€16,00

stamp duty

LEARNING CENTRE/POINT CODE *: _____

INTERNATIONAL STUDENT APPLICATION
ACADEMIC YEAR 2023/2024

BLENDED LEARNING

Section 1 – Personal Details

Surname: ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

First Name: ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Place of Birth: ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐ **Prov.:** ☐☐

Date of Birth: ☐☐ ☐☐ ☐☐☐☐ **Gender:** ☐M ☐F

DD   MM   YYYY

Country: ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Nationality: ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Tax Code*: ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

(*) Tax Code is mandatory for foreign students too

Section 2 – Internal Transfer

Internal Transfer from another Department Yes ☐ No ☐

1

Section 3 – Choice of Degree

a ☐ Economics

☐ Bachelor's degree in Business Economics and Management (three years - Class L-18)

☐ Master's degree in Economics - Global Markets and Digital Innovation track (two years - Class LM-56)

☐ Master's degree in Economics - Management and Business Professions track (two years - Class LM-56)

b ☐ Education & Training

☐ Bachelor's degree in Education and Training - Psycho-educational and Social Education track (three years - Class L-19)

☐ Bachelor's degree in Education and Training - Early Childhood Educator track (three years - Class L-19)

☐ Master's degree in Pedagogical Sciences - Psycho-Educational track (two years - Class LM-85)

☐ Master's degree in Pedagogical Sciences - Socio-Judicial track (two years - Class LM-85)

c ☐ Law

☐ Single-cycle degree in Law (five years - Class LMG/01)

☐ Single-cycle degree in Law - major in Corporate Law (five years - Class LMG/01)

d ☐ Engineering

☐ Bachelor's degree in Civil Engineering - Structural track (three years - Class L-7)

☐ Bachelor's degree in Civil Engineering - Building track (three years - Class L-7)

☐ Master's degree in Civil Engineering (two years - Class LM-23)

☐ Bachelor's degree in Industrial Engineering - Mechanical track (three years - Class L-9)

☐ Bachelor's degree in Industrial Engineering - Electronics track (three years - Class L-9)

☐ Bachelor's degree in Industrial Engineering - Management track (three years - Class L-9)

☐ Bachelor's degree in Industrial Engineering - Biomedical track (three years - Class L-9)

☐ Bachelor's degree in Industrial Engineering - Agro-industrial track (three years - Class L-9)

☐ Master's degree in Electronic Engineering (two years - Class LM-29)

☐ Master's degree in Engineering Management (two years - Class LM-31)

☐ Master's degree in Mechanical Engineering - Design track (two years - Class LM-33)

☐ Master's degree in Mechanical Engineering - Production and Management track (two years - Class LM-33)

☐ Master's degree in Mechanical Engineering - Automotive track (two years - Class LM-33)

e ☐ Political Science

☐ Bachelor's degree in Political Science and International Relations (three years - Class L-36)

☐ Master's degree in International Relations - International Cooperation and Security track (two years - Class LM-52)

□ Master's degree in International Relations - International Relations and European Studies track (two years - Class LM-52)

f□ Psychology

□ Bachelor's degree in Psychological Sciences and Techniques (three years - Class L-24)

□ Master's degree in Psychology - Clinical and Rehabilitation Psychology track (two years - Class LM-51)

□ Master's degree in Psychology - Occupational and Organisational Psychology track (two years - Class LM-51)

□ Master's degree in Psychology - Psychology of typical and atypical development: assessment and intervention track (two-years - Class LM-51)

g □ Engineering Area " Eccellenza"

□ Degree Course in Electronic and Computer Engineering (L-8) - Computer Science curriculum

□ Degree in Electronics and Computer Engineering (L-8) - Electronics and Telecommunications curriculum

□ Master's Degree Course in Computer Science (LM-32)

□ Sociological-Communication Area "Path of Excellence"

h □ Sociological-Communication Area "Eccellenza"

□ Degree in Sociology (L-40)

□ Master's Degree Course in Sociology and Social Research (LM-88)

□ Degree Course in Digital Communication and Social Media (L-20)

