

APPLICATION FOR “DICHIARAZIONE DI VALORE”

I, the undersigned:
(your first and last names matching those indicated on your passport and on your school/academic documents.
In case of discrepancy, please submit the proving documents, ex. Marriage certificate, change of name, etc.)

Born on.....in.....
dd/mm/yyyy (City and State)

Citizenship:

Address of Legal residence:

(NO P.O. Box – Proof of legal residence can be asked at any time)

Tel. H *Cell*..... *E-mail*

Address and Cell. # of a contact in the USA.....

Having obtained:

(Please provide complete information about the Institution (name and location) as well as date of graduation for all the Degrees obtained.

- High School Diploma
- G.E.D. Diploma
- Associate Diploma
- Bachelor Degree
- Master Degree
- PhD
- Other

I hereby request the consular “Dichiarazione di Valore” for the following Degree/s to be used in Italy for:

() enrollment in an Italian University () enrollment in a program for Master/Ph.D.

() *exchange student* . () *professional purpose*

() *other. Please specify*.....

List of the Diploma(s) & relative Official Transcripts (or other) herewith enclosed, duly legalized with Apostille and translated into Italian.:

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I am also enclosing the following:

(Just mark the letter which applies to you and consider that Letter E. is mandatory for all cases)

- A. photocopy of U.S. passport (page with personal data; notarized if sent by mail);**
- B. photocopy of Italian passport, as above (in case of dual citizens, please enclose photocopies of both Italian and American passports; notarized if sent by mail);**
- C. photocopies of national passport (other than Italian/USA), Alien Registration Card or valid U.S. Long Term visa (form I-20 for F1 visa), notarized if sent by mail;**
- D. Certified photocopy of valid “Permesso di Soggiorno”**

(for foreign applicant legal resident in Italy)

E. A self addressed, pre/paid envelope (it's mandatory to forward an Express Mail, Ups, Fedex, etc. with a tracking number)

F. Money Order set in US Dollars for the total amount of _____ due for consular fees.

(Please note that the consular fee is NOT due if the “dichiarazione di valore” is requested for reason related to the continuation of studies)

DATE:

(write month in letters)

(SIGNATURE)

NOTE:

Read the attached instructions carefully and follow them with the utmost attention.

If you are filling out this Form by hand, use black ink. Type or print clearly using capital letters. If you need more space to complete an answer, use a separate sheet of paper.

“DICHIARAZIONE DI VALORE” CAN BE ISSUED ONLY IF THE REQUIRED DOCUMENTATION IS SUBMITTED AS INDICATED.

INFORMATION

The Consulate General of Italy in Chicago is responsible for issuing “Dichiarazione di Valore” (statement of value) for Schools/Colleges/Universities located in the following States: **Illinois – Colorado – Iowa – Kansas – Minnesota – Missouri - Nebraska – Wisconsin – Wyoming – North Dakota and South Dakota.**

In case you have obtained a Degree in another State or Country , you have to request the “Dichiarazione di valore” for that Degree to **the Italian Consulate/Embassy responsible for the jurisdiction in which it was obtained. Such a “dichiarazione di valore” must be attached to your application form. The High School information is always required for a complete evaluation of your curriculum studiorum.**

REQUESTED DOCUMENTATION:

1) **FINAL OFFICIAL TRANSCRIPT** bearing the seal of the School/College/University, **signed by the Registrar in the presence of a Notary Public who must authenticate his/her signature (Schools and Universities usually have a Notary Public onsite) ***. The transcript must then be forwarded to the Secretary of State of the State where the Institution is located in order to obtain the legalization (APOSTILLE). When submitting a High School/College/University Official Transcript, the transcript itself must be accompanied by a letter from the Registrar confirming the student’s graduation. If the student has completed the credits required for two years of College and is admitted to the third, it must be specified in the Registrar’s letter.

Please instruct your School to issue two identical sets of Official Transcripts: one addressed to you for translation and legalization by means of the Apostille and one - in a sealed envelope - addressed to this Consulate. Both sets should be submitted to the Consulate along with your application

HS, Undergraduate/Graduate Transcript must clearly show:

- Full name of student with DOB (matching passport data) - Name of the School and its Accrediting Agencies
- School years required & attended - Date of enrolment and date of graduation-Last year of school completion – List of Subjects and Final grades – Major (if appl.) and Final GPA - **Scoring system** (ex. A=90-100 B= 80-89, etc.) If this information is missing from the transcript, **the school must issue a separate**

document signed by the Registrar which explains the student's GPA, school scoring system and Accrediting agency.

2) **CERTIFIED COPY of the Diploma or Degree**, bearing the seal of the School/College/University, signed by the Registrar **in the presence of a Notary Public who must authenticate his/her signature (Schools and Universities usually have a Notary Public onsite) ***. The transcript must then be forwarded to the Secretary of State of the State where the Institution is located in order to obtain the legalization (APOSTILLE).

3) All School/College/University documents must be **TRANSLATED INTO ITALIAN.**

All translations must be complete, true and accurate, clearly typed **and clipped to each corresponding original set of documents.** **IMPORTANT: It is the student's responsibility** to remind the translators that it's not necessary for them to certify the translation as the Italian Consulate will provide for that.

