

Application Form

Bachelor of Arts Degree Program – Transfer Procedure

Applicant's contact details *(fill out in block capital letters)*

Family name:	
First name:	
Birth date:	Sex: Female <input type="checkbox"/> Male <input type="checkbox"/>
Place of birth (city):	
Place of birth (country):	
Citizenship:	
Permanent address (street name, zip code, town, country):	
Home phone number (including country and area code):	
Mobile phone number (including country and area code):	
Fax number:	
E-mail:	

I would like to study in the department of:

- Design (Interior, Industrial)
- Fashion and Textile Design
- Graphic Design and Art Direction
- Media Design (film and video, animation, new media)
- Theatre Design
- Visual Arts (painting, video art, photography, public art)

Alternative schedule *(Monday to Friday, 17.30-21.30, and one/two Saturday per month)*

- Design (Interior, Industrial)
- Fashion and Textile Design
- Graphic and Art Direction

I would like to enter the course in the following year:

2nd

3rd

Please specify the University where you are currently enrolled, as well as the course you are currently following:

Institution:

Course name:

Year attended:

How did you find out about NABA?

Bachelor of Arts (BA) Degree program

	Enrolment fee (by June 30 th)	Tuition fee (by October 5 th)	Total fee
EU + EFTA students *	1.500 €	6.100 €	7.600 €
Non-EU students	1.500 €	8.100 €	9.600 €

Bachelor of Arts (BA) Degree program – Alternative schedule

	Enrolment fee (by June 30 th)	Tuition fee (by October 5 th)	Total fee
EU + EFTA students *	1.500 €	3.600 €	5.100 €
Non-EU students	1.500 €	3.600 €	5.100 €

* Turkish and EFTA (Iceland, Liechtenstein and Norway) citizens are included in the EU + EFTA fee structure.

I hereby declare that I have read, understood and accepted the information included in the attached sheets 1 (Admission requirements), 2 (Admission Procedure) and 3 (Important notice) on page 3, 4, 5 and 6 of the present PDF document*.

Date:

Signature:

*** Please notice that only page 1 and 2 of the present PDF Document together with a copy of the wire transfer (please see payment procedure on page 4) must be sent by fax (0039 02 97372289) to the attention of the International Relations Office.**

We declare in compliance with Law 196/2003 containing provision for safeguarding individuals and other subjects with regard to the treatment of personal data, that any personal information you submit will be treated in accordance with the principle of just use, legality and with full respect for your privacy and other rights.

Attached sheet 1

Admission requirements

Students wishing to transfer to the 2nd or 3rd year of the BA program are required:

- 1) to send the original high-school diploma translated, legalized and a value declaration (DICHIARAZIONE DI VALORE) certificate of it (the Italian Embassy or Consulate in the student's home country issue these documents).
- 2) to send the original university transcript to be translated, and legalized by the Italian Embassy or Consulate in the student's home country.
- 3) to send a copy of the portfolio (not returnable)
- 4) to send a cv and motivational letter
- 5) to demonstrate proficiency in the Italian language
- 6) to enrol within the established terms.

1) High School Diploma

According to Italian (and EU) law, to be considered valid for admission to the Italian (and EU in general) University/Academic system the diploma should be obtained after at least 12 years of previous education.

To enquire about the validity of your academic title, please check it requiring the "perfezionamento documenti" at the Italian Embassy or Consulate of your school's country (e.g. a German High School diploma in France must be validated by the Italian Embassy in Germany).

The Italian Embassy or Consulate must issue a "Value Declaration" ("DICHIARAZIONE DI VALORE"), a document certifying that the original diploma is equivalent to the Italian diploma.

For a full list of the Italian representative authorities around the world see here:

<http://www.esteri.it/MAE/IT/Ministero/Rappresentanze/>

IMPORTANT:

The "Dichiarazione di Valore" (value declaration) is the document which certifies that the student's high school diploma is equivalent to the Italian one.

For students applying from different educational system, NABA will take into account the years attended at University. Ex. If you have attended 11 years of education plus 2 years of university, the level reached would correspond to the completion of the 1st year of Italian university therefore you would be, by previous credits, eligible to enter the 2nd year at Italian university.

2) Evaluation Criteria

Please be aware that the student's assignment to any given year of the course is at discretion of the NABA academic staff who will evaluate previous studies and the portfolio. Final and definite admission will be notified only after receiving the translation, legalization and value declaration of your high school diploma and university transcripts.

3) Language requirement

The language requirement varies according to the student's mother tongue:

- Far East and Middle East: 500 hrs
- Eastern Europe: 360 hrs
- Other European countries (including English speaking countries): 320 hrs
- Spanish and Portuguese speaking countries: 160 hrs

Students have to complete the language requirement before starting the course of Technical Italian for design.