□ Master's Degree Course in Digital Communication (LM-19)

i □ Humanities Area " Eccellenza"

□ Degree Course in Humanities - Humanities (L-10) - Dissemination of knowledge curriculum

□ Degree Course in Humanities - Humanities (L-10) - Literary and Linguistic subjects curriculum

□ Master's Degree Course in Humanities - Humanities (LM-14) - curriculum Dissemination of humanistic knowledge in multimedia forms

□ Master's Degree Course in Humanities - Humanities (LM-14) - curriculum Italian language and literature in the knowledge society

□ Bachelor's Degree Course in Applied Philosophy (L-05)

□ Master's Degree Course in Applied Philosophical Sciences (LM-78)

l □ Sports Science Area "Eccellenza"

□ Degree Course in Motor Sciences (L-22)

□ Degree Course in Sports Science and Technique (LM-68)

Section 4 - Home Address and Contact Details

Address: □□□□□□□□□□□□□□□□□□□□□□□□□□□□

Street number □□□□□□

Municipality: □□□□□□□□□□□□□□□□□□□□□□□□□□□□□

ZIP Code: □□□□□ **Province:** □□

Home telephone number*: □□□□□□□□□□

Office telephone number*: □□□□□□□□□□

Mobile*: □□□□□□□□□□□□□□□□□□□□□□□□

EMAIL* (MANDATORY, IN BLOCK LETTERS) _____

CERTIFIED EMAIL
      (MANDATORY, IN BLOCK LETTERS) _____

Address for any communications *(to be filled in if it is different from the residence address)*

Address: □□□□□□□□□□□□□□□□□□□□□□□□□□□□

Municipality: □□□□□□□□□□□□□□□□□□□□□□□□□□□□□

ZIP Code: □□□□□ **Province:** □□ **Phone Number:** □□□□□□□□□□

Section 5 – Occupational position

Type of job □□□□□□□□□□□□□□□□□□□□□□□□□

Title □□□□□□□□□□□□□□□□□□□□□□□□

Employer □□□□□□□□□□□□□□□□□□□□□□□□

Place of work □□□□□□□□□□□□□□□□□□□□□□□□

Section 6 - Upper Secondary School Diploma

Upper Secondary School Qualification: _____

achieved in the school year: □□□□/□□□□   **Final Grade:** □□□ *out of /100 /60 /10*

School awarding the title

Name: □□□□□□□□□□□□□□□□□□□□□□□□□□□□□

Address: □□□□□□□□□□□□□□□□□□□□□□□□□□□□

City: □□□□□□□□□□□□□□□□□□□□□□□□□□□□

ZIP Code: □□□□□   **Province:** □□

Section 7 – Enrolment Features

A) Is this your first university enrolment?   **YES** □ **NO** □

If NO:

1) Insert here the year of first enrolment (mandatory)   □□□□ - □□□□

2) Examinations taken   **YES** □ **NO** □

B) Declaration of possession of another Academic Title □

In possession of: □University Diploma   □Five years Degree   □Bachelor's Degree   □Master's Degree

Earned on ☐☐   ☐☐   ☐☐☐☐   **a. y.** ☐☐☐☐ - ☐☐☐☐

     DD   MM   YYYY

in _____

at the University of: _____

Department: _____

C) Transfer from another university ☐

Requested on ☐☐   ☐☐   ☐☐☐☐

     DD   MM   YYYY

at the University of: _____

Department: _____

D) Withdrawal from studies ☐

Requested on ☐☐   ☐☐   ☐☐☐☐

     day   month   year

at the University of: _____

Department: _____

E) Loss of student status ☐

Requested on ☐☐   ☐☐   ☐☐☐☐

     day   month   year

at the University of: _____

Department: _____

Section 8 Agency/Agent

of ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐ **cod.** ☐☐☐☐

Address: ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐ **Prov:** ☐☐

6

Section 9 - Information pursuant to Art. 13 of Legislative Decree No. 196/2003 and pursuant to Art.13 of the EU Regulation 2016/679 (General Data Protection Regulation – the so-called GDPR)

