

## Instructions

In the event that the **winner** of the present selection procedure holds a foreign academic qualification that has not already been declared, pursuant to the current legislation, equivalent to one of the qualifications required by Article 3, paragraph 1 of this "CALL" the Administration, upon receipt of the findings of the assessment conducted by the Examining Commission solely for the purposes of admission to the procedure, will transmit them, along with the documentation referred to in Article 3, paragraph 1, letter a) or b), of the Presidential Decree of July 30, 2009, No. 189 **(1)**, accompanied by the candidate's request, to the Ministry of University and Research, for the purpose of obtaining the opinion provided for in Article 4, paragraph 2, of the same Decree.

### (1) Documents

- Copy of identity document;
- Authenticated copy of the **foreign academic degree** and authenticated copy of **the list of exams/transcript of records/degree/diploma supplement**, all legalized or apostilled by The Hague Convention previously affixed on the originals (2) (for **authenticated copy**, it means a photocopy of the original document authenticated by Italian diplomatic representations in the foreign country of origin of the document or, if the copy is made in Italy, authenticated pursuant to Article 18 of DPR no.445/2000; for the local value declaration issued by Italian diplomatic representations and for the attestation of verification, with attached sworn translation of the documents, made in Italy at a Court or a Justice of the Peace, it is possible to present, as an alternative to authenticated copies pursuant to Article 18, a declaration of conformity through a self-certification pursuant to Article 19 and Article 19 bis of DPR no.445/2000 as the documents are from public administrations; for the attestation of verification and attached translation, with visible Court stamps and/or a declaration at the bottom stating that it is a copy, no authentication or replacement declaration is required as it is already an authenticated copy). **For Titles obtained in EU countries**, it is possible to authenticate the documents by a competent public official pursuant to Article 18 or to produce a replacement declaration of a notarial act pursuant to Article 19 and Article 19 bis.  
**For titles obtained in non-EU countries**, it is possible to present a replacement declaration of a notarial act pursuant to Article 19 and Article 19 bis only for the local value declaration and the verification reports of sworn translations with attached translation;  
**For Titles originating from the United Kingdom**: a statement of conformity to the original is carried out by a notary, solicitor, lawyer, or other authorized public official, whose signature is apostilled by the competent government authority (Foreign Commonwealth Office FCO).
- For copies of titles and transcript of exams and translations carried out abroad, authenticated copies by a public official pursuant to Article 18 are required. Please note that the "**authenticated copy**" of a document can only be issued by the issuing authority. The compliant copy of an authenticated copy is not allowed;
- Authenticated copy of the translated foreign academic degree (3);
- Authenticated copy of the list of exams/transcript of records/degree translated (3)
- Authenticated copy of the local value declaration issued by Italian diplomatic representations for titles obtained in non-EU countries, outside the European Economic Area (E.E.A.) (4) and outside the Swiss Confederation;
- Authenticated copy of the diploma supplement translated (2) or authenticated copy of the comparability attestation from the Enic/Naric Italy center for titles obtained in EU member countries or in the European Economic Area, as well as in the Swiss Confederation
- Authenticated copy of the previous degree only if obtained abroad or replacement declaration of certification if the previous degree was obtained in Italy

## **(2) Translation into Italian**

### **if carried out in Italy:**

Translation by a non-professional translator or by a professional/sworn translator registered in the list of experts appointed by the Courts or Public Prosecutors' Offices or at the Chamber of Commerce and sworn in Italy before the offices of the Courts or justices of the peace or before a notary;  
or

Translation carried out at the Italian diplomatic representations in Italy of the country where the document was issued

### **if carried out outside Italy**

With the signature of the unofficial translator used abroad legalized at the Italian diplomatic representations and declared to be in accordance with the original content by the same representations,  
or

Translation carried out at the same representations or at Italian Cultural Institutes (IIC) abroad with the signature legalized at Italian consulates/embassies. Also, the sworn translator registered in the list of courts or Ministry of Justice of the foreign country or any other official must have the signature legalized by Italian diplomatic representations

## **(3) Legalization or apostille of signatures and stamps on original documents**

It is specified that the signature at the bottom of the degree (e.g., chancellor, vice chancellor, dean, registrar, etc.), the diploma supplement, and the transcript must be legalized/apostilled.

Any authenticated copy of the aforementioned documents signed by a notary public, solicitor, or equivalent authority in other countries (e.g., county clerk), which does not declare the authenticity of the signatures on the presented document, does not replace the apostille on the signatures and stamps of the signatories of the degree and transcript.

Applicants should visit Italian consulates/embassies to determine the competent authorities for affixing the apostille, where they must present the original degree, transcript, and diploma supplement for apostille certification.

In the case of electronic signatures, no legalization/apostille is required if the authenticity and validity of the signature can be verified through a specific link provided in the document.

Documents lacking any type of signature or stamp are not accepted.

Exemption from the obligation of legalization or Hague Apostille on administrative documents related to the degree is granted only if the institution that issued the degree belongs to one of the following countries: Austria, Germany, Belgium, Denmark (except Greenland and the Faroe Islands), France, Ireland, Latvia, and Estonia (for documents issued after 31/10/2010), Hungary.

## **(4) European Union , Iceland, Liechtenstein, Norway**

### **Active links:**

- a. <https://www.mur.gov.it/it/aree-tematiche/universita/equipollenze-equivalenza-ed-equiparazioni-tra-titoli-di-studio/titoli-2>

- b. <https://www.mur.gov.it/it/aree-tematiche/universita/equipollenze-equivalenza-ed-equiparazioni-tra-titoli-di-studio/titoli-3>