

## HOW TO FILL IN THE APPLICATION FOR RECOGNITION OF QUALIFICATIONS - EU

1. The application must be written in Italian.
2. Provide your address (residence and, if different, domicile), telephone number and e-mail address
3. If the registration is mandatory in your home country for accessing/pursuing the profession, as specified in points c) and e) below, you must submit a certificate that you meet all the requirements for access to the profession in that country; the certificate may be issued by the national authority responsible for the recognition of professional qualifications, or by your professional association.
4. **Do not attach these instructions to your application.**

### DOCUMENTS REQUIRED FOR RECOGNITION

You must attach the following documents to your application:

- a) A copy of a valid identity document.
- b) Evidence of the specific professional qualification required for the activity for which you seek recognition and of the type of course (duration of the academic course, list of exams with indication of the place and date on which the exams were passed, or indication of any exams that were accredited having been passed in a different Institute and/or Country). The list of exams is necessary to determine whether there are any substantial differences with the training required in Italy.
- c) A **certificate** issued by your home country's **Competent Authority** (identified in accordance with Article 3(1)(d) of Directive 2005/36/EC) stating whether in that country the profession is regulated, which professional activities may be pursued on the basis of your formal qualifications, the requirements under the Member State's legislation for obtaining the professional qualification (and whether you meet those requirements).
- d) **If the profession is not regulated in your home country** (and therefore the national law of your home country imposes no specific requirement for access to or pursuit the profession or use of the professional title), you must provide evidence of **regulated formal qualification** (by means of a certificate issued by the competent authority) or of professional experience (of at least one year in the last ten years), *by means of a certificate issued by the entity with which you carried out the professional activity, specifying the period and content of the services provided and providing a very detailed description of the services provided*. If you provided your services on a self-employed basis, you must provide evidence of your activity with appropriate tax certification.
- e) If the **profession is regulated in your home country** (meaning that legislative, regulatory or administrative provisions impose certain requirements in order to be able to access or exercise the profession), you must provide a certificate issued by the competent body not more than three months before the date of submission, stating that you are qualified to exercise the profession in your home country, together with

your certificate of registration with the professional association if such registration is a mandatory requirement for accessing to and/or exercising the profession. The certificate must also contain a statement that there are no present or past disciplinary procedures against you.

- f) A certificate, issued not more than three months before the date of submission by the competent authorities of your home country and/or the country you come from, attesting that there are no criminal or professional reasons disqualifying you from pursuit of the profession.
- g) Any additional information making it possible to reduce any compensation measures.
- h) Two tax stamps of EUR 16.00 each.

## **FORMALITIES RELATING TO DOCUMENTATION**

Formal and professional qualifications as well as the documents to be submitted for recognition can be original or authentic copies; alternatively, pursuant to Articles 46 and 48 of Presidential Decree No 445/2000 as amended and supplemented, the data referred to in points b) and d) may be submitted by means of a self-certification, accompanied by a simple photocopy of the documentation and its translation. All documents in a foreign language, must be accompanied by a simple translation into Italian, possibly accompanied by a substitutive declaration of the deed of notoriety, drawn up in accordance with current provisions on self-certification or authenticated translation drawn up a third party translator recognized by the Member State of origin or by another State of the Union. Copies of documents can be authenticated by a competent Italian authority, or by the competent Italian diplomatic or consular representation abroad.