First-level degree programme – Bachelor’s

in

Economics and Finance - CLEF

Call for Applications A.Y. 2018-2019

This is an adapted translation in English of the original Call for Applications (“Bando di Ammissione”) in Italian and it is made only for publicity purposes. For enforcing the call, resolving any dispute and for all legal purposes only the Italian version of the act is valid, and prevailing with regard to the exact interpretation of the rules contained within, also in case of potential disputes.
1. INTRODUCTION

Dear Student,

Thank you for your interest in our Bachelor’s Degree in Economics and Finance (CLEF) of the University of Bologna. If you wish to know more about it, please check our website www.clef.unibo.it, where you will find information such as programme profile, learning outcomes, study plan, contact details, etc.

CLEF has a limited number of places available, and admission is based on the assessment of candidates’ skills. Applying entails a number of steps: please read this document thoroughly to find out how to take part in the selection, and eventually how to enrol. As we go through the admissions procedure in detail, important dates and deadlines for every step will be provided. An overview of these dates and deadlines can be found in the table on par. 12. Please note: all candidates, including transferring students from other degree programmes (either of the University of Bologna or from other Universities), will be required to follow the same selection procedure explained in the next pages.
2. AVAILABLE POSITIONS:

EU and EU-assimilated citizens: 75 positions
Non-EU citizens living outside of Italy: 40 positions
Special programmes (if any): 5 positions

Should places reserved to non-EU citizens and for Special programmes be not fully covered, more positions will be available to EU or EU-assimilated candidates.

2.1 Which group of students do I belong to?

EU citizens:

Citizens of: Austria, Belgium, Bulgaria, Croatia, Denmark, Finland, France, Germany, Great Britain, Greece, Ireland, Italy, Luxembourg, the Netherlands, Portugal, Spain, Sweden, Cyprus, Estonia, Latvia, Lithuania, Malta, Poland, Czech Republic, Romania, Slovenia, Slovakia, Hungary.

EU-assimilated citizens:

− you are a citizen of Norway, Iceland, Liechtenstein, Switzerland and San Marino;

− you are a citizen of a non-EU country, but you have one of the following residence permits, issued by the Italian Government (non-EU students with EU equivalent status):
  - for the purpose of employment or self-employment
  - for family reasons
  - for political or humanitarian asylum
  - for religious reasons
  - EU permit for long-term residents (previously, EC residence permit for long-term residents or residence card)

− you are a citizen of a non-EU country, but you have been residing in Italy for at least one year and you hold a qualification obtained in Italy, which gives you access to the degree programme of choice;

− you are a citizen of a non-EU country and you are enrolled in a degree programme at an Italian university, you hold a valid residence permit for study purposes, you have been a resident in Italy for at least one year, and you intend to apply for a transfer or change of programme;

− you or one of your parents or your spouse is in service at a foreign Diplomatic Representation or international organization working in Italy, accredited with the Italian Government or the Holy See.

Important: if you have applied for political asylum, consult the information about support and exemptions for refugees available at this link:
Non-EU citizens living outside of Italy:
Citizens of a country that is not a member of the European Union, who do not have the requirements to be considered as equivalent (assimilated) to EU citizens - see above. The Italian Ministry of Education, University and Research - MIUR defines the regulations for the admission of non-EU citizens living outside of Italy. More details available here: http://www.studiare-in-italia.it/studentistranieri/

3. ADMISSION REQUIREMENTS

3.1 English language requirements:

To take part in the selection your English must be at least at B2 level (according to the European Council scale QCER), and you should provide evidence of it. Here is the list of language certificates that we can accept, as long as they are obtained not earlier than 1st February 2016:

- FCE - First Certificate in English;
- Business English Certificate Vantage;
- BEC - Business English Certificate Higher;
- IELTS (Academic) minimum score 5.5 out of 9;
- TOEFL (valid) 78 out of 120 (internet based);
- CAE - Certificate in Advanced English;
- CPE - Certificate of Proficiency in English;
- Trinity College London Integrated Skills in English (ISE) – modules ISE II, ISE III or ISE IV

The following can be considered as equivalent to language certificates (the 1st February 2016 date in this case does not apply):

- International Baccalaureate (IB), High School diploma or General Certificate of Education (GCE), obtained in English;
- Declaration stating your English native speaker status (i.e. Italian or non-Italian citizens who are fluent in English due to family history or country of raising);

Italian language requirement: Non-Italian candidates enrolling in a degree course taught in Italian at an Italian University are normally requested to take an Italian language test in order to assess their knowledge of such language. If you are a non-Italian citizen and you are admitted to CLEF, however, no Italian language is required and you will be exempted from taking the test, because CLEF is taught in English.
3.2 Candidates with non-Italian secondary school-leaving certificates:

