

## WHO IS THIS GUIDE FOR?

This guide is for European Union and non-European Union people applying for or holding a residence permit for asylum, subsidiary protection, disaster, special protection, victims of disasters, domestic violence, particular work exploitation, or acts of particular civil value.

Non- EU students who obtained the residence permit for the above-stated reasons are considered equivalent to EU students i.e. levelled non-EU students.

A non-EU student who has applied for asylum to obtain **refugee status** may enrol, under condition, to a course at the University. If the student acquires political refugee status, enrolment remains active; otherwise, the student's status lapses.

In the case of **dual citizenship**, one of which is Italian, the Italian one prevails.

For further information, see:

[EU students](#) | [Students](#) | [Università degli Studi di Firenze](#) | [UniFI](#)

## PART-TIME STUDENTS

**Period for requesting or withdrawing from part-time student status: by December 31st of the calendar year in which the academic year starts or during the enrolment procedure.**

A part-time student is a student with fewer academic requirements to meet and fewer tuition fees to pay. Students can choose between a 50% part-time scheme and a 75% part-time scheme.

- 50% part-time students can take a maximum of 30 credits in an academic year and have a 50% discount on tuition fees;
- 75% part-time students can take a maximum of 45 credits in an academic year and have a 25% discount on tuition fees.

Only First cycle, Second cycle, and Single cycle degree students can study part-time.

You can apply for the part-time student status only due to specific reasons.

If you're an **unrestricted access degree student**, you can enrol part-time due to health, work, family, caretaking for a family member, and personal reasons (you don't need to present a certification or a self-declaration).

If you're a **restricted access degree student**, you can enrol part-time only if you belong to any of the following categories:

- Working students;

- Students occupied in taking care of their family due to health or senility problems;
- Students with health problems or disability;
- Pregnant women;
- Students with children;
- Students with specific learning disorders (*DSA*);
- National or international level athletes.

If you are a restricted access degree student, you also need to meet additional criteria, listed at [Immatricolazione/Iscrizione come studente part time | Iscrizioni | Università degli Studi di Firenze | UniFI](#) (in Italian).

For further information, see:

[Immatricolazione/Iscrizione come studente part time | Iscrizioni | Università degli Studi di Firenze | UniFI](#) (in Italian)

[regolamento studente partime 2022.pdf \(unifi.it\)](#) (in Italian)

[Manifesto degli Studi 2022-2023, Università di Firenze \(unifi.it\)](#) (in Italian)

- Sezione 6 – Studenti part-time
- 13.1.6 Tasse universitarie per gli studenti part-time

### FIRST CYCLE DEGREES, SINGLE CYCLE DEGREES, AND SECOND CYCLE DEGREE ENROLMENT

To enrol to a First Cycle Degree (Bachelor's - *laurea triennale*) or to a Single Cycle Degree (*laurea magistrale a ciclo unico*), you need a high school diploma. To access Second Cycle Degree programmes (Master's - *corsi di laurea magistrali* - LM) students need to have previously obtained a First Cycle Degree or a Single Cycle Degree.

You can check the available programmes here:

[First Cycle Degrees \(L\) | Programmes | Università degli Studi di Firenze | UniFI](#)

[Second Cycle Degrees \(LM\) | Programmes | Università degli Studi di Firenze | UniFI](#)

[Single Cycle Degrees \(LM c.u.\) | Programmes | Università degli Studi di Firenze | UniFI](#)

[Programmes held in English | Programmes | Università degli Studi di Firenze | UniFI](#)

### How to apply for evaluation (only Second Cycle Degrees)

In order to be admitted to a master's degree programme (both with restricted and unrestricted access), you must have specific curricular requirements and adequate personal education; therefore, you must submit an application for evaluation in order to obtain the clearance (*nulla-osta*) that will allow you to be admitted to the chosen course.

- If you hold **academic degree obtained in Italy**:  
You need to submit your application to the [student academic career office](#) of the School offering the master's degree program (the forms and the locations are available on the [Schools' websites](#)). The application may be submitted throughout the academic year, even before obtaining the Bachelor's degree, provided that all the credits envisaged by the study plan have already been acquired (excluding those of the final exam) and in compliance with the registration deadline. The School examines the application for evaluation and decides within 30 days of its submission the eligibility for the master's degree program, issuing the clearance.
- If you hold an **academic degree obtained outside of Italy**, you must apply exclusively through the portal [DreamApply](#), by the deadline published on the platform itself. Applicants who have not yet obtained their degree will not be considered.

