



NON-EU FUTURE STUDENTS PRE-EVALUATION ONLINE: STEP BY STEP

Process carried out by International Office

- **Step 1: Being aware of the online pre-evaluation call period & deadlines:**

First period of pre-evaluation process:

Online application: 15/02/2019 – 11/03/2019

Skype Interviews: 09/04/2019 – 12/04/2019

Publication of Results: 23/04/2019

Second period of pre-evaluation process:

Online application: 12/03/2019 – 11/04/2019

Skype Interviews: 07/05/2019 – 10/05/2019

Publication of Results: 20/05/2019

*In case of any change in deadlines / application dates, please check university website:
<https://en.unibg.it/study/enrolment/enrolment-deadlines>*

- **Step 2: Finding out what you need to submit for pre-evaluation online.**
Please read carefully the published **CHECKLIST**. Checklist includes which documents required in general to provide University Admissions, as well as the ones you need to collect from your country/countries where you studied previously. (For department specific requirements **please check department website** before application).
- **Step 3: Make sure that your documents are certified / validated.**
If needed, the documents should be translated into Italian and be validated. Students having already official documents prepared in English by their university (like your transcript of records, language of education etc.) do not need to translate them in Italian.
- **Step 4: Submitting your valid English proficiency document.**
Please read carefully the published **CHECKLIST**. Official certificate should confirm your knowledge of the English language at min. B2 level of the Common European Framework.
- **Step 5: Register to Online Pre-Evaluation System**
Please read carefully published pre-evaluation **REGISTRATION GUIDELINE**.
- **Step 6: Application from Online System for Pre-Evaluation**
Please read carefully published pre-evaluation **APPLICATION GUIDELINE** before submitting your documents to the system.
- **Step 7: Announcement for Skype Interview**



The Academic Board will contact you for the skype interview, please check **your skype interview date** from the list and be ready for that day. Make sure that your skype address works and if there is any problem before your interview with Academic Board please contact with us.

- **Step 8: Wait for the publication of the lists of definitive admitted candidates.**

Process carried out by Students Office

- **Step 9: Payment of Pre-Enrollment Fee**

After the publication of list of definitive admitted candidates, students who found eligible for the Masters' Degree programs have to pay the pre-enrollment fee 52,00 Euro via bank transfer.

Deadline for pre-enrollment fee: 31/05/ 2019

For any question about this procedure please contact with:

studenti.stranieri@unibg.it

Process carried out by Italian Embassy in your country

- **Step 10: DECLARATION OF VALUE**

After payment of your pre-enrollment fee, you will receive an "Eligibility Letter (Dichiarazione)" by International Office.

After receiving this letter, please contact with Italian Embassy in your country.

Prepare needed documents for application and Declaration of Value.

Submit all the documents to the Italian Embassy in person.

- **Step 11: Approval of your "Declaration of Value" and application for Visa**

Once you receive your "Declaration of Value" and confirmation of your application, apply for Students Visa & your Italian Tax Code (Codice Fiscale) from Italian Embassy in your country.