

**DISCLOSURE OF INFORMATION**  
**REQUEST FOR VERIFICATION OF SCHOLASTIC or ACADEMIC DEGREES OBTAINED IN**  
**THE UNITED STATES**

(√ - check one that applies to you)

\_\_\_\_\_ CITIZENS OF COUNTRIES NOT PART OF THE EUROPEAN UNION **NOT RESIDING** IN THE EUROPEAN UNION

\_\_\_\_\_ CITIZENS OF COUNTRIES NOT PART OF THE EUROPEAN UNION **LEGALLY RESIDING** IN THE EUROPEAN UNION

\_\_\_\_\_ CITIZENS OF ITALY OR A COUNTRY OF THE EUROPEAN UNION FOR SCHOLASTIC AND ACADEMIC DEGREES FOR USE IN ITALY

To the Consulate General of Italy in Boston:

**I,** \_\_\_\_\_  
(Mr./Mrs./Ms.) last name first name  
**born in** \_\_\_\_\_ **on** \_\_\_\_\_  
City State/province Country day / month / year

\_\_\_\_\_ Citizenship non EU citizens who are presently residing in Italy must indicate the type of valid visa/permit they have to stay in Italy (work, family, etc.) with its expiration date and attach a photocopy of it to this questionnaire.

Legal address:

\_\_\_\_\_ Street / city / State-province / zip code

\_\_\_\_\_ Telephone (line and mobile) email address

**have the intent to apply for** (√ - check and complete the section that refers to you):

**A. Admission to an Italian University** (√ - check which program) :

- level ONE academic program (\_\_\_Laurea or\_\_\_ Laurea Magistrale)
- level TWO academic program (\_\_\_Laurea specialistica or \_\_\_continuation of studies in a program of Laurea Magistrale with transfer of credits)
- Master universitario Level 1 \_\_\_\_\_ Master universitario Level 2 \_\_\_\_\_
- Corsi Singoli

\_\_\_\_\_ **1.** the complete name of the Italian University, City and Province

\_\_\_\_\_ **2.** the complete title of the course of studies selected as it appears on the university's catalogue or website

\_\_\_\_\_ **3.** The dates of beginning and ending of the program.

**B. ACCREDITATION of HIGH SCHOOL GRADUATION TO THE ITALIAN DIPLOMA OF "ESAME DI STATO" KNOWN AS "Equipollenza".**

This process is available to Italian/EU citizens or foreign spouses of Italian/EU citizens.

(complete below):

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*Specify the location (city) of the office Provveditorato degli Studi where you are going to apply for the accreditation*

**C. Validation of U.S. academic degree for work permit purposes to be filed with the Italian Labor office (Not for EU or Italian citizens)**

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*Specify the location (city) of the Labor's office you are going to apply for work permit and the company sponsoring your work.*

**D. Validation of foreign academic degrees for Blue card application in Italy for highly skilled professional (Not for EU or Italian citizens)**

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*Specify the location (city) of the Labor's office you are going to apply for work permit and the company sponsoring your work.*

**E. Accreditation of US professional degrees and Licensure credentials for registration in Italy and permit to practice the same regulated profession**

*Professions that are regulated in Italy need the approval and authorization to practice granted by the specific Ministry (Board of Examiners) regulating that profession in Italy. Information is available <http://www.cimea.it/default.aspx?IDC=110>.*

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*Specify the profession you are practicing in the US and the profession that you intend to practice in Italy to identify the Board that regulates the profession in Italy where to submit your application and portfolio of official documents.*

**F. Accreditation of report cards/transcripts of students at grade level 1 to 11 for continuation of studies in Italy.**

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*specify the name of the school and location (city) and the grade level presently attending or that will be completing at the end of the school year.*

**G. Validation of University degree for filing with INPS.**

**Chronological disclosure of formal educational career.  
Applicants with University degree/s can start from line 3.**

1. Elementary

School year, name and location of the School (city and State) attended in the United States or presently attending.  
If applicable, indicate the last grade level completed in Italy.

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2. Middle school

School year, name and location of the School (city and State) attended in the United States or presently attending.  
If applicable, indicate the last grade level completed in Italy.

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3. High School graduation

School year, name and location of the School (city and State) attended in the United States or presently attending.  
If you passed AP exams of the College Board with a point grade between 3 and 5, list them here below.

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If you have attended school in Italy, indicate the last grade level completed in Italy.

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4. High school equivalent GED – School year, name and location (city and State) of the Center administering the GED test.

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5. Bachelor degree

name as it appears in original language (*i.e. Bachelor of .....*) on the original document and date it was awarded.  
Name and location (city and State) of the academic institution issuing the degree.

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6. Master degree

name as it appears in original language (*i.e. Master in ...*) on the original document and date it was awarded. Name and location (city and State) of the academic institution issuing the degree.

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7. PhD  
name as it appears in original language (*i.e. PhD in .....*) on the original document and date it was awarded. Name and location (city and State) of the academic institution issuing the degree.

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8. Other professional degrees (Medical school, specializations, etc.)  
name as it appears in original language (*i.e. PhD in .....*) on the original document and date it was awarded. Name and location (city and State) of the academic institution issuing the degree.