To apply through DreamApply:

- Take note of the deadlines of each call for application
- Click on *Sign in/Register*. If you have never registered before, click on *I'm a new applicant* and enter your email address. Please enter an email address that you regularly check and do not sign up more than once by using different email addresses.
- On completing the registration process, you will receive an email containing a verification link you will have to click on
- Now you can submit your online application, choosing up to three master programs
- Click on *Save* if your application is incomplete or if you need more time to think about your choices. You can complete your application later. However, **be careful not to miss the deadlines**
- The [required documents](#) are listed in your online application. Be sure to upload only the required documents. Unrequired documents are not taken into consideration. Documents written in English, French and Spanish do not need to be translated in Italian

- Before clicking on *Submit*, double check you have filled all the application fields, uploaded all the required documents and paid the application fee (read more on [how to pay the application fee](#))
- Guide on how to pay the application fee: [DREAMAPPLY How to pay the application fee.pdf \(unifi.it\)](#)
- Pay attention to the feedbacks and requests of further actions you will receive

After evaluation of the application by the School:

- Only students who have obtained the **clearance (*nullaosta*)** may apply for the chosen master's degree.
- Students who have to fill the **educational debts (*debiti formativi*)** communicated by the School cannot enrol until they have acquired the necessary credits, by taking [single courses](#) or through other ways indicated in the Regulations of the Master's degree program.
- After the required credits have been earned, the student must **reapply for evaluation** directly to the [International Desk](#)

For further information, see:

[Second Cycle Degrees \(LM\) | Programmes | Università degli Studi di Firenze | UniFI](#)  
[Apply online! - University of Florence \(unifi.it\)](#)

Unrestricted access courses

### **Ordinary deadline for enrolment: 4<sup>th</sup> November**

From 5 November to 16 December 2022, students will still be able to submit the aforementioned requests, but will be charged an additional administrative fee of €100.

In **unrestricted access courses**, there's no limitation to the number of students enrolled.

To enrol:

- Go to <https://sol-portal.unifi.it/ls-3-studenti.html>.
- If you have [SPID](#), click on *Se non sei mai stato iscritto/a all'Università di Firenze > Registrati con SPID* and insert your personal information to sign in.  
 If you don't have [SPID](#), click on *Se non sei mai stato iscritto/a all'Università di Firenze > Registrazione completa* and insert your

personal information. Afterwards, you will receive an e-mail with your credentials.

- Send to the competent [Student Administration Offices](#) your academic qualification, in original or in a certified copy, and the **CIMEA certificate of comparability** (a isn't required). To request the CIMEA certificate of comparability register on the [CIMEA portal](#). The deadline for the submission of the certificate stating the recognition of foreign academic titles is 4th November.
- Pay your fees following the instruction in the section [How to pay fees and charges](#)

The system assigns you a student number and an institutional e-mail address (with domain @stud.unifi.it, accessible from the [Students online services](#) - in Italian) that must be used to communicate with the University and checked regularly.

If you have a foreign admission qualification (regardless of nationality), you must communicate the completion of the online admission procedure to the [Student Admin Offices](#). They will be assigned a student number once the Offices validate the documents.

The student will then receive the [Studente della Toscana](#) card (student card), that allows you to access the student services.

EU and EU-levelled future students are not required to sit for the **Italian language test**.

All First Cycle Degrees and Single Cycle Degree students must take an **evaluation test** on general and sectorial knowledge. You can enrol before or after taking it. This is not an admission test: if you don't pass it, you'll still be able to go to classes, but you'll have to cover the knowledge gap (*debiti formativi*) to take exams. This can be done by taking [single courses](#) or through other ways indicated by the School of choice.

Every School's test has different contents and dates. Check them on their websites: [Schools](#) | [University](#) | [Università degli Studi di Firenze](#) | [UniFI](#)

For further information, see:

[Immatricolazione ai corsi di laurea triennale e magistrale a ciclo unico](#) | [Iscrizioni](#) | [Università degli Studi di Firenze](#) | [UniFI](#) (in Italian)

[Students with international protection](#) | [International Relations](#) | [Università degli Studi di Firenze](#) | [UniFI](#)

[Students](#) | [Students](#) | [Università degli Studi di Firenze](#) | [UniFI](#)

## Restricted access courses

Restricted access courses have a limited number of places and access is by compulsory admission test. Every course has its own rules, deadlines, dates, and contents for it. They are stated in the *bandi di concorso* (announcements). Check them at [Turul \(unifi.it\)](https://www.turul.unifi.it).

