

ADMISSION FORM DIPLOMA PROGRAMS

STUDENT CONTACT DETAILS (FORMS WITH EMPTY FIELDS WILL NOT BE CONSIDERED)

Personal Information

Surname _____ Male Female
Given Name _____
Date of Birth _____ Nationality _____
City of Birth _____ Country _____

Residence (as in your Identity Document)

Country _____ City _____
Province _____ Postal Code _____
Address _____ Email _____
Mobile Number _____

Chosen Course**

I would like to start the Admission procedure for the following course

Course **Jewellery Design** Language **Italian**
City **ROMA**

Enrollment Fee	2.500 Euro	Prerequisite Fee*	1.600 Euro
Regional Tax	Euro	Tuition Fee	7.550 Euro
Admission Test Fee	Euro	Grand Total	11.650 Euro

This is a preliminary evaluation of the total fees of the 1st year.
The Admission Test Fee of €150 is waived if the payment of the Enrollment Fee is made within 30 days from shipment of the Admission Letter.
If the student, after the receipt of the Admission Letter, will decide not to enroll he will have to pay only the Admission Test Fee.
Only after the payment of the Enrollment Fee and the Admission Test Fee the student will be officially considered enrolled.
The Prerequisite Fee (if required) must be paid by September 1st, 2012.
The Tuition Fee must be paid by September 30th 2012.

Transfer Student**

The undersigned, coming from Academy/University _____
faculty of _____ course of _____
requests to be admitted to IED in the current academic year.

I have read the form and I agree with the general conditions written in the Admission Procedure.

Date _____ Signature _____

I found out about this course from _____

* Students with a language level between A2 and B1 (or equivalent as indicated in the conversion table available on the website) must take the "Prerequisite Course" at a fee of €1600. In case B2 level is not reached before the end of September, the student must take the second part of the "Prerequisite Course" paying a supplement of €500.

** Students willing to apply to the first year must also complete the Admission Test Registration Form (pg.2).
Transfer students coming from other Academies or Universities must also complete the Transfer Request Form (pg.3).

ADMISSION TEST REGISTRATION FORM DIPLOMA PROGRAMS

THE UNDERSIGNED

Education

Surname

Given Name

Education Level

Country

Minimum number of previous years of education requested: 11 years

REQUESTS TO SIGN UP FOR THE ADMISSION TEST

Test
Registration

On-line* (Skype Video Interview: Language + Motivation)

Skype Contact

On-site (Interview: Language + Motivation)

TO THIS PURPOSE ENCLOSSES

Pre-admission
documentation

Admission Form

Motivational letter (max 1 page in italian or english)

Copy of Passport (or ID only for EU Students)

Curriculum Vitae (max 1 page in italian or english)

Language Certificate**

Digital Portfolio of max 8mb (suggested)

And will send as soon as obtained:

Copy of High School Diploma translated (in italian)
and Validated (provided by the Italian Embassy)

DECLARES

I have read the form and I agree with the general conditions written in the Admission Procedure.

Date

Signature

TERMS

The Admission Test is mandatory in order to be admitted into the Diploma courses at IED.

Only after getting through the Admission Test, the payment of the Enrolment Fee and Admission Test Fee the student will be considered officially enrolled.

* The date of the Skype interview will be communicated to the student after IED receives all the requested documents, including the attached record of privacy policy duly signed.

** Students who do not have any of the language certificates listed in the admission process, will have to take a language test. Students who reach B2 level / IELTS 5.5 (or equivalent as indicated in the conversion table available on the website) will be exempted from the "Prerequisite" course.

