D...,.....

How to apply

International student admission opens October 3 th 2 8 and closes October 15th 2 Courses in S o Paulo start on February 2 $_{\chi}$: admission closes anuary 3 $^{\text{th}}$ 2 $_{\chi}$.

To apply students must follow IED application procedures:

1st step

- Complete the IED application form found on the back of this admission
- Pay the enrolment fee in order to guarantee school access and receive the enrolment certificate for visa procedures

Prepare the following documents:

- · Copy of high school diploma or ecuivalent (translated in Italian, Spanish or English)
- Proof of language proficiency (one of the following):
 - submit a language course certificate
 - submit Italian/Spanish/ English university diploma

Transfer Students

(Direct Enrolment at the 2nd and 3rd year)

Students previously enrolled in an ecuivalent program, may apply for direct admission at the 2nd year or (in exceptional cases) the 3rd year.

1st step: to enter the 2nd and 3rd year the following items must be mailed to the chosen school in order to begin the admission

- Copy of your university/college diploma (if obtained)
- Transcript from your university/ college previously attended (credits, amount of hours per subject, study programs)
- A portfolio of 15-2 examples of your projects (CD-ROM, preferred e-mail)
- · A portfolio description sheet listing each piece by number, si e and date of completion

2nd step: within two weeks from reception of portfolio students will be informed, by e-mail, regarding their acceptance.

3rd step: immediately upon receipt of acceptance into the 2nd or 3rd year, students need to submit payment without delay.

Students Visa

The school, upon recepit of the enrolment payment, will send to the student, by express post, the enrolment certificate . This certificate should be taken to the local Consulate to apply for a Student Visa.

Starting date

Students attending the Italian language Prerecuisite course (in Milan, Rome, Turin) begin in September. Students not attending Italian anguage courses or attending courses in Spanish or English anguage will begin in October. Courses in S o Paulo begin in

February.

IED reserves the right to change any information contained herein without notice.

Student **Information Office**

Students will be assisted by our S.I.O. (Student Information Office) in chosing the course that better suits them. They will be provided with all useful information about accomodation transportation, insurance, Visa, residence permit, banking, tuition payment procedure, housing, language courses, academic policies and regulations.

They will also be informed about any school event and educational planning. Student advising staff is available by appointment.

IED International Affairs Office

Via A. Sciesa, 4 - 2 135 Milan Ph. A3 2 551, 2 63 Fax A3 2 546851 e-mail: int.info ied.it

Language **Preparation**

Most of Three-_ear courses are taught in local language (Italian in Milan, Rome Turin Spanish in Madrid, Parcelona Portuguese in S o Paulo).

- proof of competency through

Passport photocopy (1st and 2nd

M ail the above-recuired original documents to the School of your

Portfolio is compulsory for transfer

transportation/car hand drawings).

advisable for cuicker admmission

and participation to competitions

students (direct admission at 2nd

Transportation/car design first

In all other cases, Portfolio is

and 3rd year) and for

for scholarships.

vear students (about 1

students

page)

2nd step

Portfolio

• 4 passport photos

phone interview for bilingual

Are exceptions all the Three-_ear and One _ear courses taught in English language.

All international students must meet the IED language recuirements and submit a certificate of course completion from a language school.

Those students who hold an Italian, Spanish, Portuguese or English College diploma can submit this diploma as confirm of language knowledge.

IED Italian language entrance requirement

- Far-East students: hours (in order to enter the Italian language prerecuisite course)
- · European and English speaking students: 32 hours
- Spanish and Portuguese speaking students: 16 hours
- All other foreign students: 32

Italian Language Prerequisite course

Immediately prior to entrance, international students enrolled in Three-_ear courses in Italian language are recuired to attend the compulsory Italian language IED prerecuisite course.

Spanish and Portuguese mother tongue students, may avoid the Italian language prerecuisite course submitting a certificate from a language school testifying that they have attended 16 hours Italian language courses.

IED Prerequisite Course Program

Students also attend a primary class, of Italian art and culture to achieve more advanced language skills and the ability to understand design subjects.

- Period A: Jeginning September 2 _ - End September 2 _ _ , for all partecipating students.
- Period, & October 2 🔒 April 2 1, only for students not passing the examination at the end of Period A.

An entrance exam will be submitted to identify the student s language level. Students will be divided into groups according to their skills. Documents reporting a course schedule will be distributed.