To register for the admission test:

- Go to [Turul \(unifi.it\)](https://www.turul.unifi.it).
- Click on *Registrati nel sistema – Create your own account* on the left and insert your personal information.
- You'll receive your credentials via mail.
- On Turul, you'll be redirected to the home. Click on *Entra nel sistema – Login* and log in.
- Click on *Iscriviti ad un concorso – Sign up for a competition* on the left and search the course you're interested in.
- Read the *bando di concorso* and follow its instructions
- If you pass the entrance exam, you'll have to confirm your place on your personal area in Turul.it and follow the instructions in the box *Informazioni dalla segreteria*.
- Pay your fees following the instructions in the section [How to pay fees and charges](#)

For further information, see:

[Immatricolazione a corsi di studio a numero programmato | Iscrizioni | Università degli Studi di Firenze | UniFI](#) (in Italian)

[Second Cycle Degrees \(LM\) | Programmes | Università degli Studi di Firenze | UniFI](#)

[Prove e test | Iscrizioni | Università degli Studi di Firenze | UniFI](#) (in Italian)

## ADVANCED TRAINING COURSES (CORSI DI PERFEZIONAMENTO) ENROLMENT

Prospective students wishing to enrol in these courses must hold a Bachelor's or Master's Degree depending on the course. They are offered by all Schools and consist of advanced training on specific aspects of each discipline.

Check the available courses in the academic year **2022/2023** and the enrolment procedure at [Corsi di perfezionamento | Didattica | Università degli Studi di Firenze | UniFI](#) (in Italian).

## CONTINUING EDUCATION AND VOCATIONAL TRAINING COURSES (CORSI DI AGGIORNAMENTO PROFESSIONALE) ENROLMENT

A University degree is not required to access these courses. Check the courses offered in a.y. **2022/2023** at [Corsi di aggiornamento professionale | Didattica | Università degli Studi di Firenze | UniFI](#) (in Italian). For instructions on how to enrol, see [avviso aggiornamento 22 23 allegato b.pdf \(unifi.it\)](#).

### SINGLE COURSES ENROLMENT

The enrolment in single subjects is valid for **only one academic year**: students can take the exams to acquire the credits until the last session of the academic year **2022/2023 (30 April 2024)**. After this term the registration lapses.

To see the list of subjects, see [List of Subjects \(courses\)](#).

Remember that enrolment in single subjects offered as part of the **restricted access degree programs** is possible only within the limits of places available after the admission tests. If the number of requests exceeds the number of places, the student must pass a **selection test**.

Procedures and deadlines for enrolment in single subjects offered by restricted access courses will be published on the webpages of the relevant Schools after the admission tests are over. Check the Schools' websites on [Schools | University | Università degli Studi di Firenze | UniFI](#).

#### Online procedure

The enrolment period starts at 9 am on **8th September 2022 and ends on 27th July 2023**.

To enrol, follow the instructions for the [Unrestricted access courses](#) of the [First Cycle Degrees](#), [Single Cycle Degrees](#), and [Second Cycle Degree enrolment](#).

Upon finishing, send an email to the [Students Admin Office](#) of the selected study programs.

#### Paper procedure

Prospective students with **healthcare area** qualifications that need to do a supplementary training period must apply for enrolment in single courses in person using a hard-copy of **form CS\_01** available on the [forms page](#) (with the attachments indicated on the form) and must then be delivered to the [Students Admin Offices](#) (*Segreteria studenti*):

For further info: [Single Subjects | Programmes | Università degli Studi di Firenze | UniFI](#)

For further information, see:

[Single Subjects | Programmes | Università degli Studi di Firenze | UniFI](#)

## HOW TO PAY FEES AND CHARGES

The yearly fee is composed like so:

- **An all-inclusive fee**, established by the University;
- **Regional tax (€140)**;
- **Stamp duty (€16)**, as per current legislation.

Payments are due in two instalments:

- the first one payable at the time of enrolment.
- the second one due in the late Spring of the following calendar year.

How the amount of the contribution is determined (First cycle, Second cycle, and Single cycle degrees)

For those enrolling in the first year of any degree program (First cycle/Bachelor's, Second cycle/Master's, Single cycle) the contribution is determined according to the overall family income and possessions in Italy, based on the ISEE (Indicatore Situazione Economica Equivalente). If you don't present the ISEE, you will be automatically assigned to the highest tier.

For a **detailed chart of the fees and charges** tiers of first year students check [Tabella tasse immatricolazione | Iscrizioni | Università degli Studi di Firenze | UniFI](#) (in Italian).

The ISEE can be requested at a CAF or online on the INPS website. During the enrolment procedure, the student must authorize the University to access it. The deadline for the request and the authorization is **8<sup>th</sup> September**. After **13<sup>th</sup> January**, you can still submit them, but you'll have to pay a 100€ late fee.

The following categories don't have to submit the ISEE:

- children of inability pension holders;
- people with disabilities equal or greater than 66%;
- inmates;
- people residing in one of the cities struck by the 2016 earthquake within 24<sup>th</sup> August 2016 and 15<sup>th</sup> December 2016, or whose families were;
- Italian Government scholarship recipients;
- Athletes with national or international level sport merit.

Students enrolling in some **programmes**, such as in the Human Health area, must pay additional fees. For more details please check the admissions' webpages of each [School](#).



