



DOMUS ACADEMY MILANO

ADMISSION AND ENROLLMENT PROCESS

TO BECOME A STUDENT OF DOMUS ACADEMY ACADEMIC MASTER PROGRAMMES

01.APPLICATION

WHEN:

within 1 month before
programme start

- 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
- Application fee of €100

02.ADMISSION

WHEN:

1 week after complete
application

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

03.PRE-ENROLMENT

WHEN:

30 days after admission*

- 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.*

04.ENROLMENT

WHEN:

1 month before
programme start

- Pay balance of the Tuition Fee along with the Academic Master's Degree Fee (only Degree programmes students)

05.MATRICULATION

WHEN:

by programme beginning

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



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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:

at least 3 weeks before your arrival

PERMIT TO STAY

(non EU passport holders only)

WHEN:

Within 8 days from your arrival in Italy

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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 pre-enrollment fee (€ 3.000) 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.

- 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!