



# Domus Academy

## ADMISSION PROCEDURE

## **ONE-YEAR ACADEMIC MASTER PROGRAMS \_ 60 ECTS \_ DELIVERED IN ENGLISH LANGUAGE**

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Fashion Design (MFD)

Fashion Styling and Visual Merchandising (MFSVM)

Fashion Management (MFM)

Product Design (MPD)

Interior & Living Design (MILD)

Urban Vision & Architectural Design (MUVAD)

Visual Brand Design (MVBD)

Interaction Design (MID)

Information Design (MIND)

Service Design (MSD)

Luxury Brand Management (MLBM)

Business Design (MBD)

## POSTGRADUATE PROGRAMS

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All Domus Academy Academic Master Programs are legally **recognised** by the Italian Ministry of Education, University and Research (MIUR) through NABA.

Programs start in September, November, January, and March and are all run in English language.

Upon successful completion of the final exam, students will earn:

- The Domus Academy Master Diploma
- The Academic Master Degree worth 60 ECTS awarded by NABA (if the student is eligible according to MIUR requirements and has submitted the “Declaration of Value” by the beginning of the course).

## **ENTRY REQUIREMENTS:**

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At least 15 years of previous education

Bachelor degree or academic diploma in fields related to the selected study program

Certificate of English language  
(IELTS 5.0 or equivalent certificate on entry)

# STEP 1

## GATHER ALL REQUIRED DOCUMENTS FOR ADMISSION

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- Application form.
- Copy of Bachelor's Degree /Academic Diploma (in English language)
- Official Academic Transcripts (in English language)
- Motivation letter
- Portfolio of projects (not compulsory for MBD, MFM, MLBM)
- Essay assignment for MSD
- Detailed curriculum vitae
- Language certificate: IELTS 5.0 academic or equivalent
- Copy of passport
- Payment receipt of application fee (Euro 100)

## ENGLISH LANGUAGE CERTIFICATES

The language certificate shall be submitted within one month before the beginning of the program and should not be older than 2 years.

IELTS	5.0 Academic
Cambridge English: FIRST (FCE)	C or 154 (from January 2015)
Cambridge English: Preliminary (PET)	Distinction or 160 (from January 2015)
Cambridge English: Business Vantage / BEC V	C or 154 (from January 2015)
Cambridge English: Business Preliminary / BEC P	Distinction or 160 (from January 2015)
TOEFL paper	494 - 510
TOEFL computer	173 - 180
TOEFL internet	59 - 64
Trinity College Certificate	Integrated Skills in English (ISE level 1 - all for skills)
PTE Academic	36 - 42
TEEP	5
BULATS	40 - 59 (all 4 skills should be passed: listening, reading, speaking, writing)
TOEIC (provided that student passes all parts)	Listening and reading: score 600; Speaking score 140; Writing: score 140

The following cases are exempt from the language testing:

Mother tongue students

English Speaking Countries (prior check with the admission office)

English Speaking Degrees (prior check with the admission office)

English Speaking Degree in non-mother tongue countries (prior check with the admission office)

## STEP 2

### SEND IN YOUR COMPLETED APPLICATION MATERIALS

#### WAYS TO SEND YOUR APPLICATION:

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##### OPTION 1:

Apply online and upload your documents here:

[https://naba-community.force.com/domusacademy/OLA\\_LoginRequestForm](https://naba-community.force.com/domusacademy/OLA_LoginRequestForm)

##### OPTION 2:

Scan all your documents and email us at:

[admissions@domusacademy.it](mailto:admissions@domusacademy.it)

##### OPTION 3:

Mail to:

Domus Academy - Attn: International Admissions Office  
Via C.Darwin, 20 – 20143 Milan, Italy

## STEP 3

### ACCEPTANCE

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Once Domus Academy has reviewed your admissions materials and find that you have met all of our requirements, we will issue the **Official Admission Package**, which will be sent by email.

