



application form/ master of arts program/

1 - Applicant's contact details

Fill out in block capital letters.

Family name:

First name:

Birth date:

Sex: male female

Place of birth (city):

Country:

Citizenship:

Address:

Post code:

City:

Country:

Home phone n° (including country and area code)

Mobile phone n°

Skype account:

E-mail:

If you are enrolled in a university, (College, Academy, University etc.) or have obtained a degree from one, please specify the following.

Institution:

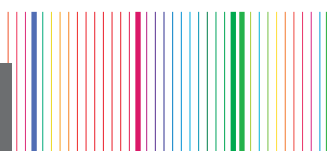
Department and Program:

If you have not yet completed the program please specify graduation year:

We declare in compliance with Law 196/2003 containing provision for safeguarding individuals and other subjects with regard to the treatment of personal data, that any personal information you submit will be treated in accordance with the principle of just use, legality and with full respect for your privacy and other rights.



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How did you find out about NABA?

2 - I would like to to apply for the following program:

Two Year Master of Arts - Visual Arts and Curatorial Studies

3 - Admission requirements

EU and NON-EU students

Please note that NABA registrar office has 11 requirements to be fulfilled for admission:

The following is the Admission Package:

- 1 - A signed copy of the present application form
- 2 - University qualification (equivalent to a Bachelor degree)
2/A -Post-secondary qualification awarded by a Higher Institute (that is not a University) that allows the student to undertake university studies at the successive level is valid only in cases where the secondary school qualification has been obtained following a period of at least 12 years of education. This document needs to be provided in Italian, duly translated and validated by Italian diplomatic representation.
- 3 - A certified academic transcript confirming courses completed and grades given. The relation of credit given to number of hours for each course should also be provided. This document needs to be provided in Italian, duly translated and validated by Italian diplomatic representation.
- 4 - The detailed study programs and the number of hours for each course/training activity in the academic curriculum that the candidate has completed. (This is to assess if the credits of the candidate's Bachelor degree correspond to 180 credits required to access the Master Program in Italy (in English or in Italian). This document can be taken from the website of the university if the course descriptions are available online. If not available online, it can be photocopied from a university course catalogue. The detailed study program must be sent in Italian.If the candidate must translate the document or write it himself, it should be signed by the department Head of the candidate's program of study. Descriptions may be brief, simply explaining the basic topics covered.
- 5 - 2 passport size photographs
- 6 - Curriculum Vitae/Resume
- 7 - Letter of motivation
- 8 - Portfolio
- 9 - Authorization to use the data for evaluation purposes
- 10 - Scholarship request letter (if requested)
- 11 - A certificate attesting to knowledge of the Italian language (for programs being given in Italian).

Please notice that incomplete documentation and/or applications will **NOT** be taken into consideration.

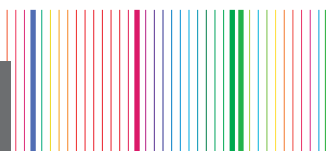
NON EU STUDENTS

Non EU students should follow the same instructions as EU students plus the following:

- 1 - **Pre-enrollment request at the Italian Consulate or Embassy in your home country, Between April 15th and May 15th 2007**



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4 - Language Proficiency

Please notice that in order to successfully attend the program, international students need to fulfill the following language requirement, according to their mother tongue:

Oriental and Middle Eastern Languages:	500 hours
Eastern European Languages:	360 hours
Other European Languages:	320 hours
Spanish and Portuguese Languages:	160 hours

5 - Tuition fees

Master of Arts program

	Enrollment fee	Annual Tuition fee	Total Tuition fee
EU + EFTA	2500 €	6500€	9000 €
Non EU Country	2500 €	6500 €	9000 €

Payment settlement dates:

Enrollment Fee 2500 € by November 16th 2007
Second Installment 6500 € by January 2008

Early Bird discount of 10% will be granted to those who choose to pay the entire tuition fee at once within June 30th 2007.

Students will not be allowed into class if they have not completed the payment of the entire tuition fee.

6 - Application procedures

1st step

Return the Admission Package to NABA so all the information and documentation provided can be processed by NABA's administration. The deadline for sending the Admission Package is September 30th 2007. Students will be notified about the acceptance within 14 days from receiving the Admission Package.

Please note that all academic documentation must be translated and legalized by the Italian Embassy or Consulate in the country of origin (independently from the country in which the school is located. For ex: a German university diploma must be validated by the Italian Embassy in Germany). The Italian Embassy or Consulate must issue a "Value Declaration" ("DICHIARAZIONE DI VALORE"). This document certifies that the original diploma is equivalent to the Italian diploma. If in doubt regarding the validity of the diploma, please enquire at the Italian authorities in the country of origin (**Non EU students should do the Pre-Enrollment at the Italian Consulate or Embassy by May 15th**).

2nd step

If necessary, the admission's board reserves the right to contact the applicant to set up a telephone interview in order to clarify a few issues regarding your future acceptance to the program.

3rd step

Once the acceptance has been notified, the enrollment fee must be paid, so the student can secure a place at NABA. The enrollment fee has to be paid within November 16th 2007. The enrollment fee will only be refunded if a visa is rejected and the student sends a rejection declaration issued by the Italian Embassy or Consulate. Please notice that in case the student fulfills the requirements to be refunded for the enrolment fee, the Academy will retain an administrative fee of 150 €.

Please, when paying the enrollment fee, specify the cause of the payment by writing your name (the students) on the wire transfer.



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7 - Bank Details

Nuova Accademia s.r.l
Via C. Darwin 20 - 20143 Milano - Italy
Banca Popolare di Novara
Agenzia 10 Mi
ABI 05608 CAB 01610 CIN G
CURRENT ACCOUNT #20020
SWIFT CODE NVRBIT21131
IT68G056080161000000020020

Please notice that all bank charges are your responsibility along with any charges related to transfer of these funds (conditions "OUR" on payment order). Only after the payment procedures have been completed by the NABA financial administration, we can proceed to the student's formal enrollment. For non-EU citizens who require a visa to enter Italy, NABA will issue and send an official acceptance letter for visa application purposes only.

please note that:

- A) All classes are currently held in Italian. Students should therefore have a reasonable command of the Italian language.
- B) The conclusive enrollment procedure to the NABA course chosen, will be completed only when the student has completely filled out and signed the agreement at the administration office at NABA - Milano.
- C) Please notice that in certain Non EU countries, a visa requirement from Italian Embassies is to complete the payment of the tuition fee at once in order to be eligible for the student visa; please enquire at the International Relations Office.
- D) **Cancellation Policy: NON EU students who have completed the tuition fee payment in order to be assigned the visa, in case of withdrawal prior to November 30th, will be refunded of 50% of the tuition fee. After the date of November 30th, they will not be refunded.**
- E) European Economic Space Citizens (Iceland, Liechtenstein and Norway) as well as Turkish citizens are considered just like citizens of the E.U.
- F) The present regulations shall be considered as read and approved in all their parts by the signature here below.
- G) In case a specific program is cancelled, NABA will notify the student by September 30th and will fully reimburse the amount paid to that date.
- H) Students who withdraw and don't attend lessons - for any reason, including force majeure - after having accepted and signed the enrolment agreement, have to pay the entire tuition fee and have no right not to pay the agreed amount of money as established in the contract.

Date:

Signature

Information

For information about the MA, please e-mail to:
Int.rel@naba.it



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