



PER_LEI

PERCORSI DI LEADERSHIP
E INSERIMENTO
LAVORATIVO PER DONNE
CON BACKGROUND
MIGRATORIO

GUIDE TO THE RECOGNITION OF FOREIGN ACADEMIC DEGREES



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INTRODUCTION

Starting anew in a new country isn't easy. While everyone is free to pursue the job they prefer, there are laws that don't always allow for the recognition of diplomas, degrees, and experiences acquired in the country of origin. One of the major challenges for non-European citizens is understanding whether their educational qualifications hold value in Italy and how to have them recognized.

This brief guide, developed by **ItaliaHello ETS** and Associazione **Nosotras** as part of the **PER_LEI** project funded by the **Fondazione CR Firenze**, aims to provide essential information to help navigate the steps required to request recognition of academic and professional qualifications.

The process of having one's qualifications recognized can be lengthy, complex, and not always free. Some individuals, discouraged by the difficulty of obtaining recognition for their qualifications, decide to give up, while others choose to pursue it.

Whatever your choice, it's important that it be an informed one. Therefore, we believe you should be aware of some fundamental information, such as what an academic qualification entails, the necessary documents for requesting recognition of academic qualifications, which qualifications can be recognized, and whom to turn to.



1

RICONOSCIMENTO (RECOGNITION) AND EQUIPOLLENZA (EQUIVALENCE): WHAT ARE THEY AND WHY APPLY FOR THEM

1.1 What is a *titolo di studio* (academic degree)

A *titolo di studio* (academic degree) is a certificate that verifies a path of education or training. In Italy, there are various educational cycles, and at the end of each cycle, a *titolo di studio* is awarded. The Italian educational system includes:

- > *scuola dell'infanzia* (preschool) for children aged 3 to 6;
- > *scuola primaria* (primary school) (5 years in duration) for children aged 6 to 11;
- > *scuola secondaria di primo grado* (lower secondary school) (3 years in duration) for students aged 11 to 14;
- > *scuola secondaria di secondo grado* (upper secondary school) (5 years in duration) divided into: *licei* (lyceums), *istituti tecnici* (technical institutes), *istituti professionali* (vocational institutes), and vocational education and training;
- > *università* (university) (bachelor's, master's, and doctoral degrees).

For a degree to be valid in Italy, it must have legal value, meaning it must be issued by a public or private educational institution (such as a school or university) recognized by the Ministry of Education (MIUR).

1.2 What is the *riconoscimento* (recognition) of foreign academic degrees or *equipollenza*

The *riconoscimento dei titoli di studio* (recognition of foreign academic degrees), also known as *equipollenza* (equivalence), is the procedure that allows you to validate in Italy the academic degree or professional qualification you obtained in your country. For example, if you are a doctor or nurse and obtained your degree abroad, you will need to obtain recognition of your qualification to work as a doctor or nurse in Italy.

1.3 Why apply for the *riconoscimento dei titoli di studio*

Obtaining the *riconoscimento di un titolo di studio* is necessary if:

- > you want to continue your studies and enroll in university or pursue a doctoral degree;
- > you have a professional qualification, such as an electrician or mechanic, and want to work in this field;
- > you want to continue practicing a profession belonging to a specific *ordine* (professional association) and in which you are trained or have experience, such as a doctor, nurse, or lawyer;
- > you want to apply for certain public competitions;
- > you want to enroll in professional courses that require a specific academic degree.

1.4 Which academic degrees can you have recognized

If you have studied outside of Italy and have completed your course of study, you can request recognition for the following academic degrees:

- > *licenza media* (middle school diploma) - lower secondary education;
- > *diploma di maturità* (high school diploma) - upper secondary education;
- > *laurea* (Bachelor's and Master's degree);
- > master;
- > *dottorato di ricerca* (PhD);
- > professional qualification certificates;
- > registration certificates in *albo professionale* (professional register).