Please note that the names of the High School/College/University, the Degree and the grades should not be translated.

4) **PHOCOPIES OF ALL THE DOCUMENTS AND TRANSLATIONS ARE ALSO REQUIRED**

5) Self addressed prepaid envelope (UPS, FEDEX, EXPRESS MAIL, ECT.). Please take note of tracking number.

* **Example of certification by the Registrar notarized by the Notary Public:**

I,, Registrar of
(Registrar name) (University name)

Certify that this is a copy of an original diploma/transcript granted to

..... on
Student name Graduation date

Registrar's Signature

State of, on this date,, the present document has been subscribed and affirmed before me, (Notary Public's name), a Notary Public in and for said State, by (Registrar's name), known to me to be the person who executed the within copy of a Diploma/transcript.

Notary Public's Signature

FREQUENTLY ASKED QUESTIONS

1. Q. Am I able to apply to be enrolled in an Italian University if I only have a High School Diploma?

A. NO. To enroll in an Italian University you would also need at least three (3) advanced placement tests (AP). Of these tests, one has to be in Italian and the other two should pertain to subjects related to the chosen university course of study.

2.Q. Is there a fee to pay for the issuing of “Dichiarazione di Valore”?

A. ONLY if the “dichiarazione di valore” is intended for purposes other than study. If this is the case, a money order or cashier’s check (in US dollars) is requested for the amount covering the consular fees. However, these fees are subject to minor changes every three months. Important: the exact amount of consular fees can be determined by the number of Degrees to be validated and by the number of pages of translation from English into Italian.

3. Q. Can payments be made by cash, personal checks, international coupons or Credit Card?

A. NO. Only Money Orders or Cashier’s Checks are accepted.

4. Q. I reside outside the USA and I have no contact number in the US. Therefore I cannot provide a prepaid envelope (Express mail, Fedex, Ups, Dhl, etc.). Can I send cash, personal checks, international coupons or my credit card number instead?

A. NO.

5. Q. Is the Consulate General of Italy in Chicago responsible in case the self addressed - prepaid envelope is not delivered?

A. Please be advised that the Consulate General of Italy in Chicago assumes no responsibility for any issue or delay in returning your documents, which are forwarded using the self addressed prepaid envelope you submitted. It is important that you always have the tracking number available for any necessary inquiry with the shipping company.

6. Q. My US educational credentials were validated by the Italian Consulate in Chicago a long time ago. I don’t remember whether or not the “dichiarazione di valore” was used in Italy. I lost the originals somewhere. Now I need the “dichiarazione di valore” once again. Can I submit a photocopy to obtain a new one?

A. NO. You must re-submit your school documents as required in the Information page.

7. Q. All my documents are ready. May I bring them at any time to the Consular Office after the hours it is open to the public?

A. NO. If bringing the documents in person, you can only come Monday through Friday from 09:00 am to 12:30 pm.

8. Q. *I only have two weeks to meet the Italian University deadline for admission, OR I have only a few days to meet my employment deadline: if all documents required for “Dichiarazione di Valore”, are submitted tomorrow, will I be able to meet my deadline?*

A. NO. Time for completing this kind of procedure can be determined only after verification of the correct/complete documentation and review by the Italian Consulate General. (“rush processing” is not available for the issuance of “dichiarazione di valore”).

9. Q. *I am applying for “Dichiarazione di Valore” of my PhD. The Italian Authority in Italy does not need my High School diploma. Can I submit my Master and Bachelor without the HS diploma?*

A. NO. Although you are requesting the “dichiarazione di valore” for a Ph.D and the Italian Authority does not ask for your H.S. Diploma, you must provide the Consular Office with the complete curriculum studiorum of all steps leading to your final title, therefore the diploma should also be submitted.

10. Q. *If also applying for a Student Visa, should I forward my application along with the school documents?*

A. NO: The Student Office and the Visa Office are two separate departments of the Consular Office of Italy in Chicago. For Visa related information, you should contact the Visa Office of the Italian Consular Authority responsible for the area where you legally reside.

11. Q. *Should I enclose the School catalogues with the documents I am submitting to the Consulate for Dichiarazione di Valore?*

A. NO. IF YOU NEED the validation of the list of courses you completed, please follow the procedure:

- provide a photocopy of the pages extracted from each school catalogue with the highlighted description of the corresponding courses attended;
- The set of pages (bearing the School Seal) must be accompanied by a letter signed by the Registrar (legalized by means of the Apostille & translated into Italian).

Please verify with the Italian School/University in Italy if the description of courses is mandatory. Certification of school documents is not affected by the presence or absence of School/Academic Syllabus, however this may be useful to the University in Italy, for a more accurate evaluation of your credits.

12. Q. *I am going to request a Dichiarazione di Valore for my Bachelor’s Degree, I obtained my High School Diploma in Texas and the “Dichiarazione di Valore” for it was issued by the Italian Consulate in Houston. Should I enclose the original “Dichiarazione di valore” issued by the Consular Office in Houston?*

A.. The photocopies of the Dichiarazione di Valore will be sufficient.

Updated 12.06.2013