TRANSFER REQUEST FORM DIPLOMA PROGRAMS

THE UNDERSIGNED

Education

Surname

Given Name

Academy/University attended

Country

Course Name

Course Language

REQUESTS

Academic
Evaluation

- To be admitted to the on-line or on-site motivational test
 The evaluation and the transfer of the academic credits certified by the attached documentation

REQUEST TO BE ACCEPTED TO

Course

Course

Major

City

Language

TO THIS PURPOSE ENCLOSES

Pre-admission
documentation

- Admission Form
 Copy of Passport (or ID only for EU Students)
 University Transcript (Exams, Marks, Credits)
 Course Syllabus (translated in english)
 Language Certificate*
 Copy of High School Diploma and University Transcripts translated (in italian) and validated** (provided by the Italian Embassy)
- Digital Portfolio of max 8mb (suggested)
 Motivational Letter (max 1 page in italian or english)
 Curriculum Vitae (max 1 page in italian or english)
- And will send as soon as obtained:
 Certificate of Transfer Request*** (in italian or english)

DECLARES

- I have read the form and I agree with the general conditions written in the Admission Procedure.

Date

Signature

TERMS

Admission of transfer students incoming from other Accredited Academic Institutes must be evaluated and approved by the IED Academic Board. The Board will provide confirmation of transfer credits. Transfer students can proceed with enrollment only upon approval by the Academic Board.

* Students who do not have any of the language certificates listed in the admission process, will have to take a language test. Students who reach B2 level / IELTS 5.5 (or equivalent as indicated in the conversion table available on the website) will be exempted from the "Prerequisite" course.

** Once IED informs you on having passed the Admission Transfer Procedure you may proceed on requesting the legalization of secondary school diploma and university transcripts.

*** Students MUST read the admission procedure for details.

PRIVACY INFORMATION SHEET

According to Italian law – D. Lgs. 196/2003

Pursuant to Article 13 of the Law governing the protection of personal data (Legislative Decree N° 196/03), this is to inform you that the personal data you have supplied with your pre-enrolment form for the IED will be processed on the basis of principles of propriety, lawfulness and transparency and of the protection of your privacy and of your rights. Your data may be processed by hand and/or using automated means, but in any case in manners that comply with the legal regulations currently in force governing this field.

1) Your personal data will be processed for nothing but management, administrative and didactic purposes, all of which will in any case be related to your enrolment at the IED, as well as for the purpose of complying with obligations provided for by domestic law, by regulations or by European Union law. You must provide your personal data for the purposes as listed above; should you fail to provide them, only provide them in part or provide erroneous data, it may be impossible to complete your enrolment at the IED.

2) Subject to your express consent and until it is revoked, your personal data may also be processed for the following additional purposes, which shall in any case be related to the ones listed above, also by means of their communication and/or dissemination to third parties: a) drawing up statistical and market studies and research projects; b) sending advertising material, information and commercial communications about the IED and/or third parties, also via text messages, facsimile transmissions, conventional post and/or electronic mail; c) conducting surveys of the degree of student satisfaction with the quality of the courses and services provided.

Consent for these purposes is optional and your enrolment at the IED will not be prejudiced if you do not provide it. You may revoke the consent you have provided for the purposes as listed at point 2) above at any time by sending a request via e-mail to: privacy@ied.it specifying your name and surname in the text of the e-mail. No request for such a cancellation can be accepted if you do not provide these data.

Within the IED itself, your personal data will be processed only by members of the IED's own staff. These members of staff have been designated as Data Processors and have all received suitable operating instructions. The Data Controller responsible for processing your personal data is the IED – Istituto Europeo di Design Scuola S.p.A., located in via Sciesa 4, Milan.

Responsible for your personal data is Ecoconsult s.r.l., via Mamelii 31 - Milan.

In relation to the processing of data that concern you, you may contact the Data Controller to exercise your rights pursuant to Article 7 of the above-mentioned Law, which is reproduced in its entirety at the end of this consent form. ISTITUTO EUROPEO DI DESIGN SCUOLA S.p.A.

I hereby declare that I have viewed the Consent Form pursuant to Article 13 of the Italian Law governing personal data protection (Legislative Decree N° 196/03) and the rights as listed in Article 7 of the same Law and hereby expressly authorise the IED to process my personal data for the management, administrative and didactic purposes listed at point 1) above.

Date

Signature of the Student*

I hereby expressly authorise the IED to process my personal data, also by means of communication and/or dissemination to third parties, also for the purposes listed at point 2) of the above Consent Form.

Date

Signature of the Student*

(*) or, if the student is a minor, of the person exercising parental custody of the said student.

