



DOMUS ACADEMY MILANO

01. APPLICATION

WHEN:

within 1 month before
programme start

02. ADMISSION

WHEN:

1 week after complete
application

03. PRE-ENROLMENT

WHEN:

30 days after admission*

04. ENROLMENT

WHEN:

3 months before
programme start

05. MATRICULATION

WHEN:

by programme beginning

ADMISSION AND ENROLLMENT PROCESS

to become a student of Domus Academy Academic Master's Programmes and Double Award Master's Programmes

DOCUMENTS REQUIRED FOR APPLICATION:

- Application form
- Curriculum vitae / Resume
- Copy of passport
- Copy of Bachelor's Degree or Academic Diploma translated into English or official Certificate of expected Graduation issued by your Institution if not graduated yet
- Copy of Bachelor's Degree or Academic Diploma's official transcript/marksheet translated into English (listing subjects and exams, with corresponding number of hours/credits) or most updated official transcript/marksheet if not graduated yet
- Portfolio of projects (not mandatory for MFM, MLBM, MBD, MSD)
- Essay assignment for MSD
- Motivation letter
- IELTS 5.0 Academic or General (for Academic Masters) and IELTS 5.5 overall and 5.5 in every single part for Double Award Master's Programmes)
- Application fee of €100
- Two reference letters for Double Award Master's Programmes

Students applying to the Double Award Master's Programme might be required to attend an interview with Postgraduate Admission Panel on a case-by-case basis.

Admission Package (it includes: conditional acceptance letter, enrollment form, housing information) **sent by email.**

- **Confirm place by returning the Enrollment Form filled in and signed**
- **Confirm place by paying the Pre-Enrolment Fee (€ 3.000)**

*Official pre-enrollment payment deadline is anyway upon final decision of the Admission Office who can shorten the deadline if necessary.

- **Pay balance of the Tuition Fee**

Only for Double Award Master's Programmes' students and Academic Master's Programmes' students (Degree track): pay Degree Fee within one month before programme start

- **Submit Declaration of Value of the Bachelor Degree along with Bachelor Degree and Bachelor Academic transcripts legalized and officially translated into Italian**



DOMUS ACADEMY MILANO

DECLARATION OF VALUE

(Only for students holding a non-Italian Bachelor's degree)

WHEN:

as soon as possible between admission and programme beginning

STUDY VISA

(non EU passport holders only)

WHEN:

as soon as possible after enrollment

PERMIT TO STAY

(non EU passport holders only)

WHEN:

Within 8 days from your arrival in Italy

ADMISSION AND ENROLLMENT PROCESS

to become a student of Domus Academy Academic Master's Programmes and Double Award Master's Programmes

ITALIAN EMBASSY/CONSULATE STEPS

- The Italian Embassy of reference is the one located in the country whose educational system the degree refers to.
- Get the legalization and translation into Italian of your Bachelor Degree and Academic transcripts.
- Get the Declaration of Value of the Bachelor Degree.
- *Non eu passport holders only:* please notice that in order to apply for visa you should at least have started the Declaration of Value process.

- The Italian Embassy of reference is the one located in the place where you live. After your admission, you can start searching for the proper requirements for visa application since they might vary in order to get ready.
- First you shall pay the balance of the tuition fee (deadline is three months prior the course beginning) and return the Enrollment form filled in and signed to the Admissions Office.
- Accordingly the Admissions Office will send you by express courier the official stamped enrollment certificate that you will need to apply for the study visa.

Please notice that Official Enrollment certificates and/or Visa Papers for the chosen Master's Programme will be delivered only after having paid the full fee, including pre-enrolment and tuition.

- Request for the Fiscal Code at your Italian Embassy before arriving in Italy (if possible) or to Agenzia delle Entrate as soon as you arrive.
- Non Eu Citizens must apply for the Permit to Stay - called "Permesso di soggiorno" within 8 days from the date of entry. As soon as you arrive in Italy, go to a Post Office desk and ask for a "permit to stay kit".
- Bring along the official enrollment certificate that Domus Academy sent you earlier. It should bear the stamp of the Italian Embassy where you got your VISA. This document is mandatory for the permit to stay application.
- Domus Academy Student Guide sent 1 month before course beginning contains useful information in order to apply for Fiscal Code and permit to stay, we warmly suggest you to read it!