



Ambasciata d'Italia
Washington

ITALIAN BURSARY PROGRAMME OFFERED TO FOREIGN AND IRE STUDENTS

Public announcement for Academic Year 2012/2013

Introduction

The Italian Government announces the following bursary programme for foreign students and IRE (*Italian Residents Abroad*) to study in Italy during the Academic Year 2012/2013.

The programme is offered by the Italian Ministry of Foreign Affairs, through its diplomatic mission in the accredited country of the applicants, to students of **selected countries** wishing to study at Italian public universities or other public institutions of higher education.

Before filling their application, students should contact Italian diplomatic representatives or Italian Cultural Institutes in their country of citizenship, for detailed and country specific information about this offer.

Applicants should study this document carefully and familiarise themselves with the terms for participating in this bursary programme.

Particular attention should be paid to the following:

- Age limit (*Applicant's age should not exceed 35 years, with some exceptions*);
- Educational background (*Preferably a Masters Degree or equivalent*);
- Required documentation (*Application form, referee reports, academic diplomas and transcripts, applicant's CV*)

To know more about prerequisites, please read the notes at the end of this document.

Details

1. Thematic areas of study, duration of bursaries offered, prerequisites

Beore applying students are advised to check the website of the Italian mission in their country of citizenship for further details.

Applicants may request three month bursaries for

- Advanced courses in Italian language and culture, *Note 1.*
- Courses in Italian language teaching. *Note 2*
- Study or research projects at non-private Italian research Centres – Laboratories – Libraries - Archives - Museums. *Note 3.*

Applicants may request six or nine month bursaries for

- Individual university courses. (Levels I or II). *Note 4*
- University degree courses (Levels I or II). *Note 5*
- Advanced professional training, art and music courses. *Note 6*
- Courses in Italian language teaching. *Note 7*
- Masters Degree courses (Levels I or II). *Note 8.*
- Doctorates Courses. *Note 9*
- Schools of specialisation. *Note 10*

- Singly or jointly supervised study or research projects. **Note 11**

2. Degrees/certificates awarded

First and second level University Degree – Teaching certificate of Italian as a foreign language – Italian Language Certificate - Certification of individual University course completion - Level I and II Masters Degree – Doctorate Diploma - Certificate of completion of research - Advanced professional, art or music specialisation or diploma.

3. Bursary Selection Committee and Host Institutions

Bursary recipients are selected by the Italian mission in the applicant's country of residence through an "ad hoc" committee or jointly with the local authorities.

The Italian Government awards and pays the bursary through the Ministry of Foreign Affairs Directorate General for Country Promotion (DGSP), Office VII, Rome.

4. University Host Institutions

Bursaries are awarded for study and/or research programmes at public and legally accredited institutions. Bursary recipients study at the Italian universities/institutions of their choice, based on the approval of the selection committee. Pre-enrolment to the chosen Italian Institution will be done through the Italian Diplomatic Representatives in the student's country of citizenship. **Note 12**

5. Bursary duration and start dates

The only bursaries to be awarded for the 2012/2013 academic year will be of **three, six or nine month duration**. Start dates must be from **January 1st 2013** onward, and duration cannot exceed **31 December 2013**. No bursaries are available for shorter periods of studies.

6. Age limits for applicants

Unless otherwise indicated in the executive programmes of cultural agreements with individual countries, new bursary or renewal applications **cannot be accepted** from applicants born **before June 1st 1976 (35 years of age)**. In no case may bursaries be awarded to applicants under legal age, i.e. **born after June 1st 1994**. **Note 13**

7. How to apply

All applicants must fill out the on-line application form at "[Borse on Line](#)". The form must be saved and sent on line before the deadline indicated. **Note 14**

8. Application deadline

Application forms must be received on-line by midnight (Italian time) **Monday June 11^h, 2012**. Applicants will be notified of the outcome by the Italian Embassy in their country. Successful recipients will be asked to immediately submit authenticated copies of their documents along with their official translations in Italian.

9. Language of study

Italian is the required language of study in Italy. A basic knowledge of Italian is necessary even at Universities offering courses in English.