"Personal Data Protection Code"

Bearing in mind the obligation to provide information to data subjects in relation to the processing of students' personal information, **UNICUSANO - Università degli Studi Niccolò Cusano - Telematica Roma,** with registered office in Rome, Via Don Carlo Gnocchi n. 3, cap 00166, in its capacity as data controller, provides you with the following information:

1) personal data, collected in general at the time of enrolment, data related to the university career and in any case produced by the Telematic University as part of the performance of its institutional functions, will be collected and processed, in compliance with laws, regulations and principles of fairness and protection of your privacy, for purposes related to the performance of the institutional activities of the University, in particular for all the formalities related to the full implementation of the educational and administrative relationship with the University;

2) processing shall also be carried out with the aid of electronic or otherwise automated means and may consist of any operation or set of operations among those indicated in Art. 1(2)(b) of the Act (processing means *"any operation or set of operations, whether or not carried out with the help of electronic or automated means, concerning the collection, recording, organisation, storage, processing, modification, selection, retrieval, comparison, use, interconnection, blocking, communication, dissemination, erasure and distribution of data")*;

☐   **I hereby authorise**

UNICUSANO - Università degli Studi Niccolò Cusano - Telematica Roma to the processing of your personal data for the purposes set out in Sections 1 and 2 of the aforementioned information notice.

     date (mandatory)   *full signature (mandatory)*

…………………………………   …………………………………………..

3) Personal data will also be communicated and disseminated by the University through its offices - both during the university career of the person concerned and after graduation - to external persons, entities and associations, for career guidance initiatives (internships) and for post-graduate training activities;

☐   **I hereby authorise**

UNICUSANO - Università degli Studi Niccolò Cusano - Telematica Roma to the processing of your personal data for the purposes set out in Section **3** of the aforementioned information notice.

     date (mandatory)   *full signature (mandatory)*

…………………………………   …………………………………………..

4) Personal data may be communicated to other public entities when such communication is in any case necessary for the performance of the institutional functions of the University requested by the data subject, such as, for example, public bodies in charge of managing research grants and scholarships;

☐   **I hereby authorise**

UNICUSANO - Università degli Studi Niccolò Cusano - Telematica Roma to the processing of your personal data for the purposes set out in Section **4** of the aforementioned information notice.

     date (mandatory)   *full signature (mandatory)*

…………………………………   …………………………………………..

5) Information relating to graduates, i.e. name, date of birth, address, telephone number, thesis title and graduation mark, will be entered on the network to enable the dissemination of data as part of career guidance and post-graduate training activities;

☐   **I hereby authorise**

UNICUSANO - Università degli Studi Niccolò Cusano - Telematica Roma to the processing of your personal data for the purposes set out in Section **5** of the aforementioned information notice.

date (mandatory)   *full signature (mandatory)*

………………………………   …………………………………………..

6) The CV data will be entered on the network to allow data dissemination as part of job matching activities based on labour supply and demand in accordance with the provisions of the Ministerial Decree 20 September 2011 and its annexes;

☐   **I hereby authorise**

UNICUSANO - Università degli studi Niccolò Cusano – Telematica Roma to the processing of your personal data for the purposes set out in Section **6** of the aforementioned information notice.

date (mandatory)   *full signature (mandatory)*

………………………………   …………………………………………..

Consent to the processing of personal data, as referred to in Sections 1) and 2), is mandatory. Failure to provide such consent may result in the relationship with the University to be discontinued.

Should you wish to object to the processing of your data for the sole purposes set out in Sections 3), 4) and 5) and 6), you must notify the University in writing, and specifically the Secretary's Office of the Department to which you belong.
With regard to **UNICUSANO - Università degli Studi Niccolò Cusano - Telematica Roma** , you may exercise the rights provided for by Art. 7 of Legislative Decree No. 196/2003, by contacting the Secretary's Office of the Department to which you belong.
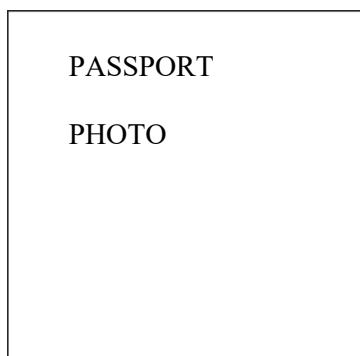
date (mandatory)   *full signature (mandatory)*

………………………………   …………………………………………..