Art. 7 Italian Legislative Decree N° 196/03 "Right of access to personal data and other rights"

1. The data subject is entitled to receive confirmation of the existence or non-existence of personal data that concern him or her, even if they have not yet been registered, and for them to be communicated in an intelligible form.

2. The data subject is entitled to be informed: a) of the source of his/her personal data; b) of the purposes and methods of their processing; c) of the logic applied to the processing in cases when this is conducted with the aid of electronic means; d) of the complete identity of the data controller, of the data processor(s) and of the representative(s) designated pursuant to Article 5, section 2; e) of the entities or of the categories of entities to whom the personal data may be communicated or who or which may come to know them in their capacity as designated representative(s) in the territory of the State, as data processor(s) or as person(s) in charge of the processing.

3. The data subject is entitled to receive: a) updates to, the rectification of or, when he/she has an interest at stake, an integration of the data; b) the cancellation, the transformation into anonymous form or the blockage of any data processed in breach of the law, including data whose retention is unnecessary for the purposes for which they were collected or subsequently processed; c) certification that the operations as per subsections a) and b) above have been duly notified, also with regard to their contents, to those to whom the data have been communicated or disseminated, save cases in which said notification is found to be impossible or would occasion an expenditure of resources manifestly out of proportion to the right being protected.

4. The data subject is entitled to object, in whole or in part: a) for legitimate reasons, to the processing of personal data that concern him/her, even though they may be relevant to the purpose for which they were collected; b) to the processing of personal data that concern him or her for the purposes of sending advertising or direct mailing material or of conducting market research or commercial communications.

ADMISSION PROCEDURES

THREE-YEAR IED DIPLOMA DEGREE PROGRAM

COURSES IN ITALIAN

1. GENERAL ENTRY REQUIREMENTS

1.1 IED ADMISSION REQUIREMENTS FOR INTERNATIONAL STUDENTS (EU and NON EU)

In order to be eligible for admission to a three year IED Diploma Courses in Italian leading to a Diploma Degree awarded by the Istituto Europeo di Design (IED) International Students must:

- 1) hold a **foreign school leaving qualification** that satisfies the requirements to enter a university education in the awarding country;
- 2) be proficient in Italian;
- 3) **comply with IED pre-enrolment and admission procedures;**
- 4) be **18 years old** by 31/12/2012.

1.2 LANGUAGE REQUIREMENTS

IED believes that the **B2 proficiency target** level should be reached by all international students, at the latest, before the beginning of the 2nd year of the course.

IED **allows admission to the first year of the course to students who can demonstrate a B1 level of Italian proficiency** provided that there is a serious commitment to reach the B2 level within the timeframe indicated above.

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

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

The Language Assessment Test will evaluate the feasibility of the above opportunity and the amount of academic debts, if any, that the students will have to fill:

1. **Level B2 or higher**, student will be directly accepted;
2. **Level B1 student will have to pass the motivational interview AND take the mandatory Prerequisite Language Course.** If they do not reach Level of B1, before the beginning of the course, they will continue with the extracurricular language module achieving the targeted language proficiency level within the agreed time frame.

The cost of the Prerequisite and of the extracurricular language courses are not included and must be added to the courses enrolment and tuition fees.

The **Prerequisite Language Course** aims at enhancing conversation and vocabulary skills with a focus on design specific terms to allow a better participation to the lessons.

If you have any questions regarding your eligibility and/or language entry requirements, please don't hesitate to contact us at admissions@ied.edu

2. IED ADMISSION AND ENROLMENT PROCESS

The **Admission and Enrolment process** foresees **four steps** to be completed before September 30th 2011. The four admission steps are the following:

- 1) **Pre-enrolment process**
- 2) **Personal Admission Test Interview**
- 3) **Enrolment confirmation process**
- 4) **Matriculation process**

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 Diploma courses. To be assured of having a place in the course the applicants will have to complete the enrolment process as specified in point 2.3.

