

REALLOCATION PROCEDURE

Non-EU students residing abroad who have already submitted their pre-enrolment request to their relevant Italian Consulate / Embassy for a Higher Education Institution other than IED can apply to IED programmes in the cases listed below.

1. PROCEDURES FOR ELIGIBLE STUDENTS WHO DO NOT CLASSIFY WITHIN THE RESERVED QUOTAS

Non-European students who comply with both of the following:

- a. they have taken the admission test at a recognised academic institution, but, despite passing the test, they have not ranked in a beneficial position with respect to the number of places reserved for them;
- b. they have later decided to enrol at IED;

may submit a **reallocation request** to IED to be admitted to Diploma Accademico di I or II livello or an admission application for an IED Private Diploma or Foundation Year course in accordance with the following procedures.

NOTE: Students of Chinese nationality participating in the Marco Polo and Turandot programmes are kindly invited to carefully consult the relevant pre-enrolment procedures, published annually on the University website: <https://www.universitaly.it/studenti-stranieri>

1.1 REQUEST FOR REALLOCATION TO A DIPLOMA ACCADEMICO DI I OR II LIVELLO COURSES

To submit a reallocation request to be admitted to a Diploma Accademico di I or II livello courses* students shall:

1. Submit all application documents.
2. Submit the completed and signed reallocation form together with the relevant attachments (if already available):
 - a. Authorisation (nulla osta) for reallocation to IED, issued by the University / Institution for which the student was pre-enrolled at the Italian Embassy / Consulate;
 - b. Proof that the admission test has been passed, taken at the University / Institution for which the student was pre-enrolled (only in the instance that this is not specified on the authorisation / nulla osta certificate);
 - c. Copy of the pre-enrolment form submitted to the Italian Embassy / Consulate (either the University Pre-enrollment Application Summary validated by the University/Institution or the A-Bis form if still applicable);
 - d. Photocopy of the entry visa.
 - e. Submit the certificate of successful completion of the Italian language proficiency test issued by the institution where the Italian language course was attended, in digital format and in Italian. The certificate must be accompanied by a specific supporting document, also in digital format, containing information relating to the course, the passing of the final examination, the level of Italian language proficiency achieved, the date of issue, the unique certificate number, the candidate's course attendance rate (which must not be lower than 85%), and the indication of the CEFR level attained.
3. Take the IED language assessment or submit a valid language certification.
4. Take the IED admission test.

*For further information concerning the admission, enrolment and matriculation procedures for Diploma Accademico di I or II livello courses, Please refer to the procedures published on the IED website.

Applicants whose aptitude tests, school credentials and the abovelisted documentation have been positively assessed will immediately receive formal admission to the Diploma Accademico di I or II livello courses and may proceed to the enrolment stage.

NOTE: If, during the application process, the results are not yet available for the admission test taken at the University / Institution for which the student pre-enrolled, the student will only receive the results of the aptitude tests from IED. In such cases, they will be unable to receive formal admission to IED.

The reallocation request and thus formal admission to Diploma Accademico di I or II livello courses for students who have passed the IED aptitude tests will only be confirmed when the reallocation authorisation (NULLA OSTA) and the proof that the admission test - taken at the other Institution - has been passed have been submitted to IED as well.

1.2 IED PRIVATE DIPLOMA OR FOUNDATION YEAR COURSE

In order to apply for an IED Private Diploma* or for a Foundation Year** course, students shall:

1. Submit all application documents.
2. Take the IED language assessment or submit a valid language certification.
3. Take the IED admission test.

Students whose aptitude tests and school credentials have been positively assessed **will immediately receive formal admission to the IED Private Diploma course** or to the Foundation Year course and can proceed to the enrolment stage.

For information regarding the procedures for the issuance of a study visa or the renewal of a residence permit, please refer to the pre-enrolment procedures published annually on the University website:

<https://www.universitaly.it/studenti-stranieri>

NOTE: Students who enrol on IED Private Diploma courses will receive the relevant enrolment certificate for the above-mentioned private course. Therefore, they will be permanently enrolled on the private course for the entire duration of their studies at IED. **In NO case** can they make a request to move to a Diploma Accademico di I or II livello courses.