Section 10 - Student passport photo *(Careful: the photo must be glued and signed)*

PASSPORT

PHOTO

Note: Do **not** use staples when pasting the photo

Section 11 - Compulsory documentation to be attached to the application *(please tick the boxes corresponding to the documents to be attached)*

- ☐ No. 1 photo *(to be placed in the dedicated box in this form and to be signed on one side)*;
- ☐ Photocopy of valid passport;
- ☐ Proof of residency, e.g.: bank account, bank statement (for the last three months), utility bills, certificate of residence;
- ☐ B2 Certificate in Italian language;
- ☐ Signed copy of the Student Agreement (Annex 1);
- ☐ Signed copy of the University Regulations for Academic Studies (Annex 2);
- ☐ Signed copy of the Undertaking for payment of tuition fees (Annex 3);
- ☐ Copy of the 10% initial deposit payment (to be made upon **validation of the pre-registration**): enrolment is subject to payment of the 10% deposit.
  The 10% amount will not be refunded in the event of failure to issue a visa or residence permit or any other necessary documentation;
- ☐ Receipt for payment of the regional tax;
- ☐ Student self-declaration (Annex 4);
- ☐ Commitment to payment of 60% within 15 days of the first payment and the remaining 30% within 10 days of the second payment as shown in the tables published on the section "International Students" on the official website.

Section 12 - Student declarations

I, the undersigned, whose personal details are given in *"Section 1"* of this form

<div align="center">

MAKE AN APPLICATION

</div>

- to be enrolled in the A.Y. _____ and throughout the degree course;
- to be enrolled in the chosen course of study, as indicated in Section 3 of this form;
- to be admitted to the examinations, didactic tests and thesis discussion;
- so that the tuition fee for each academic year of enrolment will remain unchanged and will be equal to € ....

<table>
<tr><td>date (mandatory)</td><td>full signature (mandatory)</td></tr>
<tr><td>……………………………………….....</td><td>……………………………………………….....</td></tr>
</table>

<div align="center">

DECLARE

</div>

- to avail myself, for everything set forth in this form, of the provisions of Art. 1 et seq. of Presidential Decree 28 December 2000 No. 445 and to be aware of the penalties laid down in Articles 483 and 496 of the Criminal Code for false statements and mendacious declarations;
-. to be fully familiar with the University Regulations of this University.

I, the undersigned, am aware of the criminal sanctions in case of mendacious declarations, as well as in case of the formation and/or use of false documents, provided for in Art. 76 of Presidential Decree 28/12/2000 No. 445, as well as the administrative sanctions set out in Art. 23 of Law No 390 of 2 December 1991.

<table>
<tr><td>date (mandatory)</td><td>full signature (mandatory)</td></tr>
<tr><td>……………………………………….....</td><td>……………………………………………….....</td></tr>
</table>

I, the undersigned, undertake to promptly communicate any changes in the employment status previously declared and I authorise UNICUSANO - Università degli Studi Niccolò Cusano - Telematica Roma to use my data for statistical purposes, pursuant to Law 196/2003 as subsequently amended.

Any dispute between the parties arising out of or in connection with the construction and/or performance of this agreement, shall be subject to the exclusive jurisdiction of THE COURT OF ROME.

date (mandatory)   *full signature (mandatory)*

………………………………………   ………………………………………………

Pursuant to Articles 1341 and 1342 of the Civil Code, the parties, after carefully reading each clause and re-reading the clauses of this application referred to in Section 12 "Student declarations" and with regard to the identification of the competent court for disputes, expressly declare to approve them.