4) Course of Technical Italian for design

The motivational interview (part of the admission test) takes place in Italian, so it is necessary to have a reasonable command of the language before taking the test. For this reason NABA offers, without additional cost, a 3-weeks compulsory course (language and technical vocabulary).

5) Enrolment and tuition fees

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Bachelor of Arts (BA) Degree program Alternative schedule

	Enrolment fee (by June 30 th)	Tuition fee (by October 5 th)	Total fee
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Non-EU students	1.500 €	3.600 €	5.100 €

Turkish and EFTA (Iceland, Liechtenstein and Norway) citizens are included in the EU + EFTA fee structure.

Within the tuition fee, 100 euros are given as a regional tax for the right to study. Once you will have passed the admission exam you will be able to request the eligibility criteria if you wish to apply for a scholarship. Please notice that this kind of scholarship is provided only for a low family income.

6) Payment Procedure

Students must send the following documents by fax (0039 02 97372280) to the attention of the International Relations Office:

1) Pre-enrolment application form (page 1 and 2 of this PDF document)

2) Copy of the enrolment fee's wire transfer

2A) The enrolment fee will be refunded only if visa is rejected and the student sends a rejection declaration issued by the Italian Embassy.

Please notice that in case the student fulfils the requirements to be refunded for the enrolment fee, the Academy will retain an administrative fee of 150 €

2B) Please specify the cause of the payment by writing your name (the students) on the wire transfer.

Nuova Accademia s.r.l.

Via C. Darwin 20 - 20143 Milano -Italy

Banca Popolare di Novara

Agenzia 10 Mi

ABI 05608CAB01610 CING

CURRENT ACCOUNT # 20020

SWIFTCODENVRBIT21131

IT68 G05608 01610 000000020020

Only after payment registering procedures have been completed by the NABA financial administration, can we proceed to the student's formal pre-enrolment. NABA will then send the official acceptance letter requested by the Embassy or Consulate of the student's residence country in order to complete the visa procedure.

Attached sheet 2

Admission procedure

1st step

Within March 30th (deadline): get in touch with NABA International Office (int.info@naba.it) and send us (via email, airmail or fax):

- this application form duly signed and filled in with all your details
- the portfolio (not returnable)
- cv and motivational letter
- A copy of the original high school diploma
- University transcript (translated in English in case the original version is in another language).

For the first step you do not need to provide all the translated documents.

Once NABA informs you on having passed this selection you may proceed on requesting all translation and legalization of high school diploma and university transcripts.

NABA will send a response within a couple of weeks after receiving the application package.

2nd step

Between April 15th and May 15th (deadlines established by the Italian Ministry of Education, so please double-check it with the Italian Embassy/Consulate/Cultural Institute).

Request to the nearest Italian Embassy/Consulate/Cultural Institute:

- the “domanda di pre-iscrizione”

The Embassy/Consulate/Cultural Institute will provide you with all the details on how to start and follow the “pre-iscrizione” procedures, as well as informing you about any additional document you have to provide.

For a full list of the Italian representative authorities around the world see here:

<http://www.esteri.it/MAE/IT/Ministero/Rappresentanze/>

IMPORTANT NOTICE FOR NON EU STUDENTS: Without the “domanda di pre-iscrizione” “duly filled in and signed, you will not be allowed to get the student visa, so you absolutely have to follow this procedure.

Within May 30th (deadline):

Please send all translations and legalizations of your high school diploma and university transcripts to NABA.

Final admission will be notified only after receiving the translation, legalization and value declaration of your high school diploma and university transcripts.

Attached sheet 3

Important notice

Please notice that:

- A) All classes are currently held in Italian. Students should therefore have a reasonable command of the Italian language (for language requirement see attached sheet 1, page 3).
- B) The enrolment procedure to the NABA course chosen will be completed only when the student has duly filled out and signed the agreement (“immatricolazione”) at NABA administration office.
- C) In some non-EU countries, Italian Embassies require to pay the entire tuition fee in order to get the student visa. Please enquire at the International Relations Office.
- D) Cancellation policy: the enrolment fee cannot be refunded under any conditions. Non-EU students who have completed the tuition fee payment in order to get the visa, will be refunded 50% of the tuition fee in case of withdrawal prior to July 30th. After this deadline, they will not be refunded. Refunds will be given in case of visa rejection only.
Visa rejection will have to be proved by sending to NABA the Embassy/Consulate rejection certificate.
- E) Students who withdraw from lessons and do not attend them – for any reason, including force majeure – after having accepted and signed the enrolment agreement (“immatricolazione”), will have to pay the entire tuition fee, having no right not to pay the agreed amount of money as established in the enrolment agreement (“immatricolazione”).
- F) The present regulation shall be considered read and approved in all its parts by the signature appointed on bottom of the application form on page 2 of the present PDF document.