

#### How to register a foreign qualification during the access phase to a degree course.

The Student who intends to enrol in a degree course at the *Università del Salento* is required to access the Student Web Portal (https://studenti.unisalento.it/) prior to his/her registration for the admission test. The information required by the Student Web Portal also includes details about the Student's qualification (*Titolo di Studio*).

It is important to stress the importance of the correct valorisation of the information concerning a Student's qualification, especially if it has been achieved abroad, as this could represent a *premium* for the University.

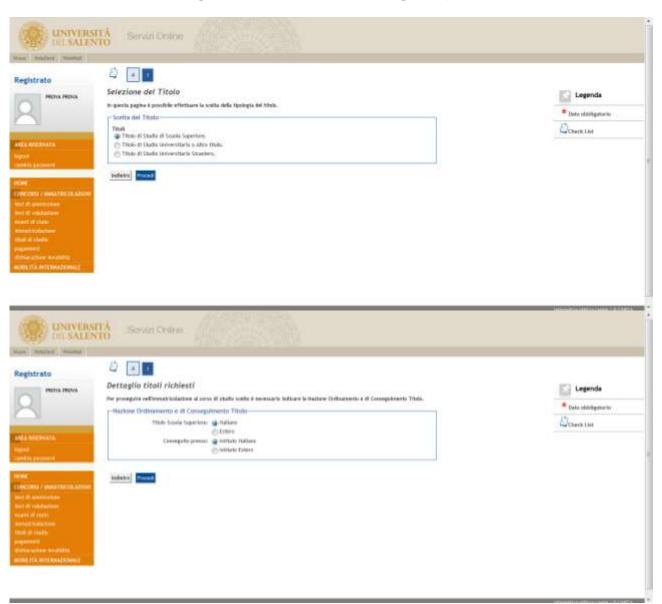
Below are the details of the information which the Student will have to provide. Information related to the Student's qualification can be entered in two different ways:

# 1. From the left menu (Concorsi/Immatricolazioni) the Student can select Titoli di Studio (Qualifications):



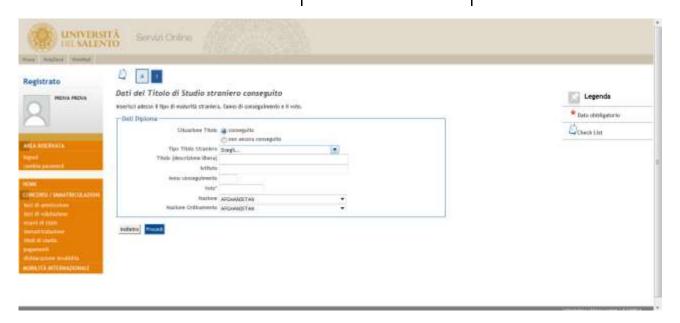


If the Student chooses the first option (*Titolo di studio di scuola Superiore*):



Then the Student can select his/her own Italian / foreign qualification and specify whether it has been awarded by an Italian / Foreign Institution:





If the Student selects the first option (*Titolo di studio Universitario o Altro titolo / University Qualification or Other Qualification*):



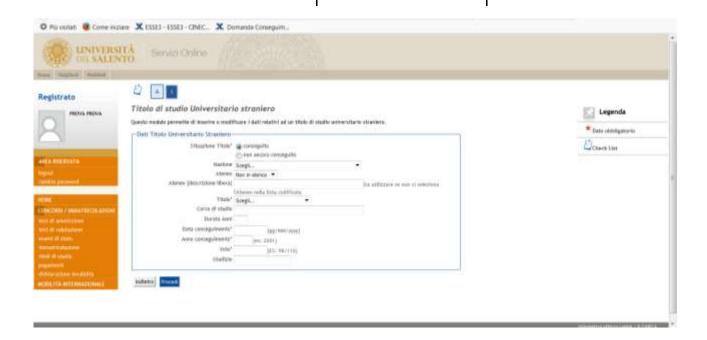




If the student selects the first option (Titolo di studio Universitario Straniero / Foreign University Qualification):







2. Click on "Concorsi / Immatricolazioni" and depending on the access test structure on the ESSE3 management system the Student can enter his/her own Qualifications.