*Make sure that your secondary school-leaving certificate complies with all the requirements below. If it does not, even if you apply and are selected, you will not then be able to enrol.*

If you are completing your secondary school education at a non-Italian secondary school, please consider the following mandatory regulations by the Italian Ministry of Education, University and Research:

In order to be admitted to an Italian Bachelor’s Programme (First-Cycle Degree), as it is CLEF, your **school leaving certificate** must meet these requirements:

- **a)** Must be obtained following a period of schooling of at least **12 years** (12 years must be the official length of schooling in a specific education system);
- **b)** It is obtained following a final period of at least 2 years, successfully passed, in a specific school system;
- **c)** Must allow access, in your own country of reference, to a Degree programme similar to Economics and Finance. If entrance exams are established for university admission in your country (e.g. the Selectividad in Spain) you must pass this academic test.

**Important:**

- **a)** If your overall schooling period lasts less than **12 years**, it is essential that you have **fully completed** (and have passed all the required exams for) **one** of the following:
  1. the full first year of university (in the case of local school systems of 11 years);
  2. the full first two years of university (in the case of local school systems of 10 years); You will need to show proof of a)1 or a)2 by providing the related academic qualifications/transcripts.
  3. An Italian or non-Italian title of post-secondary (= Higher Education) studies in subjects related to Economics and Finance, obtained from a university or non-university institution (as long as it is HE), certifying at least one year of studies (in the case of local school systems of 11 years) or two years of studies (in the case of local school systems of 10 years); e.g. foundation courses.
  4. Certificates issued by other Italian universities stating that you attended preparatory courses (e.g. foundation courses) and passed the related exams, covering for the school year that you lack.

- **b)** If you hold a qualification obtained following a final period of less than two years (all successfully passed) in a foreign educational system (i.e. during the **mobility abroad at the fourth year of the Italian Secondary School**) you may be granted conditional admission to selections for degree programmes. The suitability of such qualifications for admission is assessed individually on the basis of the consistency of the whole educational path with the chosen degree programme. **To find out in advance whether your qualification is valid for admission**, you can submit your case via email to the International Desk (internationaldesk@unibo.it). Please specify the degree programme you are interested in and attach a copy of your qualification and the syllabi of all the courses you’ve attended during your mobility period abroad, which must be translated into Italian unless they are in French, English, German or Spanish. The assessment is exclusively in relation to admission to the chosen degree programme and is valid for one
academic year only. Important! The assessment of your qualification takes a long time. Please contact the relevant offices well in advance.

The actual achievement of the qualification will be checked during your official enrolment, where you will have to submit the original papers to the Student Administration Office.

**Important for transfer students:** The exams passed in the academic year(s) that you need to fulfil the 12 years of schooling requirement cannot be transferred and used as credits for CLEF. You can ask to transfer previously-obtained university credits to CLEF only if your university years exceed those needed to integrate the 12 years’ requirement. E.g.: if the school system in your country of reference is one of 11 years, and you have one complete year at university, the exams you passed in that year cannot be transferred to CLEF and you can only enrol in the first year of the programme.

For further information regarding international school-leaving diplomas, please contact the local **Italian Consulate or Embassy in the country** where the diploma was issued, or alternatively, the University of Bologna International Desk (**internationaldesk@unibo.it**).

**Special regulations apply to some specific qualifications:**

**US High School diploma**
Candidates holding a US High School Diploma, issued by an American high school in the US or by an American school in other countries, in order to be eligible to enrol to Italian University must, alternatively:

1) have earned at least 3 US Advanced Placements (APs), passed with a minimum grade of 3 out of 5, in **subjects related to Economics and Finance**.

2) have successfully completed two years of college/university education (and be admitted to the third year)

3) have successfully completed one year of college education (and be admitted to the second year) and have earned at least 4 US Advanced Placements (APs) in subjects related to Economics and Finance.

APs in Italian cannot be considered valid when applying to a degree course taught in English.

Please remember that APs are courses accredited by the **College Board**. You can have the College Board send your test results to the University of Bologna (recipient code 6993) and thereby avoid the legalization of their certification. Please note that The American High School Diploma alone is NOT valid.

**GCE (from the British school system)**
With a British GCE secondary qualification, you can be eligible if you have at least 3 A-levels in different subjects related to Economics and Finance. A-levels in Italian cannot be considered valid when applying to a degree course taught in English.

**Apolytirion**
Candidates holding the Greek certificate “Apolytirion” need to have passed it with an overall mark of at least 10/20, and to have obtained a “Veveossi Prosvassis” certificate (special regulations apply to those who obtained the “Apolytirion” before 1999). The points 2 and 3.a) of this paragraph stay valid too

**International Baccalaureate Diploma**
The International Baccalaureate (IB) Diploma is valid for admission to Italian universities, whereas the International Baccalaureate Certificate and the IB Diploma Programme courses are not valid for admission. We can only accept full IB Diplomas.

