NABA
NUOVA ACCADEMIA DI BELLE ARTI

APPLICATION FORM AND ADMISSION PROCEDURE

Three-Year Bachelor of Arts Degrees and Diploma Programs

MILAN - ROME

Academic Year 2020/21 - February 2021

INDEX

Application Form ..... pag. 3

Privacy Information Sheet ..... pag. 6

ADMISSION PROCEDURE

1) Admission Test ..... pag. 8

2) Language Requirements ..... pag. 11

3) Application Fee ..... pag. 12

3.1) Payment Modalities

4) Tuition Fees ..... pag. 13

5) Entry Requirements for the Bachelor of Arts Degree Programs according to MIUR ..... pag. 15

5.1) Consular Procedures

6) Entry Requirements for the Diploma Programs ..... pag. 16

7) Application for a Study Visa to Italy ..... pag. 16

8) In short: how to become a NABA student ..... pag. 17

NABA
NUOVA ACCADEMIA DI BELLE ARTI

APPLICATION FORM

THREE-YEAR BACHELOR OF ARTS DEGREE/DIPLOMA PROGRAM

Academic Year 2020/21 - February 2021

PHOTO

STUDENT DETAILS (TO BE FILLED OUT IN CAPITAL LETTERS)

Family name

First name

Birth date Gender: Female Male

Place of birth (City and Country)

Citizenship Country of residence of the family (if within EU for at least 3 years)

Permanent address (Street name, Zip code, Town, Country)

Address for correspondance (Street name, Zip code, Town, Country)

Home phone number (Including Country and Area code)

Mobile phone number (including country and area code)

E-mail

Skype Account

Name of the Higher/Senior Secondary School attended, including location

Date entered/date departed

Educational System to which the Secondary school diploma belongs to:
(Ex. IGCSE, IB, Abitur, in case the diploma does not have a specific name, please specify the country where the diploma is issued)

Have you ever applied to NABA or attended a course at NABA?

I WOULD LIKE TO APPLY TO THE: ◯ **Bachelor of Arts Degree Program** ◯ **Diploma Program**

Students who lack prerequisite requirements for admission to the three-year Bachelor Degree can attend the same Program without gaining credits. Diploma Programs have the same curricula and the same examinations as the BA Programs, however they lead to the awarding of a NABA diploma and not degree.

I WOULD LIKE TO APPLY TO THE FOLLOWING PROGRAM IN:

PROGRAMS OFFERED IN MILAN	LANGUAGE	
◯ DESIGN	◯ ITALIAN	◯ ENGLISH
◯ FASHION DESIGN	◯ ITALIAN	◯ ENGLISH
◯ GRAPHIC DESIGN AND ART DIRECTION	◯ ITALIAN	◯ ENGLISH
◯ CREATIVE TECHNOLOGIES (NEW TECHNOLOGIES FOR APPLIED ARTS)	◯ ITALIAN	◯ ENGLISH
◯ MEDIA DESIGN AND MULTIMEDIA ARTS	◯ ITALIAN	◯ ENGLISH
◯ SET DESIGN	◯ ITALIAN	◯ ENGLISH
◯ PAINTING AND VISUAL ARTS	◯ ITALIAN	◯ ENGLISH

PROGRAMS OFFERED IN ROME	LANGUAGE	
◯ FASHION DESIGN	◯ ITALIAN	◯ ENGLISH
◯ GRAPHIC DESIGN AND ART DIRECTION	◯ ITALIAN	◯ ENGLISH
◯ MEDIA DESIGN AND MULTIMEDIA ARTS	◯ ITALIAN	◯ ENGLISH
◯ PAINTING AND VISUAL ARTS	◯ ITALIAN	◯ ENGLISH

I AM SENDING THE FOLLOWING DOCUMENTS:

› The present application form (pages 3, 4, 5, 7)
› Copy of the passport
› English language certificate (IELTS 5.0 - only for Programs in English language)
› Italian language certificate (B1.2 level according to CEFRL- only for Programs in Italian language)
› Copy of the higher secondary school diploma (translated in Italian or English) or 12th year school attendance certificate
› Copy of the higher secondary school transcripts (translated in Italian or English)
› 2 passport-sized photos
› Portfolio of projects or/and project assignment (see guidelines in this document)
› Artistic statement
› Receipt of application fee payment (100 EUR)

UPON CONFIRMATION OF ADMISSION, I WILL SEND AS SOON AS POSSIBLE AND, ANYWAY, NOT LATER THAN THE COURSE BEGINNING:

› Translation into Italian – made by a certified translator – of the original higher secondary school diploma (or substitute certificate) legalized by the competent authorities in the country whose educational system the title refers to.
› Dichiarazione di Valore in loco/Declaration of Value of the Higher Secondary School Diploma issued by the Italian Diplomatic Authority located in the country whose educational system the title refers to.
› In case a national test or final exam is necessary to enter a higher education institution in the student's country of origin, such test/exam is also mandatory for entering Italian BA programs and should be reported in the DOV (Gao Kao and Yi Kao in China, TYT/AYT in Turkey, Vestibular in Brazil...).

In case the local school system consists of less than 12 years of schooling before achieving the higher secondary school diploma, the following documents are also required:

› Legalized and translated university transcripts of one or two years, including exams and marks;
› Certificate of completion of preparatory courses (Foundation Course) issued by Italian or foreign universities.