Italian Language Schools

For students wishing to start an Italian anguage Course in Italy, before the beginning of the IED Prerecuisite Course Program, we suggest to contact one of the following schools, with which IED has special partnerships

In particular we suggest our students studying in Milan to contact:

International House Milan Pia a Erculea 4 - 2 122 Milan Ph. A3 28645 4 8 infomilano ihmilano.it www.ihmilano.it

inguadue Milan Corso, uenos Aires, 43 2 124 Wilan Ph. A3 2 2 51 . info linguadue.com www.linguaviva.it

To our students studying in Rome to contact:

Dilit International House Rome Via Marghera 22 - 185 Rome Ph. A3 6 44625, 2 info dilit.it - www.dilit.it

To our students studying in Turin to conctact:

directly our SIO office in IED Turin

Accomodation

Accomodation offices: improved and dedicated services for international students

e have the pleasure to inform that the IED seats with more international students: IED y ilan and IED Parcelona opened a dedicated office for accomodation aimed at giving direct and thorough assistance to all international students looking for the most suitable accomodation

IED Milan Accomodation Office:

hospitality ied.it ph. A₃ 2 551, 2 63 fax : A3 2 546851

IED Barcelona Accomodation

Office: hospitality bcn.ied.es ph. A34 2 3 2385 88 fax. A34 2 3 23 85 2 2

General accomodation services in all other seats:

IED offers services to student seeking apartments or residence housing. IED suggests for students to live in Residences and later on to rent an apartment sharing it with IED students. Residential hotels include either single or double rooms with private bathroom, kitchenette. linens, towels and heating. The choice for permanent housing varies in Italy and Spain. Please see the below descriplion for more details and general costs.

Housing in Italy Residence upon arrival

Do ble. from 1 euro on per person/per month. i gle.

euro on per month. from 14

Permanent housing options

from 6 euro on per person/per month (use of kitchen and bathroom). epe e t lat.

from euro on per month. Women's Convent Residence

(only in Milan and Rome) i gle.

euro per month. Includes: half board.

IED Milan and IED Rome Students' Residence

are lat 5 euro per month. ipe e t lat. euro per month. Includes: private bathroom. heating, Internet connection, satellite connection ecuipped.

Housing in Spain Residence upon arrival

Do ble, from 5 euro on per person/per month. i gle. from 8 euro on per month.

2009/2010 Three-Year courses tuition fees

Permanent housing options Mixed Residence

Do ble

from 35 euro on per person/per month. i gle

from 45 euro on per month. Includes: use of kitchen, shared athroom, room cleaning, Public telephone.

t io partme t .

8 -1 euro per month. Includes: one room with bathroom, kitchenette, personal telephone, television. It is possible to rent monthly without a yearly contract.

The following charges have to be paid according to the IED payment procedures.

The first year tuition charge in Italy includes the fee for the Italian language prerecuisito course.

e remind that the admission process will begin upon recieving the enrolment fee payment. Payments should be made directly to the IED chosen location.

Enrolment fee must be paid when applying in order to guarantee access, tuition fee must be paid before the beginning of the course.

Please use the appropriate seat hank information

Payment procedure by wire transfer

If a parent or a relative is transferring money ior a scale...,
please mark clearly on the transfer course (1 euro 1 10 course of the orefunds will be issued after transferring money for a student, student.

Please send the bank transfer by fax to the accounting office.

Payment procedure by credit card upon arrival in Italy or Spain

Upon arrival in Italy or Spain the student has the possibility to pay the tuition fee by credit card.

Withdrawal and refund

The following refund is based on the entire amount for first year tuition payment. A refund will be made only when an official

withdrawal letter is received by the student information office within the following time schedule:

Italian Language Prerequisite course students:

Due by August 22nd loss of the enrolment fee (1 euro).

ithdrawal due by September 2nd: loss of the enrolment fee amount plus the cost of the prerecuisite euro). these dates.

Other students:

Due before September 23rd: loss of the enrolment fee. Due after September 23rd: loss of the total cost fee. o refunds will be issued after these dates.

Refund of the enrolment fee

Enrolment fee will never be refunded except for Visa refusal (written official refusal).

PRICES FOR THE FIRST YEAR

Three-Year Courses in Local Language

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Tuition payment procedure

Payment should be made directly to the chosen School. Please fill the space related to the condition of payment chosen.

From abroad

- □ by wire transfer
- IED Design Milan
- IED Arti Visive Milan anca Popolare di Milano

Agency 3 Milano 🕽 🛍 CODE: IT 5 H 5584

163 1ଚ8

- , IC (Swift): , IPM IITM 1 3
- IED Moda Lab Milan
- anca Popolare di Milano Agency 24 Milano

🕽 🌇 CODE: IT 🛴 H 5584 1ବି24 25 52

- , IC (Swift): PM IITM 1 24
- IED Comunicazione Milan

Intesa San Paolo

viale, ligny 52 Milano
CODE: IT 1 3 % 5 26 153 14, 8, ,

, IC (Swift): CITITM M 3

- IED Moda Lab Rome
- IED Design Rome
- IED Arti Visive Rome
- IED Comunicazione Rome

Unicredit, lanca

Agency 6824 Roma Eur Ardig 🕦 CODE: IT 52 🖪 322િ

32 5485844 32 5485844 C (Swift): U CRIT2VRM

- IED Moda Lab Turin
- IED Design Turin
- IED Arti Visive Turin
- IED Comunicazione Turin

Deutsche, ank

Agency 1 Torino

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IED Florence

Unicredit, lanca

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Agency 3 Milano

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- IED Moda Lab Madrid
- IED Design Madrid
- IED Arti Visive Madrid
- IED Comunicazione Madrid
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28 4 M adrid

CODE:

ES 65 5 322 81 6 446618

S IFT: POPUESM M

- IED Moda Lab Barcelona
- IED Design Barcelona
- IED Arti Visive Barcelona
- IED Comunicazione Barcelona a Caixa

Torrent de LOlla, 1, 3-1,

8 12 - arcelona

Istituto Europeo di Design Espa a

Account number:

21 - 644-52 2- 16-55

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- IED Moda Lab São Paulo
- IED Design São Paulo
- IED Arti Visive São Paulo
- IED Comunicazione São Paulo

anco do lasil S/A

Titolare: Istituto Europeo di Design

- Escola tda.