**Other:**
- If, in your home country, admission to university-level studies is subject to special exams, you must give evidence to have passed such selections with the required minimum scores (e.g. *Gao Kao, Veveosi Prosvasis, Matura, YGS, Vestibular/ENEM*) in order to enrol in any Italian university.

- Special agreements apply as for graduates from school listed in this file [http://www.studiare-in-italia.it/studentistranieri/moduli/2018/allegato2.pdf](http://www.studiare-in-italia.it/studentistranieri/moduli/2018/allegato2.pdf);

It is important that your secondary school-leaving certificate comply with all the requirements above. In case it does not, you may not be able to enrol. The information on this paragraph are updated to march 2017. If you have doubts it is a good idea, however, to get in contact with the local Italian Consulate or Embassy in the country where the diploma was issued and/or the University of Bologna International Desk (internationaldesk@unibo.it).

### 4. TRANSFERRING STUDENTS

If you wish to transfer to CLEF from another course of the University of Bologna, or from another Italian or non-Italian University, or if you wish to transfer to CLEF after having already completed another Bachelor’s degree, **you will have to follow the same admission process, up to enrolment, as all other applicants**. Once you are admitted, if you wish, you can apply for the recognition within CLEF of the exams you took at your previous University course. Transfers with recognition of exams are acceptable only if you have more than 12 years of schooling

For more information on transfers and recognition of previous exams, please check this page and the related links:
[hpcors.unibo.it/1Cycle/EconomicsFinance/Pages/transferring-to-clef-from-another-university.aspx](http://corsi.unibo.it/1Cycle/EconomicsFinance/Pages/transferring-to-clef-from-another-university.aspx)

### 5. SELECTION CRITERIA

1 Applying for exam recognition means asking that exams from your previous academic career be recognised as CLEF exams. The CLEF Programme Board may assess your application, by checking the extent to which the exams you took in your previous University compare and match CLEF’s. The Degree Programme Board will decide whether to enrol you in the first, second or third year of the programme, according to the number of credits recognised. N.B. If you provided any extra academic certification, in addition to your secondary school diploma, in order to fulfil the ‘12 years of schooling’ requirement, the exam passed in the academic year(s) that you need to comply with such requirement cannot be transferred and used as credits for CLEF. You can ask to transfer previously-obtained university credits to CLEF only if your university years exceed those needed to integrate the 12 years’ requirement.
For 2018-2019 academic year, which will start in September 2018, some admissions rounds (or intakes) are planned, based on the scores of different tests. A specific Admission Board will assess all valid applications and issue admission rankings (see par. 6). Here is an outline of selection modes with deadlines; below, a more detailed description of each test:

### 1st Round
- **WHO:** EU and EU-assimilated citizens only: 35 places
- **WHEN:** registration to the selection from 14 February to 14 March 2018, 1 pm.
- **HOW:** by submitting scores in ONE of the following:
  - SAT General Test score
  - TOLC-E + B2 level language certificate (one between those listed in par. 3.1)
  - TOLC-I + B2 level language certificate (one between those listed in par. 3.1)

### 2nd Round
- **WHO:** Non-EU students resident outside of Italy only: 40 places
- **WHEN:** registration to the selection from 14 February to 12 April 2018, 1 pm.
- **HOW:** by submitting:
  - SAT General Test score

### 3rd Round
- **WHO:** EU and EU-assimilated citizens only: 40 places
- **WHEN:** registration to the selection from 7 May to 13 June 2018, 1 pm.
- **HOW:** by submitting scores in ONE of the following:
  - SAT General Test score
  - TOLC-E + B2 level language certificate (one between those listed in par. 3.1)
  - TOLC-I + B2 level language certificate (one between those listed in par. 3.1)

Those above are the official intakes. Should any place be still available after the 1st, 2nd and 3rd round of
admissions, a 4th round will be open, to European and European-assimilated students only:

- **Registration to the selection:** from 1 August to 4 September 2018
- **Admission modes:** submitting scores in one of the following:
  - SAT General Test score
  - TOLC-E + B2 level language certificate (one between those listed in par. 3.1)
  - TOLC-I + B2 level language certificate (one between those listed in par. 3.1)

### 5.1 SAT

The SAT is a standardized test used to apply to colleges and universities in the US and in Italy. It assesses your critical thinking and problem solving skills in maths, reading and writing. It is managed by College Board: for information on the test such as dates, prices, test centres, deadlines and score reports please check College Board website [www.collegeboard.org](http://www.collegeboard.org). We can accept SAT certificates obtained starting from 1st February 2016.