You can calculate the amount of your taxes with the "**Tax simulator**".

For further information, see:

[Fees and Charges | Students | Università degli Studi di Firenze | UniFI](#)  
[ISEE | Iscrizioni | Università degli Studi di Firenze | UniFI](#) (in Italian)  
[Manifesto degli Studi 2022-2023, Università di Firenze \(unifi.it\)](#), parte III –  
Tasse e contributi universitari (in Italian)

### Single subjects fees and charges

The cost of enrolling in single subjects is made up of a flat fee of:

- **€ 202.00** for each academic year to cover admin costs;
- **stamp duty of € 16.00;**
- a variable fee of **€ 11.00 per CFU/ECTS** (i.e. a subject weighing 6 CFU/ECTS will cost € 66.00).

For the **recipients of the compensatory measures**, the registration fee is set at **€ 300.00** per semester.

Students who benefit from full exemptions (see below [Exemptions](#)) are required to pay only the stamp duty of €16.

For further information, see:

[Manifesto degli Studi 2022-2023, Università di Firenze \(unifi.it\)](#), 12.4 – Quota di iscrizione (in Italian)  
[Single Subjects | Programmes | Università degli Studi di Firenze | UniFI](#)

### Exemptions

If you're eligible for more than one exemption, they can't be added together. The most favourable exemption to the student will be applied automatically by the University.

The following categories qualify for a **full exemption**, i.e. they must pay **only the stamp duty (16 euros)**:

- holders of the ARDSU scholarship;
- students who applied for the ARDSU scholarship, meet the requirements, but didn't get it because of lack of places;
- children of inability pension holders;
- people with disabilities equal or greater than 66%;

The following categories qualify for the exemption from the all-inclusive fee and must pay **only the regional tax (€140) and the stamp duty (€16)**:

- students who graduated with honours from high school (only for the first year of university);
- inmates;
- people residing in one of the cities struck by the 2016 earthquake within 24<sup>th</sup> August 2016 and 15<sup>th</sup> December 2016, or whose families were;
- people from developing countries;
- Italian Government scholarship recipients;
- Athletes with national or international level sport merit.

The following categories are entitled to a **reduction of the all-inclusive fee**:

- Siblings enrolled at the University of Florence (request period: **8<sup>th</sup> September – 13<sup>th</sup> January**);
- Students with invalidity equal or less than 65%.

For more exemptions cases and more detailed information, see [Manifesto degli Studi 2022-2023, Università di Firenze \(unifi.it\)](#) (in Italian):

- 13.5 Esoneri parziali o totali dal pagamento delle tasse e dei contributi (in Italian)
- 13.6 Agevolazioni economiche per studenti iscritti a corsi di studio di aree disciplinari di particolare interesse nazionale e comunitario

For further information, see:

[Esoneri | Iscrizioni | Università degli Studi di Firenze | UniFI](#) (only in Italian)  
[Fees and Charges | Students | Università degli Studi di Firenze | UniFI](#)

### Payment procedure

At the end of the registration procedure, the online system allows you to print the registration fee slip (payable via MAV or PagoPA).

To pay:

- Go to your [GCS reserved area](#) > *Segreteria* > *Tasse e pagamenti* to see your dues and their amount
- Click on the invoice number to access the payment.
- In the invoice detail you will find two payment options:  
[pay with PagoPA](#)  
[print payment notice for PagoPA](#)

If you select **“Pay with PagoPA”**:

- sign in to the PagoPA system with your SPID account or your email
- select your payment method (by credit card or other methods)

- select your payment provider (PSP, bank, or other payment entity) from those available for the method of your choice. PSPs can charge a payment fee, which can be seen on the selection page
- you will land on the “Payments node” managed by AGID (Agency for Digital Italy) where you can make the actual payment
- when the payment is complete, the payment outcome screen appears. Click close to return to the GCS area, in the Invoice detail (*dettaglio fattura*).  
The payment status is updated in GCS within 10 minutes in the section *Segreteria >Tasse e pagamenti*.

If you selected **Print notice for PagoPA** (this is possible only if you are located in Italy):

- download the PagoPA payment notice ([see the facsimile](#) - in Italian)
- you can either pay online or through physical outlets including banks and other payment service providers (PSP)
- with your home banking (look for CBILL or PagoPA logos)
- in shops (e.g. bars, tobacconists, stationers, and newsagents) that are enabled to collect PagoPA payments in cash or with credit/debit cards
- at the branches of those banks on PagoPA's list of [active PSPs](#).

For further information, see:

[Fees and Charges | Students | Università degli Studi di Firenze | UniFI](#)  
[PagoPA System | Students | Università degli Studi di Firenze | UniFI](#)

This guide includes excerpts from the Academic Year 2022/23 Study Manifesto, which may be subject to change in the next academic year.