

# APPLICATION FORM

## Academic Master Programs

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### ACADEMIC YEAR 2016/17

Print-out each page of this form. Please write clearly or type your answers to all questions in capital letters, and return this form to the International Admissions Office.  
ALL ITEMS ARE COMPULSORY.

**Mail completed application form to:**

Domus Academy  
C.A. International Admissions Office  
Via C. Darwin, 20 - 20143 Milano / Italy

**Or email to:**

admissions@domusacademy.it

### THE UNDERSIGNED

First name .....

Surname .....

Date of birth .....

Place of birth .....

Country .....

Nationality .....

Gender F (  ) M (  ) .....

Permanent address .....

Town .....

Zip code .....

Country .....

Home phone number (including country and area code) .....

Mobile phone number (including country and any other code) .....

Skype account (if available) .....

Email address 1 .....

Email address 2 .....

Address for correspondance .....

Town .....

Zip code .....

Country .....

## COLLEGES, UNIVERSITIES ATTENDED

School name .....  
Location .....  
Date entered .....  
Date departed .....  
Graduation date .....  
Graduation grade .....  
Thesis or dissertation title on your previous degree .....  
.....  
Degree/qualification (BA, BS, BC, BFA, BE,...) .....

## SECONDARY SCHOOL DIPLOMA

High school name .....  
Location .....  
Date entered .....  
Date departed .....  
Educational System to which secondary school diploma belongs to (ex. IGCSE, IB, ABITUR,... )  
In case the diploma does not have a specific name, please specify the country where the diploma was issued.  
.....

## LANGUAGES

Native language .....  
Other languages spoken fluently .....  
English language test (name) .....  
Score / grade (if known) .....  
Date of test .....  
Please enclose copy of the certificate showing your English language ability  
*Entry language requirements: IELTS 5.0 Academic or recognized equivalent certificate (see i of the General information) to be submitted by the beginning of the program.*

## OTHER INFORMATION

How did you hear about Domus Academy? .....  
 Brochure  
 Web site\* .....  
 Press\* .....  
 Alumni\* .....  
 Exhibition / Fair\* .....  
 A Domus Academy representative\* .....  
 School\* .....  
 Other (please state) .....

\*Please give the name

Have you already applied to Domus Academy?

YES  NO

If yes, please state year .....

Where else are you applying to study? .....

## REQUIRES

To be admitted for the 2016/2017 academic year to the following one-year Academic Master program :

MASTER IN FASHION DESIGN . . . . .	<b>MFD</b>	<input type="checkbox"/>
MASTER IN FASHION MANAGEMENT . . . . .	<b>MFM</b>	<input type="checkbox"/>
MASTER IN FASHION STYLING AND VISUAL MERCHANDISING . . . . .	<b>MFSVM</b>	<input type="checkbox"/>
MASTER IN PRODUCT DESIGN . . . . .	<b>MPD</b>	<input type="checkbox"/>
MASTER IN INTERACTION DESIGN . . . . .	<b>MID</b>	<input type="checkbox"/>
MASTER IN INTERIOR AND LIVING DESIGN . . . . .	<b>MILD</b>	<input type="checkbox"/>
MASTER IN VISUAL BRAND DESIGN . . . . .	<b>MVBD</b>	<input type="checkbox"/>
MASTER IN LUXURY BRAND MANAGEMENT . . . . .	<b>MLBM</b>	<input type="checkbox"/>
MASTER IN BUSINESS DESIGN . . . . .	<b>MBD</b>	<input type="checkbox"/>
MASTER IN URBAN VISION & ARCHITECTURAL DESIGN. . . . .	<b>MUVAD</b>	<input type="checkbox"/>

## APPLIES FOR THE PROGRAM BEGINNING ON

<b>SEPTEMBER 1ST, 2016*</b> . . . . .	<input type="checkbox"/>
OCTOBER 27TH, 2016. . . . .	<input type="checkbox"/>
<b>JANUARY 12TH, 2017*</b> . . . . .	<input type="checkbox"/>
MARCH 16TH, 2017 . . . . .	<input type="checkbox"/>

**\*Indicates a primary intake.**

NB: The Academic Master in Urban Vision & Architectural Design – MUVAD – only starts in September.