Adequate knowledge of the Italian language is indispensable to obtaining a bursary and to enrolment in a university course in Italy, and must be certified in writing. **Note 15**

10. Number of bursaries available, amounts and bursary selection Committee

5 monthly installment of 700 Euros each to foreign citizens.

9 monthly installment of 620 Euros each to IRE citizen.

11. Duties and responsibilities of bursary-holders in Italy

Bursary-holders in Italy must abide by the rules and regulations specified in the updated "[Memorandum for Bursary-holders](#)"

For other useful information click here [Italian government Bursaries for foreign and I.R.E. students](#)

12. Entry Visa in Italy

All bursary-holders must arrive in Italy with an entry visa for study purposes issued by the Italian diplomatic mission and valid for the entire duration of the bursary. Exemptions from visa requirements include European Union citizens and the citizens of countries with which Italy has bilateral agreements on such matters. **Note 16**

13. Travel to Italy and back

Bursaries do not cover airfares or other travel expenses.

14. Bursary payments

Payment of bursaries will take place on a quarterly basis and normally during the quarter of reference by bank transfer to an Italian current bank or postal account in the name of the bursary-holder.

15. Health and accident insurance

For the sole period of the bursary granted by the Italian government, foreign bursary-holders are covered by an insurance policy that covers eventual expenses incurred as a result of illness and/or accident. **Note 17**

16. Enrolment fee exemptions

Foreign holders of Italian government bursaries enrolled in **First Level Degree Courses (Corsi di Laurea) Second Level Degree Courses (Laurea Specialistica), Schools of Specialisation (Scuole di Specializzazione) (with the exception of medical studies)** and research doctorates (**Dottorati di ricerca**) are exempt from university enrolment fees (ref: **D.P.C.M. 09/04/2001**).

Students enrolled in individual courses, professional training, art and music courses, Level I and II Masters courses, **will be required to pay related enrolment fees.**

17. Bursary renewal

Foreign students or Italians Residing Abroad (IREs) holding bursaries may apply for renewal for the continuation or completion of a multi-year course of study (Corsi di Laurea, Specializzazioni, Dottorati di Ricerca). The procedures and timeframes for applicants wishing to renew a bursary are the same as for all other new applicants. **Note 18**



NOTES:

- **Note 1: Requirements:** Applicants are asked to provide proof of enrolment in a foreign university and of having passed a **Level A1 Italian language** test. Admittance is only to courses with a minimum duration of 3 months and of an **A2 university level or higher**; applicants must be enrolled in the 3rd year or higher and have passed at least one university level Italian language exam in their home country. Recommended are the Italian language courses offered by the Universities for Foreigners in Perugia, Siena and Roma Tre, or other institutions accredited to certify knowledge of Italian as a foreign language. All beginner level and/or less than 3-month language courses are excluded. Upon completion of the course attended the bursary-holder will have to sit the required exams.
- **Note 2: Requirements:** Applicants must be **foreign teachers with documented experience in teaching Italian as a foreign language (IFL) in their country of origin.** Admitted only are courses of a minimum 3-month duration given at the Universities for Foreigners of Perugia, Siena and Roma Tree or other institutions accredited in the certification of knowledge of Italian as a foreign language. Upon completion of the course attended the bursary-holder will have to sit the required exams.
- **Note 3: Requirements:** Applicants must duly document study or research projects they intend to carry out at the chosen facility for a period of at least 3 months. Projects must have prior written approval, in a letter to the applicant from an Italian host institution supervisor. The letter must state the supervisor's willingness to accept

responsibility also for assessing the bursary-holder's performance both during and at the conclusion of the study or research activity.

- **Note 4: Requirements:** Applicants must provide certification both of enrolment in a foreign university and of pre-acceptance by the Italian university where they intend to study.

Preference is given to bursary applications for Level II individual university courses of a 6-month minimum duration, accompanied by a letter of pre-acceptance from the chosen university. Upon completion of the course attended the bursary-holder will have to sit the required exams.

- **Note 5: Requirements:** Applicants must provide proof, valid in their place of residence, of having completed upper secondary school and/or first level university studies depending on the University Level they intend to follow. Preference is given to bursary applications for Level II University courses accompanied by a letter of pre-acceptance from the chosen university. Bursary-holders may request renewal of the bursary for the subsequent academic years in compliance with the "[Memorandum for Bursary-Holders](#)".

