




UNIVERSITÀ
DEGLI STUDI
FIRENZE


euni
well

Guida alla creazione di un account «CIMEA» per rifugiati e alla richiesta di documento di comparabilità

Tutorial for signing up to a «CIMEA for Refugees» account and to the request of the comparability document thereof



Welcome to this easy guide
on how to create a CIMEA
for Refugees account!



Before doing anything else, please keep in mind the following:

- CIMEA for Refugees is a free tool for beneficiaries of international protection and its purpose is to create a «comparability document» that attests that either a High School Diploma and/or Higher Education Degree from third countries is fully recognized in Italy.
- CIMEA does not recognize partially-completed educational paths. It is each institution (University Departments, in the case of UNIFI) that recognizes them **at their own discretion**.
- CIMEA requires both a Diploma and Transcript for the recognition of a title. Please beware that incompleting information may result in the rejection of a comparability document request.


If you do not possess the required documents, don't worry...
There's **EQPR** for that: the European Qualification Passport for Refugees.


First off, go to the following website:
[https://cimea.diplo-me.eu/refugee/#
/auth/login](https://cimea.diplo-me.eu/refugee/#/auth/login)


This will be the page that will open



PRIVATE AREA - LOGIN

Username 

Password 

☐ No soy un robot 
reCAPTCHA
[Privacidad](#) - [Términos](#)

ENTER

[Forgot password?](#) [Create a new account](#)

If you are new to CIMEA you must create a new account.


Only enter Name,
Surname and
personal email
address here.

You will need to use
your email as the
account id for the log-
in.

[← Back](#)

CREATE NEW ACCOUNT

☐ In order to register you must accept [Terms & Conditions](#)

☐ No soy un robot 
reCAPTCHA
[Privacidad](#) - [Términos](#)

REGISTER

Don't forget to tick
the box for the Terms
& Conditions as well
as the «I'm not a
robot» one (the
website might ask
you to solve a little
puzzle to prove you're
human)

[← Back](#)


CREATE NEW ACCOUNT

Abdul

Ghani

abdul.ghani45@gmail.com

☒ In order to register you must accept [Terms & Conditions](#)


☒ No soy un robot  reCAPTCHA [Política de Privacidad](#) - [Términos](#)


