

## REASSIGNMENT PROCEDURE

Non-EU students residing abroad, pre-enrolled at the consulate to another University/Academy who:

- a) decided at a later date to enroll in IED
- b) have not been admitted to the chosen course for lack of available places

after having passed the Entrance Test to the University/Academy to which they are pre-enrolled, may enroll in a IED course submitting the request for reassignment

- 1) Check the available seats within each contingent <http://www.studiare-in-italia.it/studentistranieri/index.html>
- 2) Submit to IED (**admissions@ied.edu**) and to the University/Academy you are pre-enrolled the form you find below together with the certificate attesting you passed the Entrance Test but you have not been admitted due to lack of available places.
- 3) Follow IED Online Admission and Enrollment Procedure

At the end of the reassignment procedure IED will give you the Enrollment Kit to be submitted to the police station (Questura) for the issuance / renewal of the residence permit.

**Please note**

To be admitted to IED courses your declaration of value must state that the educational qualification is valid for the new course chosen. The final check of qualifications will be made during the process of admission to IED.

To request the reassignment from IED to another University/Academy, please submit to them (and in cc to **admissions@ied.edu**) the form for reassignment prepared by the University/Academy of destination.

## REASSIGNMENT FORM

To: Istituto Europeo di Design Admission Manager

Object: International Students, reassignment request for A.Y. \_\_\_\_\_

Name \_\_\_\_\_ Surname \_\_\_\_\_

Born in \_\_\_\_\_ date \_\_\_\_\_

### DECLARE

**A)** To be pre-enrolled to University / Academy \_\_\_\_\_,  
for the current Academic Year at the Faculty/School of \_\_\_\_\_,  
course in \_\_\_\_\_,

**B)** to have passed the Italian Language test foreseen by admission procedures,

**C)** to be aware fo the fact that the ultimate validation of the admission documents will be done during enrollment procedures

**D)** to participate to Programma Marco Polo/Turandot (only for chinese students),

### ASK

To be reassigned to Istituto Europeo di Design, for the current Academic Year at the School of \_\_\_\_\_

course in \_\_\_\_\_

date \_\_\_\_\_

Signature  
\_\_\_\_\_

Attachments:

- Certificate stating that the Admision Test has been passed.

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_