**For further information concerning the admission, enrolment and matriculation procedures for Diploma Accademico di I or II livello courses, Please refer to the procedures published on the IED website.*

<https://www.ied.edu/study-in-italy/undergraduate>

***for further information concerning the admission, enrolment and matriculation procedures for the Foundation Year*

<https://www.ied.edu/admissions-italy/foundation>

2. PROCEDURES FOR STUDENTS WHO FAIL THE ADMISSION TEST

2.1 DIPLOMA ACCADEMICO DI I OR II LIVELLO

Students who do not pass the admission test held at the University/Institution for which they completed pre-enrolment through the Italian Embassy/Consulate are required to leave Italy no later than the expiry date of their study visa or residence permit, unless they hold another valid residence document or have a legitimate reason allowing them to remain legally in Italy beyond that date.

Students meeting the admission requirements for a Diploma Accademico di I or II livello programs may, where applicable, submit an application for admission to such programmes and apply for the renewal of their residence permit with the competent authorities.

Please refer to Section 1.1 for the documentation to be submitted.

PLEASE NOTE: The renewal of the residence permit is entirely subject to the discretion of the competent authorities and cannot, under any circumstances, be guaranteed by IED.

2.2 PRIVATE DIPLOMA OR FOUNDATION YEAR COURSES

Students can apply for admission to an IED Private Diploma course* or to the Foundation Year** courses at any point in the year, regardless of the results of admission tests taken at the University / Institution for which they previously pre-enrolled at the Italian Embassy / Consulate.

In order to apply, students shall:

1. Submit all application documents.
2. Take the IED language assessment or submit a valid language certification.
3. Take the IED admission test.

Students whose aptitude tests (IED admission interviews and language assessment) and school credentials have been positively assessed **will immediately receive formal admission** to the IED Private Diploma course or to the Foundation Year course and can proceed to the enrolment stage.

In such cases, students need to return **to their country of residence to apply for a new study visa** (IED cannot guarantee that this will be issued).

NOTA BENE: Students who enrol on IED Private Diploma courses will receive the relevant enrolment certificate for the above-mentioned private course. Therefore, they will be permanently enrolled on the private course for the entire duration of their studies at IED. **In NO case** can they make a request to move to a Diploma Accademico di I or II livello courses.

*For further information concerning the admission, enrolment and matriculation procedures for Diploma Accademico di I or II livello courses, Please refer to the procedures published on the IED website.

<https://www.ied.edu/study-in-italy/undergraduate>

**for further information concerning the admission, enrolment and matriculation procedures for the Foundation Year

<https://www.ied.edu/admissions-italy/foundation>

REALLOCATION FORM FOR NON-EU STUDENTS

To the Academic Director of IED - Istituto Europeo di Design s.p.a.

and, for reference

To the Rector Magnificus of the University / Academy

.....

(University where the admission test was taken)

The undersigned

(Name and Surname)

Born in On

(city)

(Country)

(dd/mm/yy)

Cittadinanza

DECLARES

- to have read and fully accepted the reallocation procedures of IED - Istituto Europeo di Design s.p.a.
- to have pre-enrolled for the current academic year for the following University / Academy
.....
- in the case of students coming from China, to have pre-enrolled through the

- Non-EU reserved quota (International Programme)
- Turandot Programme A.Y.
- Marco Polo* Programme A.Y.*

**Students enrolled in the Marco Polo Programme are reminded that admission to Diploma accademico di I or II livello courses is permitted only to those candidates who have passed both the YIKAO and GAOKAO exams;*

- **to have submitted only one reallocation request** and to be aware that the final confirmation of the suitability of school credentials will only be given after the original matriculation documents have been submitted and assessed by IED;
- to have passed the admission test for the Bachelor / Single-Cycle Master / First Level Academic Diploma course in On
and are unable to complete enrolment on the above-mentioned course due to a lack of available places in the reserved quota.

REQUESTS TO BE REALLOCATED TO IED - ISTITUTO EUROPEO DI DESIGN

Location

Diploma Accademico di I livello course in

Diploma di II livello course in

To this purpose, please find the following attached:

- Photocopy of entry visa;
- Authorisation (nulla osta) issued by the University / Academy where the admission test was taken;
- Proof that the admission test has been passed, taken at the University / Institution for which the student was preenrolled (only in the instance that this is not specified on the authorisation / nulla osta certificate);
- Copy of the pre-enrolment form submitted to the Italian Embassy / Consulate (either the University Preenrollment Application Summary validated by the University/Institution or the A-Bis form if still applicable).

Date and legible signature