



Dental School - Centro di Eccellenza
per la Ricerca, la Didattica
e l'Assistenza in Campo
Odontostomatologico

UNIVERSITÀ
DI TORINO

INSTRUCTIONS FOR CANDIDATES HOLDING A FOREIGN DEGREE —
STARTING FROM A.Y. 2021/2022:

CIR DENTAL SCHOOL MASTERS

Università degli Studi di Torino

A.Y. 2024/25



Università degli Studi di Torino

OVERVIEW ON THE ADMISSION PROCEDURE

If you hold a foreign degree and you are interested in enrolling in a continuing education program (called "**master**" in Italian) at the University of Turin, you need to go through a specific admission procedure as described below and **receive a positive evaluation by:**

- The **competent Board of Professors/Scientific Committee**, which evaluates your academic, professional and personal profile by considering your off-campus skills as well;
- The **International Students Desk**, which carries out a technical evaluation of your educational background by checking the accreditation of the foreign higher education institution where you obtained your foreign degree (**credential evaluation process**).



Only if both evaluations result in a positive outcome you will be allowed to enrol in the continuing education program of your interest.

If you have any questions or doubts regarding the admission's process, please make sure to ask for assistance at the **Sezione Post Laurea office**, which is the main office in charge of coordinating all continuing education programs at the University of Turin.

Sezione Post Laurea office:



sezione.postlaurea@unito.it



Vicolo Benevello, 3/a – 10124 Torino (TO) Italy



+39 011 6704706 - **Telephone Desk:** Monday to Friday from 10 a.m. to 12 noon
(Wednesday closed)

REQUIRED DOCUMENTS FOR THE ENROLMENT:

Before submitting your application form for the continuing education program of your interest, **verify the required documents for the enrolment in the list below.**

These documents are necessary for the **technical evaluation** of your educational background (credential evaluation process).

WHO DO I SEND THE DOCUMENTS TO?



You should provide the necessary documents to the “**reference master**” of the CIR Dental School. Please contact us at this email: segr_cirdental@unito.it

WHO WILL EVALUATE MY DOCUMENTS?



The “reference master” will send your documents to the **International Students Desk** for the technical evaluation of your educational background.

LIST OF DOCUMENTS REQUIRED FOR THE TECHNICAL EVALUATION:

1. Original/certified copy of **your foreign degree** (undergraduate degree for 1st level Masters; postgraduate degree for 2nd level Masters), provided with:
 - a **certified translation** into Italian (the translation into Italian is not required if the original document is issued in English, French or Spanish).
 - one of the **verification systems/certificates** listed below.
2. Original/certified copy of **the degree program transcript of records** (undergraduate degree for 1st level Masters; postgraduate degree for 2nd level Masters), **issued by the foreign Institution/University**, provided with:
 - a **certified translation** into Italian (the translation into Italian is not required if the original document is issued in English, French or Spanish).
 - one of the **verification systems/certificates** listed below.



*If you hold a **Diploma Supplement in English** provided with one of the verification systems/certificates listed below, this document may be provided as an alternative to both documents listed above (degree and transcript of records, only if the transcript of records is included in it).*

3. Copy of the **qualification to practice the profession (Dentistry License)**.
 - a **certified translation** into Italian (the translation into Italian is not required if the original document is issued in English, French or Spanish).
 - one of the **verification systems/certificates** listed below.
4. Copy of your Identity Document or Passport.

VERIFICATION SYSTEMS/CERTIFICATES ACCEPTED:

- Verification certificate issued by the **Italian ENIC-NARIC center CIMEA**



THIS CERTIFICATE IS ONLY AVAILABLE FOR THE ACADEMIC QUALIFICATION

- **Apostille or legalization** for the academic qualification, study plan and qualification to practice the profession (*if required, depending on the foreign country of issue of the documents*).



Apostille Convention “Haya”: issued by the competent authority in the place where the documents originate.

Legalization: issued by the competent Italian diplomatic-consular representation abroad.

- **Direct verification:** as an alternative you can ask your foreign Institution/University to send the required documents **to the International Students Desk directly** by means of an official email address or an official certificate verification system adopted by the foreign Institution/University, so that the office can verify their authenticity.

Contacts for the Direct Verification:

International Students Desk: mastertitoloestero@unito.it

Referente Master: Please make sure to ask your foreign University/Institution to also include your **in cc:** segr_cirdental@unito.it (in order to track the process).



