



FREIE UNIVERSITÄT BOZEN  
LIBERA UNIVERSITÀ DI BOLZANO  
FREE UNIVERSITY OF BOZEN · BOLZANO

<b>For Student Secretariat use only</b>	Duty stamp not needed (Authorised by Tax Office – Local Head office Bozen/Bolzano No. 2005/1449 of 04.05.2005)
Student number	

## APPLICATION FOR ENROLMENT Academic year 2011/2012

### To the Rector

I, the undersigned \_\_\_\_\_, born on \_\_\_\_\_ in \_\_\_\_\_, request to be enrolled on the following course after having been admitted through the rank list:

Faculty of	EDUCATION	Enrolment deadline
<input type="checkbox"/>	Bachelor of Arts in <b>Social Work</b> (D.M. 270/2004)	<b>30 September 2011, 12 midday</b>
<input type="checkbox"/>	Bachelor of Arts for <b>Social Education</b> (D.M. 270/2004)	<b>30 September 2011, 12 midday</b>
<input type="checkbox"/>	Master in <b>Innovation and Research for Social Work and Social Education</b> (D.M. 270/2004)	<b>14 October 2011, 12 midday</b>
<input type="checkbox"/>	Master Class: Planning and Management of Social Education ( <b>LM-50</b> )	
<input type="checkbox"/>	Master Class: Social Work and Social Policy degree class ( <b>LM-87</b> )	

### I, the undersigned

understand that any false declarations will be punished by law following art. 76 of D.P.R. of 28 December 2000 no. 445. The Free University of Bozen/Bolzano will undertake checks, random or otherwise, to verify the truth of the statements and declarations following articles 71, 75 and 76 of the same law.

### declare

- that I have achieved my qualification (A-levels or equivalent or university degree) at the school/university indicated at the time of pre-enrolment.
- that I achieved the qualification on (*for A-levels the indication of the year is sufficient, for university degrees please indicate the complete date DD/MM/YYYY*) \_\_\_\_\_ with the following **mark/grade** \_\_\_\_\_. **Degree class** (*Italian university titles only*): \_\_\_\_\_
- that I have not enrolled at other universities or other higher education establishments, at other faculties or schools of the Free University of Bozen/Bolzano or for other degree courses in the same faculty/school at the same time as this enrolment.
- that I intend to **transfer from another Italian university** to the Free University of Bozen-Bolzano
  - NO
  - YES, and I enclose in this case with this enrolment form a **copy of the transfer application** presented at my university of origin.

I also undertake that I will follow all the rules and regulations laid down by the law, as well as follow the Free University of Bozen/Bolzano's Statute and internal regulations, which can all be consulted on the University's website. The "Regulations for accessing

the network" and the "Regulations for Library users" are part of the aforementioned rules as well as the University's "General House Rules".

I declare that I know that if these rules and regulations are breached, I could be forced to leave my studies at the Free University of Bozen/Bolzano and be punished in the event that damage is done to the University premises or facilities.

### **Information regarding the Data Protection Act (Art. 13 Law no. 196/2003)**

The student authorizes that the data and information submitted at the time of pre-enrolment will continue to be used.

The information collected by the Free University of Bozen/Bolzano is necessary for matters concerning teaching, administration of the student's career, issuing of certificates, administration of digital access and maintenance of data on the Scientific Network, the use of other services (such as payment using a student card), access rights, the elections of student representatives. All the information and data will be dealt with, on paper or in electronic form, following law no. 196/2003 by the employees of the Free University of Bozen/Bolzano under the responsibility of the General Direction. The data are periodically sent to the *Anagrafe Nazionale degli Studenti* for the means established by the art. 1-bis of the D.L. nr. 405/2003, converted in L. n. 170/2003, and sent to the *MIUR* for compulsory statistics. The data will also be sent to the *Consorzio Interuniversitario per il Calcolo Automatico* following Law no. 105/2003. The data will also be made available to the *Consorzio Interuniversitario AlmaLaurea*, joined by the Free University of Bozen/Bolzano, for processing questionnaires relating to the analysis and evaluation of university efficiency, as established by the D.M. 544/2007.

The student can exercise his/her rights as stated in article 7 and successive of law no. 196/2003 concerning access, information, updating and any cancellation by making a formal application to the General Direction of the Free University of Bozen/Bolzano.

### **Submission of the application**

The enrolment application must be presented by the deadline at the Student secretariat. **Applications received by email, post or fax cannot be accepted.**

In the event that people placed in the rank lists do not enroll for the course by the deadline, they lose their right to a study place and the University can then begin to accept applications from others further down the rank lists.

Candidates who are high enough up the rank lists to be taken for more than one course can only enrol for one of those courses. Once they have enrolled for this course, they lose the right to move up in the rank lists of other courses.

### **I enclose with this application:**

- receipt of payment of the first instalment of university fees:  
**€ 707,50\*** paid by bank transfer\*\* into the Free University of Bozen/Bolzano's bank account:  
Südtiroler Sparkasse Ag/Cassa di Risparmio di Bolzano Spa  
IBAN IT67 P060 4511 6190 0000 0009 000  
BIC (SWIFT) CRBZIT2B107  
Payment reason: student's full name/course's full name, 1<sup>st</sup> instalment 2011/2012

\*No bank expenses can be charged to the beneficiary. Within the European Union, a SEPA bank transfer is available.

The amount of the first instalment includes the provincial tax for the right to study of € 132,50 and the virtual duty stamp of € 14,62.

Payment of the first instalment is regarded as a prerequisite for enrolment and cannot, in any case, be refunded. In case of unsuccessful money transfer operations, the Student secretariat will urge interested parties to perform a new transfer, since the payment is due with the enrolment application.

### **Prospective students with qualifications gained abroad must also enclose the following:**

- The original of the declaration of equivalent value of their certificate(s), issued by the Italian consular authorities abroad
- The original translation into Italian of their certificate(s) (translation is not necessary if the qualification was gained in a German-speaking country)
- Original or authenticated copy of the secondary school certificate

### **Non-EU citizens must also enclose:**

- Copy of their valid permit of stay for Italy ("permesso di soggiorno")  
The enrolment will be done with reservations until a copy of the permit is delivered.

Three months after arrival in Italy, **EU citizens** are required to apply for registration in the municipality where they intend to elect residence (D.L. of 6 February 2007, nr. 30). They are aware that, in the event of a missing health insurance (E106, E109 or E37 forms or the European Health Insurance Card), they must provide for a private health insurance (stipulated in Italy or abroad) covering all risks and medical assistance in Italy. Further information regarding the European Health Insurance Card is available here: <http://ec.europa.eu/social/main.jsp?catId=559&langId=en>

**Non EU citizens resident abroad** must apply, within 8 working days after entering Italy, for their permit of stay. The application form, the so-called kit, is available from post offices, where it must be submitted duly filled in.

