificate;
- b. in case of absence of a certificate, take the IED online Language Assessment Test.

The Language Assessment Test will evaluate the feasibility of the above opportunity and the amount of academic debits, if any, that the students will have to fill:

- Level B2 or higher, student will be directly accepted;
- Level A2/B1 student will have to attend the mandatory Prerequisite Language Course.

The Prerequisite Language Course aims at enhancing conversation and vocabulary skills with a focus on design specific terms to allow a better participation to the classes. If they do not reach Level B2 at the end of the first module, they will continue with the extracurricular

language module achieving the targeted language proficiency level within the timeframe indicated above.

The cost of the Prerequisite course and of the extracurricular language courses are not included and must be added to the Course Enrolment and Tuition Fees.

If you have any questions regarding your eligibility and/or language entry requirements, please don't hesitate to contact your Advisor.

*This section does not apply to mothertongue students.

B. ADMISSION AND ENROLMENT PROCESS

To gain admission to the selected Undergraduate course students must comply with IED Online Admission procedures on <http://admission.ied.it>.

IED Online Admission process foresees four steps:

- 1) **Pre-enrolment process**
- 2) **Admission interview**
- 3) **Enrolment confirmation process**
- 4) **Matriculation process**

Suggested timing:

Applications are open until the beginning of the course (October), however to comply with the Ministerial entry requirements and its strict level of quality, and in order to guarantee the effective interaction among teaching staff and students, IED has a restricted number of available places to its Undergraduate courses. To be assured of having a place in the class applicants will have to complete the enrolment process as specified in point 3.

Non-european students must also comply with MIUR Pre-enrolment procedures (please check point 1.1). Non-european students are suggested to complete steps 1 to 3 at the latest in June/July as MIUR Pre-enrolment and VISA procedures may take long time and follow specific time frames (please check point 3.3.).

European students may complete steps 1 to 3 before the beginning of the course, however they should consider that the Pre-requisite language course (if necessary) is held in september.

1. PRE-ENROLMENT PROCESS

a. Obtain login credentials: in order to start IED Online Admission process, students should get in touch with IED by requesting information through the website or directly clicking on APPLY NOW in the webpage of the relevant course. Check available courses on www.ied.edu. Login credentials will be sent to students via Email.

b. Login to <http://admission.ied.it>. and fill the forms with Personal Information.

c. Submit Minimum documents:

Compulsory documents for all courses (Required to access the Admission Interview):

- Pre-enrolment form and Privacy-sheet duly filled and signed (Downloadable from the documents section of the personal area on <http://admission.ied.it>.)
- Letter of motivation in the language of the chosen course;
- Copy of Identity document (National ID for EU Students / valid Passport for Non-EU students);

Suggested documents *:

- Supporting Portfolio of max 8MB;
- Certificate of Proficiency in the language of the chosen course, in compliance with language requirements of the course (if not available the student will have to take the Language Assessment Test);

*BA H validated by Westminster course requires as compulsory also the suggested documents: the supporting Portfolio must be submitted before the Admission Interview, the Language certificate can be submitted during the first year (please check point 2.1 for further details).

Compulsory extra documents (Not mandatory to access the Admission Interview but necessary to complete the Enrolment process):

- Copy of valid Secondary School Diploma or high school qualification, translated into Italian or English.

Please note: Students with a Foreign Secondary School Diploma applying to BA course (1st Level Academic Diploma) must also submit:

- Declaration of local Value of the Secondary School diploma issued by Italian Diplomatic Authorities in the awarding country;

d. Submit extra documents for Transfer Procedure if required (please check point 5 and PDF Transfer)

1.1 Non-european Students - Pre-Enrollment MIUR process*

In order to be eligible for admission to a 1st Level Academic Diploma, leading to an academic degree awarded by the Italian Ministry of Education, University and Research (MIUR), non-European students must undergo the pre-enrolment MIUR process at the Italian Embassy or Consulate and submit to the relevant Italian Diplomatic Authorities the documents foreseen by the law regulating access to Italian Universities. Please find more details HERE: <http://www.studiare-in-italia.it/studentistranieri/1-1.html#uno1>

*Non-European students applying to IED Diploma courses or BA H validated by Westminster courses will NOT have to undergo the Pre-enrolment and validation of documents procedure described below.

