

APPLICATION FOR THE RECOGNITION OF A FOREIGN ACADEMIC QUALIFICATION

TO THE RECTOR OF THE FREE UNIVERSITY OF BOZEN-BOLZANO

(Please fill out in block letters, correctly in every section)

I, the undersigned (name, surname) _____

born in _____ on _____ citizenship _____

Italian tax code (if available) _____

resident in _____ prov. _____ post code _____

address _____ nr. _____ mobile phone _____

tel. _____ email address _____

apply

for the recognition of my academic qualification (please insert the official foreign appellation)

gained on _____ at the University of _____

Country _____

as equivalent to the following Italian academic qualification offered by the Free University of Bozen-Bolzano:

Degree course _____

Faculty _____

For this purpose, **I attach**:

- a) **Secondary school leaving certificate:** Self-declaration on its possession, if gained in Italy. If gained abroad: Original or authenticated copy of the leaving certificate valid for higher studies admission in the Country where it was gained, with **official translation**, legalization and **declaration of equivalent value**, issued by the foreign Italian Consulate/Embassy in charge (for English or German documents, a translation is not necessary) or – in the event that a special admission exam is needed (e.g., the Austrian “Studienberechtigungsprüfung”) – a certificate valid for university admission in the Country where it was gained and a certificate attesting that his/her school education lasted at least 12 years;
- b) **Foreign diploma** – original or authenticated copy – to be declared equivalent, with **official translation**, legalization and **declaration of equivalent value**, issued by the foreign Italian Consulate/Embassy in charge (for English or German documents, a translation is not necessary);
- c) **Final degree certificate**, in original, issued by the foreign University, listing all exams passed in the foreign degree course with **official translation** (for English or German documents, a translation is not necessary);
- d) **Programmes/ contents of the exams passed** in the foreign degree course with **official translation** (for English or German documents, a translation is not necessary);
- e) Copy of a valid **identity card** (back/front) or **passport**;
- f) Copy of the **permit to stay** (for Non EU citizens resident in Italy);
- g) **Payment receipt** of the amount of 150,00 Euro, as administrative fee (duty stamp value is included), paid on this bank account: Cassa di Risparmio di Bolzano Spa,
IBAN IT72 T060 4511 6190 0000 0009 004, BIC (SWIFT) CRBZIT2B107;
- h) **Diploma supplement**, if available, in German, Italian or English.

Please note the following conditions if you apply for the recognition of your foreign qualification as an Italian “**laurea specialistica/magistrale**” or “**laurea magistrale a ciclo unico**” :

- a) If the possession of a further title (e.g., Bachelor), in addition to the secondary school leaving certificate, was required for the admission to the degree course object of this recognition application, the documents listed in point c) must also be attached for this further title (which means: Final degree certificate, in original, issued by the foreign University, listing all exams passed in the foreign degree course with official translation).
- b) The Faculty, if necessary, can demand the submission of further documents in order to evaluate the qualification gained abroad.

Information in accordance with Art. 13 European Regulation n. 2016/679

1. The purposes of the processing for which the personal data are intended as well as the legal basis for the processing
 The personal data (according to the definition given in art. 4 of Regulation Eu 2016/679) provided by you directly to the Data Controller, will be processed in compliance with European Regulation, the respective national legislation, as well as with the obligations of confidentiality. The processing operations will be aimed solely at the proper performance of the University's institutional tasks. The institutional tasks of the University concern didactics and research and are of relevant public interest.
 All personal data transmitted to the Free University of Bozen – Bolzano are essential for the correct running of the operations related to the recognition of Austrian qualifications in accordance with art. 17, section 124 of Law no. 127/1997 or of the operations related to the recognition of a foreign qualification.

2. Types of processing, communication and dissemination of data
 The processing of the personal data collected may also be carried out using digital means by our employees under the supervision of the person responsible in full compliance with the provisions of the European Regulation – including the right to security and confidentiality – and the internal regulation on privacy issues finalized to fulfil the institutional duties of the University. The personal data can be also processed by subjects entitled by law or secondary legislation. The data could be furthermore transmitted to all the subjects who must/can receive communication about them and to all the subjects who are entitled to access to the data. The data may also be transmitted to another public institution in order to verify the declarations in lieu of certificate (see art. 71 of D.P.R. no. 445/2000).

3. Period of conservation
 The personal data will be saved for a timeframe that will not exceed the time required to fulfil the indicated purposes and in any case only for the length of time strictly necessary to comply with the duties prescribed by the law: when this timeframe expires the personal data will be destroyed or – in any case – they will be treated according to art. 17 of the European Regulation.

4. Owner of the data processing and Data protection officer
 The owner of the data processing is the Free University of Bozen – Bolzano, registered office "Piazza Università 1, Bolzano" in the person of the President and legal representative *pro tempore*.
 The Data Protection officer can be contacted under the following e-mail address: privacy@unibz.it.

5. The existence of an automated decision making
 You will not be subject to a decision based solely on automated processing, which produces legal effects concerning you or similarly significantly affects you.

6. Rights of the data subject
 You have the right to request from the Owner of the data processing access to and rectification or erasure of personal data, to have incomplete personal data completed, the restriction of processing concerning the data subject and to object to processing as well as the right to data portability and the right to lodge a complaint with a supervisory authority (Garante della Privacy <http://www.garanteprivacy.it/>), as well as to exercise the other rights recognized by Applicable Law (Art. 15 ff. GDPR). If you have consented to processing of your personal data, you have the right to withdraw such consent at any time. You can exercise your rights by using one of the following numbers/addresses: Tel. +39 0471 012200; Fax +39 0471 012209, E-Mail: privacy@unibz.it.
This information may be viewed on the Intranet of the Free University of Bozen - Bolzano.

This application, printed and signed, must be submitted in person or shipped to:

For the degree courses of the Faculties in Bozen-Bolzano:

Student secretariat, Piazza Università 1 - 39100 Bozen-Bolzano (Tel. 0471/012 200)

For the degree courses of the Faculty in Brixen-Bressanone:

Student secretariat, Viale Ratisbona 16 - 39042 Brixen-Bressanone (Tel. 0472/012 200)

Opening hours:

Monday, Wednesday, Friday: 09:00 - 12:00

Tuesday, Thursday: 14:00 - 16:00

Bozen-Bolzano, _____

(signature*)

* **If a Non EU citizen resident abroad**, the applicant shall submit this application with its attachments to the foreign Italian Consulate/Embassy in charge. The applicant must also provide the authentication of his/her signature and photograph and certify the knowledge of the Italian language.

<p>Reserved to the Student secretariat RECEIPT</p> <p>Missing documents / notes:</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Submission date, stamp and signature of the person in charge:</p>
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Studentensekretariat
 Segreteria studenti
 Student Secretariat

www.unibz.it
student.secretariat@unibz.it

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 Piazza Università 1
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Sparkasse / Cassa di Risparmio
 IBAN · IT72 T060 4511 6190 0000 0009 004
 Swift Code · CRBZIT2B107

Steuernummer / Codice fiscale
 94060760215