BEFORE SUBMITTING YOUR APPLICATION, PLEASE VERIFY ONCE MORE that you meet the general entry requirements in order to be eligible for admission to a Bachelor of Arts Degree Program - *Diploma Accademico di Primo Livello* - leading to the award of an Academic Degree awarded by the Italian Ministry of Education, University and Research worth 180 ECTS, which are:

› hold a valid Secondary School Diploma that satisfies the requirements to enter Italian university and was conferred on completion of minimum 12 years of previous global schooling;

› be proficient in the language of the chosen course (Italian/English);

› not be enrolled in any other course in any other Academy or University;

› comply with NABA Admission and Enrollment procedures.

OTHER INFORMATION

HOW DID YOU HEAR ABOUT NABA?

◯ Brochure

◯ Website*

◯ Press*

◯ Alumni*

◯ Exhibition/Fair*

◯ A NABA representative*

◯ School*

◯ Other (please state)

**Please give the name*

Date _____ Student's signature _____

PLEASE E-MAIL YOUR DOCUMENTS TO: **admissions@naba.it**

PRIVACY INFORMATION SHEET

Information pursuant to Art. 13 of EU Regulation 679/16 (GDPR)

1) Why you are receiving this communication

Nuova Accademia S.r.l., as Data Controller, wishes to inform you about the type of data we collect and the methods we use to do this, in order to guarantee respect for your fundamental rights and freedoms, with particular reference to the confidentiality and security with which the data are processed.

2) What personal data we collect

Nuova Accademia S.r.l. collects and stores your personal data at the time of application:

› identifying data such as given name, surname, residential address, email address, studies completed, citizenship, gender, place and date of birth, telephone number, copy of identity card/passport;

› your banking data and/or those belonging to the person making the payment of the application fee (if applicable);

› any medical certifications proving disability;

› academic career/curriculum vitae;

› student's images.

The data are collected at the time of registration by submitting the application form or through the institutional website.

3.1) For what purposes we use your personal data

Nuova Accademia S.r.l. uses your data for the following purposes:

› to fulfil pre-contractual and contractual obligations, in order to verify the requirements for admission to the course you selected, as well as related services;

› to handle money collections and payments;

› to handle any communication with Nuova Accademia S.r.l. concerning the result of the verification of the admission requirements;

› to provide all the information necessary for the issue of a visa (if applicable) and for the enrollment procedure;

› to provide support services to disabled students or to students with certified learning difficulties;

› to aggregate and analyse the information collected to improve our range of educational courses;

› to comply with requests and instructions from the MIUR – Italian Ministry of Education, University and Research;

› to exercise the rights of the Data Controller.

3.2) Subject to your express consent:

Nuova Accademia S.r.l. asks for your consent in order to:

› use your photographs and/or films for educational, institutional or promotional purposes, on Nuova Accademia S.r.l. websites and social networks (e.g. Facebook, Youtube, etc.);

› inform parents or guardians about admission results and enrollment procedures;

› transmit your personal data to Nuova Accademia S.r.l. partner companies offering housing services;

› send you communications and/or promotional offers about Campus initiatives, our scholarships, courses and events that may be of interest to you.

Nuova Accademia S.r.l. is part of the Galileo Global Education Italia Group. Upon your explicit consent, the data may be transferred to other Institutes of the Galileo Global Education Italia Group to promote courses based on the aptitudes and interests of each student or to enrich their studies.

The data may also be collected by the Galileo Global Education Italia Group in aggregate form to perform statistical analyses.

4) How long we retain your personal data

For the purposes referred to in point 3.1 we retain your personal data for the whole duration of the time you spend on Campus and even beyond the 10-year period of limitation from the termination of the relationship to comply with legal obligations and for purposes of judicial protection.

Students' files are kept on paper or IT support for a period of 50 years, in order to respond to any requests from former students in relation to academic career, course credits or diplomas. Where a deadline is set, the data will be destroyed or made anonymous after the deadline has expired.

For the purposes referred to in point 3.2, we keep your data until consent is revoked and we guarantee the exercise of the rights of the data subject as referred to in point 9.

5) The security of your personal data

Your data will be processed using equipment that guarantees their confidentiality, integrity and availability. The processing is carried out on paper and through computerised and/or automated systems and will include all of the operations or sets of operations envisaged in Art. 4 of the GDPR which are necessary for the data processing, including communication with the subjects assigned to the processing itself. The data will not be disseminated; however, they will or may be communicated to public or private entities or individuals who operate within the context of the purposes described above.

6) Who can access your personal data

Only authorised persons can access your data in the context of the tasks assigned by Nuova Accademia S.r.l.

Personal data will not be disseminated in any way; in addition, they may be communicated and processed by third parties duly appointed as Data Processors, such as external collaborators and companies that provide specific technical services.

Your data may also be accessed by authorised persons employed by Galileo Global Education Italia, as well as employees of Istituto Marangoni S.r.l. and Domus Academy, belonging to the same Group Galileo Global Education Italia. Personal data may also be accessible or may be disclosed to those whose right to access your personal data is recognised by the provisions of law or secondary or European Union regulatory provisions.

7) Where we store your personal data

Your personal data will be managed and stored on servers located within the European Union and belonging to the Data Controller and/or third-party companies appointed and duly identified as Data Processors. Your data will not be transferred outside the European Union.