Pre-enrolment and validation of documents at the Italian Diplomatic Authorities

Students should contact and set an appointment to visit the Italian Embassy or Consulate in their residence country (dates should be checked with the Italian Embassy or Consulate) bringing the following documents:

- MIUR/AFAM Pre-enrolment form
- Original of their official Secondary School Diploma (and University transcripts if available);
- Two passport pictures (one of which authenticated by the Italian Embassy or Consulate);
- Certificate attesting that the University Entrance Exam in the student's country of origin has been passed (only if that country requires this type of exam).

This will allow students to obtain:

a. the translation - by a certified translator - of the applicant's original Secondary School Diploma (or substitute certificate), legalised by the competent authorities in the country where the diploma was issued.

b. the Declaration of Local Value (Dichiarazione di Valore in Loco) related to the student's Secondary School Diploma.

This document certifies that the qualification obtained in the country of residence is valid for accessing Italian Universities/Academies.

These documents will be either sent to IED directly by the Italian Diplomatic Authorities in the applicant's country of residence or issued to him/her directly. In the latter case, students must submit them to IED International Admission Office through Online Admission Procedure.

For any questions about this procedure, applicants should contact the Italian diplomatic authorities in the country where the diploma was issued or visit the MIUR/AFAM website <http://www.studiare-in-italia.it/studentistranieri/2.html>

In some countries Pre-enrolment MIUR process must be done together with application for a VISA; Non-European students are advised to contact as soon as possible the Italian Diplomatic Authorities in their countries for further information on the Pre-enrolment, VISA and language issues, as requirements are often subject to change. Since this process can take one month or more, applicants should ensure that all the procedures are started in good time.

For detailed information please check point 3.3 and www.esteri.it/visti/index_eng.asp

Please Note:

Students who want to Transfer from another University Academy outside of Italy must follow the Transfer Procedure (please see point 5 and PDF Transfer) and be prepared to submit additional documents at the Italian Diplomatic Authorities in order to obtain the proper VISA.

Students who want to enroll to a University/Institute different from the one indicated at the moment of Pre-enrolment must follow the 'Re-assignment' procedure (Please check PDF Re-assignment)

1.2 European Students

European students must NOT undergo the Pre-enrollment procedure described at 1.1 but they will need to obtain the declaration of Local Value of their Secondary School Diploma. Please check the MIUR/AFAM website :

<http://www.studiare-in-italia.it/studentistranieri/1-2.html#unobis3>

2. THE ADMISSION INTERVIEW

IED welcomes applications from all prospective students and wishes to accept students with the best potential, irrespective of their background. The purpose of the admission interview is to understand the student's motivation and attitudes in undertaking the chosen IED course and their level of comprehension of the language in which it is delivered.

A strong motivation and strong awareness of the contents of the BA/IED Diploma/BA H course and sufficient familiarity with the language are the best guarantee that the students will get the most out of their three-year academic degree experience.

As soon as the minimum documents have been uploaded by the student in his/her personal area on <http://admission.ied.it> and checked by IED, applicants will be allowed to undertake the Admission Interview. In order to facilitate the admission process, IED offers the possibility to go through the whole admission interview process (including the motivation interview and the language assessment test) on-line using SKYPE as a platform. For this test a PC with Webcam, microphone, headset and speaker, a fast Internet connection (minimum ADSL 4Mb) and a Skype account are required. An on-site interview can be organized in special cases if the students are in Italy. The dates and time of the interview will be jointly agreed directly with IED Admission office.

Please note:

Applicants who do not pass the Admission interview, can repeat it up to two more times at no extra cost within the end of August. Students who are unable to participate to the test interview on the time and day originally booked with the Admission office must give IED written notice. If this is not done, a new admission interview must be booked and a fee of € 150 will be charged.

The Admission Interview consists of:

- Motivational Interview (for applicants with a language certificate)
- Language Assessment Test (for applicants without a language certificate and for BA H validated by Westminster applicants)

2.1. The Motivational Interview

The Motivational Interview aims at evaluating the student's general cultural level in connection with attitudes, motivations and knowledge of the arts, design, communication and new technologies. During the interview, applicants have the opportunity to show what their academic expectations are and how they think they can contribute to the success of the course they have selected. The lack of specific preparation in some of the above subjects, due to students different educational background, will not result in prejudice to the final admission, on condition that the motivational attitude tested throughout the interview has been evaluated positively.