Please be aware that the University reserves the right, at its sole discretion, to request further documents if necessary for evaluating your educational background.



PLEASE NOTE: If you do not hold the verification certificates at the time of your application's submission, but you hold a **valid academic qualification to enroll** in the Master of your interest, in case you are accepted to the Master program, you will be enrolled under a provisional status “**ammissione con riserva**” and **you should submit all missing documents within four months from the end** of the chosen Master program.

In case you do not provide the competent office with all missing documents within the deadlines, **you will only be granted a certificate of attendance and tuition fees will not be refunded**, according to the Regulations on continuing education programs “[Regolamento per la disciplina dei Master](#)” (Italian version only).

OTHER DOCUMENTS YOU COULD NEED:

FOR NON-EU CANDIDATES LEGALLY RESIDING IN ITALY ONLY:

- Photocopy of a valid **residence permit**.

FOR NON-EU STUDENTS RESIDING ABROAD ONLY:

- Photocopy of your **study visa** issued by the competent Italian Embassy/Consulate.

If your documents have received positive evaluation by the *International Students Desk* and you have been “**Admitted**” to the Master by the competent *Board of Professors/Scientific Committee*, make sure to apply for a **STUDY VISA** at the competent Italian Embassy or Consulate via [Universitaly website](#). Follow these instructions:

UNIVERSITALY PROCEDURE:

1. Submit your application **online** for the Master pre-enrollment and send your documents for the technical evaluation and your CV/resume to the “referente master” (segr_cirdental@unito.it)
2. After the ranking publication, **register** on the [Universitaly platform](#):
You should follow the online procedure as indicated in the “*Pre-enrolment*” application form **uploading** your qualifications and all the documents required to access the chosen study program.
3. Once you're registered to Universitaly, please **communicate your registration by email** to segr_cirdental@unito.it (*referente master*).
4. The “referente master” fills the **Master’s form** with the data necessary to start the visa application validation process and uploads the “Admission letter” or “**Letter of eligibility for enrolment**” signed by the Master’s Director.

5. The Sezione Post Laurea's office validates your documents and forwards your submission to the competent diplomatic authority.



The University of Turin is not a diplomatic authority, the final decisions on visa for study purposes is of exclusive jurisdiction of the competent Italian Diplomatic Consular Mission/Embassy.

CODICE FISCALE (Italian tax identification code):

Tax identification code (*Codice Fiscale* in Italian) is a code made up of letters and numbers on the basis of your first name, family name, date and place of birth. It is a very important document, used by the Public Administration, to identify the citizens living in Italy. Codice Fiscale is necessary in order to apply for residence permit, to open a bank account, to enter into a tenancy agreement, to receive the payment of a scholarship, to earn a salary and carry out other procedures/activities. All those living in Italy need to have their own.



Here you can find further information and contacts: [Tax identification code](#)

Contacts:

For information about the **Dental School Master's programs** you can visit this [website](#).

Dental School office (Referente Master):



segr_cirdental@unito.it



Via Nizza, 230 – 10126 Torino (TO) Italy

For support to international students you can visit this [page](#)

International Students Office:



internationalstudents@unito.it

mastertitoloestero@unito.it (available only for documents evaluation)



Complesso Aldo Moro, Palazzina D - Via Sant'Ottavio 12, 10124 Turin 



+39 011 6704452 - **Telephone Desk:** Tuesday and Thursday from 2:00 p.m. to 4:00p.m

About living in Turin and documents as Tax identification code (*Codice Fiscale*) and Residence permit.

International Welcome Office:



international.welcome@unito.it



Via Verdi, 10 ter/E, - 10124 Torino (TO) Italy 



+39 011 6704367 - Admission **by appointment**

Telephone desk: Monday, Wednesday and Friday from 10:00 a.m. to 12:00 p.m. (noon)

FURTHER INFORMATION

[Before you leave home](#) (*Visa, University and other documents*)

[When you arrive](#)

Visa for Italy: [Farnesina site](#)

In case of problems related to the authentication to the University website and/or to the enrolment procedure, please contact the "**[Help and support](#)**" section of the University.



You can fill out **the form for requests for support and information** or call the toll-free number **800 098590** (*from Monday to Friday from 8.00 a.m to 8.00 p.m - Saturdays from 8.00 a.m. to 1.00 p.m., only from Italian phones*).