If you decide to take part in the selection through SAT, **it is essential that you comply with all of the following points:**

- When you register on our Portal (Studenti Online – see par.7), in the “private email” field you must provide the same personal email address that you used at the moment of registration on the College Board website.
- You must [ask College Board to forward your SAT scores to the University of Bologna](https://collegereadiness.collegeboard.org/sat/scores/sending-scores/how-to-send), using code 6993, as soon as you can. You can do this directly from the College Board website.
- In any case, we will consider only scores arrived to Unibo no later than the following dates:

<table>
<thead>
<tr>
<th>Round</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st round</td>
<td>14 March 2018</td>
</tr>
<tr>
<td>2nd round</td>
<td>12 April 2018</td>
</tr>
<tr>
<td>3rd round</td>
<td>13 June 2018</td>
</tr>
<tr>
<td>4th round*</td>
<td>4 September 2018</td>
</tr>
</tbody>
</table>

It is important, therefore, to check with College Board the SAT score delivery times.

Candidates with SAT are exempt from submitting an English language certificate. If you have taken more than one SAT General test starting from 1st February 2016 and have correctly sent all the scores to Unibo within the deadlines, Unibo will consider that with the highest score.

The School of Economics, Management and Statistics is now a SAT Center and will host a test on 5 May 2018.

For registration and information, please refer to the College Board website.

* This round of intakes will be activated only if there are places left from the previous rounds

### 5.2 TOLC-E, TOLC-I

The CISIA Online Tests (TOLC-E and TOLC-I) are computer-based tests managed by the Consortium of Inter-University Integrated Access Systems (CISIA). Both TOLC-I and TOLC-E are in Italian only, which is why
candidates who submit scores from one of these two tests are also requested to provide evidence of English language competency (strictly among those listed in par. 3.1). TOLC tests do include some questions in English which, however, will not be considered for the purpose of language assessment. TOLCs taken starting from 1st February 2016 up to the day before each selection deadlines will be considered valid. If you took or are going to take more than one TOLC test, Unibo will consider that with the higher score.
As with the SAT, the University of Bologna does not directly manage TOLC tests. For information, prices, deadlines, score reports, dates and test centres, please check CISIA website www.cisiaonline.it.
To learn how to apply via TOLC on our Portal (Studenti Online), please check par. 7.

6. APPLYING TO THE SELECTION PROCEDURE

| 1st ROUND – for EU and EU assimilated candidates: from 14 Feb to 14 March 2018 (1pm) |
| 2nd ROUND – for non-EU candidates resident outside of Italy: from 14 Feb to 12 April 2018 (1pm) |
| 3rd ROUND - for EU and EU assimilated candidates: from 7 May to 13 June 2018 (1pm) |
| 4th ROUND - for EU and EU assimilated candidates*: from 1 Aug to 4 Sept 2018 (1pm) |
| * NB This round of intakes will be activated only if there are places left from the previous rounds |

In order to apply to the selection procedure, follow these steps:

**FIRST STEP**

1) Connect to www.studenti.unibo.it (StudentiOnline) and create your personal user ID and password, by clicking on ‘Se non sei ancora registrato: Registrati’ (you can then switch to English by clicking on the top left button).

2) Registration with Tax ID: in case you are a foreign student and you do not have an Italian Tax Code (Codice Fiscale), click on “International students registration” and fill in the form to create your user ID and password.

3) Go on and register by providing the required information. **Important!** If you are applying through SAT, it is essential that in the “private email” field you provide the same personal email address that you used at the moment of your SAT registration on the College Board website. We will not be able to assess your application if you do not.

4) After your first access, you will be asked to change your password. Please remember your Username and Password as they will be always required to access your profile.

**SECOND STEP**
1) Access the Portal www.studenti.unibo.it (Studenti Online). You can switch to the English version from the top left button.

2) Click on “Entrance exams or requirements check” > “First cycle degree programme” > “Economics and Finance/Economia e Finanza - CLEF” > Select the right option: are you a EU or EU-assimilated citizen, or a non-EU citizen living outside of Italy? (check par. 2.1 if you have doubts).

3) Indicate how you are choosing to be selected through the specific drop-down menu: for EU + EU-assimilated candidates: one between SAT, TOLC-E or TOLC-I. For non-EU candidates: only SAT. Please be sure of your choice: after you have made it, you cannot change your mind!

4) Upload all the required documents in .pdf format:

   **EU and EU assimilated candidates:**
   - If you chose TOLC-E or TOLC-I:
     - ID
     - English certificate (one between those listed in par. 3.1)
     - Copy of your permit of stay (for EU-assimilated candidates)
   - If you chose SAT:
     - ID
     - Copy of your permit of stay (for EU-assimilated candidates)

   **Non-EU candidates:**
   - ID (passport)

   N.B. such documents must be submitted via Studenti Online only, and not by email or by post.

