



## ACADEMIC YEAR 2023/24

### SHORT GUIDE - HOW TO ENROLL

#### BACHELOR'S DEGREE COURSES

##### Enrollment steps and deadlines

##### **For Bachelor's degree courses' (free access)**

1. Registration on the UniBg portal;
2. Filling out the enrolment application form and payment of the fee of 156 € from 11<sup>th</sup> July to 11<sup>th</sup> September 2023.
2. Taking of the TOLC by 8<sup>th</sup> September 2023 with registration for the online test on the CISIA portal by the date established by CISIA (approximately 6-7 days before the test date).

Please note:

the TOLC has the function of assessing the initial preparation of the students. In case of failure to take the TOLC, the student will be assigned an additional educational obligation (OFA) to be fulfilled within the first year of the course. Students in possession of certifications recognised on the basis of what was decided by each Department are exempted from the obligation to take the TOLC.

##### **For Bachelor's degree courses' (programmed access)**

1. Enrollment to the selection process (pre-enrollment) on the UniBg portal from 3<sup>rd</sup> July 2023 to 25<sup>th</sup> August 2023
2. Taking of the TOLC by 25<sup>th</sup> August 2023 with registration for the online test on the CISIA portal by the date established by CISIA (approximately 6-7 days before the test date)
3. Rankings publication by 8<sup>th</sup> September 2023
4. Place acceptance by 13<sup>th</sup> September 2023 filling in the enrolment application form and with payment of the fee of 156 € (regional tax + stamp duty paid in virtual mode)



5. Publication of any remaining available places by 19<sup>th</sup> September 2023
6. Place acceptance (first course) by 25<sup>th</sup> September 2023 - enrollment with payment of the fee of 156 €
7. Application for Repechage (declaration of interest in being admitted to the course in case of remaining places) from 20<sup>th</sup> to 25<sup>th</sup> September 2023
8. Publication of any remaining available places by 29<sup>th</sup> September 2023
9. Place acceptance (repechage) by 4<sup>th</sup> October 2023 - enrollment with payment of the fee of 156 €

Please note:

the TOLC has the function of admission test and at the same time of assessing the initial preparation of the students.

If you are a **European or legally resident candidate** with a foreign degree you have to follow the steps stated above.

If you are a **non-European applicant residing abroad** you have also to:

1. fill in the pre-enrolment application on the portal [www.university.it](http://www.university.it);
2. verify admission to the ranking list (for BA with programmed access)
3. print the pre-enrolment application from the portal [www.university.it](http://www.university.it), as soon as it has been approved by the University;
4. contact the Embassy to receive a student visa;
5. enrol by the date stated in the admission notice (for BA with programmed access) or by 11<sup>th</sup> September 2023 (for BA with free access).

### OFAs

During the first year of the programme, academic activities will be organized to make up for any educational deficit resulting from the TOLC. At the end of these programmes, tests will be carried out to ascertain that the educational deficit has been satisfied.

You will have to fulfil the additional educational requirements (**OFA - Obblighi Formativi Aggiuntivi**) by **30/09/2024**; if you do **not do so**, you will not be able to



enrol in the 2<sup>nd</sup> year of the programme and will be required to enrol as a repeat student in the 1<sup>st</sup> year.

The modalities for the fulfilment of the OFAs and the indication of the threshold scores to be reached in the TOLCs to be admitted without OFAs are available on the page of the chosen degree course, under Enrolment>FULFIL OFAs.

### **Degree documentation**

In order to obtain the necessary documents for enrolment, we recommend that you contact **the Italian Embassy in your country of origin** in advance.

From the Embassy you must obtain:

- the original foreign degree, legalised and translated into Italian;
- the declaration of value of the degree issued by the Italian Embassy abroad (if you don't get it, you can give to Unibg the certificate of comparability issued by [CIMEA.IT](http://CIMEA.IT));
- proof of academic aptitude, if required in the country of origin;
- the entry visa for study (residents abroad), passport and Italian tax code.

### **How is the assessment of a qualification obtained abroad carried out?**

The formal check of the qualification is carried out by the Student Secretariat after the submission of all the required documentation via the [Student Help Desk](#) ticket.

The checks shall relate to the degree, type, duration, level of the qualification, the institution which awarded the qualification, previous education level, academic entitlements and whether the qualification was actually obtained.



## MASTER'S DEGREE COURSES

### Enrollment steps and deadlines

#### For Master's degree courses' (free access)

If you already have a degree and wish to enroll in a free access Master's degree course, first check the requirements and methods for previous studies assessment on the notice board of the chosen department.

