

REALLOCATION PROCEDURE

Non-EU students residing abroad who have already submitted their pre-enrolment request to their relevant Italian Consulate / Embassy for a Higher Education Institution other than IED can apply to IED programmes in the cases listed below.

1. PROCEDURES FOR ELIGIBLE STUDENTS WHO DO NOT CLASSIFY WITHIN THE RESERVED QUOTAS

Non-European students who comply with both of the following:

- a. they have taken the admission test at a recognised academic institution, but, despite passing the test, they have not ranked in a beneficial position with respect to the number of places reserved for them;
- b. they have later decided to enrol at IED;

may submit a **reallocation request** to IED to be admitted to an IED First Level Academic Diploma course (equivalent to a Bachelor of Arts) or an admission application for an IED Private Diploma or Foundation Year course in accordance with the following procedures.

1.1 REQUEST FOR REALLOCATION TO A FIRST LEVEL ACADEMIC DIPLOMA COURSE

To submit a reallocation request to be admitted to a First Level Academic Diploma course* (equivalent to a Bachelor of Arts), students shall:

1. Submit all application documents.
2. Submit the completed and signed reallocation form together with the relevant attachments (if already available):
 - a. Authorisation (*nulla osta*) for reallocation to IED, issued by the University / Institution for which the student was pre-enrolled at the Italian Embassy / Consulate;
 - b. Proof that the admission test has been passed, taken at the University / Institution for which the student was pre-enrolled (only in the instance that this is not specified on the authorisation / *nulla osta* certificate);
 - c. Copy of the pre-enrolment form submitted to the Italian Embassy / Consulate (either the University Pre-enrollment Application Summary validated by the University/Institution or the A-Bis form if still applicable);
 - d. Photocopy of the entry visa.
3. Take the IED language assessment or submit a valid language certification.
4. Take the IED admission interview.

Applicants whose aptitude tests (IED admission interview and language assessment), school credentials and the above-listed documentation have been positively assessed will immediately receive formal admission to the IED **First Level Academic Diploma** course and may proceed to the enrolment stage.

NOTA BENE: If, during the application process, the results are not yet available for the admission test taken at the University / Institution for which the student pre-enrolled, the student will only receive the results of the aptitude tests from IED. In such cases, they will be unable to receive formal admission to IED.

The reallocation request and thus formal admission to the IED First Level Academic Diploma course for students who have passed the IED aptitude tests will only be confirmed when the reallocation authorisation (NULLA OSTA) and the proof that the admission test - taken at the other Institution - has been passed have been submitted to IED as well. (Section 1.1., points 2a and 2b).

1.2 APPLICATION TO AN IED PRIVATE DIPLOMA OR FOUNDATION YEAR COURSE

In order to apply for an IED Private Diploma* or for a Foundation Year** course, students shall:

1. Submit all application documents.
2. Take the IED language assessment or submit a valid language certification.
3. Take the IED admission interview.

* For further information concerning the admission, enrolment and matriculation procedures for IED First Level Academic Diploma or Private Diploma courses, please refer to the **Admission_Procedure for students holding non Italian Upper Secondary School qualifications on <https://www.ied.edu/admissions-italy/undergraduate>**

for further information concerning the admission, enrolment and matriculation procedures for the Foundation Year **<https://www.ied.edu/admissions-italy/foundation>

Students whose aptitude tests (IED admission interviews and language assessment) and school credentials have been positively assessed **will immediately receive formal admission to the IED Private Diploma course** or to the Foundation Year course and can proceed to the enrolment stage.

In such cases, students need to **return to their country of residence to apply for a new study visa** (IED cannot guarantee that this will be issued).

NOTA BENE: Students who enrol on IED Private Diploma courses will receive the relevant admission letter and subsequently the relevant enrolment certificate for the above-mentioned private course. Therefore, they will be permanently enrolled on the private course for the entire duration of their studies at IED. **In NO case** can they make a request to move to a First Level Academic Diploma Course.