5) Pay an application fee of €20,00, not refundable and to be forwarded by the deadlines above. Candidates who wish to take part in more than one round of intakes for CLEF will have to pay the application fee only once.

### 7. ADMISSION RANKINGS

All rankings will be issued on our Portal (Studenti Online) by the following deadlines:

- **1st Round** (for EU and EU assimilated candidates): 28 March 2018
- **2nd Round** (for non-EU candidates resident outside of Italy): 3 May 2018
- **3rd Round** (for EU and EU assimilated candidates): 29 June 2018
- **4th Round** (for EU and EU assimilated candidates) *: 10 September 2018

*This round of intakes will be activated only if there are places left from the previous rounds*

Candidates are requested to check the Portal results - unfortunately, the University of Bologna cannot notify
successful and unsuccessful candidates via email or post.

All reported scores (SAT, TOLC-E, TOLC-I), will be normalized and expressed in points out of 1600. Selection will be based on a ranking of the points attained. In case of a tie, the youngest candidate will prevail.

8. OFA – ADDITIONAL LEARNING REQUIREMENT

Admission tests (SAT, TOLCs) assess your general knowledge as well as your preparation in some specific fields. At CLEF it is important to know some basic mathematics, therefore if you do not reach a minimum set threshold for maths (maths only) in your test, you will be assigned with OFA (standing for Obbligo Formativo Aggiuntivo = “Additional Learning Requirement”), and be asked to do some supplementary study. This makes sure that Economics and Finance students do not have any pronounced deficits in subjects that must be thoroughly grasped, due to the very nature of the degree programme. The minimum set thresholds, for the math sections only, are:

500/800 for SAT
4.5/13 for TOLC-E
7/20 for TOLC-I

I was assigned an OFA: what now?
Having been assigned an OFA does not in itself prevent one from enrolling, going to class and sitting exams; if you are selected, but were assigned an OFA, you can still register to the programme and take exams, but must as soon as possible fulfil the OFA requirement. Such requirement is fulfilled by attending the bridging course in mathematics (crash course), available in early September, and passing the maths exam “Calculus and Linear Algebra” within your first year.

Students who receive the OFA, and fail to pass the Calculus exam within their first year, can only conditionally enrol in the second year: they may nonetheless attend second-year classes, but cannot take any second-year exam. Enrolment to second year will become effective only once the OFA requirement is met; only after that, students may begin to sit second-year exams.

OFA CLEF:  http://corsi.unibo.it/1cycle/EconomicsFinance/Pages/additional-learning-requirement-ofa-obblighi-formativi-aggiuntivi.aspx

9. STUDENTS WITH NON-ITALIAN SECONDARY SCHOOL CERTIFICATES
If you hold a non-Italian school-leaving certificate, it needs to be **legalized, officially translated, validated and accompanied by a suitable “Declaration of Value” (Dichiarazione di Valore)** confirming the eligibility to enrol in the Degree programme. You can take part in the selection even though you do not have all the needed documents yet, but if you are eventually admitted to the programme, you will need them in order to enrol.

**LEGALIZATION:**
Foreign qualifications have no legal validity in Italy, therefore they must be legalized in order to guarantee their authenticity. Ask the relevant authority to legalize the documents that attest your degree before going to the Italian Embassy/Consulate. If you are not sure about which is the relevant authority, please ask the Italian Embassy/Consulate to which your school system refers (e.g. all British Schools graduates should refer to the Italian Consulate in London).

Legalization is not required if the country where the qualification was obtained is part of the Hague Convention (1961). In this case, legalization is substituted with an “**Apostille**”. Nor is legalization required if your qualification was awarded by an institution in Belgium, Denmark, France, Ireland or Latvia (Brussels Convention 1987), Germany (Rome Convention 1969), Austria (Vienna Convention 1975).

Students with non-legalized International Baccalaureate (IB) Diplomas must give the University of Bologna permission to check their results on the International Baccalaureate Organization website.

**TRANSLATION:**
Your final secondary school diploma and all other relevant school documents must be submitted along with an official translation in Italian, obtained from the Italian Embassy. If you are in Italy you can get your documents translated by official translators (traduzione giurata), at district court offices (Tribunali). Please note: the University of Bologna does not require a translation for diplomas, certificates and syllabuses that are issued in English, French, German or Spanish. However, some Embassies or Consulates may ask you to have such documents translated into Italian anyway to release you a visa.

