



The Guideline **Study in Italy** for Indonesian and Foreign Students who lived in Indonesia

The Association of Uni-Italia has a widespread presence in Third Countries through Centers located within the premises of Embassies, Consulates and Italian Cultural Institutes. Through its Centers abroad, Uni-Italia organizes several activities to promote the Italian education system and participates in promotional events organized by local and/or international entities (e.g., EU delegations). Furthermore, Uni-Italia Centers abroad offer "Study Guidance" services designed to assist the students in making informed decisions regarding their academic journeys. This includes selecting appropriate courses, majors, and universities that align with their academic background, goals and expectations. Additionally, the Centers provide support with pre-enrollment procedures and aid Italian academic institutions in international cooperation activities. Collaborating with Italian Cultural Institutes and Embassies, they also actively promote the Italian language, culture, and the various strengths of Italy as study destinations.

Uni-Italia Centers abroad are located in the following countries: **China** (Beijing, Shanghai, Chongqing, Guangzhou); **India** (Mumbai, New Delhi, Bangalore); **Indonesia** (Jakarta), **Iran** (Tehran); **Morocco** (Rabat, Casablanca), and **Vietnam** (Hanoi, Ho Chi Minh City). The latter Center serves as a regional hub for other countries such as Cambodia, Thailand, Myanmar, the Philippines, Laos, Malaysia, Australia, New Zealand, Japan, and South Korea . [Uni-Italia Association](#)

Uni-Italia Indonesia would like to congratulate you to choose **Italy** as your education destination to continue your higher education. This guideline was made for you in order to fulfill your administration needs for your University need such as [Declaration of Value/CIMEA ENIC-NARIC \(Apostille and Legislation documents\)](#), [ISEE, Codice Fiscale \(Tax Code\)](#), [Pre Enrollment \(University\)](#), [Insurance for Student before Visa and Student Visa Application](#). Please kindly read carefully and learn every point that we have prepared just for you.



Table of Contents:

- **Five steps to do after getting Letter of Acceptance (LOA)**

The basic information for students who will prepare the administration documents for Italian University such as Declaration of Value (DoV) and/or CIMEA, Apostille and Legislation documents, Pre Enrollment, Enrollment and Student Visa application.

- **Insurance for Students**

Information for students to choose the insurance before visa application.

- **Legislation ISEE in Ambasciata**

Information regarding the students' appointment in the Embassy of Italy in Jakarta to submit their ISEE documents as needed to the CAF Office in Italy.