2

WHICH DOCUMENTS YOU NEED

2.1 What to do before applying for *riconoscimento* (recognition)

To request the *riconoscimento*, you must:

- 1) *have a valid residence permit if you live in Italy. If you live abroad, it is not necessary;*
- 2) *Identify the reason for requesting *riconoscimento* of the *titolo di studio*, as there are different procedures based on the reason for the request.*

2.2 The *dichiarazione di valore* (declaration of value)

The *dichiarazione di valore* (declaration of value) is an official document in Italian issued by Italian diplomatic representations (Embassy or Consulate) to those with a foreign academic degree who want to continue studying in Italy or want to obtain recognition of their qualification. The *dichiarazione di valore* is used to assess whether your diploma or degree can be recognized in Italy and provides information about:

- > where you obtained the qualification (university, school, training agency, etc.);
- > what requirements allowed you to access your course of study (for example, to enroll in your university, you had to demonstrate having a high school diploma);
- > duration of the course of study, hours, and credits obtained;
- > value of the qualification in the country that issued it (if it is a diploma, a degree, etc.).

Where to request the *dichiarazione di valore*?

If you were granted international protection or have a residence permit and live in Italy, you can contact the *Ministero degli Affari Esteri e della Cooperazione Internazionale (MAECI)*. You can send an email or call the Ufficio VII of the *Direzione Generale per la Promozione del Sistema Paese* responsible for relations with high schools and universities in countries that have diplomatic relations with Italy and explain why you need the *dichiarazione di valore*.

Contacts: Segreteria Direzione Generale per la Promozione del Sistema Paese: dgsp.segreteria@cert.esteri.it

Telephone: 0636913055 Ufficio VII: dgsp.07@cert.esteri.it;
dgsp07.linguaitaliana@cert.esteri.it.

If you reside abroad and want to have your qualification recognized in Italy, you can consult the website of the *Ministero degli Affari Esteri* <https://www.esteri.it/it/ministero/struttura/laretediplomatica/> where you will find the list of Italian Embassies and Consulates abroad.

2.3 Traduzione legalizzata (Legalized translation) or traduzione asseverata (sworn translation) of the academic degree

To request the *riconoscimento del titolo di studio*, a translation of the document attesting to it is required. If you obtained a secondary school diploma, you will need a translation into Italian of all the information written on the diploma. The translation required is a *traduzione legalizzata* (legalized translation).

A *traduzione legalizzata* is an official translation done by a professional translator registered with the courts. You can request a list of official translators from the court in your city. For the Florence Court, you can find the list on the website: <https://www.tribunale.firenze.giustizia.it/>.

When you collect the *traduzione legalizzata*, make sure to also get back your original document.

For some countries, the *traduzione legalizzata* can be replaced by an apostille, a stamp issued by the Italian Government. On the website of the Ministero dell'Interno, you can find the list of these countries. For apostilles, you can inquire at the court in your city.

For international protection holders, it is not necessary to submit the translated academic degree, but it is sufficient to attach to the application:

- > the *original* academic degree or certificate;
- > a color copy of the valid residence permit;
- > a color copy of a valid Italian identity document with a photograph, such as the identity card issued by the *Comune* or the travel document issued by the *questura*.

Where to do the *traduzione legalizzata*?

You can do the legalized translation:

- > at the Italian Consulate or Embassy in the country of origin;
- > at the Italian Court in the city where you live;
- > at agencies dealing with procedures, visas, and immigration.

How much does it cost?

The costs of a legalized translation in Italy vary between €20 and €24 per page, plus a stamp duty of €16.00 for every 4 pages starting from the first page.

For information, we recommend contacting *Sportello Unico Immigrazione* the at the Prefecture of your city.

HOW TO OBTAIN RICONOSCIMENTO (RECOGNITION) OR EQUIPOLLENZA (EQUIVALENCE) OF ACADEMIC QUALIFICATIONS

3.1 *Licenza media* (middle school diploma) and *diploma di maturità* (secondary education diploma)

If you have completed middle school or high school in your country, you have two options:

1) *Apply for the riconoscimento of your titolo.*

If you obtain the *equipollenza*, your foreign academic degree will have the same legal value as the Italian one: they will be equal in level and content.

2) *Take the final exam again.*

You can decide to take the final exam again. To do this, choose a middle or high school that has a similar program to the one you attended in your country. Once you have chosen the school, you can ask the administration how to take the final exam without attending classes and only take the final exam. This way, you will obtain an Italian educational degree and will not need to request the *riconoscimento*.

Where to apply for the riconoscimento or equipollenza?