**DECLARATION OF VALUE:**
The Declaration of Value (Dichiarazione di Valore) is an official information document describing the characteristics of a given qualification obtained within an education system other than the Italian system. It is used by the competent University offices to assess qualifications for the purposes of admission. The Embassy where you apply for the visa may or may not be the same that will release you the DoV. This is because the DoV is issued by the Italian Embassy in the country related to the school system (which means, for example, that if you are in Kenya and graduated from a British school in Kenya, you need to request the DoV to the Italian General Consulate in London.) If your diploma needs to be legalized (see above), the Italian Embassy in charge will issue the DoV only after the qualification has been legalized by the competent authorities in that country (for further information visit the MIUR website).

A declaration of value is not required for International Baccalaureate (IB) Diplomas and for Advanced Placements (APs). The declaration of value can also be substituted by attestations issued by ENIC-NARIC centres that contain all the information given in the Declaration of Value, which are necessary for the evaluation of the degree.
### 9.1 What to do:

You should contact the Italian Embassy/Consulate in your country of reference, and provide them with:

<table>
<thead>
<tr>
<th>Category</th>
<th>Required Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>The original of your secondary school certificate</td>
<td></td>
</tr>
<tr>
<td>Your legalized documents (see “legalization” above)</td>
<td></td>
</tr>
<tr>
<td>(Only if you are a non-EU student resident outside of Italy)</td>
<td>Two passport-size photos</td>
</tr>
<tr>
<td>(Only if the education system in your country lasts 10 or 11 years)</td>
<td>the certificate attesting any extra academic year that you may have completed – see 3.2, b.)</td>
</tr>
<tr>
<td>(Only if in your country you are required to take a qualifying academic exam for university admission)</td>
<td>the certificate proving that you have passed the academic test</td>
</tr>
<tr>
<td>(Only if you are applying for the recognition of exams from previous academic careers– see par. 4)</td>
<td>the documents required at the following link [<a href="http://goo.gl/FskdVY">http://goo.gl/FskdVY</a>.](<a href="http://goo.gl/FskdVY.">http://goo.gl/FskdVY.</a></td>
</tr>
<tr>
<td>(Only if you are a non-EU student resident outside of Italy)</td>
<td></td>
</tr>
<tr>
<td>The application for pre-enrolment (Form A): ask for it at the Italian Consulate/Embassy in your country of residence. Please ask the Embassy/Consulate about this as soon as possible for information and guidance.</td>
<td></td>
</tr>
<tr>
<td>(Only if you are a non-EU student resident outside of Italy)</td>
<td>Health insurance policy (if requested) and the documents required for the visa application (see 9.2)</td>
</tr>
</tbody>
</table>

The Embassy/Consulate must issue with:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Document Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>the Declaration of Value of your qualification (see above)</td>
<td></td>
</tr>
<tr>
<td>(Only for non-EU students living outside of Italy)</td>
<td>One of the passport-size photo you brought, authenticated</td>
</tr>
<tr>
<td></td>
<td>The application form for pre-enrolment (Form A), authenticated</td>
</tr>
<tr>
<td></td>
<td>a stamped health insurance policy (where applicable)</td>
</tr>
<tr>
<td></td>
<td>An entry visa to Italy for study purposes (see par. 9.2).</td>
</tr>
</tbody>
</table>

If you are interested in applying for Er.Go. financial aid, (study grants, housing and tuition fee waivers), you must obtain a certification attesting to your family's income and assets from the Italian Embassy, which has to be translated and legalized. Er.Go. calls for applications will be published in July 2018.

### 9.2 Visa and rules for residence in Italy
EU and EU-assimilated
If you have been living in Italy for more than 3 months, it is a good idea to register with the Registry office (Anagrafe) in the city you live and study in: Bologna, Cesena, Forlì, Rimini or Ravenna (however, not all municipalities require such registration).

Non-EU
If you are a non-EU citizenship, you are required to apply for a student visa at the Italian Embassy or Consulate in your country of citizenship or residence. Such visa (Visto D: studio/immatricolazione università) is typically issued after the pre-enrolment procedures have been completed, and when you have proof of having been admitted to a degree programme.

Read the information about the visa for Italy here http://vistoperitalia.esteri.it/home/en, selecting “study – university enrolment” as the reason for your stay. Contact the relevant Italian Embassy well in advance and find out what documents are required. Make an appointment if necessary. Important: an entry visa for tourism cannot be used to enrol at the university or to obtain a residence permit for study purposes.

Before leaving, you will need to purchase health insurance in your own country (which must be valid in Italy and cover illnesses, accidents and maternity). Take the policy documentation with you to the embassy together with the other documents required for obtaining a visa and make sure that the embassy stamps the insurance policy to certify its validity. Without the embassy's stamp, once you arrive in Italy you may be obliged to purchase another policy, as foreign insurance not validated by the Embassy is not acceptable for obtaining a residence permit.