8) Is it mandatory to consent to the provision of your data?

The disclosure of your data referred to in point 3.1 is necessary to conclude and execute the contract. For the purposes referred to in point 3.2 it is optional. If you do not consent, you can still proceed with your enrollment/registration application.

9)What are your rights in relation to the GDPR?

In accordance with the provisions of the GDPR, Nuova Accademia S.r.l. guarantees you the following rights:

› to obtain confirmation of whether or not your personal data are being processed and, if so, obtain access to such data (Article 15, Right of access);

› to obtain the rectification, without undue delay, of inaccurate personal data concerning you (Article 16, Right to rectification);

› to obtain the erasure of personal data concerning you without undue delay. Nuova Accademia S.r.l. is obliged to erase personal data without undue delay, provided certain conditions apply (Article 17, Right to be forgotten);

› to obtain the restriction of processing in certain cases (Article 18, Right to restriction of processing);

› to receive, in a structured format, in common use and readable by an automatic device, the personal data that you have provided to us and where applicable to transmit them to another Data Controller (Article 20, Right to data portability);

› to object at any time, for reasons connected with your particular situation, to the processing of personal data concerning you (Article 21, Right to object);

› to receive, without undue delay, communication of any personal data breach suffered by Nuova Accademia S.r.l. (Article 34);

› to withdraw your expressed consent at any time (Article 7, Conditions for consent).

10) If you have any questions please refer to the contact details provided by the Data Controller.

If you believe that we have not complied with your rights regarding the protection of personal data, you can contact the Italian Data Protection Authority. Alternatively, if you live in another country, you can contact your local Data Protection Authority.

11) Data Controller

The Data Controller is Nuova Accademia S.r.l. Via C. Darwin 20 – 20143 Milano

Email: privacy@naba-da.com

The Data Protection Officer is Frareg S.r.l. – Viale Jenner 38 – 20159 Milano MI

Email: dpo@frareg.com – Tel.: +390269010030

12) Update to this Information Notice

This Information Notice may be subject to change. Any substantial changes will be communicated to you via email or through our student personal area.

○ I declare that I have read the Information Notice in relation to Art. 13 of the GDPR 679/16 and consent to the processing of my data.

I agree to the processing of my personal data for the specific purposes of point 3.2 as I indicate by ticking the boxes below:

○ I agree to the use of my photographs and/or videos for educational, institutional or promotional purposes, on Nuova Accademia S.r.l. websites and social networks (e.g. Facebook, Youtube, etc.);

○ I agree to informing my parents or guardians about admission results and enrollment;

○ I agree to the transmission of my personal data to Nuova Accademia S.r.l. partner companies offering housing services;

○ I agree to receive information from Nuova Accademia S.r.l. or from other schools of Galileo Global Education Italia about Campus initiatives, scholarships, courses and events that may be of interest to me.

Date _____ *Signature (legible) of Data Subject* _____

ADMISSION PROCEDURE

THREE-YEAR BACHELOR OF ARTS DEGREE/DIPLOMA PROGRAM
Academic Year 2020/2021 - February 2021

1. ADMISSION TEST

NABA intends to understand your motivation and attitude in undertaking the chosen program. A strong motivation and solid awareness of the contents of the program guarantee your commitment and determination which are necessary to attend the Academy.

NABA will take into account your creative attitude and your way of dealing with a project. You are asked to work on:

1.1 AN ARTISTIC STATEMENT

1.2 A PROJECT ASSIGNMENT SPECIFIC TO THE PROGRAM OF YOUR CHOICE **OR/AND**

1.3 A PORTFOLIO OF PROJECTS TO ENHANCE YOUR APPLICATION FILE

1.1 ARTISTIC STATEMENT

Please write an essay (max 500 words) elaborating the following questions:

In the next future:

what job would you like to do after you graduate?

why did you choose NABA to achieve that?

what are you favorite means of expression?

what or who inspires you?

how living and studying in Milan/Rome will positively influence your work?

1.2 PROJECT ASSIGNMENT

Your artistic skills are an important element for evaluating your application to NABA BA Programs. Together with your Artistic Statement, the following assignments will enable our Faculty to get to know you, your skills and your commitment. In order to develop your project assignment, please follow the **guidelines** here below, related to each BA program.

PROJECT ASSIGNMENT FOR THE BA IN DESIGN

Your DESIGN task shall include:

› **2D images** designed and created by you:
  - at least 2 hand drawings (various techniques may be used)
  - at least 2 digital drawings, photos, collages, etc.

› Design is a subject closely connected to **objects**, their functionality and the environment surrounding them. You are asked to:

a) choose an object with a specific function;

b) give the object a second life, by changing its function and shape (any material and technique can be used);

c) represent it:

  - take a picture of the object before and after the morphing;
  - describe the process and the concept behind it.

PROJECT ASSIGNMENT FOR THE BA IN FASHION DESIGN

1) Choose **3 subjects** and make 3 researches collecting images/pictures related to the chosen subjects.

2) Write a short description or list some key words for each subject.

3) Develop **3 mini projects** related to the chosen subjects, one for each of them. Projects may be pictures, or drawings, or outfit sketches, or technical drawings designed by you, that show your skills. Each of them should include at least **3 images**.