The Motivational Interview is based on:

- a)** a motivation letter: it will be the major topic of the interview and of the language assessment test, therefore students should explain

the reasons that drove them to select the course they want to be admitted to, the contribution they think they can bring to the success of this course and what they expect from their experience at IED. Without this document the Admission Test Interview cannot be booked.

b) a supporting digital portfolio (not compulsory*): IED invites applicants to submit a portfolio, when available, which may include drawings/illustrations, computer graphics projects, photos, research projects/dissertation projects on relevant topics, videos and any documentation regarding the applicant's own hobbies/interests etc with a maximum size of 8MB. The works should provide indications of the applicant's creative potential and, if possible, give some insight into the chosen area of study. If a proper portfolio is not available, the examination board would be glad to see a collection of works done in the past.

*Portfolio is compulsory for BA H validated by Westminster and some other courses, please check with your Advisor:

IED and the University of Westminster require applicants to submit a digital portfolio which may include drawings/illustrations, computer graphics projects, photos, research/dissertation projects on relevant topics, videos and any documentation regarding the applicant's own hobbies/interests. The works should provide indications on the applicant's creative potential and, if possible, give some insight into the chosen area of study. The following information is for your guidance in portfolio building.

Fashion Marketing: majors need to show an attitude for analysis and creative problem solving. Applicants must: electronically submit a 500-600 word essay describing a situation combining analysis and creativity to solve a specific problem. The problem can be of any entity and within any preferred field (personal, school based, social etc). The essay must be submitted in Pdf format, and the file must not be larger than 8MB.

Fashion Communication: majors need to show an attitude for innovative thinking and creativity. Applicants must: electronically submit a portfolio of at least 8 and no more than 10 images (no originals) demonstrating their creativity and ability to represent ideas visually. Portfolio images can include drawings, photographs, paintings, photo-collage, computer sketches or a combination of all media. Images must be in jpeg format, The Portfolio must not be larger than 8MB.

The Admission committee is more interested in the thinking process and method rather than the reached solution.

2.2. The Language Assessment Test

In absence of a Language Certificate stating the level of proficiency in the language of the chosen course, the Language Assessment Test aims at evaluating the language proficiency of the students and their capacity to reach the minimum levels required at the beginning of the 1st year. The online assessment test is carried out through Skype conference with one of IED language professors. The language test lasts about 20 minutes and comprises a series of questions divided into three categories:

- basic questions about the applicant's everyday life and motivations;
- intermediate questions that call for a concept or an idea to be developed;
- complex questions that call for abstract concepts to be developed and an explanation about a selected topic.

If you have any questions regarding the Admission Interview, please don't hesitate to contact your Advisor

3. ENROLMENT CONFIRMATION

3.1 Admission Confirmation

After the Admission Interview, applicants will receive from IED:

- a. Certificate of Admission;
- b. Enrolment Form
- c. IED regulations and the approval declaration form of Consensus to the personal data treatment according to the Italian Privacy law 196/2003.
- d. Cover letter
- e. Instructions for payment

This will complete the admission phase, but will not guarantee the enrolment in the course.

Please note: Transfer students will receive in this phase the personal Study Curriculum to be signed for approval (please see point 5 and PDF Transfer for further details).

3.2 Enrolment Confirmation

To be assured of having a place in the course, applicants will have to confirm the enrolment by returning (b.) and (c.) duly filled and signed, together with the proof of payment of the Enrolment Fee and Regional Tax (if required). The criterion used to determine the completion of the enrolment process is the submission date of the payment.

As soon as IED receives (b.) and (c.) duly filled and signed together with the proof of payment of the due amounts the Enrollment Kit (which confirms the enrolment in the course) will be made available on the student's personal area.

Non-European students will be sent originals of the Enrollment Kit documents. These documents, which include Enrollment Certificates, are necessary for applying for a Student Visa at the Italian Embassy or Consulate.

3.3. Non-European Students - VISA Process

Applicants from outside the EU must apply for a student VISA* at the nearest Italian Embassy or Consulate prior to leaving their home country. Applicants should be prepared to submit the following documents in original (no photocopies are accepted):

- a. a valid Passport;
- b. IED Enrollment kit;
- c. proof of sufficient funds to support their stay in Italy (bank documentation is required in some countries);
- d. evidence of private health insurance.
- e. other documents: check with the local Embassy/Consulate

IED recommends students to apply for a multi-entry Schengen Visa whenever possible.