REGISTER

Once you've input all data,
Click on REGISTER



Once this message appears, go to your personal email account

 Gmail

 Scrivi

Posta in arrivo 103

Speciali

Posticipati

Inviati

Bozze 1

Unwanted

Meet

Nuova riunione

Partecipa a riunione

Hangouts

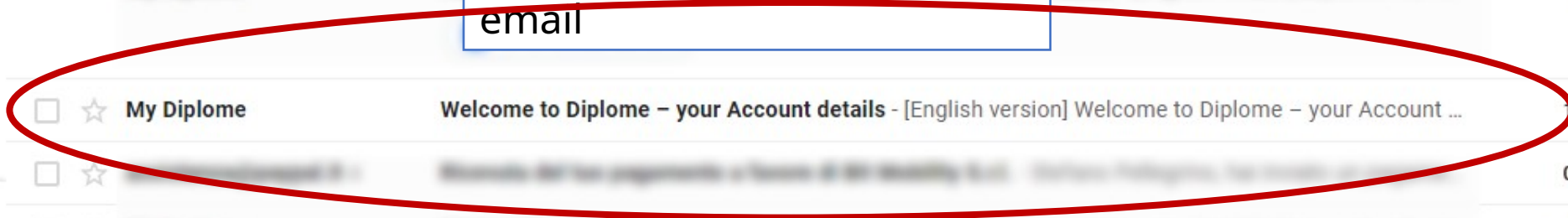
Nessuna chat recente

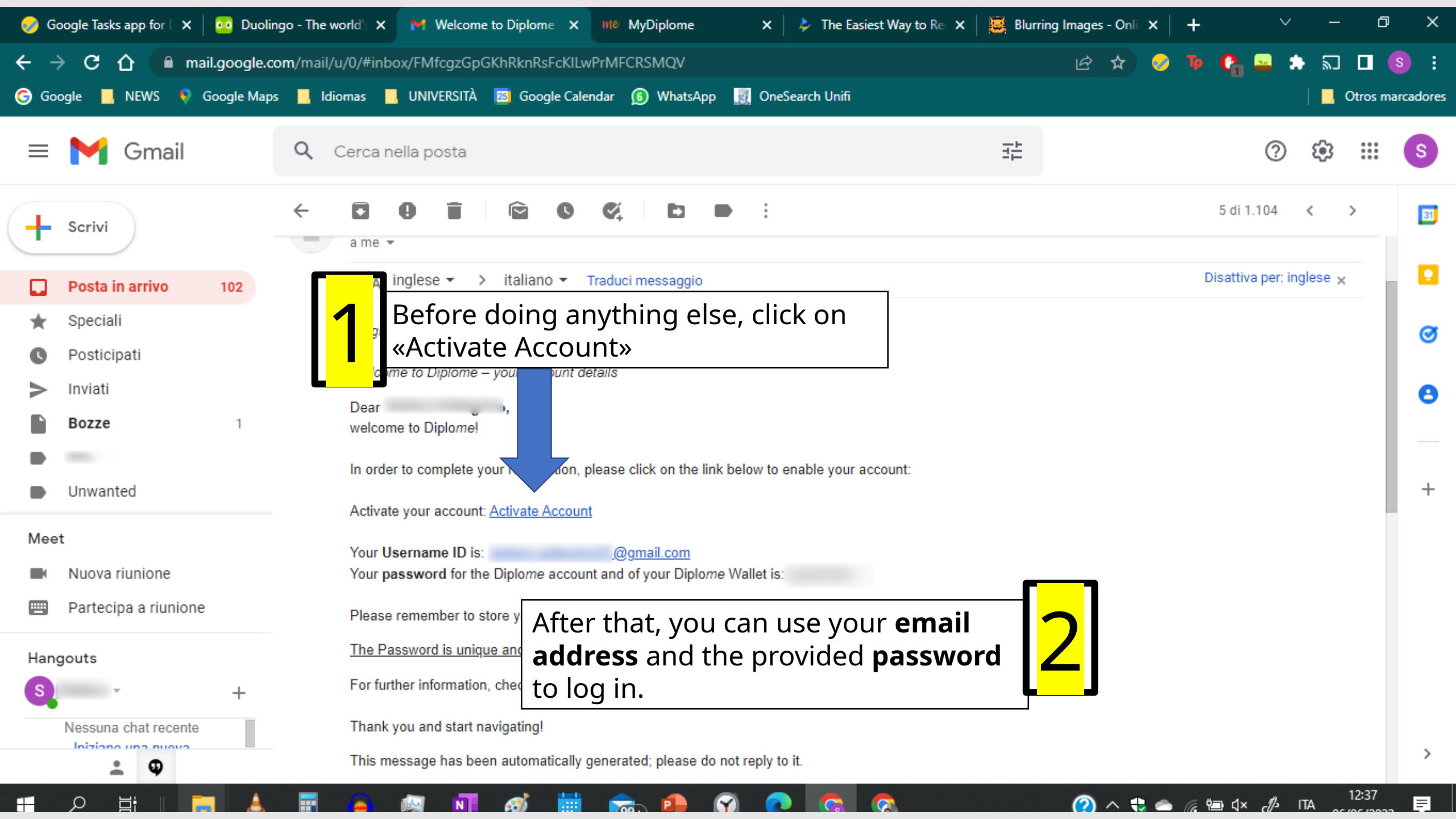
Cerca nella posta

1-50 di 1.104

<input type="checkbox"/>	<input type="checkbox"/>	My Diplome	Welcome to Diplome – your Account details - [English version] Welcome to Diplome – your Account ...	11:30
<input type="checkbox"/>	<input type="checkbox"/>	My Diplome	Welcome to Diplome – your Account details - [English version] Welcome to Diplome – your Account ...	11:25
<input type="checkbox"/>	<input type="checkbox"/>	My Diplome	Welcome to Diplome – your Account details - [English version] Welcome to Diplome – your Account ...	10:50
<input type="checkbox"/>	<input type="checkbox"/>	My Diplome	Welcome to Diplome – your Account details - [English version] Welcome to Diplome – your Account ...	10:46
<input type="checkbox"/>	<input type="checkbox"/>	My Diplome	Welcome to Diplome – your Account details - [English version] Welcome to Diplome – your Account ...	00:24
<input type="checkbox"/>	<input type="checkbox"/>	My Diplome	Welcome to Diplome – your Account details - [English version] Welcome to Diplome – your Account ...	00:24
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<input type="checkbox"/>	<input type="checkbox"/>	My Diplome	Welcome to Diplome – your Account details - [English version] Welcome to Diplome – your Account ...	5 giu
<input type="checkbox"/>	<input type="checkbox"/>	My Diplome	Welcome to Diplome – your Account details - [English version] Welcome to Diplome – your Account ...	5 giu

You will have received this email





1

Before doing anything else, click on «Activate Account»



2

After that, you can use your **email address** and the provided **password** to log in.

diplo^{me}

PRIVATE AREA - LOGIN

abdul.ghani45@gmail.com

.....