Online pre-evaluation and enrollment information:

<https://en.unibg.it/study/enrollment/foreign-students-join-us>

It is possible to enroll in a maximum of two Master's degree courses by paying the pre-enrollment fee of € 52.00 for each course.

The steps for enrolling in a free access Master's degree course are as follows:

#### **Courses pertaining to the Departments of Management, Information and Production Engineering; Engineering and Applied Sciences; Business Sciences; Economics; Law**

##### **1. Pre-enrollment**

Pre-enrollment is open

- From 19/04/23 to 31/05/23 (first period)
- From 03/07/23 to 10/08/23 (second period)

##### **2. Initial preparation check (excluding non-EU students who have already been interviewed in pre-assessment)**

- From 19/06/23 to 23/06/23 (for those who pre-registered by 31/05/23)
- From 04/09/23 to 08/09/23 (for those who pre-registered in the second period, by 10/08/23)

##### **3. Enrollment**

- From 11/07/23 to 10/08/23 (for those who pre-registered in the first period by 31/05/23)
- From 15/09/23 to 12/10/23 (for those who pre-registered in the second period by 10/08/23)

#### **Courses of study pertaining to the Departments of Humanities, Philosophy, Communication; Foreign Languages, Literatures and Cultures**

##### **1. Pre-enrollment**

Pre-enrollment is open



- From 19/04/23 to 31/05/23 (first period)
- From 03/07/23 to 23/08/23 (second period)

## **2. Initial preparation check (excluding non-EU students who have already been interviewed in pre-assessment)**

- From 19/06/23 to 23/06/23 (for those who pre-registered by 31/05/23)
- From 11/09/23 to 15/09/23 (for those who pre-registered in the second period, by 23/08/23)

## **3. Enrollment**

- From 11/07/23 to 10/08/23 (for those who pre-registered in the first period by 31/05/23)
- From 22/09/23 to 12/10/23 (for those who pre-registered in the second period by 23/08/23)

If you **have the required preparation**, you must submit your application together with the payment of the regional tax for the Right to University Study and the virtual stamp duty for a total of 156,00 euros.

You will have to pre-enroll *without reserve* if, at the time of submitting your application, you have already obtained your Bachelor's degree.

You will have to pre-enroll *with reserve* if you intend to graduate by the March-April 2024 special session and, at the time of enrollment, you still must sit no more than 3 exams for a maximum of 24 cfu (including any internship) in addition to the final exam. In the latter case, the reserve will only be revoked if you graduate by the end of the session.

If you are already enrolled in a Master's degree course at another university or already hold a Master's degree, if you intend to transfer to a Master's degree course or if you have withdrawn from a Master's degree course and wish to request recognition of the exams you have taken, you must in any case pre-enroll within the periods specified above and, in case of admission, submit the subsequent application.

If you are a **European or legally resident candidate** with a foreign degree you have to:

- fill in the pre-enrolment form and make the payment of €52.00 by the dates indicated above (1. Pre-Enrollment)
- attend the admission interview, if scheduled, on the dates published on the page of the master's degree programme you are interested in.

**If you are admitted**, you will have to enrol by the dates indicated above (3. Enrollment)

If you are a **non-European candidate residing abroad**, you have to:

- fill in the pre-enrolment form and make the payment of € 52.00 by the dates indicated above (1. Pre-Enrollment)



- fill out the pre-registration application at [www.universitaly.it](http://www.universitaly.it);
- take the admission interview on the dates published on the page of the degree course.

**If you are admitted**, you will have to print the pre-enrolment application form from the website [www.universitaly.it](http://www.universitaly.it), contact the Embassy to receive your study visa and enrol within the dates indicated above (3. Enrollment)

### **For Master's degree courses' (programmed access)**

First check the requirements and methods for previous studies assessment on the notice board of the course

<https://www.unibg.it/studiare/isciversi/passi-isciversi/corsi-laurea-magistrale/bandi-accesso-programmato> (ITA)

<https://en.unibg.it/study/enrollment/foreign-students-join-us>

#### **1. Pre-enrollment**

From 19<sup>th</sup> April to 31<sup>st</sup> May 2023 (first time slot)

From 3<sup>rd</sup> July to 23<sup>rd</sup> August 2023 (second time slot)

#### **2. Publication of the admission list**

By 30<sup>th</sup> June 2023 (first time slot)

By 15<sup>th</sup> September 2023 (second time slot)

#### **3. Enrollment**

By 6<sup>th</sup> July 2023 (first time slot)

By 13<sup>th</sup> July 2023 (publication of available places for first time slot)

By 19<sup>th</sup> July 2023 (enrollment of new admitted students for first time slot)

By 20<sup>th</sup> September 2023 (second time slot)

By 26<sup>th</sup> September 2023 (publication of available places for second time slot).

