



## **2<sup>ND</sup> CALL SKYPE INTERVIEW RESULTS AND INSTRUCTIONS** **MA Course of Business Administration, Professional and Managerial (AAG)** **05/2019**

Considered the results of the skype-interview, the Academic Board can confirm that the below listed candidates are eligible for the enrolment at the relevant Master Degree Program, taught in English, at the University of Bergamo for the 2019/2020 academic year:

Registration number	Nationality	Status
185	INDIA	Eligible
282	AZERBAIGIAN	Eligible
283	AZERBAIGIAN	Eligible
272	PAKISTAN	Eligible
191	INDIA	Eligible

### **Please note:**

This letter does not guarantee direct entry/admission, does not substitute the related registration procedures at the Italian Embassy/Consulate in your country and does not replace any claim regarding the matriculation procedure to the Master degree at UNIBG and the VISA.

***Therefore, the listed candidates are required to proceed with the following steps:***

## **STEP BY STEP**

### **A. Enrollment and payment**

1- Complete the pre-enrollment form required by the University of Bergamo:  
<https://sportello.unibg.it/Home.do>

2- At the end of the procedure, print the invoice of 52,00 €. (If you live abroad, you are allowed to pay by bank transfer (see procedure) (pay as soon as possible / Deadline for pre-enrollment fee: **31/05/2019**)

UFFICIO PROGRAMMI INTERNAZIONALI  
Via San Bernardino 72, e  
24122 Bergamo  
[International.students@unibg.it](mailto:International.students@unibg.it)



3- Send the receipt to both [studenti.stranieri@unibg.it](mailto:studenti.stranieri@unibg.it) and [Ufficio.tasse@unibg.it](mailto:Ufficio.tasse@unibg.it) (remember to specify your name; surname and which course are you interested in)

4- After payment of pre-enrollment fee you will receive "Eligibility Letter" issued by UNIBG.

## **B. Declaration of Value and Visa Issues**

### **1- Declaration of Value:**

Submit the eligibility letter received from our university, the Form A and the other required forms specified by the consulate to the Italian Embassy/Consulate in your Country to finalize the pre-enrolment by the deadline.

(Deadline of the application for "Declaration of Value" is announced by the consulate.)

Form A: [http://www.studiare-in-italia.it/studentistranieri/moduli/2018/FORM\\_A.pdf](http://www.studiare-in-italia.it/studentistranieri/moduli/2018/FORM_A.pdf)

### **2- Apply at the Italian Embassy/Consulate for the Study Visa:**

Once the Embassy has confirmed to the candidate the pre-matriculation. Please note the Italian Embassy officers can ask the candidate for some information and decide either to issue the VISA within August 2018 or to deny the request.

## **C. Only if you have a positive reply form the Italian Embassy and get the VISA:**

1- A week before your arrival in Italy please arrange an appointment with the UNIBG Students Office ([studenti.stranieri@unibg.it](mailto:studenti.stranieri@unibg.it)) to submit your original documents and have some useful information.

2- After checking the authenticity of the original documents and the validity of the Visa, and do the payment of Regional fees (156,00 €) complete the enrolment procedure the candidate will be able to finalize the matriculation.

### **PLEASE NOTE:**

The Academic Year at the University of Bergamo starts in September/October 2019 (academic calendars to be defined and announced in our [unibg.it](http://unibg.it) website).