No soy un robot



reCAPTCHA
Privacidad · Términos

ENTER


[Forgot password?](#)

[Create a new account](#)

Log in by using your email address, the provided password in the previous email and passing the «I'm not a robot» check


Congrats! You have created your CIMEA account.

 HOME PAGE

 MY DIPLOME

 PROFILE 



 Account

 My Services

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 Qualifications



 Competencies

 SERVICES 

 Information Request

 Comparability

Required Documents

 INFO 

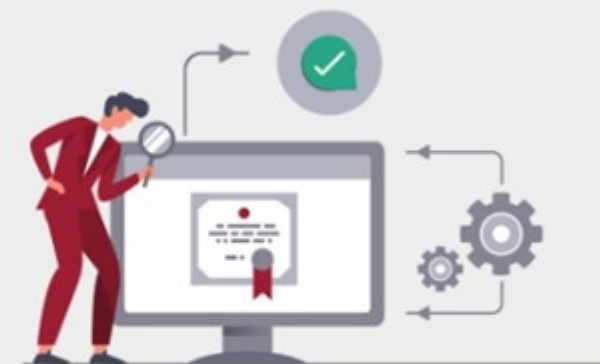
Welcome

Comparability

The Comparability service allows you to request the Statement of Comparability with the evaluation of your academic and secondary school qualifications conducted by **CIMEA** experts.

[Learn more](#)

[Access to Comparability](#)



Information Request

The Information Request service allows you to contact **CIMEA** experts with questions on the status of your Comparability and/or Verification requests or to receive more information about the type of documentation you need to submit in order to obtain a Statement of Comparability and/or a Statement of Verification, depending on the country where you obtained the qualification you wish to be evaluated.

[Access to Information Request](#)



MyDiplome

cimea.diplo-me.eu/refugee/#/portal/home

Incognito

Gmail

Calendario

SOL UNIFI


OneSearch

Moodle

Kairos

diplo

me

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evaluation experts.

Learn more

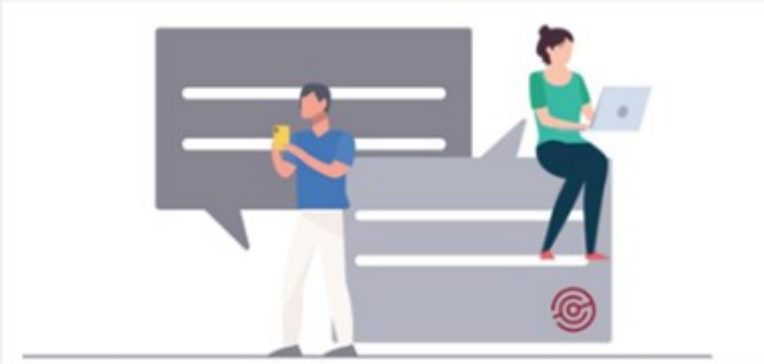
Access to Comparability

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Access to Information Request

Before doing anything else, you need to input all of your personal information to the account so that it is granted the FULL status.





Congratulations!


Your account is now considered full of information and thus valid for the uploading of the required documents to receive your CIMEA certification.

