



UNIVERSITÀ DEGLI STUDI DI BERGAMO

UFFICIO PROGRAMMI INTERNAZIONALI

ACADEMIC YEAR 2018-2019 CHECKLIST

Master degree courses taught in English: documents required for pre-evaluation online

(We ONLY accept color digital copies of your ORIGINAL documents in PDF format)

COMPULSORY CERTIFICATES

A-

Copy of the Bachelor degree translated into Italian Language and legalized:

Declaration of Value (or Statement of comparability) released by the Italian diplomatic authority in the country where the final education qualification was gained;
(future students who wish to apply at the first call (15-02-2018 to 16-03-2018) can submit the DECLARATION OF VALUE via email within the 20th May 2018.

B- Copy of the official Academic transcript of the last three/four years.

This is a certified document issued by the student's University containing the list of the courses you have attended and the grades you have received (in English)

C- Copy of an Official certificate attesting your knowledge of the English language at min. B2 level of the Common European Framework. Note that only the following certificates are accepted with the following minimum grades:

CERTIFICATE	GRADE
IELTS	5.5 - 6.5
TOEFL IBT	79 - 95
TOEFL ITP	543 - 600
TOEFL CBT	213 - 240
PEARSON (Academic)	46 - 64
CAMBRIDGE – First Cert.	B and C
TRINITY COLLEGE	ISE II

D- Copy of the Language of Instruction Certificate

This is issued by the Students' office or by the International relations office of the student's home University. It states officially that the program was taught entirely in English. You can submit it if:

- You have attended and completed a degree program in a country in which English is the medium of instruction;
- You have acquired a university qualification in Italy or abroad after attending a program taught entirely in English.

E- Copy of your valid passport

The only acceptable form of identification is a valid passport with your full name, photograph, and signature. (Any other document will not be accepted)

F- Major area of study courses Description

This is a document in which you describe the contents, themes, aims and objectives of the main area exams you have taken. It must also contain the number of hours of the courses or training activities that you have attended. (in English) Please describe the major areas of study courses description in the forms you can find on the following webpage: <https://en.unibg.it/evidenza/join-us/application>

PLEASE NOTE: In case of double application fill and upload TWO FORMS.

RECOMMENDED DOCUMENTS

G- Letter of reference

This is a letter signed by a professor or academic tutor of your University, written on headed paper and with original stamping; the professor's or tutor's name, surname and email address must be provided in full. (in English)

H- Curriculum vitae (in English)

Please note: DOCUMENTS FROM **A TO F** are MANDATORY
DOCUMENTS **G AND H** are RECCOMENDED

Do not upload unrequired documentation
Do not send any documentation by email