Once in Italy, all non-EU citizens who hold a valid and correct type of student visa for Italy must apply for a permit of stay for study purposes (Permesso di soggiorno per motivi di studio). The permit of stay (aka “residence permit”) is issued by the local Police Department (Questura - Ufficio Stranieri) in the place where you live in Italy; however, the applicant must physically submit his/her application not directly to the Police, but at the Post Office.

N.B. Upon arrival in Bologna, specific sessions will be organized to support students in their applications for permit of stay. However, some info is available at this link: http://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/visa-and-rules-for-residence-in-italy/residence-permit.

9.3 Useful links:

- Foreign qualifications valid for access to Unibo:
- Declaration of Value:
- Legalization and Translation of Documents:
- Unibo for Refugees:
10. ENROLMENT PROCEDURE FOR ACCEPTED CANDIDATES

If you have been accepted, congratulations! Now you have to enrol to confirm your place in the programme. **Please note this is different from registering to the selection!** These are the deadlines:

<table>
<thead>
<tr>
<th>ROUND</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st ROUND</td>
<td>28 March to 11 April 2018</td>
</tr>
<tr>
<td>2nd ROUND</td>
<td>3 to 10 May 2018</td>
</tr>
<tr>
<td>3rd ROUND</td>
<td>29 June to 9 July 2018</td>
</tr>
<tr>
<td>4th ROUND*</td>
<td>10 to 18 Sept. 2018</td>
</tr>
</tbody>
</table>

*NB This round of intake will be activated only if there are places left from the previous rounds

**Important!** If you cannot fully enrol by these deadlines because you do not have all the requested documents ready yet (see par. 9), in order to secure your place at CLEF it is **essential** that, within such deadlines, you at least **pay the first instalment of tuition fees for the first academic year.**

10.1 First ever enrolment to the University of Bologna:

1) Login on [www.studenti.unibo.it](http://www.studenti.unibo.it) with your personal username and password and select “Registration” > “First-cycle degree programme (new degree system)” > “Economics and Finance - CLEF”;

2) Insert the requested information and upload a JPG file of your passport-size photo (beware of consequences under art. 496 of Italian Criminal Code regarding false declarations: in such case, you are punishable by law, will be not enrolled, and will lose any right to benefits or reimbursements);

3) Pay the first instalment – or the total amount – of the CLEF tuition fees. Payment modes other than those indicated at [this link](http://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/tuition-fees-and-exemptions/tuition-fee-payment-methods) will not be accepted.
4) Once you are in Bologna, you need to go to the Students Administration Office (Segreteria Studenti Economia, Management e Statistica, Via Zamboni, 33 – 40126 Bologna) with a valid ID and receive your student card (badge), if the enrolment is complete.

5) In the following cases, in order to complete your enrolment, you need to deliver in person to the Students Administration Office some specific documents:

- **Students with disabilities:** please refer to this link: [http://www.unibo.it/en/services-and-opportunities/study-grants-and-subsidies/exemptions-and-incentives/exemptions-for-handicapped-students](http://www.unibo.it/en/services-and-opportunities/study-grants-and-subsidies/exemptions-and-incentives/exemptions-for-handicapped-students)
- **All non-European citizens** should hand in a copy of their valid residence permit (*carta/permesso di soggiorno*). If you have applied for the residence permit, but have not received it yet, it is important that you hand in at least a copy of the application receipt (you will be considered as conditionally enrolled, until you hand in the copy of your permit of stay)
- **Students holding a non-Italian secondary school certificate:** all the documents you received from the embassy (see par. 9) and anyway what listed at the following link under the paragraph “Matriculation”: [http://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/enrolling-in-first-or-single-cycle-degree-programme-foreign-qualification](http://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/enrolling-in-first-or-single-cycle-degree-programme-foreign-qualification)

**10.2 Candidates transferring from other Italian Universities:**

If you are a student in another Italian University, **have passed the selection for CLEF** and wish now to enrol in CLEF:

1) Follow the instructions for CLEF registration as in 10.1 above, specifying (in the right field) that you are transferring from another University;

2) By the deadlines indicated above, pay the first instalment of CLEF tuition fees+ the transfer fee, following all the instructions indicated here: [http://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/transferring-to-the-university-of-bologna/transferring-to-the-university-of-bologna](http://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/transferring-to-the-university-of-bologna/transferring-to-the-university-of-bologna) (the exact amount of the transfer fee will be confirmed by the academic bodies around April).

