

## “FOREIGN/NON-EU STUDENTS”

Foreign Students wishing to study in Italy should consult the "International Students" portal at <https://www.internazionalizzazione.unisalento.it> and / or contact the UniSalento International Office (Palazzo Principe Umberto Viale Gallipoli, 49, 73100 Lecce; e-mail: [international.office@unisalento.it](mailto:international.office@unisalento.it); telephone number: +39 0832-293232; +39 0832-293214 fax 0832/293369).

### ENROLMENT

The rules for the registration of International Students for the academic year 2017/2018 are published by the Ministry of Education and Ministry of Foreign Affairs on the ministerial website: <http://www.study-in-italy.it/> (*it is advisable to consult the website <http://www.universitaly.it/>*).

The open courses are accessible by the international students (NON-EU students who have applied for a pre-registration according to the procedures and timings provided by the Ministry of Universities and Research and by the Ministry of Foreign Affairs) who possess the qualification required and who have passed the test of knowledge of Italian language, that is a prerequisite for participating the evaluation test, which will take place on September 1, as established by the Government.

The place and the time of the test of knowledge of Italian language will be disclosed by the didactic manager of each Faculty on the university portal and on the website of each Faculty.

Once the formalities required by the Ministry have been met, Foreign Students must pass an admission test, whether it be of an undergraduate program or master degree courses, open access or restricted number courses; they must first book online an degree course admission test no later than midnight of the relevant deadline indicated in the relevant admission notice (*bando*) prepared by the faculty (sites of the faculties can be accessed through the portal [www.unisalento.it](http://www.unisalento.it) section Formative offer). In the case of enrolment in degree courses, candidates must make sure that they are in possession of the curricular requirements in the admission notices prepared by the Faculty.

To book an admission test, candidates should:

- connect to the site <https://studenti.unisalento.it> (Student Portal);
- access the Portal (authentication procedure - LOGIN);
- enter the details required by the system;
- proceed with the printing of the test application form and the payment form; one should be kept by the candidate, the other will be necessary for the purposes of payment of the admission test fee;
- Pay by Pago PA system, the amount of the contribution for the assessment test, equivalent to 23,00€ for the open access courses and 25,00€ for restrictive access courses, as determined by the rules for students applicable for the year 2017/18, from the day following the printing and the working day following the due date for the submission of the test application form, set in the special notice published by the Faculty.

To pay by Pago PA system the student has to access the menu under heading “PAYMENTS”, in the screenshot “list of fees” he has to click on the number of the fee to be paid and choose the way of payment “Pago PA” or “Stampa avviso per Pago PA”.

- If the student chooses the first option he can decide which ways of payment to use (bank account, credit card, prepaid, debt, app., etc);
- If the student chooses the second option he has to go to the approved operators with the printed payment notification;

Once the online admission procedure is completed and the payment made, the student is entered for the admission test. It is possible to enter for multiple admission tests.

The test results will be posted in the online Bulletin Gazette, which is accessed from the University website home page at [www.unisalento.it](http://www.unisalento.it), as well as on the Faculty web sites at [www.unisalento.it/web/guest/faculty](http://www.unisalento.it/web/guest/faculty).

For three-year degree course admission tests, additional educational requirements (OFA) may be attributed to candidates whose scores in certain subjects are low.

For restricted entry courses, it is necessary to pass the admission test to be able to enrol.

The candidate who passes the entrance test can, as a rule, enrol on degree programs not later than November 5, 2017.

If the student does not enrol by November 5, late entry fees are added:

| PERIOD OF LATE ENTRY   | LATE ENTRY FEES |
|------------------------|-----------------|
| 06/11/2017 - 1/12/2017 | €50.00          |
| 01/01/2018 - 5/01/2018 | €100.00         |
| 16/01/2018 - 1/01/2018 | €150.00         |

Students who have been admitted to a restricted entry course should enrol within a shorter time i.e. 10 days of publication of the list of results on the official University Bulletin Gazette. It is necessary to consult the dates set by the individual notices of admission published by the faculty in question.

If the course is restricted entry, failure to meet the deadline of registration indicated in the notice may result in exclusion from the course itself, even though the admission test has been passed.

The student may attend, finally, lectures in the course of study in which they are enrolled, by consulting the calendars published by the faculty in question at [www.unisalento.it/web/guest/facolta](http://www.unisalento.it/web/guest/facolta) websites.

To enrol, follow the online wizard on <https://studenti.unisalento.it> Student Portal.

#### **The system of payment: taxes and contributions**

The system of contribution for the students of the University of Salento consists of:

- Taxes (stamp duty and regional tax for the right to education);
- Annual comprehensive contribution divided into three installments of the same amount;
- Contributions for the services provided on request of the students for individual needs.

#### **Payment methods**

According to the methods provided by the University

Payment is deferred in three installments,

- the first installment, to be paid at the time of registration or enrolment in the following years, made up of the stamp duty (16,00€), the regional tax for the right to education (€120,00/140,00/160,00 depending on

the ISEE income groups and refundable directly from ADISU) and a third of the all-inclusive contribution to be paid by 05/11/2017;

- the second installment, to be paid by 31 May 2018, made up of a third of the all-inclusive contribution ;
- the third installment, to be paid by 30 June 2018, made up of a third of the all-inclusive contribution;

Payments made after the above mentioned dates will be subject to late payment fees as specified below:

#### LATE PAYMENT FEES

|                   | PERIOD OF LATE PAYMENT  | LATE PAYMENT FEE |
|-------------------|-------------------------|------------------|
| First instalment  | 06/11/2017 – 31/12/2017 | €50,00           |
|                   | 01/01/2018 – 31/01/2018 | €100,00          |
|                   | 01/02/2018 – 28/02/2018 | €150,00          |
|                   | 01/03/2018 – 30/04/2018 | €200,00          |
| Second instalment | 01/06/2018 - 30/06/2018 | €25.00           |
|                   | from 01/07/2018         | €50.00           |
| Third instalment  | 01/07/2018 - 31/07/2018 | €25.00           |
|                   | from 01/08/2018         | €50.00           |

Students who enroll in a second cycle course and who take part in the admission test in December 2017 have to pay the first installment by 15/01/2018; after this date and till 28/02/2018 they have to pay a fee of €50,00.

Students who enroll in a second cycle course and who take part in the admission test in March or in April 2018 have to pay the first installment by 30/04/2018 without any fee.

To benefit from the reduction in tuition fees (second and third instalments), students can contact the CAF (Tax Assistance Centres) and ask for an *ISEE parificato* (equated statement of income).

#### **Enrolment on individual courses**

Registration for individual courses by international students for the 2017/2018 academic year is overseen by the Ministry of Education and the Ministry of Foreign Affairs by means of a process outlined on the ministerial website: <http://www.study-in-italy.it/>.