Here is an example of the configuration of the access test registration with the manual insertion of a *Titolo di Studio*: High school title (*Titolo di Scuola Superiore*) and Foreign Qualification (*Titolo Straniero*, i.e. the foreign university qualification).





The Student enters his/her own *Titolo di Scuola Superiore* (High School Qualification):

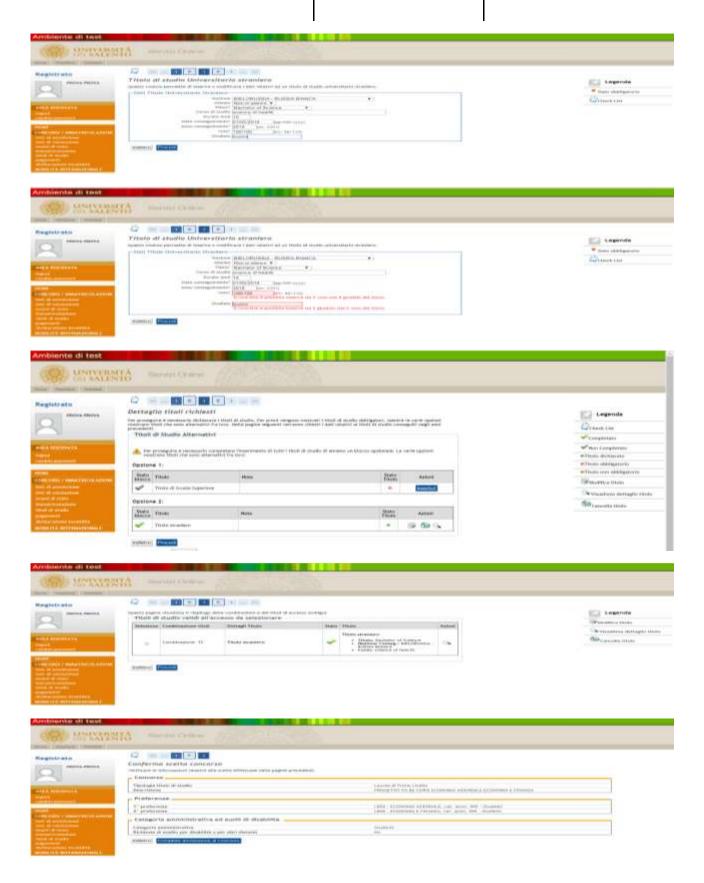


If the Students enters the *Titolo universitario straniero* (Foreign degree qualification):

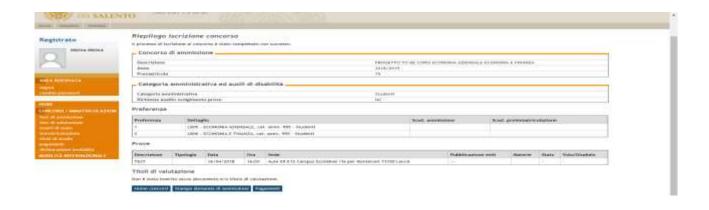














Once the deadline for enrolment has expired, Students must provide proof of the following documentation to the relevant Student Office:

## For students wishing to enrol in a single-cycle (magistrale ciclo unico) or master's degree course (magistrale):

- final title in original (or certified copy) of secondary studies obtained with at least 12 years of schooling<sup>1</sup>, or a substitutive certificate which is valid to all legal effects; the final title can be accompanied by an alternative certificate issued by ENIC-NARIC centres, by certificates from foreign official bodies or by a Declaration of Value (if already available);
- certificate attesting the achievement of any academic qualification test provided for the access to the University of the country of origin.

#### For students wishing to enrol in a non-single-cycle Master's degree course:

- a degree awarded by a University or post-secondary qualification awarded by a non-university higher institution which allows the continuation of studies at high-level academic institutions; the final title can be accompanied by an alternative certificate issued by ENIC-NARIC centres, by certificates from foreign official bodies or by a Declaration of Value (if already available);
- certificate issued by the University certifying the exams passed, together with a detailed description of programmes for each discipline, required for the achievement of the aforementioned titles. Post-secondary studies (exams and credits) already completed can be attested by the Diploma Supplement, if adopted.

Documents written in a foreign language must be accompanied by an official (legalised) Italian translation.

If the secondary education qualification has been obtained at the end of a period of less than 12 years of schooling, please refer to what is stated in Attachment 1.