You request the *riconoscimento* of your middle school or high school diploma directly from the *Ufficio Scolastico Regionale*. Once the *riconoscimento* application is completed, it will be the *Ufficio Scolastico Regionale* that decides whether to recognize your degree, not recognize it, or only partially recognize it.

If you live in Tuscany, you can contact the *Ufficio Scolastico Regionale of Tuscany*, Via Mannelli, 113 - 50136 FIRENZE, Tel. +3905527251 or visit the website <https://www.miur.gov.it/web/miur-usr-toscana>

If your middle school diploma or high school diploma is only partially recognized, you may be asked to take additional exams.

If it is not recognized and you need that diploma, you will have to enroll in the school where you requested recognition or take the final exam.

Remember: if you are a holder of international protection, another type of temporary protection, or asylum seeker and do not have documents to prove possession of your high school or university degree, you can request the **passaporto europeo delle qualifiche dels rifugiats** (european qualifications passport for refugees) as explained in paragraph 3.3.

What documents are needed?

The documents to be presented are:

- > academic degree obtained in the school of your country of origin, with *traduzione legalizzata*;
- > *dichiarazione di valore*;
- > certification of knowledge of the Italian language at a minimum level of B1. The Italian certification can be requested from the *Centro Provinciale Istruzione Adulti* (CPIA) where you can also get information on Italian courses.

To find the nearest CPIA to you, we recommend searching online with the words "CPIA + the name of the city where you live".

Below is a list of some CPIA in Florence:

- > **FIRENZE NOVOLI**, Via San Donato 48/50, 50127, Firenze
Tel: 055 352768;
- > **FIRENZE CENTRO**, Via Nicolodi, 2, 50131 Firenze,
Tel: 379 2001477;
- > **CAMPI BISENZIO**- Via Giuseppe Verdi 12, 50013, Campi Bisenzio (FI), Tel: 055 7762413;
- > **SCANDICCI, LASTRA A SIGNA** - Via Pantin 8, 50018 Scandicci (FI), Tel: 055 751708;
- > **SIECI, PONTASSIEVE** - Pontassieve, Piazza degli Albizi 8, 50065 Sieci (FI), Tel: 055 8313627.

3.2 University degree

Italy has agreements with some countries on the procedures for recognizing academic degrees. To find out if Italy has agreements with your country, search the website https://www.esteri.it/it/diplomazia-culturale-e-diplomazia-scientifica/cultura/universita/riconoscimento_titoli_studio/accordi_studio/

If there is no agreement between Italy and your country, you can request recognition only if:

- > your educational degree was issued by a university or another official university-level institution;
- > the educational system of the Italian university you have chosen has a study program similar to the one followed in your country.

For information on the deadline for submitting the application, the timing, the application form, and the documents to be attached, you can contact the administration of the Italian university you have chosen.

The university will decide whether to recognize your degree within 90 days and may:

- > accept the request;
- > reject the request;
- > accept the request if you have passed additional exams or completed required internships.

In general, the documents to be attached to the application are:

- > valid identity document;
- > original diploma;
- > a certificate or official document listing the subjects included in the study plan;
- > sworn translation and legalization of the educational degree;
- > statement of value of the degree;
- > application to get the *riconoscimento*.

Other documents such as residence permit or birth certificate may be required.

Here are the addresses to contact to apply for the *riconoscimento* of your academic degree:

ACADEMIC DEGREE
PRIMARY OR MIDDLE
SCHOOL DIPLOMA

OFFICE

Ufficio scolastico regionale
For Tuscany: Ufficio Scolastico Regionale della Toscana, Via Mannelli, 113 - 50136 FIRENZE,
Tel. +3905527251 - usp.fi@istruzione.it
<https://www.miur.gov.it/web/miur-usr-toscana>.

ACADEMIC DEGREE
HIGH SCHOOL DIPLOMA

OFFICE

Ufficio scolastico regionale
For Tuscany: Ufficio Scolastico Regionale della Toscana, Via Mannelli, 113 - 50136 FIRENZE,
Tel. +3905527251 usp.fi@istruzione.it
<https://www.miur.gov.it/web/miur-usr-toscana>.