2.1. PRE-ENROLMENT PROCESS

To gain admission to the selected IED Diploma Degree course students must comply with the Pre-enrollment procedures and send the following documents:

- a. **the pre-enrolment form and the registration request forms for the Admission Test Interview**, which can be found and downloaded from the web page of the selected Course at www.ied.edu, completely filled out and duly signed;

- b.** the **Letter of motivation** in Italian;
- c.** the supporting **Portfolio** of max 8MB (suggested but non compulsory);
- d.** a copy of their **Passport** or (for EU citizens only) of their **Identity document**;
- e.** a copy of the **Certificate of Proficiency** in Italian, if available, in compliance with language requirements of the course (if not available the student will have to take the Language Assessment Test);
- f.** a **copy of high school Diploma Translated in Italian or English**.

The pre-admission documents must be sent to the following e-mail address **admissions@ied.edu** or by fax to +39 02 5468517. **Provided all required documents are in order, the above procedure allows the student to apply for the IED Admission Test Interview.**

2.2. THE ADMISSION TEST INTERVIEW

IED welcomes applications from all prospective students and wishes to accept students with the best potential, irrespective of their background. The purpose of the admission interview is to understand the student's motivation and attitudes in undertaking the chosen IED academic course and their level of comprehension of the language in which it is delivered. A strong motivation and strong awareness of the IED Diploma programme contents are the best guarantee that the students will get the most out of their three-year experience.

2.2.1 The Admission Test Interview Procedure

Once the Admission forms and documents have been received and checked by IED, applicants will be allowed to undertake the Admission Test Interview.

In order to facilitate the admission process for international students, IED offers the possibility to go through the whole admission test interview process (including the personal motivation interview and the language proficiency test) **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 international 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 at least three days before the date in question, by e-mail to admissions@ied.edu. 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 test interview, can repeat the test up to two more times at no extra cost before August 31st.

The Admission Test Interview consists of:

- a. motivational interview;**
- b. language assessment test** (only for the students without a language certificate)

2.2.2. 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.

The motivational interview is based on:

a) a motivation letter: it will be the major topic of the interview and of the language assessment test, therefore students should explain the reasons that drove them to select the course they want to be admitted to, the contribution they think they can bring to the success of this course and what they expect from their experience at IED. Without this document the Admission Test Interview cannot be booked.

b) a supporting digital portfolio (not compulsory): IED invites applicants to submit a portfolio, when available, which may include drawings/illustrations, computer graphics projects, photos, research projects/dissertation projects on relevant topics, videos and any documentation regarding the applicant's own hobbies/interests etc with a maximum size of 8MB. The works should provide indications of the applicant's creative potential and, if possible, give some insight into the chosen area of study. If a proper portfolio is not available, the examination board would be glad to see a collection of works done in the past.

2.2.3 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 1st year. The on-line Italian assessment test is carried out through Skype conference with one of IED language professors.

The language test lasts 20 minutes and comprises a series of questions divided into three categories:

- **basic questions** about the applicant everyday and motivation;
- **intermediate questions** that call for a concept or an idea to be developed and a case made for it;
- **complex questions** that call for abstract concepts to be developed and an explanation about a selected topic.

If you have any questions regarding the Admission Test Interview process, please don't hesitate to contact us at admissions@ied.edu.

2.3. ENROLMENT CONFIRMATION

2.3.1. After the Admission Test Interview

Once students have passed the admission interview, they will receive from IED:

- a **Certificate of Admission**;
- the **Enrolment Contract** Form for the Three-year IED Diploma Degree course, which enables them to demonstrate to the Italian Diplomatic Authorities that they have passed the Admission Interview and have complied with the admission conditions to IED courses and to the pre-enrolment conditions set by the Italian Institutions;
- the **IED General Administrative conditions and regulations**;
- the **IED Academic and Campus rules and regulations**;
- the **approval declaration form of Consensus to the personal data treatment according to the Privacy law 196/2003**, disclaimer for free services.

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

To be assured of having a place in the course the applicants will have to complete the enrolment process by returning the Enrolment Contract Form duly filled and signed, pay the Enrolment Fee, the Admission Test Interview fee and send it with a copy of payment receipt by mail to admissions@ied.edu or by fax to +39 02 5468517. The criterion used to determine the completion of the enrolment process is the submission date of the payment.