By 29<sup>th</sup> September 2023 (enrollment of new admitted students for second time slot).

If you are placed in **a good position in the ranking and therefore admitted to the course**, you must submit your application together with the payment of the regional tax for the Right to University Study and the virtual stamp duty for a total of 156,00 euros.

You will have to pre-enroll *without reserve* if, at the time of submitting your application you have already obtained your Bachelor's degree. You will have to pre-enroll *with reserve* if you intend to graduate by the March-April 2024 special session and, at the time of enrollment, you still must sit no more than 3 exams for a maximum of 24 cfu (including any internship) in addition to the final exam. In the



latter case, the reserve will only be revoked if you graduate by the end of the session.

If you are already enrolled in a Master's degree course at another university or already hold a Master's degree, if you intend to transfer to a Master's degree course or if you have withdrawn from a Master's degree course and wish to request recognition of the exams you have taken, **you must in any case pre-enroll within the periods indicated above** and, in case of admission, submit the subsequent application.

If you are a **European or legally resident candidate** with a foreign degree you have to:

1. read the announcement published on the page of the Master's degree programme you are interested in and the admission procedures
2. fill in the pre-enrolment form and make the payment of €52.00 from 19<sup>th</sup> April to 31<sup>st</sup> May 2023 (first time slot) or from 3<sup>rd</sup> July to 23<sup>rd</sup> August 2023 (second time slot)
3. verify admission to the ranking list;
4. enrol, if you are admitted in the ranking, within the deadline foreseen in the relevant admission notice.

If you are a **non-European applicant residing abroad**, your application will be assessed if you have submitted your pre-enrolment in the <https://apply.unibg.it/> portal by 17<sup>th</sup> March 2023.

The results will be published on the following page:

<https://en.unibg.it/study/enrollment/foreign-students-join-us/non-eu-students>

If you have been **successfully ranked**, you must:

1. fill in the pre-enrolment application on the portal [www.universitaly.it](http://www.universitaly.it);
2. fill in the online pre-enrolment application on the University website and pay the required contribution of € 52.00;
3. print the pre-enrolment application from the portal [www.universitaly.it](http://www.universitaly.it), as soon as it has been approved by the University;
4. contact the Embassy to receive a student visa;
5. enrol by the date stated in the admission notice.

## Degree documentation



In order to obtain the necessary documents for enrolment, we recommend that you contact **the Italian Embassy in your country of origin** in advance.

From the Embassy you must obtain:

- the original foreign degree, legalised and translated into Italian;
- the declaration of value of the degree issued by the Italian Embassy abroad (if you don't get it, you can give to Unibg the certificate of comparability issued by [CIMEA.IT](http://CIMEA.IT));
- the certificate with the list of exams and scale of evaluation (ToR), legalised and translated into Italian or English or the Diploma Supplement issued by the foreign university;
- the entry visa for study (residents abroad), passport and Italian tax code.

### **How is the assessment of a qualification obtained abroad carried out?**

The formal check of the qualification is carried out by the Student Secretariat after the submission of all the required documentation via the [Student Help Desk](#) ticket.

The checks shall relate to the degree, type, duration, level of the qualification, the institution which awarded the qualification, previous education level, academic entitlements and whether the qualification was actually obtained.





## BACHELOR'S AND MASTER'S DEGREE COURSES

### Tuition, fees and benefits

You may find all the information concerning the student fees and types of exemption from payment of the annual all-inclusive fee on <https://en.unibg.it/node/7676/>.

### Scholarships

You can find the information on the page:

<https://en.unibg.it/services-facilities/students-office/scholarships>

### Part-time study

For details on part-time study, please visit <https://en.unibg.it/node/7656/> (under the heading "Part-time").

### Students Help-desk

In order to manage requests for information/remarks and reply as quickly as possible, the Student secretariat (Bergamo and Dalmine offices) uses a ticket system. A specific ticket (number) is assigned to each request made and you may use it to follow the progress of the request online and view the answers given by the office staff.

For more information, please refer to the Ticket Management Guide published on the following webpage:

<https://en.unibg.it/study/need-our-help/student-services-office> (Online Procedure Guides).

### Students Secretariat Contacts

The [Student Secretariat](#) can be reached:

- by phone from Monday to Friday, from 10.30 to 12.00, by contacting the numbers published [on this page](#)
- **in person**, at the Desk in Bergamo (via dei Caniana, 2) and Dalmine (via Einstein, 2 for the School of Engineering), by appointment at [this link](#)  
Mondays, from 13.30 to 15.30  
Thursdays, from 10.00 to 12.00
- by **videoconference**, by appointment at [this link](#)  
Wednesday and Friday, from 10.00 to 12.00