ACADEMIC DEGREE
BACHELOR'S / MASTER'S DEGREE

OFFICE

Segreteria of the Italian University that you have chosen
For the University of Firenze: P.zza S.Marco, 4
50121 Firenze, Centralino +39 055 27571,
urp@unifi.it, ateneo@pec.unifi.it

3.3 The *passaporto europeo delle qualifiche dell3 rifugiati3* (European qualifications passport for refugees)

The *passaporto europeo delle qualifiche dell3 rifugiati3* is a document containing the assessment of the qualifications of a refugee who holds a high school, secondary, or university degree but lacks documents to prove it.

How to apply for the *passaporto europeo delle qualifiche dell3 rifugiati3*?

If you have obtained refugee status, another form of international protection, or are an asylum seeker and wish to obtain this document, you will first need to respond to a questionnaire with questions about your educational background, languages spoken, and work experiences. After a few weeks, you will be contacted for an interview with a Commission. In Italy, many universities recognize the *passaporto europeo delle qualifiche delle rifugiati3*. For more information, you can visit the page <http://www.coe.int/eqpr>.

a specific academic qualification or be registered with an association. However, it is mandatory to attend a course organized by the *Regione*, pass an exam, and receive a professional training qualification. We recommend contacting the *Centro per l'Impiego* (Employment Center) in your city for specific information on what is required to work in these professions. Unregulated professions, such as real estate agents or graphic designers, are jobs that can be performed without a specific academic qualification.

What documents are required?

To request the *riconoscimento* (recognition) of a professional qualification, you will need to submit:

- > original academic degree;
- > list of subjects studied and exams taken;
- > legalized translation of your foreign academic degree;
- > authenticated copy of your residence permit;
- > declaration of value;
- > authenticated copy of the professional qualification certificate if required by the country of origin;
- > documents proving your professional experience in the last ten years in the sector where you want to work in Italy, translated and legalized. For example, you can submit your tax return, registration code with a professional association, payment invoices, employment contracts, etc.;
- > certificate from the authority of your country of origin stating there are no professional or criminal impediments;
- > proficiency in the Italian language.

The Ministry has 4 months to make a decision and may:

- > immediately recognize your qualification;
- > not recognize your qualification;
- > recognize only part of the qualification. In this case, the Ministry may ask you to take additional exams or internships.

Where to submit the application?

If you want to practice a *professione regolamentata* and meet all the requirements, you must request the *riconoscimento* from the relevant Ministero. For more information, contact the *Centro di assistenza per il riconoscimento delle qualifiche professionali*:

4

HOW TO OBTAIN THE RICONOSCIMENTO (RECOGNITION) OF A PROFESSIONAL QUALIFICATION

4.1 Professional Qualifications

In Italy, *professioni* (professions) are divided into *regolamentate* (regulated) and non *regolamentate* (unregulated). To practice regulated professions, you must have a specific academic qualification, complete a certain number of internship/practicum hours, pass a qualification exam, or be registered with a professional association known as an *ordine*, *albo*, or *collegio*. For example, to become a doctor, lawyer, or nurse, you need a degree, must pass an exam for qualification (referred to as "*abilitazione*"), and be registered with a regional association. In Section 5, you will find some useful contacts for the *ordine* of journalists, medical doctors and surgeons, dentists, and legal professions such as lawyers. On the "*Impresa in un giorno*" portal, you can find a list of all regulated professions in Italy in alphabetical order. For other occupations, such as hairdressers or healthcare assistants (OSS), it is not necessary to have

centroassistenzaqualifiche@politicheeuropee.it.

Remember that professions are regulated by different *Ministeri*, so the recognition of qualifications is carried out by different *Ministeri*, each with different requirements. For example, if you are a nurse, your qualification can only be recognized by the *Ministero della Salute* which may ask you to:

- 1) take an exam on the entire nursing degree program; or
- 2) complete an unpaid internship.

Regarding nursing, some regions such as Tuscany, Piedmont, or Lombardy have created a temporary list for nursing practice. Anyone with a foreign nursing degree who has applied for the *riconoscimento* from the *Ministero della Salute* and is still awaiting a response can register for this list. In Tuscany, you can apply to be included in the list until December 31, 2025. For more information on how to request the *riconoscimento* of professional qualifications or academic degrees for regulated professions, you can visit the website <https://www.impresainungiorno.gov.it/web/impresa-e-l-europa/services-which-require-a-professional-qualification>.