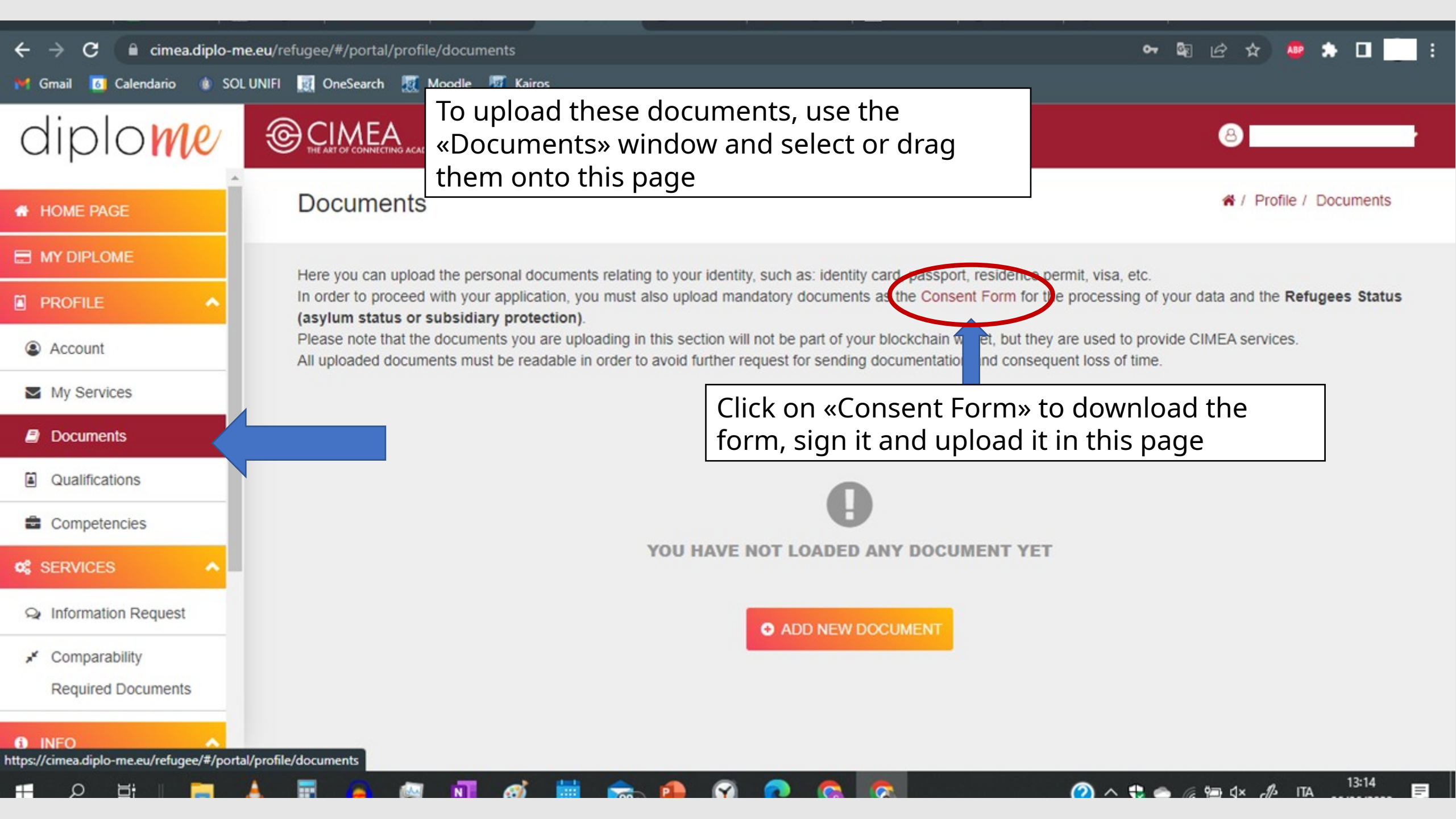


A large orange circle is positioned on the left side of the slide, partially overlapping the text area.

However...

Before uploading your transcripts or other school/Uni records, you must upload a picture or copy of:

- ID card or passport
 - Permit to stay (Permesso di soggiorno)
 - A document testifying to your refugee status
 - A form to give consent to CIMEA to use your data (downloadable in PDF)
- 
- Four yellow curved lines are located in the bottom right corner of the slide, arranged in a diagonal pattern.

