## Instructions for the admission application a.y. 2024/2025

## Important:

Applications must be submitted exclusively online. Incomplete applications will not be accepted.

List of the documents to be uploaded for admission to Level I academic courses (3-year), Second cycle academic degrees (2-year), First Level Masters, Giovani Talenti, propaedeutic courses and single courses

### Required documents (PDF files only):

- 1. applicant's copy of ID, such as an identity card or passport, front and back on a single file;
- 2. ONLY FOR ADMISSION TO LEVEL I ACADEMIC COURSES AND SECOND CYCLE ACADEMIC DEGREES: copy of applicant's highest degree (school leaving certificate or graduation).

#### **Optional documents:**

- 1. copy of applicant's highest degree in the music field and transcript of records or diploma supplement;
- 2. copy of any other music certifications.

### Notes on academic qualifications acquired abroad

For Eu-applicants a recognized diploma supplement will be accepted.

Alternatively, foreign graduations or diplomas will have to be integrated with a "dichiarazione di valore in loco" issued by an Italian embassy. In case of admission the candidate will be requested to show the hard-copy of such documents.

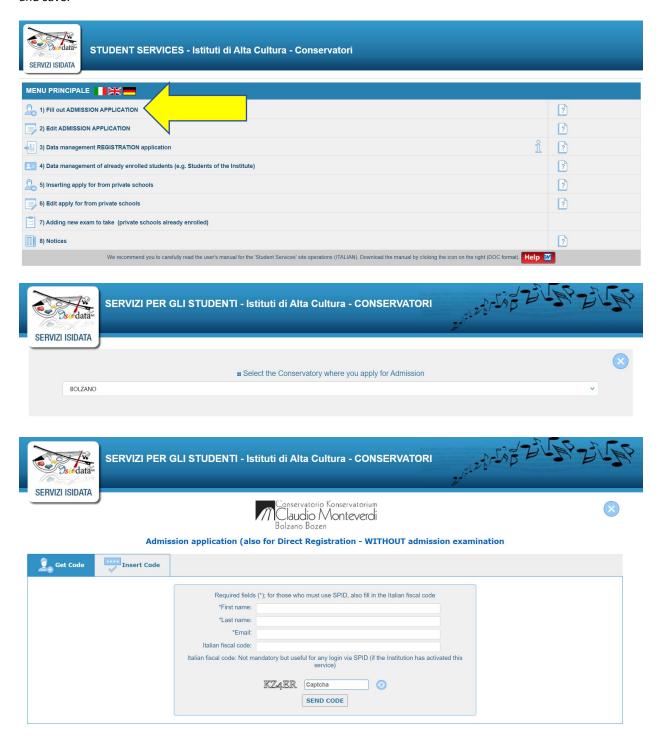
# How to complete the online application form

#### 1. Click on the following link:

https://servizi12.isidata.net/SSDidatticheco/MainGeneraleRes.aspx

Please note that the website can be viewed only with Explorer, Firefox and Chrome.

Click on point 1. "Admission application" and select "Bolzano" on the following page. Fill in the registration page and save.

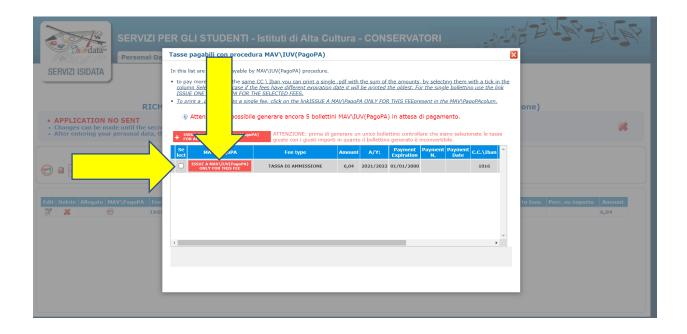


### 2. Click on "Fees" (only for candidates of Italian nationality)

Click on the red box "Selezione tasse per MAV\IUV(PagoPA)".



The following window opens. Check "Select" and click on "Issue a MAV\IUV(PagoPA) only for this fee". The bulletin with the payment advice will be downloaded automatically. It contains all the information including the payment method.

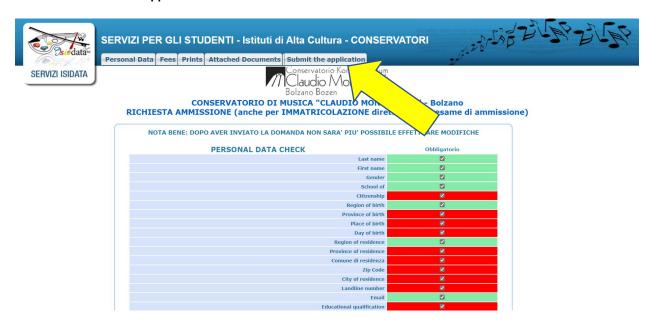


#### 3. Click on "Attached documents"

and upload the required documents (see page 1).



#### 4. Click on "Submit the application"



#### Important: All required fields must turn green.

You will then be able to submit your application and the Conservatory will be able to examine it. **The Conservatory** will only be able to view correctly submitted applications.

For a later access to your account, username and password will be sent to your e-mail address. If you do not receive the e-mail, please check your spam or junk mail folder to check if the mail automatically sent by the Conservatory is there and mark it as safe mail.

The Student Office will accept the application and the applicant will receive an acceptance message.