2. PROCEDURES FOR STUDENTS WHO FAIL THE ADMISSION TEST

Students who do not pass the admission test taken at the University / Institution for which they previously pre-enrolled at the Italian Embassy / Consulate must leave Italy within and no later than the expiration of their visa or study residency permit, unless they have another residency document which allows them to legally stay beyond that date.

The above-mentioned students may apply for admission to an IED Private Diploma course or to the Foundation Year courses by following the procedures below.

2.1 APPLICATION TO IED PRIVATE DIPLOMA OR FOUNDATION YEAR COURSES

Students can apply for admission to an IED Private Diploma course* or to the Foundation Year** courses at any point in the year, regardless of the results of admission tests taken at the University / Institution for which they previously pre-enrolled at the Italian Embassy / Consulate.

In order to apply, students shall:

1. Submit all application documents.
2. Take the IED language assessment or submit a valid language certification.
3. Take the IED admission interview.

Students whose aptitude tests (IED admission interviews and language assessment) and school credentials have been positively assessed **will immediately receive formal admission** to the IED Private Diploma course or to the Foundation Year course and can proceed to the enrolment stage.

In such cases, students need **to return to their country of residence to apply for a new study visa** (IED cannot guarantee that this will be issued).

NOTA BENE: Students who enrol on IED Private Diploma courses will receive the relevant admission letter and subsequently the relevant enrolment certificate for the above-mentioned private course. Therefore, they will be permanently enrolled on the private course for the entire duration of their studies at IED. **In NO case** can they make a request to move to a First Level Academic Diploma Course.

* For further information concerning the admission, enrolment and matriculation procedures for IED First Level Academic Diploma or Private Diploma courses, please refer to **the Admission_Procedure for students holding non Italian Upper Secondary School qualifications on <https://www.ied.edu/admissions-italy/undergraduate>**

for further information concerning the admission, enrolment and matriculation procedures for the Foundation Year **<https://www.ied.edu/admissions-italy/foundation>

REALLOCATION FORM FOR NON-EU STUDENTS

To the Academic Director of IED - Istituto Europeo di Design s.p.a.

and, for reference

To the Rector Magnificus of the University / Academy

.....
(University where the admission test was taken)

The undersigned

.....
(Name and Surname)

Born in

.....
(City)

.....
(Country)

On

.....
(dd/mm/yy)

Nationality

DECLARES

- to have read and fully accepted the reallocation procedures of IED - Istituto Europeo di Design s.p.a.
- to have pre-enrolled for the current academic year for the following University / Academy
.....
- in the case of students coming from China, to have pre-enrolled through the
 - Non-EU reserved quota (International Programme)
 - Turandot Programme A.Y.
 - Marco Polo* Programme A.Y.*

**Students enrolled in the Marco Polo Programme are reminded that admission to First Level Academic Diploma courses (equivalent to a Bachelor of Arts) is permitted only to those candidates who have passed both the YIKAO and GAOKAO exams;*

- **to have submitted only one reallocation request** and to be aware that the final confirmation of the suitability of school credentials will only be given after the original matriculation documents have been submitted and assessed by IED;
 - to have passed the admission test for the *Bachelor / Single-Cycle Master / First Level Academic Diploma* course in on
- and are unable to complete enrolment on the above-mentioned course due to a lack of available places in the reserved quota.**

REQUESTS TO BE REALLOCATED TO IED - ISTITUTO EUROPEO DI DESIGN

Location

First Level Academic Diploma course in

To this purpose, please find the following attached:

- Photocopy of entry visa;
- Authorisation (nulla osta) issued by the University / Academy where the admission test was taken;
- Proof that the admission test has been passed, taken at the University / Institution for which the student was pre-enrolled (only in the instance that this is not specified on the authorisation / *nulla osta* certificate);
- Copy of the pre-enrolment form submitted to the Italian Embassy / Consulate (either the University Pre-enrollment Application Summary validated by the University/Institution or the A-Bis form if still applicable).

Date and legible signature