



**AMBASCIATA D'ITALIA**

**DHAKA**

**Guidelines for prospective Bangladeshi students wishing to enroll at Italian universities, academic year 2016-2017.**

AS PER REGULATIONS FOR THE ACADEMIC YEAR 2016-2017 6 ISSUED BY THE ITALIAN MINISTRY OF EDUCATION, UNIVERSITY AND RESEARCH, ([HTTP://WWW.STUDIARE-IN-ITALIA.IT/STUDENTISTRANIERI/](http://www.studiare-in-italia.it/studentistranieri/)), FOREIGN STUDENTS RESIDENT ABROAD ARE GIVEN THE POSSIBILITY TO ENROLL ON:

- A) 3-YEAR DEGREE COURSES (CORSO DI LAUREA-DURATA TRIENNALE);
- B) ONE BLOCK OF 2ND-CYCLE DEGREE COURSES (LAUREA MAGISTRALE A CICLO UNICO DI DURATA QUINQUENNALE);
- C) ORDINARY 2ND-CYCLE DEGREE COURSES (LAUREA MAGISTRALE DELLA DURATA DI UN BIENNIO SUCCESSIVO AL CORSO DI LAUREA).

ACCORDING TO THE LAW, ITALIAN UNIVERSITIES ARE ALLOWED TO ACCEPT REGISTRATION APPLICATIONS FROM FOREIGN STUDENTS ONLY IF THESE ARE PRESENTED THROUGH THE EMBASSIES.

BANGLADESHI STUDENTS INTERESTED IN ENROLLING AT ITALIAN UNIVERSITIES FOR THE ACADEMIC YEAR 2015-16 ARE KINDLY REQUESTED TO ABIDE BY THE FOLLOWING:

- **STAGE 1:** PLEASE HAND OVER THE FOLLOWING DOCUMENTS IN PERSON EXCLUSIVELY TO VFS, ITALY VISA AND LEGALIZATION CENTER (RUSSELL PARK, 1 ST FLOOR, HOUSE 101, ROAD 13/A, BLOCK C; BANANI DHAKA):
  - AN OFFER LETTER OR PRE-ACCEPTANCE LETTER BY AN ACCREDITED ITALIAN UNIVERSITY, WITH A REFERENCE NUMBER, DATED AND SIGNED BY THE RELEVANT OFFICIAL; PROSPECTIVE STUDENTS ARE ALSO KINDLY REQUESTED TO CAREFULLY VERIFY POSSIBLE ADDITIONAL REQUIREMENTS ESTABLISHED BY EACH UNIVERSITY;
  - THOSE INTERESTED IN ENROLLING ON 3-YEAR DEGREE COURSES AND ONE BLOCK OF 2ND -CYCLE DEGREE COURSES MUST PRESENT AN ORIGINAL HIGH-SCHOOL CERTIFICATE WITH A CERTIFIED TRULY ATTESTED COPY AND TRANSCRIPTS DULY ATTESTED BY THE BANGLADESHI MINISTRY OF FOREIGN AFFAIRS, VERIFIED BY IOM ( INTERNATIONAL ORGANIZATION FOR MIGRATION, SEE ATTACHMENT) IN DHAKA AND TRANSLATED ONLY BY THE EMBASSY OF ITALY'S ACCEPTED TRANSLATION AGENCIES (TRADUSOFT - BASHATI DREAM, APT. 5, 5<sup>TH</sup> FLOOR, ROAD 21, HOUSE 3, GULSHAN 1 DHAKA, PHONE 01199 103398; THE TRANSLATION CENTRE, HOUSE 44, GRAND FLOOR, ROAD 15,BLOCK D, BANANI 1214, TEL 01967- 700011);
  - THOSE INTERESTED IN ENROLLING ON ORDINARY 2ND-CYCLE DEGREE COURSES (LAUREA MAGISTRALE DELLA DURATA DI UN BIENNIO SUCCESSIVO AL CORSO DI LAUREA) MUST PRESENT RELEVANT UNIVERSITY CERTIFICATES (FINAL BACHELOR-DEGREE CERTIFICATES, MARKS ACHIEVED DURING THE COURSES) DULY VERIFIED BY IOM ( INTERNATIONAL ORGANIZATION FOR MIGRATION, SEE ATTACHMENT) IN DHAKA AND TRANSLATED BY THE EMBASSY OF ITALY'S ACCEPTED TRANSLATION

AGENCIES (TRADUSOFT - BASHATI DREAM, APT. 5, 5<sup>TH</sup> FLOOR, ROAD 21, HOUSE 3, GULSHAN 1 DHAKA, PHONE 01199 103398; THE TRANSLATION CENTRE, HOUSE 44, GRAND FLOOR, ROAD 15, BLOCK D, BANANI 1214, TEL 01967- 700011);

