

APPLICATION FORM
Semester Courses
AY 2023-24



DOMUS ACADEMY MILANO



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APPLICATION FORM

Semester Courses

ACADEMIC YEAR 2023-24

Please write clearly or type your answers to all questions in capital letters, and return this form to the Admissions Office. ALL ITEMS ARE COMPULSORY. For assistance please contact admissions@domusacademy.it

PERSONAL DETAILS

First Name

Surname

Gender F () M () Date of Birth Place of Birth

Country Nationality

Email address

Mobile phone number (including country and any other code)

Permanent address

Town Zip code

Country

Address for correspondence (if different from permanent address)

.....

Town Zip code

Country

COLLEGES, UNIVERSITIES ATTENDED

School name

Country

Date entered Graduation date OR expected graduation date

Graduation OR expected graduation academic year..... Final grade (ex. Class or CGPA)

Degree/qualification (BA, BS, BC, BFA, BE etc.)

DOUBLE MATRICULATION

Are you currently in process of enrolling or are you enrolled in any other postgraduate University program in Italy or abroad?

NO YES Please specify University/Academy and programme:

.....

As per Ministerial Decree nr. 933 dated 02/08/2022 and law nr. 33 dated 12/04/2022, bearing "Provisions regarding simultaneous enrolment to two higher education courses"

SECONDARY SCHOOL DIPLOMA

School name

Country

Date entered Graduation date

Total years of education from Primary up to High School included:

- 10th grade 11th grade 12th grade 13th grade

LANGUAGES

PLEASE PROVIDE INFORMATION ABOUT THE ENGLISH LANGUAGE CERTIFICATE (*Pick one of the following alternatives*):

- IELTS English Language Certificate or accepted equivalents ALREADY TAKEN ONLY BOOKED

Type of Certificate

Score (if already available).....

Date of test (taken or expected)

- Bachelor/Undergraduate Programme run in English (*graduated within and not later than 2 years prior Domus Academy Course beginning*)

- Mother tongue

Please enclose copy of the certificate showing your English language ability. For entry language requirements and further information please refer to section "ENGLISH LANGUAGE CERTIFICATE"

CHOSEN PROGRAMME (please select only one option)

BUSINESS AREA	<input type="checkbox"/> SEMESTER COURSE IN BUSINESS DESIGN <input type="checkbox"/> SEMESTER COURSE IN LUXURY BRAND MANAGEMENT	DESIGN AREA	<input type="checkbox"/> SEMESTER COURSE IN INTERIOR AND LIVING DESIGN <input type="checkbox"/> SEMESTER COURSE IN PRODUCT DESIGN <input type="checkbox"/> SEMESTER COURSE IN URBAN VISION AND ARCHITECTURAL DESIGN
EXPERIENCE AREA	<input type="checkbox"/> SEMESTER COURSE IN INTERACTION DESIGN <input type="checkbox"/> SEMESTER COURSE IN SERVICE DESIGN <input type="checkbox"/> SEMESTER COURSE IN VISUAL BRAND DESIGN	FASHION AREA	<input type="checkbox"/> SEMESTER COURSE IN FASHION DESIGN <input type="checkbox"/> SEMESTER COURSE IN FASHION MANAGEMENT <input type="checkbox"/> SEMESTER COURSE IN FASHION STYLING AND VISUAL MERCHANDISING

ACCREDITATION

ACCREDITED PROGRAMME

After successfully completing the Semester Course, eligible students will be recognized **24 CFA/ECTS** and will obtain a Certificate of Completion.

NON-ACCREDITED PROGRAM

After successfully completing the Semester Course, eligible students will obtain a Certificate of Completion (no CFA/ECTS awarded).

Important notice: please refer to the General information paragraph "A. Audience" for important information about entry requirements and Non-accredited program path specifics. After completing the Semester course, students may have the opportunity to further proceed their studies by enrolling in the Master Programme of reference (please refer to General information paragraph "D. Continuation Of Further Studies In Domus Academy Master's Programmes").

