



Terms and procedures

To register for the admission tests, you must submit an application via the online procedure described on the University's website (hereafter referred to as the "online procedure").

Applicants must register before enrolling for the test. Registration is to be carried out only once. After completing registration, the system will assign a username and password which will allow applicants to sign in and fill in their personal details. It is compulsory to provide your personal details the first time you access the site.

Once you have registered and provided your personal details you can access the online procedure and register for the test.

During enrolment procedures you will be asked to provide:

- PDF format scan of the front and back of an identity document (identity card/passport) and PDF format scan of the front and back of the tax code/health card; for non-EU students, a PDF format scan of a valid residence permit is compulsory;
- third- and fourth-year school reports for applicants in their fifth year or who have already finished school, or only the third-year report for students currently in their fourth year;
- second- and third-year school reports (in a single PDF file) for applicants in their fourth and final year of 4-year secondary education courses¹ (or who have already finished school), while only the second-year report will be requested for students currently in their third year of the aforementioned courses;
- average marks for the third and/or fourth year (depending on current year of study – excluding marks for physical education, civic education, religion and conduct/behaviour). The result must be rounded up or down to one decimal place (e.g. 7.53 = 7.5; 6.55 = 6.6; 6.96 = 7.0);
- any English language certification for at least level B2 on condition it was obtained after 1st January 2022 (as specified in the related table of exemptions at the following [link](#));
- for non-native Italian speakers applying for the Bachelor's course in *Corporate Communication and Public Relations*, any Italian language certification for at least level B2.

If the school reports are not available at the time of registration for the test, in exceptional cases, a replacement form may be uploaded, which can be downloaded from the online procedure; however, applicants are still obliged to submit the required documents prior to the date of the test.

Applicants enrolled in an Italian school who attended their fourth year abroad may only enter their third-year report; attending the fourth year abroad for at least one semester, which must be duly certified by attaching the transcript of records for the last year, will constitute an element of merit which will be taken into due consideration when drawing up the ranking. Applicants enrolled in a foreign school (in Italy or abroad) will enter their reports for all years of study; attending a foreign school will constitute an element of merit which will be taken into due consideration when drawing up

¹ Activated pursuant to Ministerial Decree no. 567 of 3 August 2017.



the ranking.

Italian applicants or foreign applicants permanently resident in Italy in possession of a qualification obtained from a foreign or international high school in Italy, must register and upload in the [online procedura](#) their full transcript of records, and their high school diploma (where applicable).

Italian or foreign applicants permanently resident abroad in possession of a foreign qualification obtained abroad must submit their application for admission on the apply.iulm.it website in order to verify the validity of the qualification for the purposes of admission to University courses. For this purpose, applicants must send their full transcript of records, and their high school diploma (where applicable).

If verification on the part of the Registrar's Office shows that the qualification held is not valid for admission to a university level course of study, the test participation fee will be refunded (net of secretarial fees).