The evaluation of an application is based on the positive assessment of both the Program Leader and Admission Committee who will evaluate whether the degree and the technical skills corresponds to requirements.



## STEP 3

### OFFICIAL ADMISSION PACKAGE

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In your official admission package you will find:

- Acceptance letter (with precise details about the beginning and ending dates of your program)
- Enrollment form (with detailed information about fees and required documents to confirm your enrollment)
- Program handbook
- Housing information
- Facebook group invitation (a space where you can introduce yourself, meet your future classmates and learn more about Domus Academy and Milan)

Please note that the admission will be conditional until all the required documents are submitted (Declaration of Value, Language Certificate and any other missing document).

## **STEP 3**

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**Being conditionally admitted means that you are accepted to Domus Academy on the condition of being able to complete the certain requirement(s).**

- For example you can be admitted on the condition that you complete the bachelor degree, or that you submit the Declaration of Value or the English language certificate
- If you are conditionally accepted, your missing requirements will be regularly checked until the time they are submitted (by the course beginning).
- Sometimes the lack of certain requirements can prevent your participation into the Master Program or they can have an effect on the kind of program you will be able to attend (degree or diploma).

## STEP 4

### CONFIRMATION OF YOUR PLACE

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You will be asked to confirm your place within one month from the acceptance letter.

This step will allow you to have your place granted: classes have in fact a limited number of available places and enrolments will be closed when reaching the limit.

In order to secure your place, you are asked to:

- Return the Enrolment Form (by email and by post)
- Pay the pre-enrolment fee (Euro 3.000)

## STEP 5

### APPLY FOR STUDY VISA

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The Admissions Office will send you the **official enrollment certificate** confirming that your place is reserved.

This document, written in Italian language, is signed by our Chief Academic Officer and will bear the official stamp of the school. It will be shipped to you by DHL.

If you do not hold an EU Passport, the official enrollment certificate will be needed to apply for your **Study Visa** at your local Italian Embassy.

You can enter Italy for study purposes if you have a valid passport and an entry visa issued by the Italian Embassy or a consulate in your home country. You cannot apply for a visa once in Italy.

Please note that it can take from 3 to 6 weeks to get your study visa and Embassies can be very crowded at certain times. We warmly suggest you start this process well in advance.

Once you have been approved for your student visa, we ask you to **send us a notice**, this way we know that everything is proceeding smoothly. If, in the unfortunate event, you might have some issues, please get in touch with us immediately and we will support you in your visa application by getting in touch with the local Italian Embassy.

## STEP 6

### GET YOUR DECLARATION OF VALUE

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According to the Italian Ministry of Education, University and Research, students holding a non-Italian Bachelor Degree need to contact the Italian Embassy or Consulate in the country where the degree was issued in order to start the “perfezionamento documenti” process, consisting of:

Translation into Italian –by a certified translator – of the student’s Bachelor Degree.

Translation into Italian –by a certified translator – of the student’s Academic Transcripts.

“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 title obtained by the student is valid for accessing Italian Universities or Academies.

Only by submitting these documents will you be enrolled on the program with credits and therefore eligible for the award of the Academic Master Degree, worth 60 ECTS on successful completion of the program.

**Where to ask for  
the  
Declaration of  
Value:**

If the degree refers to the education system of another country:  
**Italian Embassy/Consulate General in the country of the education system of reference.**

Ex. Bachelor Degree issued by the Lebanese American University  
**Italian Consulate in the USA**

If the degree belongs to the education system of the same country:  
**Italian Consulate/Embassy closest to the place where the awarding institution is located**

Ex. Bachelor Degree issued by the Hongik University in Korea  
**Italian Embassy in Seoul, Korea**

**Apostille: in certain countries, in order to get the declaration of value, you will have to ask for the Apostille: a stamp on the original copy of your degree placed by the local Authority recognising the title (i.e. Indian, Russian students).**

## STEP 7

### GET READY TO JOIN THE CAMPUS

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#### **By course beginning you are requested to submit:**

- Declaration of Value together with official legalised translations of your BA Degree and Academic Transcripts / Mark Sheet
- English language certificate (if not provided earlier)
- Payment of the balance of the tuition fee
- Hard copy of your Enrollment Form
- 2 passport sized pictures of you

The Admissions Office will send you a **Welcome email** approximately 1 month prior the course beginning.