INTAKE CHOSEN - Please select only one option (mandatory):

- November 14th 2023 February 6th 2024

COMPULSORY ATTACHMENTS TO THIS APPLICATION FORM (in English, otherwise stated)

- **Curriculum vitae/resume**
- Artistic and professional **portfolio of projects** (not mandatory for Semester courses in Fashion Management, Luxury Brand Management, Business Design and Service Design)
- Mandatory **essay assignment only for Semester Course in Service Design** application (see guidelines here below)
Describe why Service Design is an emerging field and conduct an analysis justifying the potential of the field. The analysis should map the scale of the field, include a discussion of contemporary examples and possible future directions. The essay should be max. 1500 words and may be supported with imagery, submitted in a pdf format.
- **Motivational letter** (see guidelines here below)
 - Explain your motivation for applying to the program (Why are you interested in the program? What is your specific field of interest? What are your plans for the future and how would this study program help you achieve your goals?)
 - Explain how your educational and professional background relates to the program you are applying to (What makes you a good candidate for this program? What have you accomplished in the past? What knowledge, skills, and experiences do you have that are relevant to this program?)
 - For **Semester courses in Fashion Management, Luxury Brand Management and Business Design** applicants: in your opinion, from an industry point of view, what are the trends affecting the fashion/luxury (any industry other than and beyond fashion)/business design world?
- Copy of **Bachelor's Degree or Academic Diploma** translated into English* or **official certificate of expected graduation** issued by your Institution if not graduated yet
- Copy of **Bachelor's Degree or Academic Diploma's official transcript/mark sheet** translated into English* or Diploma Supplement if available or most updated official transcript/mark sheet if not graduated yet (listing subjects and exams, with corresponding number of hours/credits, final grade CGPA or Class if graduated, grading scale)
- Documentation regarding further courses or seminars attended (if available)
- **English language certificate** (see section "English language certificate")
- **Copy of passport**
- **Payment receipt of Euro 100 application fee**
- *Only if applicable as per Ministerial Decree nr. 933 dated 02/08/2022 and law nr. 33 dated 12/04/2022, bearing "Provisions regarding simultaneous enrolment to two higher education courses": regular certification or self-declaration stating the process of enrolment on going or the official enrolment in another postgraduate University program in Italy or abroad and self-declaration of being in possession of the necessary prerequisites.*

*Alternative accepted languages: Italian, French, Spanish and Latin.

I DECLARE

To have fully read, understood and accepted the admissions regulations and conditions specified in the attached "General information" and "General conditions" sheets. I certify that this application form is accurate and complete to the best of my knowledge.

Signature

Date

APPLICATION FEE

In order to apply to Domus Academy candidates shall pay an application fee of Euro 100.

Please notice that all bank, credit card and third party charges have to be covered by the applicant and that the application fee is not refundable for any reason. The fee can be settled:

1. BY BANK TRANSFER:

- **Account holder:** NUOVA ACCADEMIA SRL, Via C. Darwin 20, 20143 Milano, Italy
- **Bank name:** Gruppo Banco BPM Milano Ag. 10 Via Ariosto 1/A 20145 Milano
International bank details:
- **SWIFT:** BAPPIT22
- **IBAN** IT36U050340161000000000251
- **Reason for payment:** Please clearly specify name of student/program chosen

2. CREDIT CARDS (VISA, MASTERCARD, AMEX, UNION PAY) PAYMENTS DIRECTLY AT DOMUS ACADEMY ACCOUNTING OFFICE.

3. BY FLYWIRE (ONLY INTERNATIONAL STUDENTS)

To get started, click or go to: www.flywire.com/pay/domusacademy to begin the payment process.

PRIVACY NOTICE

PRIVACY / Information pursuant to Art. 13 of EU Regulation 679/16 (GDPR)

1. WHY YOU ARE RECEIVING THIS COMMUNICATION

Nuova Accademia S.r.l., as Data Controller, wishes to inform you about the type of data we collect and the methods we use to do this, in order to guarantee respect for your fundamental rights and freedoms, with particular reference to the confidentiality and security with which the data are processed.

2. WHICH PERSONAL DATA WE COLLECT

Nuova Accademia S.r.l. collects and stores your personal data at the time of enrolment/registration:

- Identifying data such as given name, surname, residential address, email address, studies completed, citizenship, gender, place and date of birth, telephone number, copy of identity card/passport.
- Your banking data and/or those belonging to the person making the payment.
- Possible person to be contacted for administrative aspects, including payments.
- Information about your/your family income, assets.
- Possible rental lease for non-resident students.
- Any medical certifications proving disability.
- Academic career / curriculum vitae.
- Copy of identity card/passport of the person who acts as the student's legal guardian.