Since Italian Law no. 264/99 provides that admittance to some degree-path courses can be selective, applicants are advised to apply for selection and pre-enrolment at several universities offering the same type of study and degree categories, in order to increase the chances of admittance and avoid annulment of the bursary. Upon completion of the course attended the bursary-holder will have to sit the required exams.

- **Note 6: Requirements:** Applicants must provide proof, valid in their place of residence, of having completed upper secondary school studies for admission to State or legally accredited academies or conservatories. It is advisable to have a letter of pre-acceptance from the Italian Institution chosen.

Eligible courses, of a minimum 6-month duration, include those offered by institutes of advanced professional, art, music and choral training (academies, conservatories, ISIA, etc.), restoration institutes and the National School of Cinema. It is advisable to apply to several of the above-mentioned institutes for the reasons described in Note 5. Upon completion of the course attended the bursary-holder will have to sit the required exams.

- **Note 7: Requirements:** Bursaries for teacher training or refresher courses, reserved for foreign teachers of L2 Italian language courses, and university students with a degree equivalent to the Italian short degree who have passed at least one university-level Italian language exam in their country. Bursaries are awarded for specific course programmes with a minimum 6-month duration offered by the Universities for Foreigners of Perugia, Siena and Roma Tre, or other accredited institutions authorized to certify knowledge of the Italian language or teachers of Italian as a Foreign Language. Upon completion of the course attended, the bursary-holder will have to sit the required exams.

- **Note 8: Requirements:** Applicants must have a degree corresponding with the Italian first or second Level degree depending on the Master course chosen and eventual other documentation as requested by their chosen Italian institution.

All Level I and II Masters courses must have minimum six month duration and are not exempt from enrolment fees. If the course requires a period of study outside of Italy, payment of the bursary will be suspended during that period. Since admittance to Masters Courses is often on a selection basis, and courses require a minimum number of participants to be held, it is the applicants' responsibility to make sure both of their admittance to the course and its actual start date. Bursary-holders are reminded that they have a right to the awarded bursary only for a period of study to be completed by 31 December 2013, and only if they attend the courses originally chosen. Upon completion of the course attended the bursary-holder will have to sit the required exams.

- **Note 9:** **Requirements:** Since admission to research doctorates in Italy is regulated by strict provisions issued by individual universities, in addition to the requirements listed in Note 8, applicants are required to have established contact with the university of their choice before submitting their bursary applications in order to agree on admission requirements. Since admission is by selection, in order to increase the chance of being accepted, it is advisable to apply to take the entrance exam for several universities, and best in the context of eventual protocols of understanding between their university of provenance and the Italian one.
- **Note 10:** **Requirements:** See Note 8. Courses must be of minimum six month duration. Medical studies are categorically excluded from the list of eligible specialisations (See Legislative Decree no. 257 of 08.08.1991). For admission see also **Note 9**. Upon completion of the course attended the bursary-holder will have to sit the required exams.
- **Note 11: Requirements:** See Note 8. Research bursaries are awarded exclusively for research activities at the CNR, Istituto Superiore di Sanità or other analogous State university facilities, museums, or archives, and for a minimum duration of 6 months. The research project proposal must be submitted with the application, in addition to letters of acceptance from the professor or expert supervisor of the research project proposed by the applicant, and from the director of the Italian academic institution or facility meant to host the bursary-holder.
Priority will be given to applicants whose study and research aims are cited in existing bilateral agreements with the researcher's home university. To receive each quarterly payment, in addition to the documentation cited in the [Memorandum for Bursary-Holders](#). Bursary-holders will be required to send periodical summary reports of the study or research activities carried out to the Country Contact at Office VII of the DGSP.
- **Note 12** Please check information for foreign students in Italy at the website of the Ministry of Education, Universities and Research (MIUR): <http://www.studiare-in-italia.it/studentistranieri/>
Eligible Institutions include:
 - Universities, university institutes and polytechnic institutes.
 - Advanced training institutes for art and music and conservatories.
 - Restoration institutes.
 - The National School of Cinema.
 - Italian research centres or laboratories, archives and museums that have stipulated agreements with the foreign under-graduate or post-graduate university departments in which the applicant is enrolled, or that offer institutional collaboration to foreign scholars and/or researchers through supervisors appointed by the director of the institution.