Read it with great attention as it contains very important information about the last steps that will allow you to start your program having all administrative steps properly arranged.

## STEP 7

### WHEN IN MILAN: MATRICULATION DESKS AND PERMIT OF STAY

You will also be informed about **precise Date and Time** you are asked to show up on campus and about when to meet our Admissions Officers at the **Matriculation Desks** in order to finalize the last registration procedures.

Remember that, if you are non European citizens, you are requested to apply for your **Permit of Stay** within 8 days from your arrival in Italy.

In order to do so, **do not forget** to bring with you the school certificate that the Italian Embassy/Consulate in your home country has stamped when you applied for your visa. This is a compulsory document for the permit of stay and you will not be able to apply without it.

Some Embassies/Consulates can, from time to time, forget about this stamped certificate: **be ready to ask for it!**



## **STEP 8**

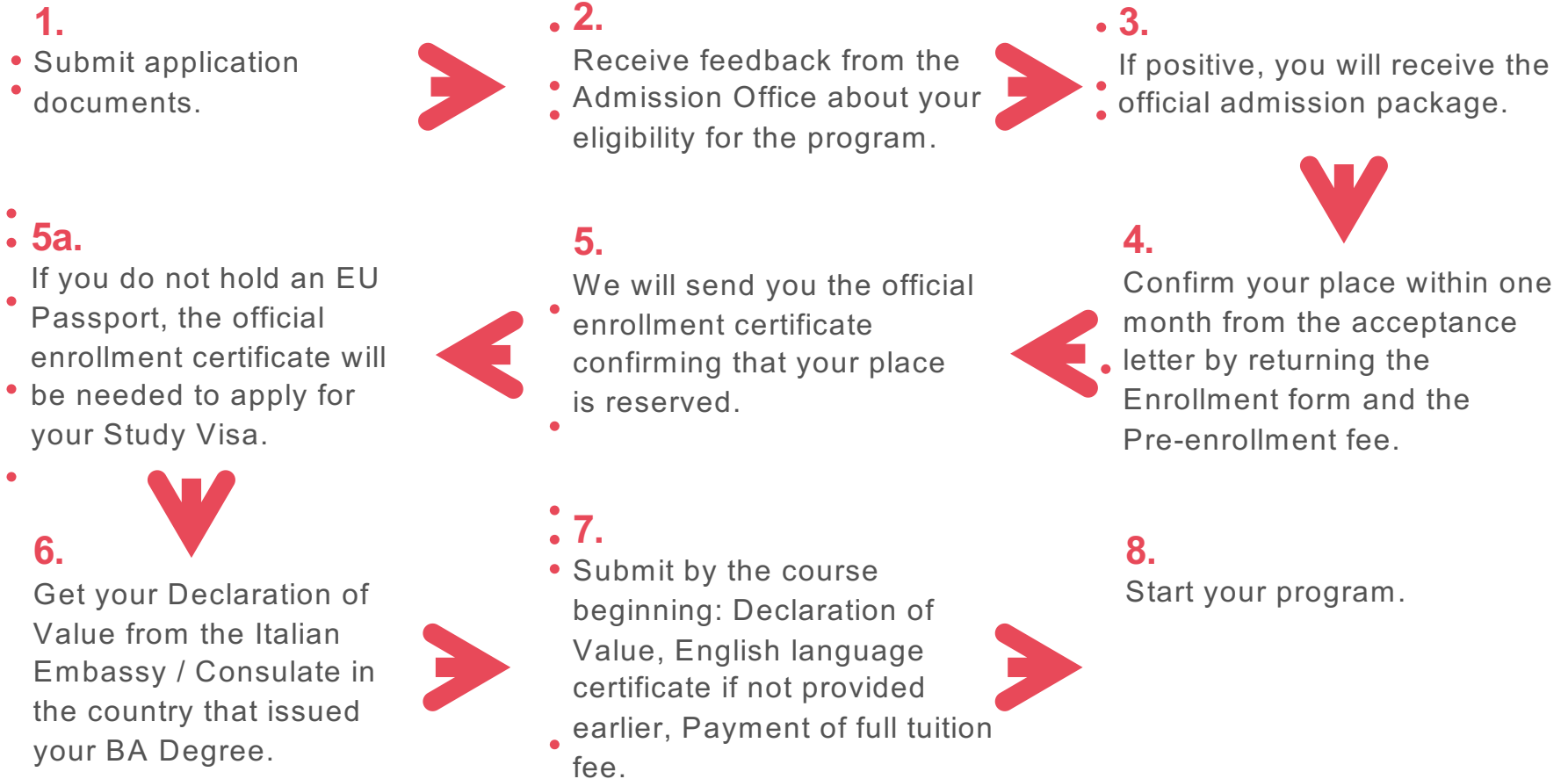
**CONGRATULATIONS!**

**NOW YOU CAN START YOUR FIRST  
DAY OF CLASS  
AT DOMUS ACADEMY**

We wish you all the best for this new exciting and challenging experience in the world of Italian design and creativity!

*NB: If, for any reason, you won't be able to come for the opening day as requested, kindly drop us a line and inform us about your precise arrival date.*

## ADMISSION PROCESS - SUMMARY



## FINANCIAL AID PROGRAM

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The Domus Academy Financial Aid consists of a partial reduction of the tuition fee that can be granted to deserving students with financial constraints.

In order to apply for Financial Aid, eligible students are requested to:

- Fill in and sign the Financial Aid application form
- Write a letter specifying the reasons for the request
- Provide official documents proving the student's financial situation (i.e. income tax return, bank statements, salary slips, etc. – documents must be submitted in the English language).

All requests will be reviewed by the Financial Aid Board on a monthly basis.