3. FOR WHAT PURPOSES WE USE YOUR PERSONAL DATA

Nuova Accademia S.r.l. uses your data for the following purposes:

- a) To fulfil pre-contractual and contractual obligations, to allow your enrollment in the course of your choice, as well as the provision of services connected to it, such as verifying the prerequisite qualifications (diploma, degree...) to access our courses.
- b) To handle money collections and payments, deriving from contractual obligations, including credit recovery.
- c) To provide support services to certified disabled students or to students with certified learning difficulties.

Within the scope of the purposes under 3(a) (b) and (c), the processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. (Art. 6(1)(b) of GDPR).

- d) To fulfil the obligations arising from the Law, Regulations, EU legislation or any order of the Authorities (including checks relating to the provision of cash contributions and/or scholarships and/or benefits in general, if entitlement to receive these is ascertained).

Within the scope of the purposes 3(d), the data will be used to fulfill a legal obligation (Art. 6(1) (c) of GDPR).

- e) To exercise the rights of the Data Controller.
- f) Data may also be collected by the Galileo Global Education Italia Group in aggregate form to perform statistical analyses.

Within the scope of the purpose 3(e) and (f), the data will be used to fulfill the legitimate interests pursued by the controller (Art. 6(1) (f) of GDPR).

- g) To inform parents or legal guardians about general and/or specific news relating to your course of studies.
- h) To provide an alternative contact for administrative purposes for the sending of communications regarding payments and reminders.
- i) Nuova Accademia S.r.l. is part of the Galileo Global Education Italia Group. Your data may be transferred to other Institutes of the Galileo Global Education Italia Group to promote courses based on the aptitudes and interests of each student or to enrich their studies.
- j) To respond to requests for checking academic qualifications, your personal data could be transferred to Regent's University London.
- k) To send you communications and/or promotional offers relating to Campus initiatives, our scholarships, courses, and events that may be of interest to you.
- l) For profiling purposes.

Within the scope of the purpose 3(g), (h), (i), (j), (k), (l), the data processing has its legal basis in the acquisition of appropriate consent from the data subject (Art. 6, par. 1 Lett. a), of GDPR).

3.1 Data retention

For purposes 3(a), (b), (c), (d), (e) and (f), we retain your personal data for the whole duration of the time you spend on Campus and even beyond the 10-year period of limitation from the termination of the relationship to comply with legal obligations and for purposes of judicial protection.

For the mentioned purpose 3 (g), (h), (i), (j) we retain your data until consent is revoked and we guarantee the exercise of data subjects rights.

For the mentioned purpose 3(k), and (l), we retain your data for 3 years.

4. THE SECURITY OF YOUR PERSONAL DATA

Your data will be processed using equipment that guarantees their confidentiality, integrity and availability. The processing is carried out on paper and through computerised and/or automated systems and will include all of the operations or sets of operations envisaged in Art. 4 of the GDPR which are necessary for the data processing, including communication with the subjects assigned to the processing itself. The data will not be disseminated; however, they will or may be communicated to public or private entities or individuals who operate within the context of the purposes described above.

5. WHO CAN ACCESS YOUR PERSONAL DATA

Only authorised persons can access your data in the context of the tasks assigned by Nuova Accademia S.r.l.

Personal data will not be disseminated in any way; in addition, they may be communicated and processed by third parties duly appointed as Data Processors, such as external collaborators and companies that provide specific technical services.

Your data may also be accessed by authorised persons employed by Galileo Global Education Italia, as well as employees of Istituto Marangoni S.r.l. and Domus Academy, belonging to the same Group. Personal data may also be accessible or may be disclosed to those whose right to access your personal data is recognised by the provisions of law or secondary or European Union regulatory provisions.

Your personal data may also be processed for checking academic qualifications to Regent's University London.

6. TRANSFER OF PERSONAL DATA

Your personal data will be managed and stored on servers located within the European Union and belonging to the Data Controller and/or third-party companies appointed and duly identified as Data Processors. Your data will not be transferred outside the European Union.