Here below an example of project:

› SUBJECT: Urban

› RESEARCH: Collect images/pictures of places and people coming from one or more cities

› DESCRIPTION: List a series of keywords related to the Urban Concept

› PROJECT: Create an outfit or an accessory - man/woman/kid/pet (also only one of these different typologies) - related to the research

HOW:

› Use collage technique assembling different existing images/pictures

› Draw fashion figures or technical drawings of your garment/accessory

PROJECT ASSIGNMENT FOR THE BA IN GRAPHIC DESIGN AND ART DIRECTION

Your GRAPHIC DESIGN task shall include:

› FOR STUDENTS WHO HAVE **ALREADY ATTENDED COURSES RELATED TO GRAPHIC OR ADVERTISING**
- Two graphic design projects: research and final design on a logo or on a corporate identity or present a publishing project (magazine or poster layout).
- Two advertising projects: research on a press campaign and final creative proposals.

› FOR STUDENTS WHO HAVE A BACKGROUND **NOT RELATED TO GRAPHIC OR ADVERTISING**
- Make a selection of illustrations/pictures among your creative works.
- Make a selection of photos among your creative works.
- Select 2 famous logos (one example that you consider effective and one example that you consider ineffective) and describe their positive and negative features.
- Select 2 famous ads (one example that you consider effective and one example that you consider ineffective) and describe their positive and negative features.

PROJECT ASSIGNMENT FOR THE BA IN PAINTING AND VISUAL ARTS

Your task shall include:

› One **art project** work (the format of the presentation is free).

› One **drawing** with an emphasis on observational skills and/or personal expression or one photography with an emphasis on visual skills and technique.

› **Sketches** or notebook pages illustrating visual art/design concepts.

› One art/design related work from **other disciplines** (for example jewelry or crafts) - if you have any.

PROJECT ASSIGNMENT FOR THE BA IN CREATIVE TECHNOLOGIES (NEW TECHNOLOGIES FOR APPLIED ARTS)

Your task shall demonstrate your digital production predisposition. It shall contain the following items:

› A **storyboard** of an original sequence of your creation. It can be a movie or a game scene, or a work of animation or 3D art or motion graphic of any kind. It must include between 6 and 12 frames with appropriate description. It can be hand or computer made.

› A description of the **context** of the sequence: is it for a short or feature film? a TV or web series? An app or a video game, and of what kind? (adventure, puzzle, FPS, platform, etc...), an advertising or other?

› Please also add a brief explanation about the **techniques** you would apply, if aware of it.

› A description of the intended **audience** (teenagers, adults, etc.).

› Mention digital productions that have **inspired** you: movies, music, games, animations, art etc. (3-5 items); Include details of the selected works (title, author, year and other significant details). Describe what you like about each item and why it inspires you. Include at least one image per item.

PROJECT ASSIGNMENT FOR THE BA IN MEDIA DESIGN AND MULTIMEDIA ARTS

Your task shall include an example of your storytelling skills. It shall be articulated as follows:

› A **plot** (max length: 100 words).

› Visual and narrative **references** (movies, novels, video games, etc. Max 10 items are accepted; please provide for each of them: an image, a caption and a very short explanation for your choice).

› The **medium** through which the plot is displayed (short film, long film, TV series, web series, video game, photo reportage, etc.). Please add also a brief explanation about the techniques you would apply, if aware of it

› A description of the **audience** (teenagers, adults, etc).

PROJECT ASSIGNMENT FOR THE BA IN SET DESIGN

Your task shall include:

› One **project work** possibly related to the design of a performance/exhibition space (the format of the presentation is free).

› One **drawing** with an emphasis on technical skills or one photography with an emphasis on visual skills and photographic technique.

› **Sketches** or notebook pages illustrating set design ideas.

› One **art/design related work** from other disciplines (for example exhibition design, visual arts, installations, interior design etc.).

For each work write a detailed description including Title, Year and Technique.

1.3 PORTFOLIO OF PROJECTS

(Alternative option to the project assignement)

Creativity is not an abstract exercise, on the contrary, it requires the ability to contextualize and elaborate information and look for new solutions with an open spirit capable of listening and interacting with our environment.

The goal of a successful portfolio is to tell a visual narrative of your passions, explorations and abilities.

All materials submitted should be **clearly labeled** with the applicant's name and contact information and cannot be returned.

Digital, paper or internet based works can be submitted.

Portfolios are reviewed on the following **qualitative measures**: aesthetic awareness, composition, drawing, design, color perception, spatial perception, quality of presentation, technique and originality.

Favorable consideration is given to strong 2-D and 3-D work that shows fully rendered pieces, excellent craftsmanship, attention to technique, and original design.

GUIDELINES TO PORTFOLIO PREPARATION:

A portfolio of projects is the presentation of yourself, of your previous academic and/or professional and/or amateurial works. There is no need to include many projects rather a selection of your strongest works that will let us understand your skills and potentials.

WHAT TO INCLUDE:

› 5 to 10 projects divided into separate folders.

Submissions may include drawings, illustrations, paintings, computer graphic, design, printmaking, collage, photography, sculpture, jewelry, fashion, furniture or videos.

Portfolio pieces may represent classroom assignments as well as independent projects. The portfolio should be purposeful, demonstrate originality of concept, use of appropriate materials and visual literacy.

Each project should have a pdf description containing: title of the project, year of production, information if it is a project developed at school, on your own, ...