…………………, On………………………

the student   *the Rector*

………………………………………………   ………………………………………………

Annex 1

UNIVERSITÀ CUSANO

STUDENT AGREEMENT

This agreement is made and entered into by and between Università degli Studi Niccolò Cusano - Telematica Roma and the

student…………………………………………………… enrolled at Department

……………………………………. Born in……………….………… on …………………… resident /domiciled

in…………………………….……………….. street……….…. ZIP code……….……

city…………….……………… prov.………… nationality.. as proved by the deed attached to the enrolment

documents.

Art. 1

The two parties are willing to cooperate in order to achieve the educational objectives set out in the University Regulations and the Student Services Charter.

Art. 2

The University agrees to continuously provide administrative and teaching services and to follow students on their learning path by supporting and assisting them in identifying the study paths that best meet their needs.

Art. 3

The University agrees to guarantee usability, accessibility and equal opportunities for all students, by providing the following services:

➢ Learning content delivery platform

➢ Content management platform

➢ System for managing synchronous and asynchronous activities

➢ Training resources (Teaching, Tutoring, Workshops, etc.)

It also guarantees access to special categories of users (e.g. persons with disabilities) who will benefit from distance learning courses via specific technologies.

Art. 4

The student agrees to comply with the University Regulations and to make good use of the equipment and facilities used for teaching activities.

Art. 5

The student, in good standing with the payment of tuition fees, contributions due and regional taxes, may withdraw from this agreement in accordance with their rights of choice and the University Regulations.

Art. 6

Any dispute between the parties arising out of or in connection with the construction and/or performance of this agreement, shall be subject to the jurisdiction of the Court of Rome.

the student   the Rector

………………………………….   ………………………………………………….

Specific approval

Pursuant to and for the purposes of Articles 1341 and 1342 of the Civil Code, the parties declare that this application for enrolment is the result of their free will and that the single clause relating to the identification of the Competent Court for disputes, namely the Court of Rome, has not been agreed upon on the basis of templates or forms prepared by only one of the parties, but is the result of negotiations. Therefore, both parties expressly declare that they specifically approve it pursuant to Articles 1341 and 1342 of the Civil Code.

the student   the Rector

………………………………….   ………………………………………………….

………………, on………………………

Annex 2

UNIVERSITY REGULATIONS FOR ACADEMIC STUDIES

art.1) The University is committed to providing the student with the learning training necessary for their preparation both through the e-learning platform and through face-to-face teaching activities

art.2) The student is also given the opportunity to use other services that facilitate direct contact with the university through the establishment of learning centres located in the national, European and international territory. **art.3)** The academic year begins on 1 August and ends on 31 July, unless otherwise established by the academic authorities.

article 4) The student concerned may obtain enrolment in any month of the year and will be referred to the academic year to which the enrolment belongs. Enrolment is valid for all the years of the chosen course of study and is understood to refer to the entire course of study or rather to the completion of all the examinations of the course of study, including the final discussion of the thesis. The student will enrol in their chosen degree course and will have their enrolment automatically renewed from year to year until the completion of the course of study.

article 5) The amount of tuition fees and university contributions may be subject to possible increase according to the Istat index.

art.6) The student shall pay tuition fees and contributions in the amount determined by the University and published annually on its website, as well as the regional tax in the amount and in the manner established annually by DiSCo Lazio, for the purpose of validating the examinations. Enrolment is deemed to be executed upon completion of the application form, dated and signed, which constitutes a commitment to pay the amount due.

art. 7) Tuition fees shall be paid in 3 instalments: initial deposit of 10% to be made upon **validation of pre-enrolment**; subsequent 60% within 15 days from the date of validation; remaining 30% due within 25 days from the date of validation.

By the end of the academic year, i.e. by 31 July, the student will be required to pay 20% of the entire tuition fee for the following academic year; by 15 September at the latest, the payment of the remaining 80% will be due.

The above mentioned payment schedule is also specified in the table at the link: Tuition and fees - Unicusano.

In the event of non-payment or late payment of annual tuition fees, Unicusano University will notify the Embassy/Police Headquarters of the loss of student status, resulting in the loss of the visa/permit to stay for study purposes.

 art.8) The withdrawal from studies, to be formalised online, shall have immediate effect only if the student is in good standing with the payment of tuition fees, contributions due and regional taxes relating to the academic years of enrolment.

