



## ON-LINE ADMISSION PROCEDURE

TIME SLOT 02.05.2017 - 30.06.2017

### FOR:

- ITALIAN STUDENTS
- CITIZENS OF THE EU WITH RESIDENCE WITHIN ITS BORDERS
- NON-EU CITIZENS WITH A VALID RESIDENCY PERMIT IN ITALY

### APPLICATION STAGES

- 1) Fill in the Online form via the application "**Servizi Isidata**"  
<https://www.servizi.isidata.net/SSDidatticheCO/MainGenerale.aspx>  
(N. 1 - "**Enter ADMISSION APPLICATION**") where the student must choose the name of the institution (CONSERVATORIO DI NOVARA) and complete the required fields.
- 2) Print out the application, sign it and send it, with all the required attachments, by using one of the following means:
  - Email: **segreteria.didattica@consno.it**
  - Regular mail: **I.S.S.M. Conservatorio "Guido Cantelli" di Novara - Via Collegio Gallarini, 1 28100 Novara - ITALY**
  - Directly handed to the "**Segreteria didattica**" (Student Office)  
Opening Hours: Monday to Saturday - **11.00 - 13.00**

### **Documents to be attached (all kind of Applicants)**

**By uploading scanned documents on ISIDATA portal (photo can be accepted)**

- Receipt of payment:
  - 1) € 30,00 on postal account number (c.c.p.) **12657284**, headed to "**C.M. Novara**"  
OR, AS AN ALTERNATIVE, on Bank Account

Bank Code (IBAN) : **IT71P0760110100000012657284**

While applying online pick the choice **AMM. TRIENNIO** (1st cycle) / **BIENNIO** (2nd Cycle) in the **FEES sheet**



2) € 6,04 on postal account number (c.c.p.) **1016**, headed to "**Agenzia delle Entrate - Centro operativo di Pescara**"

OR, AS AN ALTERNATIVE, on Bank Account

Bank Code (IBAN) : **IT45 R 0760103200 000000001016**

While applying online pick the choice **AMM. GOV. TRIENNIO** (1st Cycle) / **BIENNIO** (2nd Cycle) in the FEES sheet

On both payment forms please indicate "**contributo ammissione**" as reason for payment (CAUSALE)

- A photocopy of a valid ID document.
- N.2 photos

### **FOREIGN STUDENTS ONLY:**

- A copy of all foreign qualifications: all certificates of overseas qualifications, with the exception of the *diploma supplement*, must be accompanied by a certified translation; **in the case of NON-EU citizens a value declaration "dichiarazione di valore in loco" is also required, issued by the authorised foreign diplomatic representative.**
- Copy of Residency Permit (ONLY FOR NON-EU STUDENTS)