Students will receive an official communication by the Domus Academy Admissions Office informing them about the Financial Aid Board decision.

The fee reduction granted by the Financial Aid Board **will never exceed 20% of the total tuition fee.**

## **PAYMENT PLAN PROGRAM**

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Students can also apply for a different payment plan in case of proven inability to pay the balance of the tuition fee prior to the beginning of the course.

Domus Academy offers the possibility to split that amount into 2, 3 or even 4 installments.

An administrative fee will be applied on the selected payment plan.

The full tuition fee payment shall however be completed within 4 months of the course beginning.

**The payment plan agreement is not available for the pre-enrollment fee.**

## APPROX LIVING EXPENSES IN MILAN

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### TUITION AND FEE

Standard tuition fee for students holding an EU passport is € 16.990 (plus €520 Diploma fee for students eligible for Academic Master Degree ).

Standard tuition fee for students holding an extra-Eu passport is € 28.600 (plus €520 of Diploma fee for students eligible for the Academic Master Degree).

### HOUSING

Prices can vary from €400/month for a bed in shared room in a shared apartment to € 900/month for a one room apartment.

### MEALS

A dinner in a restaurant with pizza can be approx €20. Average monthly expense for food and beverage is € 300-350.

### INSURANCE

Non-Eu citizens can buy a «study abroad» insurance in their country OR can buy a a basic health insurance while applying for the permit to stay – the price is approx 90€ for one year. Enrolment in NHS for one year is around € 150 (full coverage included general practitioner) and can be done only after application to the permit to stay.

For further information please visit our website:

[www.domusacademy.com](http://www.domusacademy.com)

Or write to:

[info@domusacademy.it](mailto:info@domusacademy.it)

For info about **Milan**

(specific for International students):

<http://www.studvinmilan.net/>

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