The University will in any case place the student on "precautionary suspension of study cycle" until the administrative position is regularised.

For those who do not wish to be enrolled for the following academic year, the application for withdrawal must be submitted online by 31 July at the latest, by accessing the reserved area at https://sophia.unicusano.it. From the date of acceptance of the withdrawal, the student will cease all educational activity and all access to the platform and any administrative activity.

article 9) Any student who is interested in transferring to other universities or other degree courses must apply online from 1 to 31 July for the following academic year by accessing the reserved area at https://sophia.unicusano.it and obtain authorisation, "nulla osta", provided that all tuition fees, contributions due and regional taxes relating to the academic years of enrolment have been paid.

art.10) The student undertakes to fully comply with these Regulations and the University Teaching Regulations, as subsequently amended and/or supplemented, in order to achieve their educational and professional goals as part of the chosen study plan. The student declares to have been made aware of the fact that the above-mentioned documents are subject to periodic amendments and/or additions and therefore undertakes to consult the site at https://www.unicusano.it/documenti-ufficiali/regolamenti where the University publishes all changes made.

The amounts of further contributions or administrative fees due to the university for different services are listed in the table published on the website www.unicusano.it . at the following link https://www.unicusano.it/retta-annuale-e-diritti-di-segreteria/diritti-di-segreteria.

art. 11) Students enrolled in three-year bachelor's degree courses shall submit their thesis application at least three months before the discussion. Students enrolled in the LMG 01 single-cycle degree programme shall submit their thesis application at least six months before the discussion. Students enrolled in a two-year Master's degree programme shall submit their thesis application at least six months before the discussion.

art.12) The University undertakes to offer its students additional, optional, non-compulsory educational services aimed at supporting them in the management of individual study hours that the teaching system leaves to the student's free determination

date (mandatory)   *full signature (mandatory)*

……………………………………….   ……………………………………………………

Pursuant to Articles 1341 and 1342 of the Civil Code, the parties, after carefully reading each clause and re-reading the clauses of these Regulations referred to in Articles 5, 6, 7, 8, 9 and 10, expressly declare that they approve them.

the student   *the Rector*

…………………………………………..   …………………………………………..

………………., On…………………….

UNDERTAKING FOR PAYMENT OF TUITION FEES

I, the undersigned ………………………………………………acknowledge that my enrolment to

UNICUSANO University means that I am required to pay the tuition fees for the current academic year even in the

event of: withdrawal from studies, transfer to another university.

I, the undersigned……………………………………………acknowledge that I have enrolled in the entire course

of study I have chosen, and that my enrolment will end upon graduation. However, I acknowledge that I may suspend

automatic enrolment for the following academic year by submitting the application to withdraw from studies

exclusively online by and no later than 31 July of the current academic year, by accessing my reserved area at

https://sophia.unicusano.it

I, the undersigned................................. .... hereby undertake to pay the annual tuition fees as follows:

For the first year, 3 instalments: initial deposit of 10% to be made upon validation of the pre-enrolment; subsequent

60% within 15 days of the validation date; remaining 30% within 25 days of the validation date.

By the end of the academic year, i.e. by 31 July, I will be required to pay 20% of the entire tuition fee for the following

academic year; by 15 September at the latest, the payment of the remaining 80% will be due.

The above mentioned payment schedule is also specified in the table at the link: Tuition and fees - Unicusano.

I, the undersigned……………………………………………………. acknowledge that UNICUSANO University, in case of

failure or delay in payment of the tuition fees or of the individual instalments, will bring actions against me before the competent

judges of the relevant judicial district.

  date ……………………………..   *signature* …………………………..

  I, the undersigned, in accordance with Articles 1341 and 1342 of the Civil Code,

  declare that I have read and specifically approved the above provisions.

  date ………………………………..   *signature* ……………………….

