

Recognition of foreign qualifications for participation in competition notices for research staff in Italian universities and public research bodies.

Enclosed documents:

Annex 1 Information sheet

Annex 2 Application form

Annex 3 List of documents

(Annex 1)

**Recognition of qualifications of research staff in universities and public research bodies**

**Legislative Decree 206/2007, as amended by Legislative Decree 15/2016 (for EU qualifications)**

**Presidential Decree 394/1999, Article 49 (for non-EU qualifications)**

In order to obtain recognition of foreign academic qualifications at Level II and III (Master's degrees and PhDs) for the sole purpose of participating in public competitions for research staff in Italian universities and public research bodies, you must submit an application to the Ministry of Education, Universities and Research, together with the documents listed in Annex 1.

**How to apply:**

By post to the following address:

MIUR – Directorate General for Students, Development and Internationalisation of Higher Education,  
Office VI, Via Michele Carcani 61, 00153 Rome.

The recognition order will be issued within 60 days of the submission of the application, and sent by registered post to the person concerned.

**Contact details:**

Email: [dgsinfs.ufficio6@miur.it](mailto:dgsinfs.ufficio6@miur.it)

(Annex 2)

[revenue stamp EUR 16]

## Ministry of Education, Universities and Research

Directorate General for Students, Development and Internationalisation of Higher Education -  
Office VI

Via Michele Carcani 61

00153 Rome

I, the undersigned \_\_\_\_\_, born in \_\_\_\_\_ (\_\_\_\_) on  
\_\_\_\_\_, residing in \_\_\_\_\_ (\_\_\_\_), at  
\_\_\_\_\_ postcode \_\_\_\_\_  
email \_\_\_\_\_ telephone \_\_\_\_\_

holding an:

Academic qualification at level II (Master's degree)

(indicate original name of the qualification) \_\_\_\_\_

achieved on \_\_\_\_\_ at \_\_\_\_\_

Academic qualification at level III (PhD)

(indicate original name of the qualification) \_\_\_\_\_

achieved on \_\_\_\_\_ at \_\_\_\_\_

### REQUEST

pursuant to and for the purposes of:

- - Legislative Decree 206/2007, as amended by Legislative Decree 15/2016 (for EU qualifications)
- - Article 49 of Presidential Decree 394/1999 (for non-EU qualifications)

**recognition of my qualifications in order to be able to participate in competitions for researchers in Italian universities and public research bodies.**

### Date Signature

Enclose the following documents:

- 1) Certified copy of Bachelor's degree certificate
- 2) Certified copy of PhD certificate
- 3) Declaration of equivalence and legalisation of diplomas
- 4) Sworn translation of diplomas
- 5) Copy of identity document
- 6) 2 revenue stamps [*marche da bollo*] of EUR 16 (one must be attached to the application form)

The applicant requests that the directorial recognition order be sent to the following address:

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(Annex 3)

**List of documents required for the recognition of qualifications in order to be able to participate in competitions for researchers in Italian universities and public research bodies:**

- 1) application form accompanied by 2 revenue stamps [*marche da bollo*] of EUR 16 (one must be attached to the form);
- 2) copy of valid identity document;
- 3) certified copy of Bachelor's degree certificate, translated and legalised;
- 3) certified copy of doctoral research degree certificate, translated and legalised;
- 4) declaration of equivalence for the Bachelor's degree and PhD, issued by the Italian diplomatic representation (embassy or consulate) in the country in which the qualifications were obtained.

The abovementioned degree certificates must be accompanied by a translation into Italian, certified as a true copy of the original by the Italian diplomatic authorities in the country where the documents were drawn up.

The copy of the abovementioned qualifications may be certified by a competent Italian authority or by the Italian diplomatic representation abroad.

The legalisation of the qualifications falls under the responsibility of the Italian diplomatic representations in the country in which the qualification is obtained.

For countries which have signed the Hague Convention of 5 October 1961, legalisation will be replaced by use of the Hague Apostille.

The list of authorities with competence for affixing the Apostille in each of the contracting parties to the Hague Convention is available on the Hague Conference website: <http://www.hcch.net/>

There is no obligation either to legalise or to attach the Apostille if:

the qualification was awarded in one of the countries which signed the Brussels European Convention of 25 May 1987 (Belgium, Denmark, France, Ireland, Italy);

the qualification was awarded in Germany (Italo-German convention on exemption from the legalisation of public documents, ratified by Law 176/1973).