DIGITAL FORMATS:

› Photos, graphic projects, drawings, sketches: PDF (including fonts), JPG or PNG 300 dpi

› Websites: complete folder including html, css, images, swf, other. If it is online: please provide us with the url web

› Videos: MPEG4 or AVI

› Texts, researches or presentations: PDF

Applicants **should not** submit work copied from film, television, photographs, magazine/book illustrations or other sources.

USEFUL SUGGESTIONS

If you are filing an application for **Fashion Design**, you might want to consider the following suggestions to include in your portfolio:

› Research images for fashion design, using a range of materials (drawings, notes, photographs, images of items that you find inspirational for fashion design).

› Images of your fashion design sketches (sketches demonstrating your development of a fashion theme).

› Images of finished fashion illustrations (using colour and demonstrating your skills of presentation, these could be hand-drawn, painted, collage or computer images).

› Images of any other creative work. We leave the decision of what to include to you.

If you are filing an application for **Design**, you might want to consider the following suggestions to include in your portfolio:

› 2D images designed and created by you:
  - at least 5 hand drawings (various techniques may be used) optional:
  - digital drawings, photos, collages, etc.

› 3D work including experimentation and development.

› Finished work accompanied by a short explanation of the piece and your thinking.

› Idea generation.

› Inspiration and research material.

1.4 RESULTS

In the global evaluation, NABA will take into account the applicant's interests and aptitudes for advanced studies and potential for success at NABA BA program and the related professional role. The lack of specific preparation in some of the subjects that are part of the admission test, due to the different educational background that a student might have, will not result in prejudice to the final admission, on condition that the vocational elements have been positively assessed.

Once the assessment is complete, you will receive a feedback about the final result within 5 working days. If the result is positive, the admission letter will be issued and sent to you.

NABA may offer you a **conditional admission** if you do not have yet submitted the language certificate, copy of your diploma and Declaration of Value (the last one applies to BA applicants only).

If you are conditionally accepted, you will have to make sure you submit the missing documents **by the course beginning.**

2. LANGUAGE REQUIREMENTS

NABA programs are taught in Italian or English. Students are required to submit evidence of the knowledge of the language according to the chosen program. The language certificate shall be submitted within **one month before the beginning of the program and should not be older than 2 years**.

The requested level for Italian is an intermediate level **(complete B1 - according to CEFR)**. Student can also take CILS, CELI, CERT.IT, PLIDA provided that the final result is equivalent to complete B1.

PLEASE FIND HERE BELOW THE ENGLISH LANGUAGE CERTIFICATES ACCEPTED BY NABA:

IELTS	5.0 Academic/General
Cambridge English: FIRST (FCE)	C or 154 (from January 2015)
Cambridge English: Preliminary (PET)	With Merits or 160 (from January 2015)
Cambridge English: Business Vantage/BEC V	C or 154 (from January 2015)
Cambridge English: Business Preliminary/BEC P	Distinction or 160 (from January 2015)
TOEFL computer	173 - 180
TOEFL internet	59 - 64
Pearson EDEXEL Level 1 Certificate	CEF B2 PASS
Trinity College Certificate	Integrated Skills in English (ISE level I - all 4 skills)
PTE Academic	36 - 42
TEEP	5
BULATS	40 - 59 (all 4 skills should be passed: listening, reading, speaking, writing)
European Baccalaureate	L1 grade 6, L2 grade 7
Iceland Studentsprof	Grade 6
Norwegian Vitnemal	Grade 4
Danish Studentereksamen	Level A grade 7, Level B grade 10
TOEIC (provided that student passes all parts)	Listening and reading: score 600; Speaking score 140; Writing: score 140

THE FOLLOWING CASES ARE EXEMPT FROM THE LANGUAGE TESTING:

› Mother tongue students

› High School Diploma Programs run in English:
  - in non-English speaking countries (prior check with the admission office)
  - in English speaking countries (prior check with the admission office)

› IB Diploma and A LEVEL, considering having had full English Education for 2 years (prior check with the admission office)

IMPORTANT: the official admission to NABA programs is conditional to the actual achievement of the requested level of Italian/English language.

NABA reserves the right to check it through an internal language test when necessary.

3. APPLICATION FEE

In order to apply and be considered for admission to the BA/Diploma programs, you shall pay the **application fee of €100,00**.

3.1 PAYMENT modalities

A. ONLINE BY CREDIT CARD

Please visit the website:

https://naba-community.force.com/OLA_NABA_LoginRequestForm

B. BY FLYWIRE

NABA has partnered with flywire in order to streamline the process of international payments. Flywire allows you to pay securely from any country and any bank, generally in your home currency.

By making your payment with flywire you can

› Track your payments from start to finish
› Save on bank fees and exchange rates
› Contact their multilingual customer support team with any questions, day or night

To get started, visit **www.flywire.com/pay/naba** to begin the payment process.

C. BY WIRE TRANSFER

NABA BANK DETAILS FOR PAYMENTS

› Account holder: Nuova Accademia s.r.l., Via C. Darwin 20, 20143 Milano, Italy
› Bank name and agency: Gruppo Banco BPM, Agenzia 10 Mi
› International bank details: SWIFTCODE: BAPPIT22 IBAN CODE: IT28 L05034 01610 000000020020
› Reason for payment: Please clearly specify name of student/program chosen

D. CASH

(only up to Euro 2.999,99) **OR CREDIT CARD PAYMENTS** (Visa, Mastercard, Amex, Union Pay) **directly at NABA** accounting office

Please notice that all bank, credit card and third party charges have to be covered by the student.
The application fee is not refundable for any reason.
All fees are VAT free according to the law D.P.R. 26/10/1972 nr. 633.