Non-European students are advised to contact as soon as possible the Italian Diplomatic Authorities in their countries for further information on VISA issues, as requirements are often subject to change. Since this process can take one month or more, applicants should ensure that all the procedures are started in good time.

*Please consider that the kind of VISA to be required (and the timeframe/deadline for application) is different between BA Students - IED Diploma students - BA H validated by Westminster students - Transfer Students - Exchange Students - Turandot and Marco Polo Students. Please check with your local Embassy/Consulate

In case of VISA refusal proven by official letter of Italian Diplomatic Authorities the Enrollment Fee already paid will be refund.

If you have any questions regarding the VISA process and refund policy, please don't hesitate to contact your Advisor.

3.4 European Students

EU students do not need a student VISA to enter Italy. However, when they stay in Italy for longer than 3 months, the law requires them to register at the local registry office (Anagrafe), for which they need:

- a. a valid passport or Identification Document;
- b. the Enrolment certificate from IED;
- c. evidence of private health insurance/European Sanitary Card.

All international students starting a long course at IED are strongly recommended to register at the Anagrafe.

4. MATRICULATION

To complete matriculation to the chosen course, students must proceed to:

- the payment of the first module of the Prerequisite Course fee (only if required and not later than the end of August);
- the payment of the first year Tuition Fee no later than the end of October;
- complete the Documents section in the Personal Area with all required documents.
- Non -EU students: the application for a Residence Permit (Permesso di Soggiorno) to be requested through the Italian Post Office within 8 days from the arrival in Italy;

Students with incomplete dossiers and/or payments will not be admitted to exams.

If you have any questions regarding the whole Pre-enrolment - Admission - Enrollment Process please don't hesitate to contact your Advisor.

5. TRANSFER STUDENTS

Students already enrolled to other Universities/Academies/Institutes in Italy or Abroad may apply to IED Undergraduate Programs with Credit Recognition following the Transfer Procedure.

In order to start the transfer procedure your academic curriculum will have to be evaluated by our Academic Commission.

The evaluation may let you enter at the first year with credits recognized or at the second year (with debits). In addition to the documents required for admission process IED needs to receive some additional documents.

Once IED has received all this documentation, the Academic Council will appraise the application's suitability. If admitted the applicant will have to go on with the Admission Procedure and to undersign the Course Structure. Please check pdf TRANSFER for further details.

CHECKLIST ADMISSION/ENROLLMENT DOCUMENTS

IED Undergraduate Programs in Italy

Bachelor of Arts (Diploma Accademico di I livello)

Minimum documents to access Admission Interview

- Pre-enrolment form and Privacy-sheet duly filled and signed
- Letter of motivation in the language of the chosen course;
- Copy of Identity document (valid Passport for non-european students);

Suggested Documents

- Supporting Portfolio of max 8MB;
- Certificate of Proficiency in the language of the chosen course, in compliance with language requirements of the course (if not available the student will have to take the Language Assessment Test);

To complete the dossier

- Copy of valid Secondary School Diploma or high school qualification, translated into Italian or English. (min 12 years of education, and positive result of the exam giving access to local University if required in the awarding country).
Students with a Foreign Secondary School Diploma must also submit
- Declaration of local Value issued by the Italian Embassy or Consulate;

CHECKLIST ADMISSION/ENROLLMENT DOCUMENTS

IED Undergraduate Programs in Italy

IED Diploma

Minimum documents to access Admission Interview

- Pre-enrolment form and Privacy-sheet duly filled and signed
- Letter of motivation in the language of the chosen course;
- Copy of Identity document (valid Passport for non-european students);

Suggested Documents

- Supporting Portfolio of max 8MB;
- Certificate of Proficiency in the language of the chosen course, in compliance with language requirements of the course (if not available the student will have to take the Language Assessment Test);

To complete the dossier

- Copy of valid Secondary School Diploma or high school qualification, translated into Italian or English.

CHECKLIST ADMISSION/ENROLLMENT DOCUMENTS

IED Undergraduate Programs in Italy

Bachelor of Arts with Honors validated by University of Westminster

Minimum documents to access Admission Interview

- Pre-enrolment form and Privacy-sheet duly filled and signed
- Letter of motivation in the language of the chosen course;
- Copy of Identity document (valid Passport for non-european students);
- Supporting Portfolio of max 8MB;

To complete the dossier

- Copy of valid Secondary School Diploma or high school qualification, translated into English.
- Certificate of Proficiency in the language of the chosen course, in compliance with language requirements of the course