Bursaries cannot be granted for the following:

 - Foreign institutions (universities, academies, libraries, schools of any sort), even if situated in Italy;
 - Private and non-accredited research centres or laboratories.

The only exceptions are for bursaries awarded for designated "Special Projects".
- **Note 13** The applicant age limit can be extended to **those born after June 1st 1966 (45 years of age)** for teachers of the Italian language with documented, ongoing Italian language teaching experience in their country of origin. Since age limits can vary, as some institutions are legally required to set different ones, applicants are advised to check directly with the institutions concerned (e.g. the legal age limit for the National School of Cinema is 27).
- **Note 14** A reliable and unrestricted Internet connection is indispensable. Some Italian Embassies or Italian Cultural Institutes may offer assistance in filling out

the on-line form and/or may make a request to submit a paper copy of the “*On-Line Application Form*” and other documents. Please check!

All applicants selected will immediately be contacted and required to forward copies of their documentation, duly authenticated and with an official translation, as indicated by the Italian Diplomatic Representative.

- **Note 15** **Most applicants will need a certificate of intermediate level Italian** (e.g. CILS B2, CELI 3, PLIDA B2 or INT.IT Roma Tre) or of equivalent linguistic competence issued by a local organization or language school (e.g. Italian Cultural Institute, Dante Alighieri Society branch etc.). Applicants for enrolment in advanced musical training courses, 3-month language courses or University courses held entirely in English, will have to demonstrate at least A2 level certification of competence in Italian, or equivalent.
- **Note 16** Upon arrival in Italy bursary-holders must go, within eight (8) days, to the Questura (Police) of the town or city where they will be living during their studies. They should apply at the Questura for a residence permit for study reasons. In the case of arrival in Italy before the bursary start date, the bursary-holder will have to apply for the residence permit according to the instructions of the Questura.
- **Note 17** Residence permits for study during periods not included in the duration of the bursary will be issued by the Questura only to foreign students with health insurance coverage. Therefore, bursary-holders who arrive in Italy before the start date of the bursary or that need to stay on after its expiration, if they are non-EU citizens (i.e. do not have a **T.E.A.M., E111 or E128 health insurance card** from their home country), will have to take out health insurance at their own expense.
- **Note 18** Bursary-holders requesting the first renewal will have to have passed at least two exams in the preceding year. Subsequent renewals depend on passing all the exams included in the study plan for the preceding academic years and two in the academic year current at the deadline for bursary renewal application. Renewals may be accorded only for a number of years not exceeding the legal length of course of study.
Bursary-holders that have passed the age limit may not apply for renewal.

Last update : May 9th, 2012

Memorandum for Bursary Holders in Italy

Please read the following information carefully to ensure that there are no problems or delays with the payment of your bursary.

Arriving in Italy. When you arrive in Italy, as a bursary-holder, you need to have:

- sufficient financial resources to support you for about two-three months until the first instalment of the bursary is paid. (This usually happens during the month following the bursary's start-date).

You also need to have the following documents:

- an entry visa to Italy for study reasons. This is issued by the Italian diplomatic-consular post in your country of origin and must be valid for the entire duration of your bursary.
- your “bursary award letter”, issued by the Italian diplomatic-consular post in your country of origin
- a copy of your pre-enrolment with the Italian University where you will be studying. The pre-enrolment will be done by the diplomatic-consular post that awarded the bursary.

For information on your stay and studies in Italy, contact your university's Foreign Students office (Ufficio Studenti Stranieri). The office will be able to help you find accommodation in university halls of residence or similar.

For information on university accommodation, see also:

http://www.esteri.it/mae/opportunita/Stranieri/20101126_Campus_e_Residenze_Universitarie.pdf

When you arrive in Italy you should go, within eight (8) days, to the Questura of the town or city where you will be living during your studies. You should apply at the Questura for a residence permit for study reasons and bring the following documents with you:

- a valid personal document (e.g. passport)
- your "Bursary award letter", specifying the period of insurance cover you are entitled to
- your entry permit to Italy
- your pre-enrolment letter.