3) Submit a transfer request to your home university;

Later on, you will be asked to submit a transfer fee, together with the first instalment of your tuition fees. In any case, please consider the points in par. **4 regarding** transferring students.
10.3 Candidates enrolled in another degree course of the University of Bologna:

If you are a student in another degree course of the University of Bologna, have passed the selection for CLEF and wish now to enrol in CLEF (*passaggio di corso*):

1) Follow instructions for CLEF registration as in 10.1 above;

2) Pay the first instalment of CLEF tuition fees, within the deadlines;

3) You need to fill in the specific transfer request (*passaggio di corso*) on Studenti Online, and pay the transfer fee (the exact amount of the transfer fee will be confirmed by the academic bodies around April). You can refer to the following page: http://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/changing-study-programme-within-the-university-of-bologna/changing-study-programme-within-the-university-of-bologna

11. OPEN POSITIONS

Not all selected students eventually enrol, which is why, after each admission round, there might still be some places left available; if that is the case, the Students Administration Office will publish on Studenti Online the number of places left available. So, if you are listed in the general ranking as admissible, but were not selected, check Studenti Online in the dates indicated below; if there are places available and you are still interested in being included in the programme, there might be another chance for you to join in. Remember that you have to confirm your interest, by selecting the appropriate button on Studenti Online (if not, you will not be picked up!). A list of newly admitted candidates will then be published: if it features your name, you should enrol as soon as possible (see par. 10). Please check all the relevant deadlines in the following paragraph (12)

12. TABLE OF DEADLINES

First round of admissions (for EU and EU-assimilated students)

<table>
<thead>
<tr>
<th>Event</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration for the selection</td>
<td>From 14/2 to 13/3/2018, 1pm</td>
</tr>
<tr>
<td>Admissions results</td>
<td>By 28/3/2018</td>
</tr>
<tr>
<td>Enrolment for selected candidates</td>
<td>From 28/3 to 11/4/2018</td>
</tr>
<tr>
<td>Positions left available are published</td>
<td>16/4/2018</td>
</tr>
</tbody>
</table>
### Confirmation of your interest
- From 16/4 to 19/4/2018

### Open positions: admission results
- 23/4/2018

### Enrolment for selected candidates (open positions)
- From 23/4 to 27/4/2018

#### Second round of admissions
(for non-EU students resident abroad)

| Registration for the selection | From 14/2 to 12/4/2018, 1pm |
| Admissions results | 3/5/2018 |
| Enrolment for selected candidates | From 3/5 to 10/5/2018 |

| Positions left available are published | 15/5/2018 |
| Confirmation of your interest | From 15/5 to 18/5/2018 |
| Open positions: admission results | 22/5/2018 |
| Enrolment for selected candidates (open positions) | From 22/5 to 24/5/2018 |

#### Third round of admissions
(for EU and EU-assimilated students)

| Registration for the selection | From 7/5 to 13/6/2018, 1pm |
| Admissions results | 29/6/2018 |
| Enrolment for selected candidates | From 29/6 to 9/7/2018 |

| Positions left available are published | 12/7/2018 |
| Confirmation of your interest | From 12/7 to 16/7/2018 |
| Open positions: admission results | 20/7/2018 |
| Enrolment for selected candidates (open positions) | From 20/7 to 25/7/2018 |

#### Fourth round of admissions
(if activated - for EU and EU-assimilated students)

| Registration for the selection | From 1/8 to 4/9/2018, 1pm |
| Admissions results | 10/9/2018 |
| Enrolment for selected candidates | From 10/9 to 18/9/2018 |
13. TUITION FEES AND BENEFITS

- Tuition fees: information at this link: http://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/tuition-fees-and-exemptions/Tuition-fees/Tuition-fees (the exact amount of CLEF tuition fees will be confirmed by the academic bodies by the end of April. Just for reference, 2017-2018 annual tuition fees were €1706)

- Information on study grants, services and opportunities: http://www.unibo.it/en/services-and-opportunities/services-and-opportunities

If you are already enrolled in a degree course (from Unibo or other Italian university), before transferring you need to refer to the requirements, related to academic merit, to access grants and exemptions on www.er-go.it. This is because academic merit is evaluated starting from the year of first registration to University, regardless of the exams that actually get recognised in the degree course they transfer to.

14. CONTACTS

Office in charge of the application procedure:
Segreteria studenti Economia, Management e Statistica, Via Zamboni, 33 – 40126 Bologna,
e-mail: segecosta@unibo.it - tel. +39 0512099270 – fax +39 051 2086226

For more info and support on selections please refer to:
Tutor CLEF: ems.bo.tutorclef@unibo.it

For info on foreign qualifications and visas:
International Desk: Via Filippo Re 4 - 40126 Bologna
e-mail: internationaldesk@unibo.it - tel. +39 051 2088101 - fax +39 051 2086113
Opening hours: Mon-Tue-Wed-Fri: 9.00 - 11.15 am; Tue-Thu 2.30 - 3.30 pm