

HOW TO FILL IN THE APPLICATION FOR RECOGNITION OF QUALIFICATIONS - NON-EU

(also applicable to EU citizens who have obtained their professional title outside the Community)

1. The application must be written in Italian.
2. Provide your address (residence and, if different, domicile), telephone number and e-mail address
3. If registration is compulsory in your home country for access to/exercise of the profession, as specified in points d)-e) below, you must provide a declaration certifying that you meet all requirements for access to the profession in that country; this information shall be contained in the “declaration of value” referred to in point d) issued by the Italian embassy or consulate in your home country.
4. **Do not attach these instructions to your application.**

DOCUMENTS REQUIRED FOR RECOGNITION

You must attach the following documents to your application:

- a) residence permit (not required for EU citizens);
- b) citizenship certificate or authentic copy of passport (one copy of the passport is in any case necessary as ID document);
- c) Evidence of the specific professional qualification required for the activity for which you seek recognition and of the type of course (duration of the academic course, list of exams with indication of the place and date on which the exams were passed, or indication of any exams that were accredited having been passed in a different Institute and/or country). The list of exams is necessary to determine whether there are any substantial differences with the training required in Italy.
- d) declaration of value issued by the competent Italian embassy or consulate in the country in which the qualification for which you are seeking recognition was issued, attesting to:
 - i. the legal status and level of the institution that issued the qualification;
 - ii. content (type of course of study);
 - iii. that you duly completed the course of study in your home country, with specification of the total number of years of study required by that country’s rules for its successful completion;
 - iv. the value of the qualification for the purposes of access in the home country to the professional activity corresponding to that for which you are seeking recognition in Italy; the declaration must also specify whether the profession in question is regulated and any entities or public authorities having competence over the profession in that country, and whether you meet all the requirements under that country’s law for exercise of the profession.
- e) if the **profession is regulated in your home country** (meaning that legislative, regulatory or administrative provisions impose certain requirements in order to be able to access or exercise the profession), you must provide a certificate issued by the competent body not more than three months before the date of submission, stating that you are qualified to exercise the profession in your home country, together with your certificate of registration with the professional association if such registration is a

mandatory requirement for accessing to and/or exercising the profession. The certificate must also contain a statement that there are no present or past disciplinary procedures against you.

Pursuant to Article 3(1)(a) of Directive 2005/36/EC ‘regulated profession’ means: a professional activity or group of professional activities, access to which, the pursuit of which, or one of the modes of pursuit of which is subject, directly or indirectly, by virtue of legislative, regulatory or administrative provisions to the possession of specific professional qualifications; in particular, the use of a professional title limited by legislative, regulatory or administrative provisions to holders of a given professional qualification shall constitute a mode of pursuit.

- f) **If the profession is not regulated in your home country** (and therefore the national law of your home country imposes no specific requirement for access to or pursuit the profession or use of the professional title), you must provide evidence of **regulated formal qualification** (by means of a certificate issued by the competent authority) or of professional experience (of at least one year in the last ten years), *by means of a certificate issued by the entity with which you carried out the professional activity, specifying the period and content of the services provided and providing a very detailed description of the services provided.* If you provided your services on a self-employed basis, you must provide evidence of your activity with appropriate tax certification;
- g) criminal record certificate or extract from the judicial record (or document of similar legal value under local law) issued, not more than three months before the date of submission, by the competent authority in the country in which the professional title was acquired;
- h) Any additional information making it possible to reduce any compensation measures.
- i) two tax stamps of EUR 16,00 each.

FORMALITIES RELATING TO DOCUMENTATION

The formal and professional qualifications for which you are seeking recognition, as well as the certificates referred to in points f) and g), must be originals or authentic copies legalised by the competent Italian embassy or consulate in the country in which the document was issued, except where exemptions under international agreements and conventions apply. For the countries that are parties to the Hague ‘Apostille’ stamp issued by the competent local authority. Documents bearing said stamp need no further legalisation. Copies of documents may be authenticated by a competent Italian authority or by the competent Italian embassy or consulate abroad. All documents must be accompanied by their translation. The translation must be official, and may be certified in Italy before the competent judicial authority or, alternatively, before the Italian consular Authority in the country where the document was drawn up.



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