4. TUITION FEES

The tuition fees for the Bachelor of Arts Degree/Diploma Program – Academic Year 2020/21 amount to €18.200 per academic year (corresponding to the 6th income bracket) to be paid as follows:

TAX, CONTRIBUTION AND TUITION FEES FOR STUDENTS NOT RESIDENT IN THE EU

DEADLINES FOR PAYMENTS	EURO	PAYMENTS DETAILS	
30 days after the admission letter	€ 1.640,00	€ 1.500,00	Pre-enrollment fee
		€ 140,00	Regional Tax
15 January 2021	€ 16.560,00	€ 1.000,00	Academic Contribution Fee
		€ 15.560,00	Tuition Fee
TOTAL YEARLY FEES	**€ 18.200,00**		

TAX, CONTRIBUTION AND TUITION FEES FOR RESIDENT IN THE EU AND EFTA COUNTRIES

If the Student (and his/her family) has been resident in a country belonging to the European Union for at least 3 years and the income is produced within the European Union, the fee can be adjusted to the economic and asset conditions of the student's original and de facto family.

Students who do not fulfill all the requirements or do no stick to the submission deadlines in order to access the reduced fee brackets, will be automatically assigned to the highest income bracket. *Please notice that the final confirmation of the income bracket assignment will be communicated by the Administration upon evaluation of the fiscal documents provided.

6TH INCOME BRACKET: PRE-TAX INCOME OVER EURO 150.000

DEADLINES FOR PAYMENTS	EURO	PAYMENTS DETAILS	
30 days after the admission letter	€ 1.640,00	€ 1.500,00	Pre-enrollment fee
		€ 140,00	Regional Tax
15 January 2021	€ 8.280,00	€ 500,00	Academic Contribution Fee
		€ 7.780,00	Tuition Fee
15 May 2021	€ 8.280,00	€ 500,00	Academic Contribution Fee
		€ 7.780,00	Tuition Fee
TOTAL YEARLY FEES	**€ 18.200,00**		

5TH INCOME BRACKET: PRE-TAX INCOME FROM EURO 130.000 TO EURO 150.000

DEADLINES FOR PAYMENTS	EURO	PAYMENT DETAILS	
30 days after the admission letter	€ 1.640,00	€ 1.500,00	Pre-enrollment fee
		€ 140,00	Regional Tax
15 January 2021	€ 7.480,00	€ 500,00	Academic Contribution Fee
		€ 6.980,00	Tuition Fee
15 May 2021	€ 7.480,00	€ 500,00	Academic Contribution Fee
		€ 6.980,00	Tuition Fee
TOTAL YEARLY FEES	**€ 16.600,00**		

4TH INCOME BRACKET: PRE-TAX INCOME FROM EURO 100.000 TO EURO 130.000

DEADLINES FOR PAYMENTS	EURO	PAYMENT DETAILS	
30 days after the admission letter	€ 1.640,00	€ 1.500,00	Pre-enrollment fee
		€ 140,00	Regional Tax
15 January 2021	€ 6.170,00	€ 500,00	Academic Contribution Fee
		€ 5.670,00	Tuition Fee
15 May 2021	€ 6.170,00	€ 500,00	Academic Contribution Fee
		€ 5.670,00	Tuition Fee
TOTAL YEARLY FEES	**€ 13.980,00**		

3RD INCOME BRACKET: PRE-TAX INCOME FROM EURO 70.000 TO EURO 100.000

DEADLINES FOR PAYMENTS	EURO	PAYMENT DETAILS	
30 days after the admission letter	€ 1.640,00	€ 1.500,00	Pre-enrollment fee
		€ 140,00	Regional Tax
15 January 2021	€ 5.200,00	€ 500,00	Academic Contribution Fee
		€ 4.700,00	Tuition Fee
15 May 2021	€ 5.200,00	€ 500,00	Academic Contribution Fee
		€ 4.700,00	Tuition Fee
TOTAL YEARLY FEES	**€ 12.040,00**		

2ND INCOME BRACKET: PRE-TAX INCOME FROM EURO 45.000 TO EURO 70.000

DEADLINES FOR PAYMENTS	EURO	PAYMENT DETAILS	
30 days after the admission letter	€ 1.640,00	€ 1.500,00	Pre-enrollment fee
		€ 140,00	Regional Tax
15 January 2021	€ 3.600,00	€ 500,00	Academic Contribution Fee
		€ 3.100,00	Tuition Fee
15 May 2021	€ 3.600,00	€ 500,00	Academic Contribution Fee
		€ 3.100,00	Tuition Fee
TOTAL YEARLY FEES	**€ 8.840,00**		

1ST INCOME BRACKET: PRE-TAX INCOME FROM EURO 0 TO EURO 45.000

DEADLINES FOR PAYMENTS	EURO	PAYMENT DETAILS	
30 days after the admission letter	€ 1.640,00	€ 1.500,00	Pre-enrollment fee
		€ 140,00	Regional Tax
15 January 2021	€ 2.680,00	€ 500,00	Academic Contribution Fee
		€ 2.180,00	Tuition Fee
15 May 2021	€ 2.680,00	€ 500,00	Academic Contribution Fee
		€ 2.180,00	Tuition Fee
TOTAL YEARLY FEES	**€ 7.000,00**		

5. ENTRY REQUIREMENTS FOR THE BACHELOR OF ARTS DEGREE PROGRAMS ACCORDING TO THE ITALIAN MINISTRY OF EDUCATION, UNIVERSITY AND RESEARCH

In order to be eligible for admission to Italian universities/academies and therefore to be admitted into the NABA Bachelor of Arts Degree Programs, the Italian Ministry of Education, University and Research has set the following mandatory regulations.