## ATTACHES

To the present application form the following documents:

Curriculum vitae/resume . . . . .	<input type="checkbox"/>
Artistic and professional portfolio of projects* . . . . .	<input type="checkbox"/>
Motivation letter . . . . .	<input type="checkbox"/>
Academic transcript/marksheet of previous studies, translated into English, listing subjects and exams, with corresponding number of hours/credits . . . . .	<input type="checkbox"/>
Copy of Bachelor Degree/Academic diploma translated into English . . . . .	<input type="checkbox"/>
Documentation regarding further courses or seminars attended (if available) . . . . .	<input type="checkbox"/>
English language certificate (see specific section in this application form) . . . . .	<input type="checkbox"/>
Copy of passport . . . . .	<input type="checkbox"/>
Payment receipt of € 100 application fee . . . . .	<input type="checkbox"/>

\*not mandatory for MFM, MLBM, MBD

## DECLARES

To have fully read, understood and accepted the admission regulation and conditions specified in the attached "General information" and "General conditions" sheets.

I certify that this application form is accurate and complete to the best of my knowledge.

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

INFORMATION IN ACCORDANCE WITH THE ITALIAN PERSONAL DATA PROTECTION ACT: LEGISLATIVE DECREE 196/03  
 Under the Legislative Decree 196/03, we hereby inform you that the processing of personal data will be based on the principles of correctness, lawfulness and transparency. The personal data provided will also be registered and electronically stored by NABA.  
 NABA adopts appropriate security, logical and physical procedures to ensure adequate data protection. Furthermore, the data may be communicated by means and procedures strictly necessary to fulfil the obligations related to the Academy's activity and in particular to:

- Fulfil the contractual and legal obligations towards the person concerned.
  - Carry out the necessary formalities to undertake and to continue a relationship with the Academy.
  - Handle the collection and payments arising from the contracts.
  - Allow third parties to carry out technical and organizational tasks.
- You have the right to know the origin and the use of your personal data in our possession. You also have the right to update, integrate, or cancel your data or you can have your data blocked or deny their processing: in this respect, you may contact the person in charge of processing your personal data: NABA - Via Darwin, 20 - 20143 Milan; email - [privacy@naba.it](mailto:privacy@naba.it)

# GENERAL INFORMATION

## A. AUDIENCE

General entry requirements include:

- At least 15 years of previous education
- Holding a first level academic degree (Bachelor degree or academic diploma) in fields related to the selected study program
- Certificate of English language (IELTS 5.0 Academic on entry)

The evaluation of an application is based on the positive assessment of both the Course Leader and Admission Committee who will evaluate whether the degree and the technical skills corresponds to requirements, and will identify possible educational credits or debts.

Master programs are open also to students with not related degrees or diplomas, if the applicant is motivated by a research interest towards the programs' topics.

Participants not holding a first level Bachelor degree/academic diploma will not earn the educational credits, but will receive a Domus Academy diploma (not recognized by MIUR, Italian Ministry of Education University Research) on successfully completing the program.

## B. ADMISSION PROCESS

Within 7 days from the application submission, Domus Academy Admissions Office will inform the candidates about the acceptance and, in case of positive feedback, will send the Admission Package to the students.

The admission will stay conditional until the declaration of value and the required language certificate are submitted to the school.

## C. DEADLINES

Applications can be sent by post or e-mail within July 28<sup>th</sup>, 2016 for September 2016 intake, or within December 3<sup>rd</sup>, 2016 for January 2017 intake.

Please notice that each course has a limited number of available places and enrolments will be closed when reaching the limit. When admission is confirmed, students are required to secure their place by returning the Enrolment Form and the receipt of payment of the pre-enrolment fee within 30 days from the Admission Letter's date.

## D. APPLICATION FOR A STUDY VISA TO ITALY (FOR NON EUROPEAN STUDENTS ONLY)

Upon receiving the enrolment form filled in and signed and the pre-enrolment fee payment, Domus Academy will provide students with all necessary assistance in order to apply for the student visa.

## E. ACADEMIC MASTER DIPLOMA

In order to receive an Academic Master Diploma recognized by the Italian Ministry of Education (MIUR), students of the relevant Master Program have to be enrolled in NABA (Nuova Accademia di Belle Arti).

Upon receipt of the required documents, the Admissions Office will proceed according to the necessary administrative steps.

Students not in possession of the proper entry requirements will still be enrolled in NABA and should refer to the section "Audience".

## F. NABA NUOVA ACCADEMIA DI BELLE ARTI



NABA is a non-state institution belonging to the Italian Ministry of Education, University and Research (MIUR). The three-year Bachelor of Arts Degree Programs, the two-year Master of Arts Degree Programs and the Academic Master Programs lead to the attainment of legally recognised degrees and to the achievement of educational credits that will allow students to continue their studies in Academies and Universities in Italy and abroad.

## G. IMPORTANT INFORMATION

- Application dossiers will be taken into consideration only if complete and received within the established deadline.
- Programs will start only upon the attainment of a minimum number of enrolled students. In case the selected program will not start, Domus Academy will inform students within one month prior to program beginning.
- The present application form shall be considered read and approved in all its parts by the signature on page 3.

