

ADMISSION PROCEDURES for IED Continuing Education Programs in Italy (Summer - Semester - One Year Courses)

A. REQUIREMENTS

1. GENERAL ENTRY REQUIREMENTS

1.1 Introductory Courses

In order to be eligible for admission to a IED Continuing Education Program (Summer - Semester - One Year Courses) leading to a Certificate awarded by the Istituto Europeo di Design (IED) applicants must:

- hold a Secondary School Diploma
- be proficient in the language of the chosen course (English);
- be 18 years old by the end of the year in which the course starts*;
- comply with Admission and Enrollment procedures;

*If under 18 at the moment of Application/Enrollment, the person exercising Parental Authority must countersign all documents and send a valid identity document.

1.2 Advanced Courses

- Comply with 1.1
- Be enrolled to a university or professional school program relevant with the chosen course; be graduated in the same area of study of the chosen course; have relevant work experience**.

**In specific cases IED may accept applications even without this pre-requisite provided that there is a strong commitment to reach the level of other applicants through personal studies. IED will provide a list of books/websites/software that the applicant should study before the beginning of the course. Admission will be confirmed only after passing a Motivational Interview.

2. LANGUAGE REQUIREMENTS

All Courses are held in English

Applicants must have a high intermediate level of English in order to enroll to the programs. Level 5.0 IELTS (61 TOEFL IBT or equivalent) or above is requested.

There are two ways for an applicant to prove that he/she has the necessary language proficiency and learning capacity:

- a. present a language proficiency certificate issued by authorized institutions;
- b. in case of absence of a certificate, take the online Language Assessment Test.

Level 5.0 IELTS (or above) students will be directly accepted;
Students not reaching Level 5.0 IELTS will have to attend a language course to upgrade their level of proficiency and repeat the test before the beginning of the course.

If you have any questions regarding your eligibility and/or language entry requirements, please don't hesitate to contact your Advisor.

B. ADMISSION AND ENROLMENT PROCESS

To gain admission to the selected Continuing Education course students must comply with IED Online Admission procedures on <http://admission.ied.it>.

IED Online Admission process foresees four steps:

- 1) Pre-enrolment process**
- 2) Admission interview (if required)**
- 3) Enrolment confirmation process**
- 4) Matriculation process**

Suggested timing:

Applications are open until the beginning of the course however to comply with its strict level of quality, and in order to guarantee the effective interaction among teaching staff and students, IED has a restricted number of available places to its Continuing Education courses. To be assured of having a place in the class applicants will have to complete the enrolment process as specified in point 3.

Non-european students must also check with the local Italian Diplomatic Authorities if, depending on the length of the requested course, they need to apply for a VISA. Procedures may take long time and follow specific time frames therefore applicants are suggested to start the application on time as IED will issue the necessary documentation to apply for a VISA upon completion of enrolment as specified in point 3.

1. PRE-ENROLMENT PROCESS

a. Obtain login credentials: in order to start IED Online Admission process, students should get in touch with IED by requesting information through the website or directly clicking on APPLY NOW in the webpage of the relevant course. Check available courses on www.ied.edu. Login credentials will be sent to students via Email.

b. Login to <http://admission.ied.it>. and fill the forms with Personal Information.

c. Submit Minimum documents:

Compulsory documents for all courses*

- Pre-enrolment form and Privacy-sheet duly filled and signed;
(Downloadable from the documents section of the personal area on <http://admission.ied.it>.)
- Copy of Identity document (valid Passport for non-European students);
- Copy of valid Secondary School Diploma or high school qualification, translated into Italian or English.

Extra documents for Semester/OneYear courses

- Letter of motivation in the language of the chosen course

Extra documents for Semester/OneYear and Advanced Summer courses:

at least one between:

- Copy of University Transcripts;
- CV with description of work experience;
- Supporting Portfolio of max 8MB.

Suggested documents:

- Certificate of Proficiency in the language of the chosen course, in compliance with language requirements of the course (Required for Advanced Summer Courses and all Semester/One Year Courses) if not available the student will have to take the Language Assessment Test;

* Specific program requirements can be found in the program brochure on the webpage of the selected Program at www.ied.edu.

2. ADMISSION INTERVIEW

Students without a language certificate or willing to apply to an Advanced course without any of the extra documents will have to go through an admission interview.

Once the Admission forms and documents have been received and checked by IED, applicants will be allowed to undertake the Admission Interview. In order to facilitate the admission process, IED offers the possibility to go through the whole admission interview process on-line using SKYPE as a platform. For this test a PC with Webcam, microphone, headset and speaker, a fast Internet connection (minimum ADSL 4Mb) and a Skype account are required. An on-site interview can be organized in special cases if the students are in Italy. The dates and time of the interview will be jointly agreed directly with IED Admission office.

