**To the Public Administration Department**

*Office for Organisation and Public Employment*

*Recruitment and Mobility Service*

Certified email: protocollo\_dfp@mailbox.governo.it

**To the Ministry of Education**

*Department for Education and Training*

*Directorate General for Education Regulations and the Evaluation and Internationalisation of the National Education System – Office VIII.*

Certified email: dgosv@postacert.istruzione.it

Subject: Request for equivalence of qualifications pursuant to Article 38 of Legislative Decree 165/2001.

I, the undersigned \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, born in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, nationality\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , residing in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , at [street address] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, telephone number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , email, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ certified email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**pursuant to Article 38 of Legislative Decree 165/2001, am hereby requesting equivalence for my:**

qualification**[[1]](#footnote-1)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ awarded by**[[2]](#footnote-2)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , due to having to participate in the competition**[[3]](#footnote-3)**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_announced by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I, the undersigned also **request** that the relevant determination of equivalence be sent to the following address (*please specify your home address or the address of the body announcing the competition*) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

The following documents attached to the application form (to be completed in printed characters) must be sent to the Public Administration Department and the Ministry of Education **before the expiry date of the Public Competition Notice** (*to be completed in printed characters*):

* photocopy of identity document;
* photocopy of the public competition notice in which you intend to take part;
* certified copy of the foreign qualification[[4]](#footnote-4);
* certified copy of the foreign qualification, translated**[[5]](#footnote-5)** and legalised**[[6]](#footnote-6)** with the declaration of equivalence of title attached[[7]](#footnote-7);
* copy of EU residence permit for long-term residents (formerly EC residence card).

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

1. Specify the name and level of the qualification *(primary school diploma, diploma for completion of first cycle of education, upper secondary education diploma);* [↑](#footnote-ref-1)
2. Specify the foreign educational institution that awarded the qualification *(name, city, country).* [↑](#footnote-ref-2)
3. Indicate the public competition in which you intend to participate and the public administration that announced it. [↑](#footnote-ref-3)
4. Certified copy means a photocopy of the original document accompanied by a self-declaration pursuant to Article 46(l), m), n) of Presidential Decree 445/2000. [↑](#footnote-ref-4)
5. The following are ‘official translations’: a) those done by translators who are already certified to produce official translations or by a competent person who swears on oath before a court that the translated text is faithful to the original text; b) those done by the diplomatic or consular representation, operating in Italy, of the country in which the document was issued; c) those done by the Italian diplomatic or consular representation in the country in which the document was issued (source: Ministry of Foreign Affairs and International Cooperation). [↑](#footnote-ref-5)
6. Legalisation must be carried out before the competent Italian diplomatic authority is requested to issue the declaration of equivalence of title. If the country that awarded the qualification has signed the Hague Convention of 5 October 1961 Abolishing the Requirement of Legalisation for Foreign Public Documents (ratified by Italy with Law No 1253 of 20 December 1966), the ‘Hague Apostille’ can be affixed to the qualification. The stamp with the Apostille must be placed on the document before requesting the competent Italian diplomatic authority to issue the declaration of equivalence of title. [↑](#footnote-ref-6)
7. The presentation of the declaration of equivalence of title is mandatory and issued by the Italian diplomatic or consular representation competent for the territory of the country to which the qualification refers. [↑](#footnote-ref-7)