## H. ITALIAN MINISTRY OF EDUCATION, UNIVERSITY AND RESEARCH: ENTRY REQUIREMENTS

Students holding a non-Italian Bachelor Degree shall contact the Italian Embassy or Consulate in the country where the degree was issued in order to ask for the so called "*perfezionamento documenti*", consisting in:

- a. Legalization and translation into Italian - made by a certified translator - of the student's Bachelor Degree.
- b. Legalization and translation into Italian - made by a certified translator - of the student's Academic Transcripts.
- c. "*Dichiarazione di valore in loco*" (Declaration of Value) of the student's Bachelor Degree. The "*Dichiarazione di valore in loco*" is the document attesting that the study qualification obtained by the student is valid for accessing Italian Universities or Academies.

For a complete list of Italian representative authorities worldwide please see:

<http://www.esteri.it/MAE/EN/Ministero/LaReteDiplomatica/Ambasciate/default.htm?LANG=EN>

The legalized and translated documents, as well as the "*Dichiarazione di valore in loco*" will be sent to Domus Academy by the Italian Consulate or Embassy, or they will be directly issued to the student. In the latter case, the student shall submit them to Domus Academy International Admissions Office as soon as available and anyway not later than the course beginning.

## I. ENGLISH LANGUAGE CERTIFICATE

The English language requirement is IELTS 5.0 Academic or recognised equivalent certificate to be submitted within one month before the beginning of the Master program. The certificate should not be older than 2 years. Please find here below the main equivalents:

Cambridge FCE (First certificate in English)	C
PET	Pass
TOEFL paper	494 - 510
TOEFL computer	173 - 180
TOEFL internet	59 - 64
PTE Academic	36 - 42
TEEP	5.0
BEC	Preliminary
BULATS	40 - 59
TOEIC (provided that student passes all parts)	listening and reading score 600 speaking score 140 writing score 140

### The following cases are exempted from the language requirement:

- Mother tongue students
- English Speaking Countries (prior check with the admission office)
- English Speaking Degrees (prior check with the admission office)
- English Speaking Degrees in non-mother tongue countries (prior check with the admission office)
- IB Diploma and A LEVEL, considered as a proof of full English Education for 2 years (prior check with the admission office)

# GENERAL CONDITIONS

## TUITION FEE AND PAYMENT CONDITIONS

The tuition fee for the one-year Academic Master Programs is:

**€ 16.990** (full fee, including enrolment and tuition **for all intakes**) for students from the European Community and Switzerland to be paid as follows:

Payment	Deadline	Description
€ 3.000	within one month from the admission date	pre-enrolment fee
€ 13.990	by Course beginning	balance of the tuition fee

**€ 25.990** (full fee, including enrolment and tuition for **September and October intakes**) for international students to be paid as follows:

Payment	Deadline	Description
€ 3.000	within one month from the admission date	pre-enrolment fee
€ 22.990	by Course beginning	balance of the tuition fee

**€ 28.600** (full fee, including enrolment and tuition for **January and March intakes**) for international students to be paid as follows:

Payment	Deadline	Description
€ 3.000	within one month from the admission date	pre-enrolment fee
€ 25.600	by Course beginning	balance of the tuition fee

**€ 520** Matriculation fee

The matriculation fee is to be paid by the course beginning by Student meeting the relevant entry requirements (see chapter H of the general information) and interested in applying for the Academic Master (60 ECTS ) awarded by NABA.

## APPLICATION FEE

In order to apply and be considered for admission to the Master Programs, candidates shall pay an application fee of €100.

The fee can be settled:

1. Online by Credit Card. Please visit the website: <http://application.domusacademy.com/>
2. By bank transfer:

**Account holder:**

NUOVA ACCADEMIA SRL, Via C. Darwin 20, 20143 Milano, Italy

**Bank name and agency:**

Banco Popolare Società Cooperativa - Milano Ag 10 - Via Ariosto 1/A, 20145 Milano

**International bank details:**

SWIFT code: BAPPIT22 IBAN code: IT36U050340161000000000251

**Reason for payment:**

Please clearly specify name of student/program chosen

3. Credit cards (VISA, Mastercard) payments directly at Domus Academy accounting office.

Please notice that all bank, credit card and third party charges have to be covered by the applicant and that the application fee is not refundable for any reason.

4. By peerTransfer

Domus Academy has partnered with peerTransfer in order to streamline the process of international payments. peerTransfer allows you to pay securely from any country and any bank, generally in your home currency.

By making your payment with peerTransfer you can

- Track your payments from start to finish
- Save on bank fees and exchange rates
- Contact their multilingual customer support team with any questions, day or night

To get started, click or go to: **[domusacademy.peertransfer.com](http://domusacademy.peertransfer.com)** to begin the payment process.