Annex 4

Self-declaration affidavit
(pursuant to Articles 46 and 47 of Presidential Decree. No 445 of 28 December 2000)

I, the undersigned……………………………………………………………………………………

born…. in ……………………………….. prov. ……………………………………………………..

on…………………., residing at ……………………………………………No……………………..

city…………………………….. prov……………………………………………………………………..

being aware that, pursuant to Article 76 of Presidential Decree No. 445 of 28.12.2000, anyone who makes false statements, issues or uses false documents is punished under the Criminal Code and the special laws applying on the subject, and being aware that, where the aforementioned offences are committed in order to obtain a public office, they may lead, in the most serious cases, to temporary ban from public offices,

FOR THE PURPOSES OF FULFILLING THE ENROLMENT FORMALITIES AT THE DEPARTMENT OF…………………………….
UNICUSANO,   I DECLARE

□ <u>to have obtained</u> from the Secondary School or High School …………………………………………………………………………

of……………………street…………………………………….. Prov. ………………………………………………

on …………………………. the High School Diploma …………………………………………………………………

in the school year ……………………….with grade…………………….   country...... ………

□ <u>to have requested and obtained</u>:

☐   the so-called declaration of value and/or translation of the qualification which the undersigned encloses herewith

□ **the withdrawal from studies** at the Department of …………………………..degree course ………………………..

   from the University of………………………….city…………………….Country ……….on……………….

□ **the transfer** to the Department of …………………………….degree course ………………………….

   from the University of.............................city....................Country......on.........................

□ <u>to hold a university degree</u>:

from the Department of………………………….. degree course in …………………….………….

Degree Class ……………………………from the University of……………………………..

City………….country…...with final grade …………….. Graduation date……………………..

□ <u>to have lost the student status</u>:

   Department of …………………………….. degree course …………………..from the University of……………………

   city…………Country………….date of declaration of loss of student status…………………………

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□ to have duly taken - and that the same are registered - with the Department of...............................degree course

....from the University of ....city………………… Country.............................the following examinations

1- it is compulsory to specify the name of the examination taken, the grade and date, as well as the course credits if any, with the relevant translation;
2- it is compulsory to specify the examinations recognised by a previous university with relevant grade and date of the exam 3- it is compulsory to specify the examinations validated for professional experience with relevant date of validation

University of origin	Name of examination taken	Scientific-Disciplinary Sector SSD	CFU	Grade	Date of completion of examination

□ to carry out the following professional activity **(if carried out in a private entity/facility, please attach a certified copy of the proof of employment**)

....

………………………………………………………………………………………………………..

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□ to hold the following certificates in Italian language, computer science and English language, (**specify the entity/facility which issued the certificate**; **if issued by a private entity/facility, please attach a certified copy of such certificate**)

………………………………………………………………………………………………………..

………………………………………………………………………………………………………..

………………………………………………………………………………………………………..

□ to hold the following qualifications/licenses:

……

……

……

Place and date ………………………….   Autograph signature of the declarant ……………………………………

I, the undersigned_____, in accordance with Section 7 of the University Regulations for Academic Studies and in agreement with Università degli Studi Niccolò Cusano - Telematica Roma, undertake to pay the tuition fees by means of bank or postal transfer to the following bank details:

Payee: UNICUSANO
IBAN: IT76B0200805264000500041305
Purpose of transfer: First name and surname, student ID number

For the following years, I, the undersigned _____ shall continue to pay tuition according to the payment schedule as shown in the table that is available at the link: Tuition and fees - Unicusano.

I, the undersigned_____, also acknowledge that the costs for the performance of such bank or postal transfer will be born entirely by me.

_____, on _____

I, the undersigned_____

I, the undersigned, in accordance with Articles 1341 and 1342 of the Civil Code,
declare that I have read and specifically approved the above provisions.