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9. Professional credentials  
Specify the name of the State Board issuing registration, License, etc. with dates and validity

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Date \_\_\_/\_\_\_/\_\_\_\_

Signature

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- Photocopy ID page of valid passport

## *NOTES:*

The process of legalization of your academic degree awarded by an Institution in the United States for use in Italy is explained here below:

Because of differences between the Italian academic system and that in the United States, Italian institutions usually ask for your "diploma of degree" unaware that in the United States the diploma awarded is not the official document attesting the degree received as it is the norm in Italy.

Therefore the academic document you must present to attest your degree is the academic transcript.

In addition, the academic transcript by itself, even if presented in a sealed envelope, cannot be legalized by the US State Authority as a true and official document, and cannot receive the Apostille of the Secretary of State required for use abroad.

To avoid compromising the process and have your transcript rejected, you should ask the Registrar of the School or University to attach your transcript to a Letter of Verification as per examples included at the end of this questionnaire.

The Letter of Verification must be signed by the Registrar in the presence of a notary public who will attest to the identity of the person signing (acknowledgment) and will then conform with the requirement of the Secretary of State for issuance of the Apostille for use of that document in another Country.

The example of Letter of Verification is offered to ease the burden on the Registrar's office that does not regularly issue it if the transcript is intended for another University in the United States.

When you offer the example to the Registrar's office and specify that your request is prompted by the requirements of the Hague International Convention of legal document to be used in a foreign country, all Universities so far have complied accordingly.

The Verification Letter is important because only the Registrar can confirm your degree and attach the transcript. It is optional for the Registrar to attach a photocopy of the diploma if available in the School/ University's records.

The Verification Letter states the date of graduation and the name of the degree awarded as per records, thus it covers all the information usually printed on a Diploma.

In no instance a photocopy of the diploma made by individuals other than the Registrar can be accepted.

The letter of Verification and the transcript attached should be mailed to the Secretary of State, Office of Apostille, with your request to affix the apostille for use in Italy.

For more information (address, costs and requirements) on how to obtain the apostille, you should visit the website of the Secretary of State under Apostille.

The document legalized with Apostille should be submitted to the Consulate General of jurisdiction in person or via postal service with the original, apostilled documentation, notarized.

Translation into Italian for each page (front and back) of the academic document and for the Letter of verification (not for the Apostille) must be sent to the Consulate via email in a Word doc that allows editing.

Translation of academic documents falls into the category of specialized translations. Many good translators often have difficulties in translating specific terms like GPA, Probation, and many other terms usually part of the academic transcript language.

The Consulate cannot certify a true translation for use in Italy if found poor or presenting too many improprieties.

Expert translators are listed on the Consulate's web site.

# Letterhead of the University with full Name and Logo

STREET ADDRESS, CITY, ST ZIP CODE  
PHONE: (585) 555-0125 | WEB SITE ADDRESS

**(Date)**

To Whom it May Concern:

As per records in our files it is hereby certified that the student **(Full name of the student, DOB)** graduated from **(university name)** with the degree \_\_\_ **(complete degree name)** on \_\_\_**(date of graduation)** .

As per records in our archives **(cross out what does not apply)** a photocopy of the graduation diploma is hereby attached / a photocopy of the graduation diploma is no longer available in our files / a graduation diploma has not been printed yet and will be available on .....

On request of the student and for the purpose of accreditation in Italy, attached is the academic transcript.

Sincerely,

**[Name]**\_\_\_\_\_, Registrar

(Signature)\_\_\_\_\_

(Acknowledgement of the identity of the signer by Notary)

On this day **(date)**, before me came **(full name and title of the school authority signing)**, known to me to be the individual who executed the foregoing instrument .

State of **(name of the State)**  
County of **(name of the County)**  
Notary commission expires on **(date)**

**(seal of the Notary and signature)**

# Letterhead of the School with full Name and Logo

STREET ADDRESS, CITY, ST ZIP CODE

PHONE: (585) 555-0125 | WEB SITE ADDRESS

(DATE)

To Whom it May Concern:

Attached is the academic transcript of **(Full name of the student, DOB)** for the school year **(school year/s)**.

As per records of this school this student graduated on **...(date of graduation)**.

**(Cross what does not apply)** Photocopy of the diploma is also attached / Photocopy of the diploma is no longer in our records, diploma has not been printed.

Scale of the grading system adopted by this school is **(both numerical and letter grades)**:

.....

Passing grade is **(numerical and letter)** and maximum grade is **(numerical and letter)**.

Sincerely,

**[Name]** \_\_\_\_\_, Registrar

*(Acknowledgement of the identity of the signer by Notary)*

On this day **(date)**, before me came **(full name and title of the school authority signing)**, known to me to be the individual who executed the foregoing instrument .

State of **(name of the State)**

County of **(name of the County)**

Notary commission expires on **(date)**

**(seal of the Notary and signature)**

## NOTE FOR THE NOTARY

### How does a notary identify a signer?

A notary identifies a signer by carefully examining the identification presented by that person and comparing the signatures the person has made on the document with the signature on the identification or by personal knowledge. Proper "ID" should include a photograph and signature such as a driver's license or passport. It is also considered sufficient identification if, under oath, a credible witness personally known to the notary public identifies the person.

### Can a notary notarize their own signature or the signatures of relatives?

A notary cannot notarize his or her own signature. A notary is to be an impartial witness. The law does not forbid notaries from notarizing the signatures of relatives. However, if the notarized document was ever the subject of a court suit, a judge might determine the notary was not an impartial witness.