Please note: In the event of any transfer of personal data to third countries, these will be transferred by the Controller, in compliance with Articles 44 et seq. of the GDPR, using appropriate safeguards to ensure their protection. Further information regarding these appropriate safeguards may be obtained upon request to the Controller.

7. IS IT MANDATORY TO CONSENT TO THE PROVISION OF YOUR DATA?

The disclosure of your data referred to in point 3 (a), (b), (c), (d), (e) and (f) is necessary to conclude and execute the contract; for the purposes referred to in point 3 (g) (h) (i) (j) (k) and (l) it is optional. If you do not consent, you can still proceed with your enrolment.

8. WHAT ARE YOUR RIGHTS IN RELATION TO THE GDPR?

In accordance with the provisions of the GDPR, Nuova Accademia S.r.l. guarantees the following rights:

- Right to withdraw consent [Art. 7(3) of the EU Regulation] (right to

withdraw the consent given. Note: withdrawal of consent does not affect the lawfulness of the processing based on the consent before withdrawal).

- Right of access [Art. 15 of the EU Regulation] (right to obtain confirmation of the existence or otherwise of personal data relating to you and a copy of such data in intelligible form).
- Right to erasure (“right to be forgotten”) [Art. 17 of the EU Regulation] (right to have your data erased).
- Right to restriction of processing [Art. 18 of the EU Regulation] (right to obtain restriction of processing, e.g., in case the accuracy of the data is contested or in case of unlawful processing).
- Right to data portability [Art. 20 of the EU Regulation] (right to receive in a structured, commonly used and machine-readable format the personal data concerning you that have been provided to the Controller and the right to transmit such data to another Data Controller without undue delay).
- Right to object [Article 21 of the EU Regulation] (right to object to the processing of your personal data).
- Right not to be subject to automated decision-making [Art. 22 of the EU Regulation] (right not to be subject to a decision based solely on automated processing).

The above rights may be exercised in writing by sending an e-mail to dpo@naba-da.com. Further information on the processing of personal data may be requested at any time from the same contact. It is also specified that the exercise of your rights shall not prejudice and/ or harm the rights and freedoms of others.

The Controller undertakes to respond to requests within one month, except in the case of particularly complex requests, for which a

maximum of three months may be required. In any case, the Controller will explain the reason for the delay within one month of the request.

The outcome of the request will be provided in writing (at your request) or electronically (and in this case, free of charge). The Controller specifies that you may be required to pay a fee if your requests are manifestly unfounded, excessive, or repetitive: in this regard the Controller will keep track of the requests.

The Controller, in compliance with Article 19 of the GDPR, undertakes to inform the recipients to whom your personal data have been communicated of any rectification, erasure or restriction of processing requested by you, where possible.

9. IF YOU HAVE ANY QUESTIONS PLEASE REFER TO THE CONTACT DETAILS PROVIDED BY THE DATA CONTROLLER

If you believe that we have not complied with your rights regarding the protection of personal data, you can contact the Italian Data Protection Authority. Alternatively, if you live in another country, you can contact your local Data Protection Authority.

10. DATA CONTROLLER

The Data Controller is Nuova Accademia S.r.l. Via C. Darwin 20 – 20143 Milano. Email: privacy@naba-da.com
The Data Protection Officer is: dpo@naba-da.com.

11. UPDATE TO THIS INFORMATION NOTICE

This Information Notice may be subject to change. Any substantial changes will be communicated to you via email or through our student platform.

ACKNOWLEDGEMENT OF THE PRIVACY NOTICE AND GIVING OF CONSENT:

I declare that I have carefully read and understood every part of the above-mentioned Privacy Notice, and I declare that I am aware of the possibility of data transfer to eventual Group’s partner Universities. In the latter case, I understand that the data will be processed in accordance with the provisions of the partner University and the agreements in place between the partner University and the Controller. In addition,

- I give my consent for inform parents or legal guardians about general and/or specific news relating to my course of studies.
- I give my consent to provide an alternative contact for administrative purposes for the sending of communications regarding payments and reminders.
- I give my consent for transfer your personal data to other Institutes of the Galileo Global Education Italia Group to promote courses.
- I give my consent to send also to Regent’s University London, for checking academic qualifications.
- I give my consent for receive communications and/or promotional offers relating to Campus initiatives, scholarships, courses, and events.
- I give my consent for profiling purposes.