Students wishing to enrol in the three-year Bachelor of Arts Degree Programs are required:

- to possess a **diploma equivalent to an Italian secondary school diploma** (maturità) which is recognized by Italian diplomatic authorities, or the maturità diploma itself;
- the diploma must be translated into Italian and legalized by the Italian Embassy or Consulate in the country where the diploma was issued, regardless of the school's actual location. For example, the diploma of a German school which is located in France must be validated by the Italian Consulate in Germany. The Embassy or Consulate will provide a **"Declaration of Value"** for the diploma;
- the foreign diploma must be obtained at the end of a period of study lasting at least **12 years**;
- if the diploma was obtained after 10/11 years of education, it must be integrated with additional 1 or 2 years of college or university; all exams must be passed and admission respectively to the second or third year of your university must be granted;
- the **International Baccalaureate (IB) diploma** is valid for admission to an Italian university;
- the International Baccalaureate "certificate" is not valid for admission to an Italian university;
- the **U.S. High School diploma** must be supplemented by 3 advanced placement tests that relate to the chosen program, or by 2 AP tests related to the chosen program plus 1 AP test in Italian language and culture if applying for BA run in Italian language.
- **GCE diplomas** are valid only if they demonstrate obtaining at least 3 subjects at advanced level (full A levels/A2) related to the requested program.
- In case a national test or final exam is necessary to enter a higher education institution in the student's country of origin, such test/exam is also mandatory for entering Italian BA programs and should be reported in the DOV (Gao Kao and Yi Kao in China, TYT/AYT in Turkey, Vestibular in Brazil...).

For any questions about the validity of your diploma, we kindly suggest that you contact the Italian diplomatic authorities in the country where your diploma was issued.

For a complete list of Italian diplomatic authorities worldwide please log on:
www.esteri.it/MAE/IT/Ministero/laretediplomatica/

Specific titles requirements are reported in details in the MIUR documents ALLEGATO 1 and ALLEGATO 2 published yearly on the Ministerial website **www.studiare-in-italia.it/studentistranieri**

5.1 CONSULAR PROCEDURES

Students meeting the requirements listed at Point 4 are requested to contact the Italian Embassy or Consulate in order to:

A. SUBMIT THE PRE-ENROLLMENT FORM (A BIS FORM) - (NON EU STUDENTS ONLY)

The pre-enrollment will give you the possibility to study at NABA and allow you to obtain the study VISA from the Italian authorities. Students are asked to fill in a form called A-Bis (available at the Italian Embassy/Consulate or in their website) within a specific deadline, which varies according to the yearly guidelines provided by the Italian Ministry of Education (Pre-enrollment sessions are usually scheduled between March and July of each year).

Make sure you do not miss this deadline or your will be refused your study visa for enrollment to Italian Universities/ Academies.

B. OBTAIN THE DECLARATION OF VALUE OF THE HIGHER SECONDARY SCHOOL DIPLOMA

The Declaration of Value (Dichiarazione di Valore in Loco) is part of a process called "PERFEZIONAMENTO DOCUMENTI", necessary for all students who have gained a high school diploma different from the Italian one called Maturità, and which consists in:

1) **TRANSLATION INTO ITALIAN – MADE BY A CERTIFIED TRANSLATOR – OF YOUR ORIGINAL HIGHER SECONDARY SCHOOL DIPLOMA** (or substitute certificate) legalized by the competent authorities in the country where the diploma was issued.

2) **"DICHIARAZIONE DI VALORE IN LOCO" (DECLARATION OF VALUE) OF YOUR HIGHER SECONDARY SCHOOL DIPLOMA.**

The “Dichiarazione di valore in loco” is the document attesting that the study qualification you obtained is valid to study at Italian Universities/Academies as long as it proves:

› to be a final official title of the higher Secondary School of the foreign education system

› the study title allows to enter a graduate program which is comparable to the Italian BA Degree

› the study title is obtained at the end of a period of study lasting at least 12 years

› In case a national test or final exam is necessary to enter a higher education institution in the student’s country of origin, such test/exam is also mandatory for entering Italian BA programs and should be reported in the DOV (Gao Kao and Yi Kao in China, TYT/AYT in Turkey, Vestibular in Brazil…).

3) **IN CASE THE LOCAL SCHOOL SYSTEM CONSISTS OF LESS THAN 12 YEARS OF SCHOOLING BEFORE ACHIEVING THE HIGHER SECONDARY SCHOOL DIPLOMA, THE FOLLOWING DOCUMENTS ARE ALSO REQUIRED:**

- legalized and translated university transcripts of one or two years, including exams and marks;
- certificate of completion of preparatory courses (Foundation Course) issued by Italian or foreign universities.