Citizens of a European union country or Italian citizens living abroad and registered with the Register of Italians Living Abroad (AIRE) do not need to apply for a residence permit for study reasons.

N.B. If you arrive in Italy before your bursary's start-date, **you will need to take out insurance cover**, at your own expense, to cover you for the period not covered through the bursary. The staff at the Questura will tell you how to do this.

Again within eight (8) days of your arrival in Italy, you should send your name, address, telephone number, email and fax number (if available) to your Country-Contact at:
Ufficio VII, DGSP, Ministero Affari Esteri, Piazzale della Farnesina 1, 00135 Roma
(Fax: +39 (06) 3691 3790).

N.B. The official you should contact depends on your country of origin. The official for each country is shown in the [List of Country Contacts](#)

2. Starting your studies in Italy :

To start your studies in Italy you need to:

– enrol at the University or other academic institution for which the Italian diplomatic-consular post in your country of origin carried out your pre-enrolment

and/or

– contact your tutor at the university or other academic institution where you will be studying (the same tutor you contacted before the bursary was awarded).

3. University fees

Certain categories of foreign students receiving bursaries from the Italian Government are exempted from enrolment and other university fees. This exemption applies to: students enrolled in the Corsi di Laurea breve ("short" (3-year) degree courses), Laurea Specialistica (post-graduate degrees), Scuole di Specializzazione (post-graduate specialist schools, except for medicine and related courses) and Dottorati di ricerca (Doctorates (PhD)) (in accordance with the Prime Minister's Decree of 9 April 2001). These exemptions apply to the first year of study.

In subsequent academic years, exemption is only granted if the bursary is renewed by this Ministry.

Students enrolled in corsi singoli (single courses), corsi di perfezionamento (post-graduate courses), and Level I and Level II Master's degrees **must pay the fees for their chosen courses**. Each university enjoys a certain degree of autonomy and may grant total or partial exemption from the fees payable for their single or post-graduate courses.

4. Bursary payments. To receive your bursary (which is paid in instalments) you must:

- **Open a Bank or Post Office** account in Italy in your name*. General information on an Italian money account can be found at the following address of the [Guida della Banca d'Italia](#) (only in Italian):
- **Fill a personal statement****, using this [Form](#) as a model to confirm your study activity in Italy as per “lettera di assegnazione” within 14 days of the bursary start-date and at the beginning of each quarter (three-month period). The form must state the IBAN Number of your Bank or Post Office account.
- **Send the form, and a copy of your passport page** with your name and picture, duly signed and dated, by fax, no. 06 3691 3790, **or as an email (PDF attachment only)**, to your Country Contact at Ministero degli Affari Esteri, DGSP, Ufficio VII (for email addresses, see list of [Country Contacts](#)).
 - Be careful in correctly indicating the **IBAN number** of your Italian money account on the form.
 - Bursaries are credited to your Bank or Post Office account in quarterly (i.e. three-monthly) instalments. They will be paid by the end of each quarter during which the bursary is valid.
 - Any delay or mistake in sending all documents could result in delays or errors in payment of your bursary instalment.
 - If you do not submit all your documents, at the beginning of each quarter, your bursary could be withdrawn.

N.B. For research activity at the National Research Council (CNR), the Istituto Superiore di Sanità (ISS) and other research bodies of a similar level that do not request formal course attendance, you must also send a declaration on the institution's headed paper. The declaration must be dated and signed by the professor, lecturer or tutor responsible for your research project and must show your first name, surname, citizenship, and date and place of birth, and must state when your research project began. We can only accept the signature of the person indicated in the bursary award letter as, or the signature of a person formally substituting, your professor/tutor.

** in pursuance of art. 12 of D.L. no.201 of 06/12/2011*

*** in pursuance of art. 46 of T.U.-D.P.R. no. 445 of 28/12/2000 & art. 15, par. 1 of Law no. 186/2011*

5. I've decided I don't want the bursary, or I wish to stop receiving it for a temporary period. What should I do?

If you decide you do not want to receive the bursary awarded to you, you must notify D.G.S.P. – Uff. VII of your decision immediately, through your [Country Contacts](#). You must also inform the Italian diplomatic-consular post that awarded the bursary to you in your country of origin.