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.

Once IED has received the enrolment contract and a proof of payment of the enrolment fee, it will send the applicant an **Enrolment Certificate**, which confirms the enrolment in the course. This certificate is necessary for applying to the Italian Embassy or Consulate for a Student Visa.

2.3.2. VISA Process

NON-European Union Citizens

Applicants from outside the EU must 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 their original form (no photocopies are accepted):

- a **valid passport**;
- the **Enrolment Certificate from IED**;
- proof of sufficient funds** to support their stay in Italy (bank documentation is required in some countries);
- evidence of private health insurance.**

European Union Citizens

EU citizens do not need a student visa to enter Italy. However, when they stay in Italy for a period for more than 3 months, the law requires to register at the local registry office (in Italian: Anagrafe), which requires:

- a **valid passport or Identification Document**;
- the **Enrolment certificate from IED**;
- evidence of private health insurance.**

All international students starting a long course at IED are strongly recommended to register at the Anagrafe as it is a necessary condition for registering with a local doctor.

Please note:

Students are advised to contact as soon as possible the Italian Diplomatic Authorities in their countries for further information on the VISA and language 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.

For detailed information: www.esteri.it/visti/index_eng.asp

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

If you have any questions regarding the VISA process, please don't hesitate to contact us at admissions@ied.edu.

2.4. MATRICULATION

Finally to complete matriculation in the chosen course, students must proceed to:

- a. the payment of the first year tuition fee with a single payment no later than September 30th 2012;
- b. **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 any student who cannot show this document will only be matriculated with reservation;
- c. the payment of the first module of the Prerequisite Course fee of €1,600 only if required (not later than August 31st 2012).

To complete matriculation IED must receive from the student all the required documents.

Please note:

Students who do not meet language requirements by the end of the first Prerequisite module must proceed with the payment of the 2nd module of the Prerequisite Language course fee of 500€ (no later than September 30th).

3. RECOMMENDED TIMING

Enrolment for the 2012-2013 academic year starts in November 2011 and ends in September 2012. International students, particularly from NON-EU countries, are strongly advised to **send all documentation and start the admission process no later than the end of May 2012 and deliver all final enrolment documents by the end of August.**

4. TRANSFER STUDENT

Students who wish to transfer from another Academy or University to IED Diploma courses must go through the same Admission Process described above and complete it with the following extra documentation:

- a. **Transfer Student Form** duly filled and signed (downloadable on the Course web page);
- b. **Certificate of Transfer Request** translated in Italian or English;
- c. study **curriculum** translated into Italian or English, specifying the credits obtained (**transcript**) and a **Description of the subjects**;
- d. a personal **Curriculum Vitae** in Italian or English;
- e. a digital **Portfolio** in Italian or English of max 8MB.

All documents must be sent via email to admissions@ied.edu or faxed to +39 02 5468517.

Upon receiving this documentation, the Academic Council will appraise the application's suitability after evaluation of the academic credits and/or debits situation. If admitted the applicant will have to undergo an interview with a member of the Academic Team of the chosen school to undersign the Course Structure.

Please note:

Foreign students transferring from Italian Universities or Academies have to check with Italian Diplomatic Authorities the appropriate Visa procedures.

5. ENROLMENT AND TUITION FEES

Fee structure (Enrolment Fee, Admission Test Interview Fee and Tuition Fee) can be found in the pre-enrolment form downloadable in the selected Course page.

The Language Prerequisite course fee, if requested, is not included in the above mentioned fees. The Admission Test Interview fee €150 will not be charged if the student completes the enrolment process within 30 days from the mailing of the Certificate of Admission.

6. REIMBURSEMENTS

IED will refund the Enrolment Fee only if NON-EU visa application is refused (letter of refusal to be provided as evidence). In any case, an amount of 150€ will be deducted from the amount of the Enrolment Fee to cover Administrative costs.

Please note:

Withdrawal from courses follows IED General Administrative Conditions and Regulations, that can be downloaded from the website.