Signature (legible) of Data Subject

Place and date

GENERAL INFORMATION

A. AUDIENCE

The Faculty reserves the right to check the proficiency of a candidate for any reason to take a final decision on his/her eligibility and to give a final feedback on the application.

The evaluation of an application is based on the positive assessment of both the Programme Leader and the Admissions Committee who will evaluate whether the degree and the technical skills corresponds to requirements. Semester courses are open also to students with not related degrees or diplomas, if the applicant is motivated by a research interest towards the programs' topics.

General entry requirements include:

- **Holding a first level academic degree** (Bachelor's Degree or Academic Diploma) in fields related to the selected study program
- **Certificate of English language (IELTS 5.0 Academic or General** on entry – see section "English Language Certificate")

After successfully completing the Semester Course, eligible students will be recognized **24 CFA/ECTS** and will obtain a **Certificate of Completion**.

Non-Accredited Course

Participants not holding a first level Bachelor's Degree/Academic Diploma (and/or the English level required) will enroll into the non-accredited programme following the course structure of the accredited one, and, upon successful completion of the course, they will receive a **Certificate of completion** but not the educational credits (CFA/ECTS).

B. ADMISSION PROCESS

Within 7 days from the application submission, Domus Academy Admissions Office will inform the candidates about the acceptance and, in case of positive feedback, will send the Admission Package to the students. The admission will stay conditional until the above-mentioned entry requirements are accomplished according to the program and validation chosen.

C. DEADLINES

Applications can be sent

- Within **October 14th 2023** for November 2023 intake
- Within **January 6th 2024** for February 2024 intake

Please notice that each course has a limited number of available places and enrolments will close when reaching the limit. When admission is confirmed, students are required to secure their place by returning the **Enrolment Form** and the receipt of **payment of the pre-enrolment fee** within 15 days from the Admission Letter's date*.

**Official pre-enrollment payment dates can be anticipated depending on the Admissions Office's decisions based on the application/admission dates*

D. CONTINUATION OF FURTHER STUDIES IN DOMUS ACADEMY MASTER'S PROGRAMMES

After successfully completing the Semester Course, *and additionally being recognized with 24 CFA/ECTS (for accredited path)*, students may have the opportunity to further proceed their studies by enrolling in the Master's Programme of reference (f.e. Semester course in Fashion Design > Master's Programme in Fashion Design). In such case, fees paid for the Semester Course will be kept valid as a credit for the Master's Programme and students will be informed of the balance fee payment due in order to confirm the enrollment to the new course. It's not possible to proceed enrolling into the Double Award Master's Programme.

ACADEMIC MASTER'S DEGREE (AWARDED BY NABA – 60 CFA/ECTS):

Participants holding a first level Bachelor's Degree/Academic Diploma (and the English level required), thus enrolled in the Accredited Semester course, will be allowed to earn the Academic Master's Degree and the educational credits (60 CFA/ECTS), upon successful completion of the Master's Programme path. In order to receive an **Academic Master's Degree recognized by the Ministry for Universities and Research (MUR)**, students of the relevant Master's Programme have to be enrolled/matriculated in NABA (Nuova Accademia di Belle Arti). NABA is a non-state institution belonging to the Ministry for Universities and Research (MUR). The Academic Master's Programmes lead to the attainment of legally recognized degrees and to the achievement of educational credits that will allow students to continue their studies in Academies and Universities in Italy and abroad.

DIPLOMA PROGRAM:

Participants not holding a first level Bachelor's Degree/Academic Diploma (and/or the English level required), thus enrolled in the Non-accredited Semester course, will not earn the Academic Master's Degree and the educational credits. They will enroll into the Diploma Program course following the course structure of the program validated by NABA (except for the curricular internship) and they will receive a **Domus Academy diploma** which is a private title, not recognized by MUR, Ministry for Universities and Research on successfully completing the program.