In the table below, you will find a list of some *Ministeri* to contact for information on recognizing your professional role.

PROFESSION (IN ITALIAN)

- Allergologia ed immunologia clinica
- Anatomia patologica • Biologø • Chimicø
- Dermatologia e venereologia • Dietista
- Educatorø professionale • Ematologia
- Farmacista • Fisioterapista • Geriatria
- Igienista dentale • Infermierø (pediatricø)
- Logopedista • Medicø/medicø specialista
- Medicø veterinariø • Neurologia
- Odontoiatra • Operatorø socio-sanitario
- Ostetricø • Otticø • Podologø
- Psicologø • Psicoterapeuta
- Radioterapia • Tecnicø audiometrista
- Tecnicø audioprotesista
- Tecnicø della fisiopatologia cardiocircolatoria e perfusione vascolare
- Tecnicø della prevenzione nell'ambiente e nei luoghi di lavoro
- Tecnicø della riabilitazione psichiatrica
- Tecnicø di neurofisiopatologia
- Tecnicø ortopedicø
- Tecnicø sanitarie di laboratorio biomedico
- Tecnicø sanitario di radiologia medica
- Terapista della neuro e psicomotricità dell'età evolutiva.

WHICH MINISTERO TO CONTACT

MINISTERO DELLA SALUTE
<http://www.salute.gov.it/ProfessioniSanitariePubblico/>

PROFESSION (IN ITALIAN)

- Agronomø e forestale junior • Agrotecnicø
- Assistente sociale • Assistente sociale specialista • Attuariø • Attuariø junior
- Avvocatø • Biotecnologø agrario
- Dottorø agronomø e dottorø forestale • Dottorø commercialista • Espertø contabile
- Geologø • Geometra • Giornalista
- Ingegnerø (civile e ambientale junior) dell'informazione industriale (junior)
- Mediatorø • Peritø agrariø
- Peritø industriale • Ragioniø
- Tecnologø alimentare • Zoonomø

WHICH MINISTERO TO CONTACT

MINISTERO DELLA GIUSTIZIA
https://www.giustizia.it/giustizia/it/mg_2_4_1.wp

PROFESSION (IN ITALIAN)

- Conduttore di impianti termici
- Conduttore di generatore di vapore di I - II - III - IV grado • Consulente di lavoro
- Estetista.

WHICH MINISTERO TO CONTACT

MINISTERO DEL LAVORO E DELLE POLITICHE SOCIALI
<https://www.lavoro.gov.it/temi-e-priorita/occupazione/focus-on/riconoscimento-delle-qualifiche/pagine/default>

PROFESSION (IN ITALIAN)

- Docente di istituti di istruzione secondaria di I° e II° grado • Docente di scuola primaria • Docente di scuola dell'infanzia
- Educatorø dei servizi educativi dell'infanzia.

WHICH MINISTERO TO CONTACT

MINISTERO DELL'ISTRUZIONE
<https://miur.gov.it/web/guest/riconoscimento-professione-docente>

PROFESSION (IN ITALIAN)

- Acconciatorø • Agente di affari in mediazione/agente immobiliare • Agente di affari in mediazione (escluse attività immobiliari) • Agente e rappresentante di commercio • Attività professionale di peritø assicurativo per l'accertamento e la stima dei danni alle cose derivanti dalla circolazione, dal furto e dall'incendio dei veicoli a motore e dei natanti
- Attività disinfestazione, derattizzazione e sanificazione • Autoriparatorø • Consulente in proprietà industriale • Impiantista • Mediatorø marittimo • Spedizionierø
- Tintolavanderia • Vendita al dettaglio o somministrazione di alimenti e bevande (vendita alimentare, ristoranti, bar, ecc.).

WHICH MINISTERO TO CONTACT

MINISTERO DELLO SVILUPPO ECONOMICO
<https://www.mimit.gov.it/index.php/it/mercato-e-consumatori/titoli-professionali-esteri>

PROFESSION (IN ITALIAN)

- Architetto Junior • Architetto
- Conservatorø dei beni architettonici e ambientali • Paesaggista • Pianificatorø junior • Pianificatorø territoriale
- Ricercatorø presso università ed enti di ricerca.