The legalized and translated documents, as well as the Declaration of Value will be issued directly to you. Please make sure you submit them to NABA International Admissions Office as soon as available. In fact, your admission to NABA Bachelor of Arts Degree Programs will be confirmed only after you have completed the “perfezionamento documenti” and provided the Academy with the hard copy of your Declaration of Value and the requested language certificate.

6. ENTRY REQUIREMENTS FOR THE DIPLOMA PROGRAMS

Students who lack prerequisite requirements for admission to the three-year Bachelor Degree Programs can attend the same Programs without gaining credits. Diploma Programs have the same curricula and the same examinations as the BA Programs, however they lead to the awarding of a NABA diploma and not degree. The entry requirements for the Diploma programs are the following:

1) hold a secondary school diploma (having followed a period of study lasting at least 11 years)

2) pass the NABA admission test

3) demonstrate proficiency in the language of instruction

Students choosing this format are exempt from the Ministry Requirements relating to the submission of the A-bis pre-enrollment form and Declaration of Value.

7. APPLICATION FOR A STUDY VISA TO ITALY

(ONLY FOR NON EU STUDENTS)

To complete the pre-enrollment procedure with NABA, admitted students are requested to return the enrollment form and pay the pre-enrollment fee. Only then you will receive an official **enrollment certificate including information on the status of your admission to submit to the Italian Embassy or Consulate in your home Country in order to apply for your study visa**. For a complete list of Italian diplomatic authorities worldwide, please visit: **http://vistoperitalia.esteri.it**

8. IN SHORT: HOW TO BECOME A NABA STUDENT

NABA STEPS

1 SUBMIT YOUR APPLICATION

- **Application form** filled in and signed
- Copy of your **passport**
- **English** language certificate (for Programs in English language)
- **Italian** language certificate (for Programs in Italian language)
- Copy of the **higher secondary school diploma** (translated in Italian or English) or 12th year school attendance certificate
- Copy of the **higher secondary school transcripts** (translated in Italian or English)
- 2 passport-sized **photos**
- **Portfolio** of projects or/and project assignment
- Artistic **statement**
- Receipt of **application fee** payment

2 WAIT FOR YOUR ADMISSION ASSESSMENT

3 RECEIVE YOUR ADMISSION PACK

- Offer Letter
- Enrollment Form
- Study Plan
- Useful information

4 CONFIRM YOUR ACCEPTANCE

- Return the enrollment form filled in and signed
- Pay the pre-enrollment fee

5 CONFIRM YOUR ENROLLMENT

- Submit the language certificate (if not previously provided)
- Pay the balance of the tuition fee
- Confirm your day of arrival in Milan or in Rome

6 ARRIVE ON CAMPUS

- Attend the registration desks scheduled prior the program beginning
- Submit the Declaration of Value

AT THE SAME TIME, REMEMBER TO COMPLY WITH THE MINISTERIAL OBLIGATIONS DESCRIBED BELOW:

MINISTERIAL STEPS

1 A-BIS FORM

- In order to access Degree Programs in Italy, Non-European citizens must submit a formal application for pre-enrollment (A-bis Form) to the Italian Diplomatic Authority (Embassy, Consulate, Italian Cultural Institute) in the country of origin.

WHEN: The deadline for submitting the application is published on the MIUR website.

2 DECLARATION OF VALUE

Documents to attach to the A-Bis Form:

- Translation into Italian – made by a certified translator – of the student original higher secondary school diploma (or substitute certificate) legalized by the competent authorities in the country where the diploma was issued.
- Certificate of the University Suitability Test for those countries/education systems that require a specific test to enter a higher education institution (ie: Gao Kao and Yi Kao in China, TYT/AYT in Turkey, Vestibular in Brazil, ...).
- Dichiarazione di Valore in loco/Declaration of Value of the student Higher Secondary School Diploma.

WHEN: any time after admission to NABA and not later than the A-Bis deadline for non-European citizens.

EU passport holders are not requested to comply with the A-Bis pre-enrollment procedure, however they are asked to apply for the Declaration of Value if the study title is different from the Italian one. Make sure you apply for it at least one month before the program beginning.

3 STUDY VISA

Non-European citizens must get an entry visa for enrollment to Italian Universities/Academies, called STUDIO per Immatricolazione Università - tipo D nazionale

The visa must be requested to the Italian Diplomatic-Consular Representatives in the student country of residence.

To obtain the visa the applicant shall fill out a special form and attach:

- A valid flight ticket
- A passport photo
- The documentation proving the reason of the trip: A-Bis form, certificate of enrollment in the BA program provided by NABA and the Declaration of Value
- Medical health insurance valid in Italy
- Proof of economic cover to live in italy and for repatriation
- Proof of a suitable accommodation in Italy

WHEN: VISAS are released after the A-bis process has been successfully completed.

4 PERMIT OF STAY

Non-European citizens should apply for the Permit of Stay to the Police Office located in the city where they dwell. NABA Academic Registration Office will provide students with the necessary support throughout the process. In order to obtain the Permit of Stay it is necessary to bring:

- The original A-Bis form
- The certificate of enrollment in the BA Program duly stamped by the Italian Diplomatic Authorities when they issued the study visa

WHEN: within 8 days from the arrival in Italy.