_____, on _____

signature _____

Notice pursuant to Art. 13 of Regulation (EU) No. 679/2016, "GDPR"

We hereby inform you, pursuant to **Article 13 of EU Regulation 2016/679 (the so called General Data Protection Regulation – GDPR) and of Legislative Decree No. 196 of 30 June 2003 "Personal Data Protection Code"**, that your personal data collected by us, or otherwise acquired by us, also in the future, will be processed by us in our capacity as "Data Controller", also with the aid of electronic and/or automated means and always in full compliance with the applicable laws, for the following **purposes of processing**:

1) institutional activities of the University: the University may collect your personal data entered when filling in the forms provided to you
both online and in hard copy; it may, therefore, subsequently process your data for the purposes of enrolment on undergraduate courses and post-graduate courses, including orientation activities for choosing a university path;
2) telematic promotional activities of undergraduate and postgraduate courses, specialisation courses and the like;
3) accounting and administrative tasks relating to the proper keeping of records as required by the law, or to the fulfilment of provisions of public authorities and supervisory bodies in charge of inspections.

The Data Controller and the Data Protection Officer

The Data Controller of your personal data is Università Niccolò Cusano – Telematica Roma, with registered office in Roma, Via Don Carlo Gnocchi, 3, email: privacy@unicusano.it; on the website https://www.unicusano.it/ you can consult the complete and updated list of data processors or recipients. In this regard, we would like to inform you that the University has appointed as its own **Data Protection Officer** DPO) Mr. Fabio Di Resta (lawyer), as a further guarantee of your rights and as the only point of contact with the Supervisory Authority. Our DPO can be contacted at the following email: privacy@unicusano.it.

For the performance of part of our activities we also hire **third parties** that process the data that are necessary for the performance of particular tasks and contracts. Therefore, your personal data may be disclosed to recipients outside our structure, it being understood that no disclosure to unspecified persons is envisaged. Third parties will be appointed as data processors to perform such tasks.

Provision of personal data and retention period

Whether or not you provide us with your personal data, with the exception of those required by specific laws or regulations, remains optional. However, such personal data, apart from the purposes of law and/or regulation, are needed in order to establish the relationship in terms of enrolment in undergraduate, post-graduate courses and further advanced education courses and/or relating to the activities managed by us and/or for the establishment of the social security, contractual or insurance relationship; in order to perform the relevant obligations. If you refuse to provide such data to our University we could be unable to establish or to perform the aforementioned relationship. Your data may be kept beyond the strictly necessary period stipulated by legal obligations and in any case for the sole purpose of providing further guarantees to you as a student.

Rights of the data subject, restriction of processing, right to portability and right to lodge a complaint before the Italian Data Protection Authority (the so-called complaint under European Regulation 2016/679/EU)

Pursuant to the above-mentioned European Regulation, you have the right to be informed of the name, corporate or business name, domicile, residence or registered office of the data controller and data processor, the purposes and methods of the processing, as well as to promptly obtain from the data controller the following: a) confirmation as to whether or not personal data relating to you exist, regardless of their being already recorded, and communication in an intelligible form of such data and their source, as well as of the logic and the purposes underlying the processing. This request may be renewed, unless there are justified reasons for not doing so; b) cancellation, anonymization or blocking of any data processed in breach of the law, including data that don't need to be kept for the purposes for which the data were collected or subsequently processed c) updating, rectification or addition of data; d) certification to the effect that the operations as per Sections b) and c) have been notified, as also related to their contents, to the persons to whom or which the data were communicated or disseminated, unless this requirement proves to be impossible or would involve a manifestly disproportionate effort compared with the right that is to be protected. In addition to the rights listed above, within the limits of what is provided for in the new European Regulation, you may exercise your rights to restriction of processing, to object to processing and the right to portability exclusively for the personal data you have provided to the data controller in accordance with Article 20 of the aforementioned Regulation. We also inform you that according to the Privacy Code and the new European Regulation you can lodge a complaint to protect your rights before the "Garante Privacy" (the Italian Data Protection Authority), the so-called complaint pursuant to Article 77 of the aforementioned Regulation. Lastly, we inform you that, limited to certain data concerning you, you may exercise your right to withdraw your consent to the processing of your data by notifying the data controller of such withdrawal, provided that it does not affect the establishment and/or continuation of the relationship.

This notice shall be signed in full by you and promptly returned.

Having read the above information notice, I hereby give my express consent for the telematic promotional purposes, as set out above in Section 2 of the paragraph detailing the purposes.

Signature