E. DOCUMENTS REQUESTED FOR MATRICULATION TO ACCREDITED SEMESTER COURSES

STUDENTS HOLDING AN ITALIAN BACHELOR'S DEGREE

Students holding an Italian Laurea or Diploma Accademico di Primo Livello (Bachelor's Degree) are required to provide the school with the following documents:

- Bachelor's Degree (Laurea or Diploma Accademico di Primo Livello) certificate together with academic transcripts or complete and original Diploma Supplement (including transcripts) issued by the University/Academy which awarded the Bachelor's Degree.

STUDENTS HOLDING A NON-ITALIAN BACHELOR'S DEGREE

As per the Italian Ministry for University and Research (MUR) regulations, students wishing to enrol in the Postgraduate Programmes are required to possess a first level university qualification, which must meet the following requirements if earned outside of Italy:

- be an official first cycle title belonging to the foreign system of reference and issued by an official institution of the same foreign system;
- the title shall grant access to the second-cycle courses in the foreign system of reference;
- the applicant's academic qualification shall be equivalent to the Italian qualification required to enter second-cycle programmes.

These requirements apply to all students with a foreign qualification, regardless of their nationality, and are valid both for qualifications issued within the European Union and outside.

For checking the validity of the degree in order to access an Italian University/Academy, we kindly suggest to ask for a CIMEA Statement of Comparability at the following link: <https://cimea.diplo-me.eu/naba/#/auth/login>

For further information about MUR regulations and procedures for international students, visit: https://studyinitaly.esteri.it/en/home_borse

Students holding a non-Italian Bachelor's Degree are required to provide the school with the following documents:

STUDENTS HOLDING A NON-ITALIAN BACHELOR'S DEGREE:

- Bachelor's Degree certificate, legalized by the appointed local authority, and translated into Italian by an official translator*
 - Bachelor's Degree complete final transcripts, legalized by the appointed local authority, and translated into Italian by an official translator*
- *Official translation not compulsory for Bachelor documents originally and officially issued in English, French, Spanish and Latin.

STUDENTS HOLDING A NON-ITALIAN BACHELOR'S DEGREE AWARDED IN A COUNTRY WHICH SIGNED THE PROCESSO DI BOLOGNA OF 2009:

- Bachelor's Degree certificate together with academic transcripts or complete and original Diploma Supplement (including transcripts) issued by the University/Academy which awarded the Bachelor's Degree in English or double language local and English, legalized by the appointed local authority.

Please notice that documents must be issued officially by the University/Academy, but this is not sufficient when **Legalizations** are needed. In fact, legalization is a specific process, which must be done prior your arrival at duly appointed government offices which contact details you, can find here according to the country where your degree was issued: <https://www.hcch.net/en/instruments/conventions/authorities1/?cid=41>. The legalization is not needed in case the title is obtained in one of the following countries: Austria, Belgium, Denmark, France, Germany and Ireland and other possible country that may adhere to the European Convention of Brussels of 1987.

Legalizations can be substituted by the **CIMEA Statement of Verification**, which can be requested online at: <https://cimea.diplo-me.eu/naba/#/auth/login>. The School prefers to receive the CIMEA Statement of Verification instead of legalizations, however we give the student the final choice considering that legalizations could be requested by the Italian Diplomatic Authorities around the world for visa issuing. The student is anyway requested to present complete Bachelor's Degree certificate and transcripts too (even if not legalized) duly translated in Italian if necessary.

The matriculation to the accredited programmes will stay conditional to the submission of the above-mentioned documents that will be evaluated by an appointed commission for matriculation purposes. Domus Academy reserves the right to require further documentation for evaluation and matriculation purposes if necessary, such as but not limited to the CIMEA Statement of Comparability (<https://www.cimea.it/EN/pagina-attestati-di-comparabilita-e-verifica-dei-titoli>).

If not in possession or the above mentioned requirements, or needed documents are not submitted in time, students will be enrolled in **Non-Accredited Semester course** (please see section A. Audience) for more information.

F. APPLICATION FOR A STUDY VISA TO ITALY (FOR NON EUROPEAN STUDENTS ONLY)

Upon receiving the Enrolment Form filled in and signed and the pre-enrolment fee payment, the Admissions Office will provide students with all necessary information in order to apply for the student visa.

