**To: Ministry of Education**

Department for Education and Training

DG for Educational Regulations and the Evaluation and Internationalisation of the National Education System – Office VIII

Certified email: [dgosv@postacert.istruzione.it](mailto:dgosv@postacert.istruzione.it)

Re. **Request for correspondence of qualifications pursuant to Article 12 of Law 29/2006.**

The undersigned \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
born on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
nationality  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    
residing in [city] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_at [street address] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_certified email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**requests, pursuant to Article 12 of Law 29/2006**, the granting of equivalence of the qualification[[1]](#footnote-1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
issued by[[2]](#footnote-2)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
on [date] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

for the purpose of taking part in[[3]](#footnote-3)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Moreover, the undersigned requests that the relevant statement of correspondence is sent to the following postal address:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**The following documents are attached:**

* photocopy of identity document;
* photocopy of the notice of competition that you intend to take part in;
* certified copy of the foreign qualification[[4]](#footnote-4);
* certified copy of the formal qualification, translated**[[5]](#footnote-5)** and legalised**[[6]](#footnote-6)**, with an accompanying certificate of equivalence of qualification (*Dichiarazione di valore in loco*)[[7]](#footnote-7).
* copy of EU residence permit for long-term residents.

|  |  |
| --- | --- |
| Place and date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. State the name and the level of education of the qualification. [↑](#footnote-ref-1)
2. State the educational establishment that has issued the qualification (*name, city, country*). [↑](#footnote-ref-2)
3. State the course or competitive examination you intend to take part in and the entity that is organising it. [↑](#footnote-ref-3)
4. Certified copy means a photocopy of the original document accompanied by a self-certification pursuant to Article 46 letters l), m), n) of Presidential Decree 445/2000. [↑](#footnote-ref-4)
5. The following are ‘official translations’: a) done by a translator who has a pre-existing qualification or by a competent person who has signed an oath statement in court attesting that the document or certificate has been faithfully and accurately translated; b) done by the diplomatic or consular representation of the state in which the document was drawn up, active in Italy; c) done by the Italian diplomatic or consular representation of the state in which the document was drawn up (source: Ministry of Foreign Affairs and International Cooperation). [↑](#footnote-ref-5)
6. The legalisation must take place before the competent Italian diplomatic authority is asked to issue the certificate of equivalence of qualification for the qualification itself. If the European Union Member State that has issued the qualification has signed the Hague Convention of 5 October 1961 Abolishing the Requirement of Legalisation for Foreign Public Documents (ratified by Italy by means of Law No 1253 of 20 December 1966), a Hague Apostille may be affixed to the qualification. The stamp with the Apostille must be placed on the document before asking the competent Italian diplomatic authority to issue the certificate of equivalence of qualification for the qualification itself. There is an exemption from the document legalisation or Hague Apostille obligation only in cases where: 1) the institution that issued the qualification belongs to one of the states that signed the European Convention of Brussels of 25 May 1987 (Belgium, Denmark, France, Ireland, Latvia and Estonia); or 2) the qualification was issued by a German institution (following the Convention between Italy and Germany on the exemption from the legalisation of public documents). [↑](#footnote-ref-6)
7. The certificate of equivalence of qualification is issued by the competent Italian diplomatic or consular representation for the territory in the state to whose system the qualification refers. [↑](#footnote-ref-7)