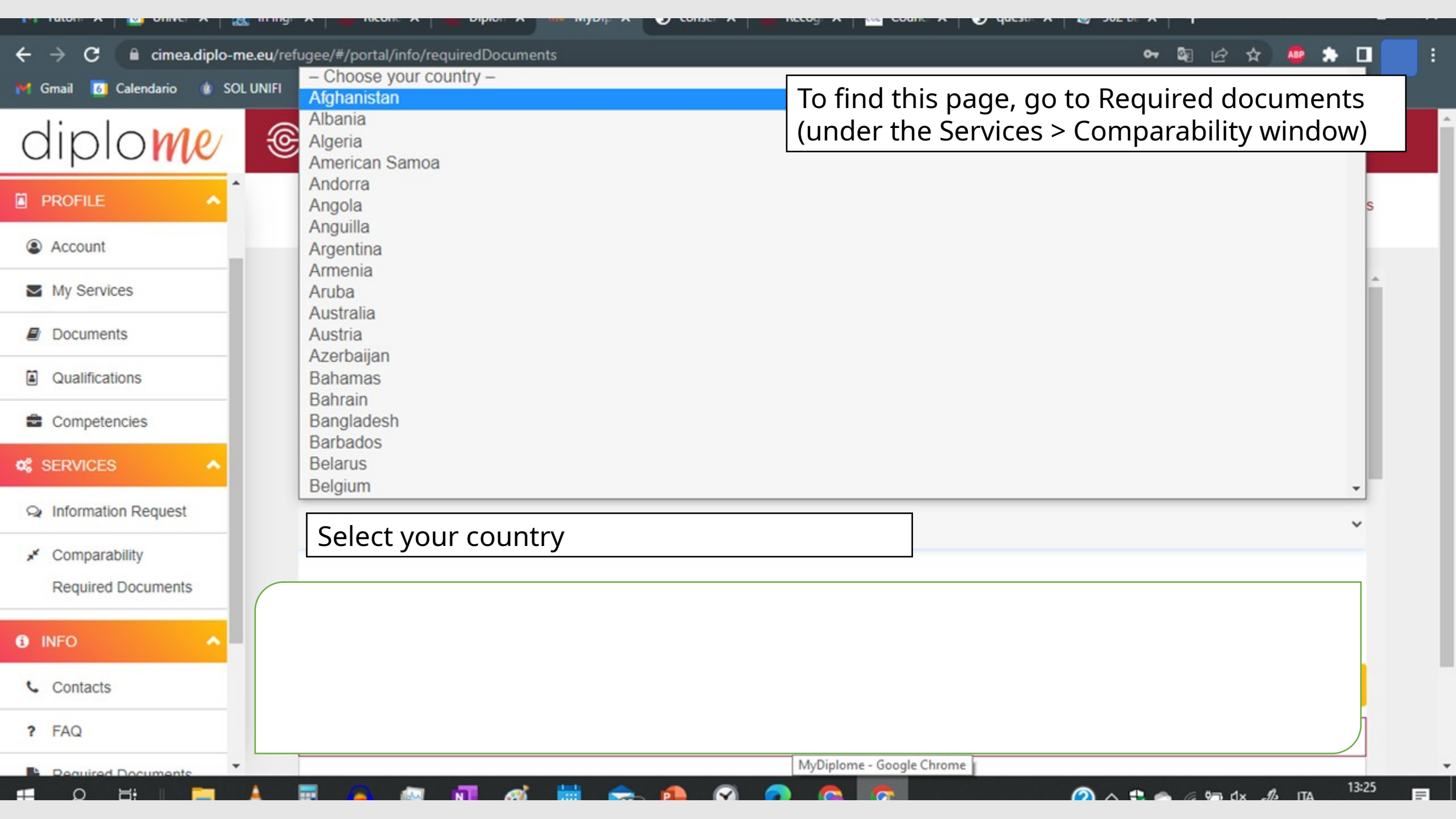


To upload these documents, use the «Documents» window and select or drag them onto this page

Click on «Consent Form» to download the form, sign it and upload it in this page

As there are many Educational systems, CIMEA provides a guide for what documents are required depending on your country of origin





– Choose your country –

- Afghanistan
- Albania
- Algeria
- American Samoa
- Andorra
- Angola
- Anguilla
- Argentina
- Armenia
- Aruba
- Australia
- Austria
- Azerbaijan
- Bahamas
- Bahrain
- Bangladesh
- Barbados
- Belarus
- Belgium

To find this page, go to Required documents (under the Services > Comparability window)

Select your country

Tutori xUniver x in ing xRiconc xDiplo xme MyDip xconser xRecog xCOE Counc xquesti x502 Be x+

