



## ACADEMIC YEAR 2019-2020 CHECKLIST

### Master degree courses taught in English: documents required for pre-evaluation online

(We ONLY accept color digital copies of your ORIGINAL documents in PDF format)

#### COMPULSORY CERTIFICATES

**A- Copy of the Bachelor degree translated into Italian Language and legalized:  
Or copy of the Bachelor degree translated into English**

**B- Copy of the official Academic transcript of the last three/four years.**

This is a certified document issued by the student's University containing the list of the courses you have attended and the grades you have received (in English)

#### ENGLISH CERTIFICATE

Apply with the certificates listed in the paragraph C **or** certificates listed in the paragraph D

**C- Copy of an Official certificate attesting your knowledge of the English language at min. B2 level** of the Common European Framework. Note that only the following certificates are accepted with the following minimum grades: (issued after 2014)

CERTIFICATE	GRADE
IELTS	5.5 - 6.5
TOEFL IBT	79 - 95
TOEFL ITP	543 - 600
TOEFL CBT	213 - 240
PEARSON (Academic)	46 - 64
CAMBRIDGE - First Cert.	B and C
TRINITY COLLEGE	ISE II

**D- Copy of the Language of Instruction Certificate:**

We only accept letterhead MEDIUM OF INSTRUCTION CERTIFICATE issued, stamped and signed by the Registrar's Office, by the Student's Office or by the International relations office of the student's home University.

It states officially that the program was taught entirely in English. You can submit it if:

- You have attended and completed a degree program in a country in which English is the medium of instruction;
- You have acquired a university qualification in Italy or abroad after attending a program taught entirely in English.



### **E- Copy of your valid passport**

The only acceptable form of identification is a valid passport with your full name, photograph, and signature. (Any other document will not be accepted)

### **F- Major area of study courses Description**

Major Area of study courses description: Students can download the forms on the following webpage: <https://en.unibg.it/services-facilities/facilities/prospective-students-join-us/non-eu-future-students-pre-evaluation>

This is a document in which you describe the contents, themes, aims and objectives of the main area exams you have taken. It must also contain the number of hours of the courses or training activities that you have attended. (in English)

It is mandatory for all applicants to fill in the form and upload it during the online pre-evaluation

PLEASE NOTE: In case of double application fill and upload TWO FORMS.

## **RECOMMENDED DOCUMENTS**

### **G- Letter of reference**

This is a letter signed by a professor or academic tutor of your University, written on headed paper and with original stamping; the professor's or tutor's name, surname and email address must be provided in full. (in English)

### **H- Curriculum vitae (in English)**

Note: Do not upload unrequired documentation  
Do not send any documentation by email