- STUDENT-INFORMATION SHEET, ACCOMPANIED BY A TWO VALID COLOUR PHOTOCOPIES OF THE BANGLADESHI PASSPORT, (BOTH ATTESTED BY MINISTRY OF FOREIGN AFFAIRS OR BANGLADESHI POLICE)
- 2 COPIES OF THE PRE-ENROLLMENT FORM (FORM A) , PERSONALLY FILLED IN BY THE APPLICANT IN CAPITAL LETTERS, ONLY ONE OF WHICH MUST BE SIGNED ON THE BOTTOM OF PAGE 2 , ALONG WITH 2 RECENT PASSPORT-SIZE COPY ATTACHED ( WHITE BACKGROUND, NO RETOUCHING OR PHOTOSHOP); PLEASE DO NOT OVERWRITE IN THE SECTION “DATE” AND “SIGNATURE OF THE ITALIAN DIPLOMATIC AUTHORITY” ON PAGE 2
- ORIGINAL AND COPY OF IELTS TEST REPORT FORM ( ACADEMIC, IN COURSE OF VALIDITY, WITH MINIMUM SCORE 6.0 ACADEMIC). APPLICATIONS WITHOUT VALID IELTS TEST REPORT FORM WILL NOT BE CONSIDERED. IELTS CERTIFICATION WILL BE VERIFIED BY THE EMBASSY.
- DUE TO THE VOLUME OF DEMAND EXPECTED, APPLICATIONS PRESENTED DIRECTLY AT THE EMBASSY WILL NOT BE ACCEPTED;
- INCOMPLETE APPLICATIONS WHICH DO NOT – IRRESPECTIVE OF WHETHER PARTIALLY OR COMPLETELY – COMPLY WITH THE REQUIREMENTS LISTED ABOVE WILL NOT BE ACCEPTED OR FURTHER EXAMINED;
- VFS WILL CHARGE AN ADMINISTRATIVE PROCESS FEE; NO FEE IS COLLECTED FROM THE EMBASSY AT STAGE (LEGALIZATION,DECLARATION OF VALUE, SIGNATURE AUTHENTICATION AND PHOTOS);
- APPLICANTS ARE ADVISED NOT TO USE INTERMEDIARIES OR BROKERS WHEN PRESENTING THEIR APPLICATIONS GIVEN THE ELEVATED RISK OF FRAUD AND ABUSE; NO FEE IS COLLECTED BY THE EMBASSY IN PROCESSING STUDENT APPLICATIONS;
- APPLICANTS FOUND TO HAVE AT ANY STAGE PRESENTED FAKE OR COUNTERFEITED DOCUMENTATION WILL BE BANNED FROM THE APPLICATION PROCEDURE AND REPORTED TO BOTH ITALIAN AND/OR BANGLADESHI POLICE AUTHORITIES.

**STAGE 2:** APPLICANTS WHO HAVE PRESENTED COMPLETED AND CORRECT FILES (SEE PHASE 1) WILL BE HANDED OVER THROUGH VFS ONLY :

- A) FORM A DULY ATTESTED;B) -DECLARATION OF VALUE; C) AU AUTHENTICATED PHOTOGRAPHS WITH THE OFFICIAL SEAL OF EMBASSY

CANDIDATES ARE KINDLY ASKED TO REFRAIN FROM SHOWING UP AT EMBASSY FOR COLLECTING THEIR DOCUMENTATION.

NO FACE TO FACE INTERVIEWS OR PHONE INTERVIEWS IS CARRIED OUT DURING PHASES 1 AND 2.

**STAGE 3:**

**FROM 1 AUGUST TO 15 AUGUST 2016** THE STUDENTS WHOSE PRE-ENROLLEMENT HAS BEEN OFFICIALE CONFIRMED TO EMBASSY OF ITALY IN DHAKA BY THE ITALIAN UNIVERSITIES WILL BE CONVENED TO EMBASSY TO BE INTERVIEWED AND TO SUBMIT THEIR APPLICATION.

IN THIS PHASE, THEY MUST PRESENT:

- a) ORIGINALS OF DOV (DECLARATION OF VALUE) RELEASED BY CONSULAR OFFICE
- b) ORIGINAL OF STUDY DOCUMENTS ATTESTED BY CONSULAR OFFICE OF EMBASSY
- c) VISA APPLICATION ( NATIONAL VISA FORM TYPE D ONLY)
- d) DOCUMENTS PROVING FINANCIAL MEANS ( SEE INPS CIRCULAR N. 1 DATED 09 JANUARY 2015)
- e) PROOF OF A SUITABLE ACCOMODATION IN ITALY (EITHER PROPER FINANCIAL MEANS OR DECLARATION OF HOSPITALITY MUST BE EXHIBITED)
- f) EVIDENCE OF AVAILABLE MEANS TO GO BACK TO BANGLADESH ( FOR INSTANCE, FLIGHT RETURN TICKET)
- g) INSURANCE POLICY ( IN ORIGINAL) . THE INSURANCE POLICY: A ) CAN BE ISSUED IN BANGLADESH, COVERING ALL SANITARY EXPENDITURES, ALSO IN CASE OF EMERGENCIES, AND REPATRIATION NEEDS; B) CAN BE ISSUED BY ITALIAN COMPANIES, SUCH AS, FOR INSTANCE, I.N.A (ISTITUTO NAZIONALE ASSICURAZIONI ) WHICH HAS A SPECIFIC AGREEMENT WITH HEALTH MINISTRY. INSURANCE POLICY IT MUST BE ACCOMPANIED BY A PROPER DECLARATION OF COVERAGE WITHOUT LIMITATIONS.

STUDY VISA FEE FOR ENROLLMENT TO UNIVERSITY ( VISTO PER STUDIO PER IMMATRICOLAZIONE UNIVERISTARIA) IS 50 EURO.

**IMPORTANT NOTICE:**

A DOV AND CONFIRMATION FROM UNIVERSITY DO NOT GUARANTEE THE RIGHT TO HAVE A STUDENT VISA ISSUED, WHICH REMAINS SOLE RESPONSIBILITY OF THE EMBASSY OF ITALY'S VISA OFFICE IN DHAKA.

DHAKA, MAY 2016