Conto: 3 .122-1

Agencia: 12- - Avenida Paulista,

S o Paulo -, 🕻 a il

) 🔼 CODE: 1 12 3 1221

C (Swift): RAS RR OCO CADE P: rasil 3, 3 1

Payment by Credit Card

□ American Express □ Visa □ Mastercard

□ Eurocard

□ Diners

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Seats Addresses



Date

Signature

Application form 2009/2010

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General practical information

Upon arrival students may contact the Student information office (International Student Desk) to check the exact date of the Orientation Day.

VISA

All foreign students coming from non-EU countries must obtain the visa from the **Italian/Spanish Consulate** or from one of the diplomatic representatives in their countries. Documents necessary to obtain the visa:

- 1. visa application form (available on the web site www.esteri.it)
- 2. recent passport-style photo
- 3. passport or travel document valid for at least three months after visa expiry date
- 4. proof of enrolment or pre-enrolment in course of study, indicating number of hours daily study and duration of the course (please give two original copies of this certificate and ask to receive one certificate back with the stamp from the Embassy)
- 5. documentation of educational history in Country of Origin (according to the consulate/embassy)
- 6. proof of available means of support for the stay in Italy
- . declaration of the availability in Italy of appropriate lodgings as well as funds necessary for repatriation, possibly to be demonstrated in the form of a return airline ticket
- 8. insurance coverage for medical treatment and/or hospitalisation

The student will be given two original copies of the IED certificate of enrolment which must be stamped by the embassy/consulate.

The Embassy/Consulate must put its stamp on the IED certificate of enrolment and give one copy back to the applicant.

This certificate with the stamp (or a copy of it) is necessary to obtain the permit to stay in Italy.

Useful links: www.esteri.it www.italyemb.org

RESIDENCE PERMIT FOR FOREIGN STUDENTS IN ITALY

• EU-students

All EU students staying in Italy for a period longer than 3 months must apply for a certificate to the Register Office of the Municipality where students live.

1st step: Apply for the CERTIFICATE OF DOMICI E

Documents recuired:

- Passport or ID (original A 1 copy)
- Certificate of enrolment with the indication of the length of the course
- Proof of available means of support for the stay in Italy (no less than Euro 5. 61,68)
- Insurance coverage valid for the period of the course

2nd step: Apply for the Registration at the Central Registration Office After receiving the confirmation from the \(\) unicipality, students must go back to the Central Registration Office (Ufficio Protocollo) and apply for the registration.

Passport or Identity Card are recuired.

Not EU-students

All foreign students who plan to study in Italy have to apply for a residence permit within 8 days from their arrival in Italy.

The procedure of the application and the validity of the permit vary from country to country.

Foreigners can now apply for and renew their permit of stay (permesso di soggiorno) at the Post Office and then track the progress of their application online at www.portaleimmigrazio e.it

Please prepare the following documents:

- 1. Four passport photos
- 2. Passport copy
- Original copy of the Certificate of enrolment from the Istituto Europeo di Design
- One health insurance policies to be able to benefit from the Health Care Service in Italy:
- Insurance policy from the homecountry with a declaration from the consulate about its validity in Italy, term and overview of the health service indicating no limitations on the cost of a duration of an urgent hospitalisation.
- Any other insurance that covers the same risk along with a declaration from the company/ corporation which indicates no limitations on the cost of the duration of an urgent hospitalisation.

RESIDENCE PERMIT FOR FOREIGN STUDENTS IN SPAIN

All foreign students who plan to study in Spain have to apply for a residence permit (Tarjeta de Residencia).

The procedure of the application and the validity of the permit vary from country to country and also from the motivation of the release of the

EU-students

The EU-students receive a residence permit with validity of 5 years and with the possibility of renewal. Please notice that it is not in any way dependable on economic activities.

Please prepare the following documents:

- 1. Three passport photos
- 2. Passport photocopy
- Original copy of the Certificate of enrolment from the Istituto Europeo di Design in original copy
- 4. Sickness and accidents insurance

Not EU-students

The residence permit, for reason of study, is valid from the beginning until the end of the course, usually no more than one year.

The permit is released by the local police station.

Please prepare the following documents:

- 1. Three passport photos
- Passport along with two copies of the pages with the stamp released by the spanish Embassy or Consulate of the student shome country and with the stamp of the arrival date in Spain from the customs office at the airport
- 3. Documents regarding the actual address in Spain: a lease contract or any other declaration.
- 4. Original copy of Certificate of enrt@em ic e

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