Please note:

Students who are unable to participate to the test interview on the time and day originally booked with the Admission office must give IED written notice of this. If this is not done, a new admission test interview request must be sent and a fee of 150 will be charged in order to book a new interview. Applicants who do not pass the Admission interview, can repeat the test up to two more times at no extra cost.

The Admission Interview consists of:

- a. motivational interview (only for the students applying to an advanced course without extra documents)
- b. language assessment test (only for the students without a language certificate, in compliance with language requirements of the course)

2.1 The Motivational Interview

The motivational Interview aims at evaluating the student's general cultural level in connection with attitudes, motivations and knowledge of the arts, design, communication and new technologies. During the interview, applicants have the opportunity to show what their academic expectations are and how they think they can contribute to the success of the course they have selected. The lack of specific preparation in some of the above subjects, due to students different educational background, will not result in prejudice to the final admission, on condition that the motivational attitude tested throughout the interview has been evaluated positively.

2.2 The Language Assessment test

The Language Assessment Test aims at evaluating the language proficiency of the students and their capacity to reach the minimum levels required at the beginning of the program. The on-line English assessment test is carried out through Skype conference with one of IED language professors.

If you have any questions regarding the Admission Test Interview process, please don't hesitate to contact your Advisor.

3. ENROLMENT CONFIRMATION

3.1. Admission Confirmation

After the Validation of documents/Admission Interview applicants will receive from IED:

- a. Certificate of Admission;
- b. Enrolment Form
- c. IED regulations and the approval declaration form of Consensus to the personal data treatment according to the Privacy law 196/2003.
- d. Cover letter
- e. Instructions for payment

This will complete the admission phase, but will not guarantee the enrolment in the course.

3.2 Enrolment Confirmation

To be assured of having a place in the course applicants will have to confirm the enrolment by returning b. and c. duly filled and signed, together with the proof of payment of the Enrolment Fee and Regional Tax (if required) and the Admission Interview fee (if payment is made after 30 days from the Admission Confirmation). The criterion used to determine the completion of the enrolment process is the submission date of the payment.

As soon as IED receives b. and c. duly filled and signed together with the proof of payment of the due amounts the Enrollment Kit (which confirms the enrolment in the course) will be made available on the student's personal area.

Non-European students will be sent originals of the Enrollment Kit documents. These documents, which include Enrollment Certificates, are necessary for applying for a Student Visa at the Italian Embassy or Consulate.

Please note:

If the student completes the enrolment process within 30 days from the mailing date of the Certificate of Admission, the Admission test interview fee of 150 € will not be charged.

3.3. Non-European Students - VISA Process

Applicants from outside the EU may have to apply for a student VISA* at the nearest Italian Embassy or Consulate prior to leaving their home country. Applicants should be prepared to submit the following documents in original (no photocopies are accepted):

- a. a valid Passport;
- b. IED Enrollment kit;
- c. proof of sufficient funds to support their stay in Italy (bank documentation is required in some countries);
- d. evidence of private health insurance.
- e. other documents: check with the local Embassy/Consulate

IED recommends students to apply for a multi-entry Schengen Visa whenever possible.

Non-European students are advised to contact as soon as possible the Italian Diplomatic Authorities in their countries for further information on VISA issues, as requirements are often subject to change. Since this process can take one month or more, applicants should ensure that all the procedures are started in good time.

*Please check with your local Embassy/Consulate and see PDF VISA AND PdS

In case of VISA refusal proven by official letter of Italian Diplomatic Authorities the Enrollment Fee already paid will be refund.

If you have any questions regarding the VISA process and refund policy, please don't hesitate to contact your Advisor.

3.4 European Students

EU students do not need a student VISA to enter Italy. However, when they stay in Italy for longer than 3 months, the law requires them to register at the local registry office (Anagrafe), for which they need:

- a. a valid passport or Identification Document;
- b. the Enrolment certificate from IED;
- c. evidence of private health insurance/European Sanitary Card.

All international students starting a long course at IED are strongly recommended to register at the Anagrafe.

4. MATRICULATION

To complete matriculation to the chosen course, students must proceed to:

- the payment of the Tuition Fee;
- complete the Documents section in the Personal Area with all required documents.
- Non -EU students: the application for a Residence Permit (Permesso di Soggiorno) to be requested through the Italian Post Office within 8 days from the arrival in Italy;

Students with incomplete dossiers and/or payments will not be admitted to exams.

If you have any questions regarding the whole Pre-enrolment - Admission - Enrollment Process please don't hesitate to contact your Advisor.

CHECKLIST ADMISSION/ENROLLMENT DOCUMENTS

IED Continuing Education Programs in Italy

(Summer - Semester - One Year Courses)

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