I.S.S.M.
Conservatorio Guido Cantelli di Novara

GUIDANCE TO THE ADMISSION PROCEDURE 24/25

*From **09.04.2024** to **18.05.2024** ITALIAN AND FOREIGN STUDENTS*

(images from the italian version)

- Start the online procedure by using the "Servizi Isidata" application https://servizi12.isidata.net/SSdidatticheCO/MainGenerale.aspx?lng=it-IT **(choice No. 1 - "Application for admission").** Choose the name of the institution (CONSERVATORIO DI NOVARA) and fill in the required fields.

- An email with a validation code will be sent to your email in order to get access to the first page, concerning the insertion of data and the specification of the course for which you intend to apply. The system will send a second email with the LOG-IN CREDENTIALS to the personal page, in order to be able to modify the data later on, if the procedure is not completed immediately

Fig.1

1 - In tab NAME + COURSE shown above enter your details and select the course:

- **Course Type**: BASE, PROPEDEUTICO, TRIENNALE SUPERIORE (1st level degree/Bachelor) BIENNALE SUPERIORE (2nd level/Master's degree)

- **School**: Specify the main instrument by selecting it, in accordance to the type of level, therefore choose the courses named as **BA** for Base, **PR** for Propedeutic, **T.O. 24/25** for the Bachelor Degree, **BI 24/25** for Master Degree. (ex. : who aim to apply for the Arpa Bachelor Degree will pick **ARPA (T.O. 24/25)** *(N.B. 24/25; 22/23; 23/24.. stands for "Study Plan valid from" a.y. 24/25; 22/23; 23/24…)*

By selecting the following tab. you can complete the data insertion. Here below some hints

2 - TEACHERS:

- **Insegnante preferito**: select from the drop-down menu the teacher among those available (not mandatory)
- **Insegnante preparatore:** manually write the teacher's name in the second line (not mandatory)

3 – STUDY TITLES:

- **Solfège License:** this field is related to the studies concerning solfège (In Italy is compulsory to have obtained a LICENZA or a Certification in order to get access to the Academical studies. Otherwise you will have to discharge the debt). Type <u>NO</u> if not in possession. **MANDATORY FIELD TO BE FILLED OUT**

- **High school diploma:** In case of a Bachelor Degree application without having an high school diploma, the procedure can be nevertheless continued. (for the achievement of the title it will be obviously compulsory to obtain a high school diploma before the end of the Bachelor period)

- **Licenses, accomplishments, certifications..:** In the description box indicate all the licenses / accomplishments / certifications already obtained. Specify date and specific name of titles gained.

- **ISEE/U value:** It is not mandatory to be in possession of the ISEE/U (Indicator of the Equivalent Economic Situation for Academic Studies) at the time of the application, however it is mandatory to present it, at the latest, during the enrollment procedure, after the admission exams, otherwise the maximum fee will be applied.

- **Coming from:** Complete this section by selecting in the drop down menù the most appropriate option concerning previous studies

4 – PRIVACY: tick and accept the mandatory privacy purposes

In the event that the candidate is a minor, tick the relevant option and fill in the fields that appear

Fig.2

*Click on **SAVE** for every tab you complete in order to save data.*

*Many boxes are **not** mandatory and, consequently, if not filled out they don't lead to any kind of blocking issues. The system itself will report whether any compulsory information is missing.*

*In case of subsequent access to https://servizi12.isidata.net/SSdidatticheCO/MainGenerale.aspx?lng=it-IT in order to complete the application, select option **n. 2 - "Edit ADMISSION APPLICATION"** and no longer "Entry of ADMISSION APPLICATION"*

5 - *Click on the **TUITION FEES** tab.*
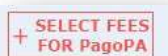
The two payments to be performed will appear:

1)   **€ 6,04   TASSA AMM.NE AGENZIA ENTRATE**

2)   **€ 50,00   TASSA AMM.NE CONS.**

Perform the payments as depicted below

1) Tassa amm.ne Agenzia Entrate *(€ 6,04): on postal account number (c.c.p.) 1016, headed to "Agenzia delle Entrate - Centro   operativo di Pescara" OR, <u>AS AN ALTERNATIVE</u>, on Bank Account -   Bank Code (IBAN) :   IT45R0760103200000000001016*

<u>Upon completion of the payment it is mandatory to upload a receipt by clicking on the "*Modify*" icon</u>

<u>and then on "*Scegli file*"   Please fill out the "*Payment Date*" box as well.</u>

2) Tassa amm.ne Cons. *(€ 50,00): Click on*   [+ SELECT FEES FOR PagoPA]   *the following box will appear*

Fig. 3

Click on GENERA BOLLETTINO PER QUESTA TASSA: the concerning payment notice will be created.

You can now download the pdf file with all the data necessary for payments by clicking on

Perform payment by using the *PagoPA* circuit

<u>No receipt is asked for the above fee.</u>

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6 – ATTACH DOCUMENTS

Click on **Scegli File** and then on **Insert Document** to upload the photocopy of a valid ID document

FOREIGN STUDENTS ONLY ARE ASKED OF THE FOLLOWING FURTHER PAPERS:

- 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 a valid VISA (only Extra EU)

7 - PRINTING

Print out the application using the **PRINTS** tab, sign it and upload to ISIDATA by using the **ATTACHED DOCUMENTS** tab
Be sure to select the options indicated by the red arrows

Fig. 4

Not mandatory if adults

8 – SEND APPLICATION to complete the procedure

THE STUDENT'S OFFICE WILL RECEIVE NOTICE OF THE REQUEST FOR ADMISSION UPON COMPLETION OF THE ANAGRAPHIC SHEET, HOWEVER ACCEPTANCE WILL BE POSSIBLE ONLY AFTER THE WHOLE PROCEDURE COMPLETION, INCLUDING THE FEES PAYMENT

Upon acceptance of the admission application you will receive a notification email