←→↺cimea.diplo-me.eu/refugee/#/portal/info/requiredDocuments

Gmail

Calendario

SOL UNIFI

OneSearch

Moodle

Kairos

STEFANO PELLEGRINO

▼

diplo

me

PROFILE

Account

My Services

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Required Documents

Required documents

AFGHANISTAN

Documents required for all CIMEA services

SECONDARY SCHOOL LEAVING QUALIFICATION

Diploma (in original language)

Certificate of school subjects (transcript) of at least the last two years in original language

Konkur Registration Document including the ID number (Konkur results prior to 2009 are not accepted)

Translation in English or Italian

HIGHER EDUCATION QUALIFICATION

Diploma (in original language)

Official Transcript of Records (in original language)

Translation in English or Italian

Here is the page where all info is provided as to what titles CIMEA requires from you depending on your country of origin. Here's the Afghanistan page:

13:26

06/06/2022

Noteworthy y info

As you can see, CIMEA requires information depending on what sort of academic route you're planning to take.

- If you are enrolling into a Bachelor's Degree (Laurea Triennale) you only need proof of a secondary school diploma.
- If you are enrolling into a Master's Degree (Laurea Magistrale), you also need to provide proof of your Bachelor's.

The documents can be uploaded in their official language, but they need an official translation in English or Italian, which can be costly.

The CIMEA services are however **free of charge for all refugees, but can only be used once.**

Uploading documents

Riconoscimento titoli dei rifugiati

Recognition of qualifications

Council of Europe

MyDiplome

cimea.diplo-me.eu/refugee/#/portal/services/comparability

GmailCalendarioSOL UNIFIOneSearchMoodleKairos

diplo^{me}

CIMEA

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for Refugees

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Service timelines

• Ordinary procedure : 30 working days from the delivery of all the required documentation, from the payment of the extra related costs and from the acceptance by the CIMEA experts to perform the service.

Costs for the service

• Ordinary procedure : € 0,00 * for each individual qualification

Extra services:

Signed original paper copy, delivered by post

It is possible to request a signed original copy of the Statement to be delivered by courier service.

Shipping costs are variable depending on the destination area.

Italy: € 35,00 *

EU + EFTA countries: € 45,00 *

Outside the EU: € 60,00 *

Delivery to an additional email address

It is possible to request the delivery of the Statement directly to an additional email address at a cost of € 5,00 *

All costs of the service have VAT included

First off, click on «Comparability» from the left menu and this page will open up. It informs you of the service timeline and the additional costs (that you do not have to incur into as they're optional services)

15:44

14/06/2022

Riconoscimento titoli dei rifugiati

Recognition of qualifications

Council of Europe

me MyDiplome

← → ↺

cimea.diplo-me.eu/refugee/#/portal/services/comparability

🔑 📄 📧 ⭐ ABP ⚙️ 🏠

Gmail

Calendario

SOL UNIFI

OneSearch

Moodle

Kairos

CIMEA

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▼

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⚙️ SERVICES

💬 Information Request

✈️ Comparability

📄 Required Documents

📄 INFO

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It is possible to request the delivery of the Statement directly to an additional email address at a cost of € 5,00 *

* All costs of the service have VAT included

Then click on «Continue»

CONTINUE

➡

Characteristics of the service

The Statement of Comparability is a document containing the information relating to the qualification, such as the recognition/accreditation of the institution that

ITA

15:44

14/06/2022

Riconoscimento titoli dei rifu x Recognition of qualifications x COE Council of Europe x MyDiplome

cimea.diplo-me.eu/refugee/#/portal/services/comparability

diplo^{me}

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Use this panel to select the type of qualification you wish to be recognized between High School and Bachelor's.

1

Use this panel to select the country you wish to use the comparability certificate by CIMEA. In our case, ITALY.

2

Through the Comparability service it is possible to request from CIMEA the evaluation of Italian or foreign qualifications of the higher education system and of final qualifications of secondary school education that allow access to higher education courses. In the case of a positive evaluation, CIMEA experts will produce a Statement of Comparability referring to the rated qualification. Select the fields to request the CIMEA Statement of Comparability.

TYPE OF QUALIFICATION

Choose...

DESTINATION COUNTRY

Choose...

PURPOSE OF EVALUATION:

Choose...

DOCUMENT TO BE CERTIFIED:

Choose...

Use this panel to select the country you wish to use the comparability certificate by CIMEA. In our case, ITALY.