WHICH MINISTERO TO CONTACT

MINISTERO DELL'UNIVERSITÀ E DELLA RICERCA
<https://www.miur.gov.it/libera-circolazione-dei-professionisti>

4.2 Servizi di Individuazione Validazione e Certificazione delle competenze (services for the Identification, Validation, and Certification of Competences)

Some regions such as Piedmont, Lombardy, Veneto, and Tuscany offer a service that allows you to certify your skills: the *servizio di Individuazione Validazione e Certificazione delle competenze (service for the Identification, Validation, and Certification of Competences) (IVC)*.

In Tuscany, this service is provided by the *Centro per l'Impiego* (Employment Center) through a consultant who will assist you in obtaining a certification that attests to your specific skills in a professional field.

The certification obtained through this service does not have the same value as equivalence or a professional qualification officially recognized by the Ministry, but it is still a document that can help you find employment or obtain training credits if you wish to attend courses.

It is recommended to contact the *Centro per l'Impiego* in your city and ask if the IVC service is available. If the service is active, make an appointment to obtain your certification.

You can find the nearest *Centro per l'Impiego* by visiting the website of the *Agenzia Nazionale per le Politiche Attive del Lavoro* <https://www.anpal.gov.it/cerca-sportello>.

4.3 Other addresses, contacts, and useful links

CIMEA - Center for Information on Mobility and Academic Equivalences offers free email consultation on issues related to the *riconoscimento* (recognition) and evaluation of qualifications for Italian and foreign universities, university students, teachers and researchers, international organizations, ministries, research institutions and Italian and foreign public bodies, organizations, companies, and associations, Italian citizens, European Union citizens, and all continents. For more information, visit the website www.cimea.it or write to info@cimea.it

L' Università degli Studi di Firenze - UniFI has a dedicated service for receiving information on the enrollment of international students

in bachelor's/master's courses and individual courses; for exchange students within the framework of inter-university agreements, for the recognition of foreign academic titles. To make an appointment, you need to download the UFirst app, available on Google Play and the App Store, or send an email to internationaldesk@unifi.it or internationaldesk@pec.unifi.it.

For more information, you can contact the secretariat at Piazza S.Marco, 4 - 50121 Florence,+39 055 27571, Email: urp@unifi.it, Certified mail: ateneo@pec.unifi.it

The Atlante del Lavoro e delle Qualificazioni is a detailed map of work and qualifications organized into three sections: *Atlante Lavoro, Atlante and Qualificazioni, and Atlante and Professioni*. Here you can find information on *professioni regolamentate*, the *qualificazioni regionali abilitanti* (regional enabling qualifications), professions not organized in *ordini* and *collegi*, as well as the process for the *riconoscimento* of training credits; academic degrees, and professional qualifications.

For more information, you can visit the webpage https://atlantelavoro.inapp.org/atlante_lavoro_dettagli.php

The Patronato INCA CGIL offers a dedicated service for the recognition of academic degrees. On the page <https://www.inca.it/dove-siamo.html> you can find all the INCA CGIL offices in Italy.

The Ordine dei Medici Chirurghi e degli Odontoiatri has created a website for each region of Italy where you can find useful information on how to have your academic degree recognized and continue to practice as a doctor. For the province of Florence, you can consult the following address <https://www.ordine-medici-firenze.it/professione/strumenti-operativi/faq-domande-frequenti?view=article&id=166&catid=22>

For other regions, you can search the internet with the words "ordine dei medici chirurghi e degli odontoiatri + name of the city where you live."

The Ordine nazionale dei giornalisti at the address <https://www.odg.it/> has compiled a lot of useful information on the requirements to practice the profession of journalist in Italy. Opening the page, in the upper right corner, you will find a magnifying glass where by typing, for example, "titolo estero", you will find the steps to follow to request the *riconoscimento* of your foreign academic title and practice the profession of journalist in Italy.

The Consiglio Nazionale Forense at the address <https://www.consiglionazionaleforense.it/riconoscimento-qualifiche> has created a guide for the *riconoscimento* of the title of lawyer and registration with the *albo* (bar association).





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