If for some reason you are temporarily unable to use your bursary, you must immediately inform us at D.G.S.P. – Uff. VII, through your Country Contact, so that we can decide on the course of action to be followed. The same procedure applies if you temporarily interrupt your studies to return to your home country.

Failure to inform D.G.S.P. – Uff. VII immediately could result in your losing the right to the bursary, definitively and without appeal. It could also result in your exclusion from applying in future for any other educational bursary awarded by the Italian Government.

6. Health insurance

You will be covered by a health insurance policy only during the period for which the bursary is awarded.

Detailed information on the policy is available [here](#).

If you will be staying in Italy for longer than the period covered by the bursary, you must take out personal health insurance at your own expense for that additional period.

Please note: If, for any reason, you do not have health insurance cover, you will not be granted a residence visa for study reasons and you will not be able to renew any visa you already have.

7. Changing your course or place of study, or returning to your home country during your course: important information

Only in exceptional cases and for serious, demonstrable reasons, and only before you have enrolled in your chosen course, may you apply for **permission to change your course, place of study or period of study**. Your application must be submitted urgently to the Italian diplomatic-consular post that awarded the bursary.

If the diplomatic-consular post authorises you to make the change(s), it will inform the DGSP - Uff. VII through your Country Contact. The diplomatic-consular post will then send you a new **letter of award with details of your new study course**.

If you make any unauthorised change to your course or to your place or period of study you will lose your right to your bursary.

You may only leave Italy during your period of study for serious, demonstrable reasons and only with written authorisation from the DGSP – Uff. VII. You should apply for this authorisation through your Country Contact. If the period you spend outside Italy is longer than 14 days, you will lose your entitlement to the bursary for that period.

If you are receiving a bursary awarded through this Ministry you may not at the same time receive any other bursaries awarded by the Italian state.

8. Extending or renewing your bursary after year 1.

You should submit your **application to continue or complete your multi-year study course** – Corso di Laurea (“short” (3-year) degree course), Laurea Specialistica (post-graduate degree), Specializzazioni (specialisation) and Dottorato di ricerca (Doctorate or PhD) – **to the Italian diplomatic-consular post in your country of residence**. Your application must include all the documents required and must be submitted **by the deadline specified in the notice published for the new academic year**. Any renewals granted may not exceed the legal duration of your course. Renewals are subject to strict conditions:

- Corsi di Laurea Breve or Specialistica (“short” (3-year) degree or post-graduate degree): you must pass at least two exams in your first year in order to enrol in the second year of the course. For subsequent years, you must pass all the exams envisaged in the study plan for the previous academic years, plus two exams for the current academic year.
- Research doctorates (PhD), specialisation and similar: you must submit a certificate on the

activity carried out during the previous academic year. This must justify the continuation of your studies or research and must be written on the headed paper of your academic institution and signed by your professor/tutor.

N.B. It is not usually possible to apply for a bursary renewal for short research projects that have not been formalised by agreements between the Italian and foreign academic institutions, or for courses in Italian language and culture or for other types of short course.

9. Other information

Office VII of the DGSP, which is responsible for managing study bursaries for foreign students, is located in the Italian Foreign Ministry in Rome (4th floor, entrance to Ministry from Olympic Stadium side). The head of the office is Counsellor Luca Fratini. The office's opening hours are: Monday to Friday, 9.30–12 and 13–14.30. If you plan to visit the office, please let us know beforehand.

Postal address:

**Borse di Studio, Uff. VII, DGSP, MAE
Ministero Affari Esteri
Piazzale della Farnesina 1
00135 Roma**

Email address for Office VII: dgsp7@esteri.it

Fax: + 39 (06) 3691 3790

Email address for the Coordinator of the Italian and Foreign Bursary Section for Foreign and Italian Students, Office VII: marten.stiglio@esteri.it

Italian Foreign Ministry website: www.esteri.it

Ministry of Education, Universities and Research website: www.istruzione.it

Minister for Youth Affairs website: <http://www.gioventu.gov.it>

Foreign diplomatic-consular posts in Italy:

<http://www.esteri.it/MAE/IT/Ministero/Servizi/Italiani/RappresentanzeStraniere.htm>