3

If you need the CIMEA certificate for signing up to a higher education institution, select «Access for studies evaluation», otherwise «Non academic

ITA 15:49 14/06/2022

Comparability









[Home](#) / [Services](#) / [Comparability](#)

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4 Finally, select «Add new document»

Through the Comparability service it is possible to request from CIMEA the evaluation of the foreign qualification system and of final qualifications of secondary school education that allow access to higher education in Italy. In the case of a positive evaluation, CIMEA experts will produce a Statement of Comparability referring to the rated qualification.

Select the fields to request the CIMEA Statement of Comparability.

 TYPE OF QUALIFICATION	 DESTINATION COUNTRY
Choose... 	Choose... 
 PURPOSE OF EVALUATION:	 DOCUMENT TO BE CERTIFIED:
Choose... 	Choose... 

×

* Fields are mandatory

* Document name

Higher Education Qualifications

* Select document type

* Select issuing country

* Upload document

Seleccionar archivo Ninguno archivo selec.

Formats accepted: **doc, pdf, jpeg**

Maximum file size: **5 MB**

CONFIRM AND SAVE DOCUMENT

MyDiplome

←

→

↺

cimea.diplo-me.eu/refugee/#/portal/services/comparability

Gmail

Calendario

SOL UNIFI

OneSe

diplo^{me}

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Consent Form

Terms & Conditions

© 2019 Diplome - All rights reserved

* Document name

Higher Education Qualifications

* Select document type

* Select issuing country

* Upload document

Seleccionar archivo Ninguno archivo selec.

Formats accepted: doc, pdf, jpeg

Maximum file size: 5 MB

CONFIRM AND SAVE DOCUMENT

are mandatory

Services / Comparability

education system and of final

CIMEA experts will produce a

Fill in all missing boxes with the document name, the document type (if it's a Diploma or a Provisional Certificate) and the issuing country.

Beware that once you click on the issuing country, the window will expand with other information to fill in.

16:01

14/06/2022

Afghanista

* Diploma name

Issue date



* Awarding institution/body

Teaching Institution

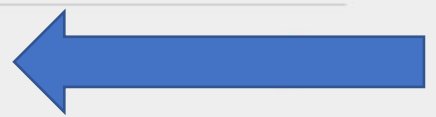
Enrollment date



After uploading transcript and diploma, do not forget to upload your ID Card, the Stay Permit or Permesso di Soggiorno (or another document attesting your status as refugee) and the signed «Consent Form» which is a mere document giving permission to the website to utilize your personal data, as per European privacy regulations. You can find the Consent Form's PDF on the website itself.

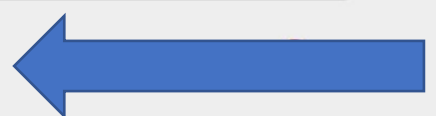
Choose...

* ID Card/Passport - Passport/ID Scan



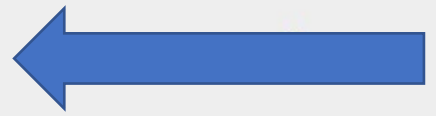
Choose...

* Consent Form



Choose...

* Status Of Refugees



Choose...

Translations - Diploma Translation

Translations - Transcript (English)

Translations - Transcript Translation




Total price: € 0.00 (VAT included)

CANCEL

CONFIRM

FINALLY, CONFIRM



Once confirmed, the comparability request will have begun.

CIMEA uses a system of «statuses» to inform the beneficiary of the current status of their request. See next page

Please beware and log in frequently, as the assigned CIMEA operator will most likely contact you through the website to ask further information or other documents, in case an uploaded one isn't accepted.



1. *Journal of the American Medical Association*, 2000; 284: 2689-2695.

In this section you can find the list of requested services with all the relevant details.

[Learn more about Statuses](#)

New

your request has been submitted to CIMEA

Assigned

your request has been assigned
to a CIMEA expert

In progress

your request is being processed

Waiting Payment

your payment did not go through, please retry

CIMEA Request

CIMEA needs more information
to proceed with your request

Approved

your Statement has been approved and the PDF file has been created or Information request has been completed

Declined

a Statement of Denial has been created

Publishing on Blockchain

your Statement is loading on
blockchain

Complete

the service requested is complete

Appeal Request

the service requested is complete

Deleted

the service requested is deleted

Payment Error

your payment did not go through

Closed

the service requested is closed

You're done!

Thank you for utilizing the
CIMEA services.

