

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.

STUDENT SERVICES - Istituti di Alta Cultura - Conservatori

MENU PRINCIPALE

1) Fill out ADMISSION APPLICATION	
2) Edit ADMISSION APPLICATION	
3) Data management REGISTRATION application	
4) Data management of already enrolled students (e.g. Students of the Institute)	
5) Inserting apply for from private schools	
6) Edit apply for from private schools	
7) Adding new exam to take (private schools already enrolled)	
8) Notices	

We recommend you to carefully read the user's manual for the 'Student Services' site operations (ITALIAN). Download the manual by clicking the icon on the right (DOC format) [Help](#)

SERVIZI PER GLI STUDENTI - Istituti di Alta Cultura - CONSERVATORI

Select the Conservatory where you apply for Admission

BOLZANO

SERVIZI PER GLI STUDENTI - Istituti di Alta Cultura - CONSERVATORI

Conservatorio Konservatorium Claudio Monteverdi Bolzano Bozen

Admission application (also for Direct Registration - WITHOUT admission examination)

Get Code | Insert Code

Required fields (*); for those who must use SPID, also fill in the Italian fiscal code

*First name:

*Last name:

*Email:

Italian fiscal code:

Italian fiscal code: Not mandatory but useful for any login via SPID (if the Institution has activated this service)

KZ4ER

SEND CODE

2. Click on "Fees" (only for candidates of Italian nationality)
 Click on the red box "Selezione tasse per MAV\IUV(PagoPA)".

The screenshot shows the website interface for 'SERVIZI PER GLI STUDENTI - Istituti di Alta Cultura - CONSERVATORI'. The 'Fees' tab is selected. A red box highlights the link 'SELEZIONE TASSE PER MAV\IUV(PagoPA)'. Below the link is a table of fees:

Edit	Delete	Allegato	MAV\PagoPA	Fee type	Exemption Type	A.Y.	Payment N.	A.Solare	Payment Date	Credit Date	C.C.P./C.C.B.	Importo Isee	Perc. su importo	Amount
				TASSA DI AMMISSIONE		2021/2022		2022			1016			6,04

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.

The screenshot shows a dialog box titled 'Tasse pagabili con procedura MAV\IUV(PagoPA)'. It contains instructions and a table of fees. A red box highlights the button 'ISSUE A MAV\IUV(PagoPA) ONLY FOR THIS FEE'.

In this list are the fees payable by MAV\IUV(PagoPA) procedure.

- to pay more than one fee, click on the same C.C.\Iban you can print a single .pdf with the sum of the amounts, by selecting them with a tick in the column Select.
- in case if the fees have different expiration date it will be printed the oldest. For the single bollettino use the link [ISSUE ONE MAV\IUV\(PagoPA\) FOR THE SELECTED FEES.](#)
- To print a single fee, click on the link [ISSUE A MAV\IUV\(PagoPA\) ONLY FOR THIS FEE](#) present in the MAV\IUV(PagoPA) column.

ⓘ **Attenzione:** è possibile generare ancora 5 bollettini MAV\IUV(PagoPA) in attesa di pagamento.

ATTENZIONE: prima di generare un unico bollettino controllare che siano selezionate le tasse giuste con i giusti importi in quanto il bollettino generato è inconvertibile.

Select	MAV\PagoPA	Fee type	Amount	A/Y:	Payment Expiration	Payment N.	Payment Date	C.C.\Iban
<input type="checkbox"/>		TASSA DI AMMISSIONE	6,04	2021/2022	01/01/2000			1016

3. Click on “Attached documents” and upload the required documents (see page 1).

SERVIZI PER GLI STUDENTI - Istituti di Alta Cultura - CONSERVATORI

Personal Data Fees Prints Attached Documents **Submit the application**

Conservatorio Konservatorium
Claudio Monteverdi
Bolzano Bozen

CONSERVATORIO DI MUSICA "CLAUDIO MONTEVERDI" - Bolzano
RICHIESTA AMMISSIONE (anche per IMMATRICOLAZIONE diretta - senza esame di ammissione)

- APPLICATION NO SENT
- Changes can be made until the secretariat registers the request
- After entering your personal data, the program will send to your email code and password for the management of your data.

ALLEGA DOCUMENTAZIONE

According to the instructions you received from the Conservatory you can enter the documents of the type shown below, as for instance, if you were asked to attach the PDF copy of the ID.

Sono ammessi solo file .doc, .pdf, .txt, .xls, .png, .jpg e non superiori a 10 MB ciascuno - Files allowed: .doc, .pdf, .txt, .xls, .png, .jpg and no more than 10 MB for each one.

Choose the document Scegli il file Nessun file scelto [Insert Document](#)

Document type

Attachments list

4. Click on “Submit the application”

SERVIZI PER GLI STUDENTI - Istituti di Alta Cultura - CONSERVATORI

Personal Data Fees Prints Attached Documents **Submit the application**

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NOTA BENE: DOPO AVER INVIATO LA DOMANDA NON SARA' PIU' POSSIBILE EFFETTUARE MODIFICHE

PERSONAL DATA CHECK

	Obbligatorio
Last name	<input checked="" type="checkbox"/>
First name	<input checked="" type="checkbox"/>
Gender	<input checked="" type="checkbox"/>
School of	<input checked="" type="checkbox"/>
Citizenship	<input checked="" type="checkbox"/>
Region of birth	<input checked="" type="checkbox"/>
Province of birth	<input checked="" type="checkbox"/>
Place of birth	<input checked="" type="checkbox"/>
Day of birth	<input checked="" type="checkbox"/>
Region of residence	<input checked="" type="checkbox"/>
Province of residence	<input checked="" type="checkbox"/>
Comune di residenza	<input checked="" type="checkbox"/>
Zip Code	<input checked="" type="checkbox"/>
City of residence	<input checked="" type="checkbox"/>
Landline number	<input checked="" type="checkbox"/>
Email	<input checked="" type="checkbox"/>
Educational qualification	<input checked="" type="checkbox"/>

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.