All students seeking for a study visa need to **start the pre-enrolment process through the UniversItaly platform**

UniversItaly is a website developed by the Italian Ministry for University and Research (MUR) with the aim of supporting students through their study experience in Italy. The MUR established that all International non-European students willing to study in an Italian Academy or University should undertake the pre-enrolment procedures through UniversItaly.

The pre-enrolment will give you the possibility to study at Domus Academy - awarded institution "NABA, Nuova Accademia di Belle Arti" - and allow you to obtain the study VISA from the Italian authorities. Students are asked to pre-enrol and submit a copy of the passport, English certificate, Bachelor Degree/Academic Diploma and transcripts on the UniversItaly platform at <https://www.universitaly.it/index.php/>

Pre-enrolment applications are usually submitted, starting approximately in March each year. This procedure is **MANDATORY** for students applying for any in presence programme.

- For the **Semester Courses** students are requested to have an entry visa for post-graduate study called STUDIO tipo D nazionale.

Usually it takes **90 days to get the study visa that is why we suggest you to start the procedure as soon as possible after your enrollment. Students are responsible to collect all needed information and proceed with visa application in a reasonable time to be sure to get visa prior course beginning.**

G. IMPORTANT INFORMATION

- Application dossiers will be taken into consideration only if complete and received within the established deadlines.
- Programs will start only upon the attainment of a minimum number of enrolled students. In case the selected program will not start, Domus Academy will inform students within one month prior program beginning.
- The present application form shall be considered read and approved in all its parts by the signature on page 2 and 4.

H. ENGLISH LANGUAGE CERTIFICATE

Important Notice: valid English certificates must be submitted at least **THREE MONTHS** before the beginning of the DA course and should not be older than 2 years. The official admission to Domus Academy programmes is also conditional to the actual achievement of the requested level of English language.

CERTIFICATE NAME	SEMESTER COURSE
IELTS Academic or General	5.0
REPT TEST <i>REPT is an online English proficiency test provided by Regent's University London at an additional fee of Euro 120,00. More information available upon request</i>	5.0
Cambridge English: First (FCE)	154
Cambridge English: Preliminary (PET)	159
Cambridge English: CAE - Advanced	minimum score reported for B1+ level
Cambridge English: CPE - Proficiency	minimum score reported for B1+ level
Cambridge English: Linguaskill	159
Cambridge English: BEC Business Preliminary	159
TOEFL ibt (internet based test)	Overall minimum 45
Trinity College London Integrated Skills ISE (all four parts, not partial)	grade II (B2) in all parts grade III (C1) in all parts grade IV (C2) in all parts
PTE Academic	36
TEEP	5
TOEIC	Listening and reading: score 680 Speaking and Writing: score 280
BIEB	B1 - Level B2 certificate in ESOL international (Level 1)
ESB	Esol - All modes: Level 1 - All modes
ELLT Certificate (Oxford International Digital Institute)	From B1+ (Overall minimum 5)
LanguageCert International	ESOL B2 Communicator Written and Spoken

Exemptions (prior check with the Admissions Office):

- Mother Tongue
- BA Degree run in English (*graduated within and not later than 2 years prior Domus Academy course*)
Please provide an official university certificate stating that English was the official and only medium of instruction.

Domus Academy reserves the right to check the validity of the certificates submitted by the students and their English proficiency any time according to above mentioned requirements and instructions.

GENERAL CONDITIONS

TUITION FEE AND PAYMENT CONDITIONS FOR SEMESTER COURSES

The tuition fee for a Semester Course is:

SEMESTER COURSES STARTING ON NOVEMBER 14TH 2023

Euro 8.500 (full fee, including pre-enrolment and tuition) be paid as follows:

PAYMENT	DEADLINE	DESCRIPTION
Euro 2.000	within 15 days after admission - official deadline will be provided in the admission letter	pre-enrolment fee
Euro 6.500	within 1 month before course beginning	balance of the tuition fee

SEMESTER COURSES STARTING ON FEBRUARY 6TH 2024

Euro 9.000 (full fee, including pre-enrolment and tuition) be paid as follows:

PAYMENT	DEADLINE	DESCRIPTION
Euro 2.000	within 15 days after admission - official deadline will be provided in the admission letter	pre-enrolment fee
Euro 7.000	within 1 month before course beginning	balance of the tuition fee