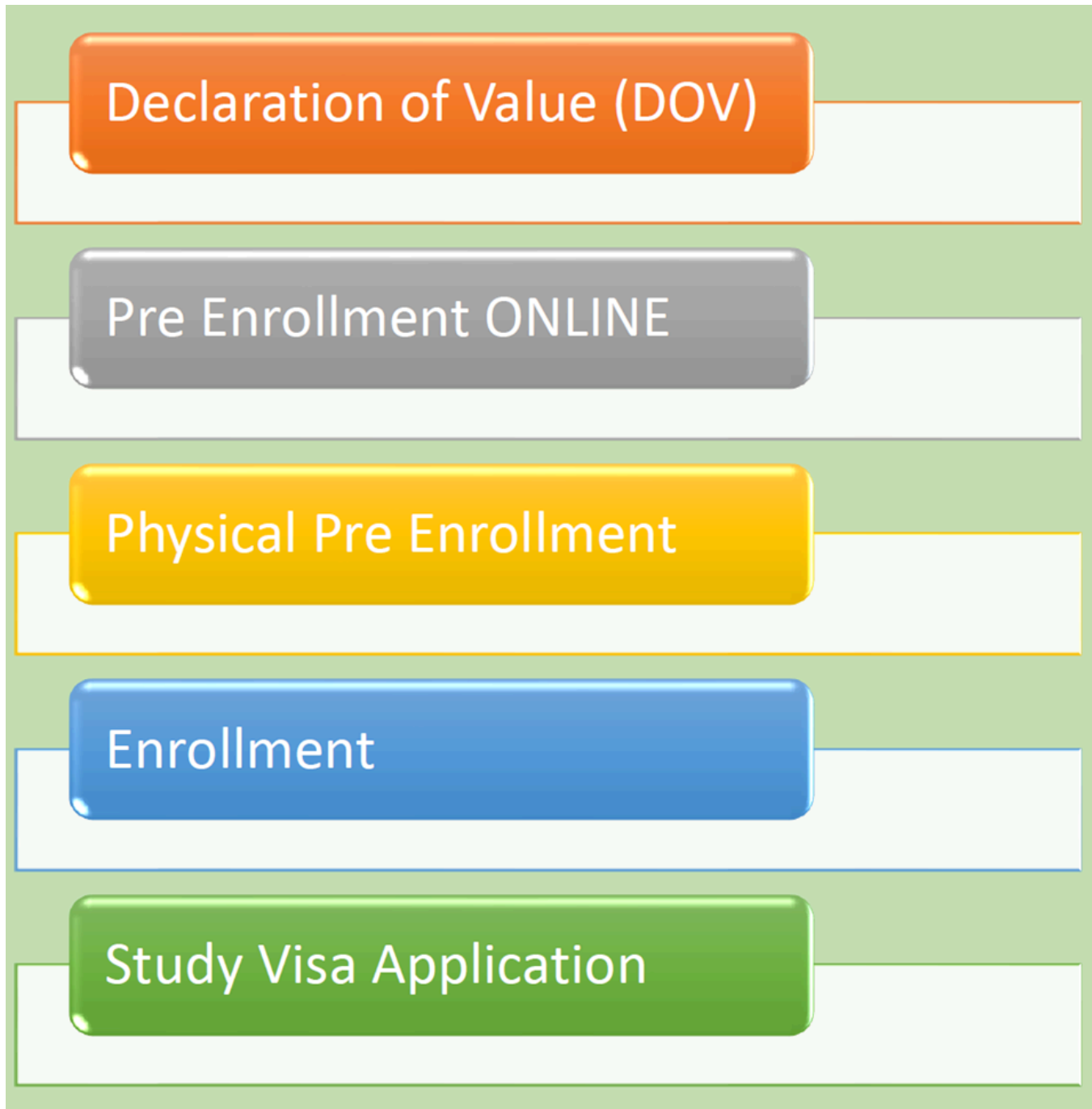
- **Codice Fiscale (Tax Code)**

Codice Fiscale (Tax Code) is one of the student obligations before coming to Italy in order to prepare the students need to book accommodation and other stuff in Italy such as opening a new bank account, buying transportation card and others.

- **Address and Contact**

The official address of Uni-Italia Indonesia and its contact center

Therefore, there are five steps to do to continue your higher education after you got **Letter of Acceptance (LOA)** from one of the Italian Higher Education below;





A. DECLARATION OF VALUE (DOV)

Requesting the **Declaration of Value (DOV)**, every student had graduated already and had the original tangible final certificate and final transcript. Please kindly note that we do not accept any Diploma Supplement and/or the Graduated Statement Letter (SKL) from School/University to request and/or issue the DOV in the Embassy of Italy in Jakarta. Also, your certificate and transcript must be translated to our official Italian Translators under supervision of the Embassy of Italy in Jakarta.

NOTE :

*1. Please kindly prepare a **Statement Letter** containing entry year and graduation year from your School/University if your final certificate and final transcript did not show both years needed (any template/format is accepted). If both documents had provided entry year and graduation year, you do not need to request the statement letter from your School/University.*

Also, if your University had issued Diploma Supplement and/or SKL mentioning entry year and graduation year, meaning you do not need to provide a statement letter from your University and kindly bring your copy Diploma Supplement/SKL when you request DOV to us.

*2. We do not accept any legalization from **Notary!***

Please kindly pay attention and aware of the legislation and apostille flow in order to issue your DOV itself below;

NATIONAL CURRICULUM INDONESIA

1. High School Graduates (Lulusan SMA di Indonesia)

Requesting a Declaration of Value (DOV), please kindly prepare your official certificate and transcript. Then, kindly do a copy of your certificate and transcript. Do these steps before appointment to the Embassy of Italy in Jakarta;

1. Legalize your **Copy Certificate (Ijazah)** to your School.
2. Legalize your **Copy Transcript (Final Transcript)** to your School.
3. Then, continue legislating your documents (point 1 and point 2) into the Local National Education Board (Suku Dinas Pendidikan) or Department of Religion Affairs (DepAg) if you have graduated under Kemenag's school.
4. Next, do Apostille verification to the Ministry of Justice and Human Rights (KEMENKUMHAM – Kementerian Hukum dan HAM) of your copy certificate and transcript after you have finished step point 3.
5. Kindly contact our official Italian Translators to translate your documents into Italian version after you have finished point 4. *(Remember, the certificate of Apostille should be translated too into Italian version – new regulation since February 2026)*
6. Do an appointment to the Embassy of Italy in Jakarta by email appointment in these email address Ambasciata: consolare.jakarta@esteri.it and cc email to indonesia.uniitalia@gmail.com (backup email for DOV).

Subject email : Requesting DOV_(Complete Name)_(Italian University destination)



We will reply to your email and assign you the schedule to come to the Embassy of Italy at present (physically) based on the date and time that we have informed you. In fact, kindly prepare these documents once you get the schedule already;

- Original final Certificate
- Original final Transcript
- Copy legislation-Certificate + Apostille Certificate
- Copy legislation-Transcript + Apostille Transcript
- Original Italian translation of your Certificate
- Original Italian translation of your Transcript
- Original Italian Translation of your Apostille Certificate and Transcript
- Copy Passport
- Copy KTP
- Copy Letter of Acceptance (LOA)
- Statement Letter of your *entry year* and *graduation year*
- Request Letter of DOV (*example format in Gdrive Link*)
- Summary Excel File for DOV (*example format in Gdrive link*)

If you could not come to Jakarta in present (physically) to submit those documents above, you can inform your attorney and/or relatives to submit all of your documents to the Embassy of Italy in Jakarta by submitting additional documents such as **Letter of Attorney (Surat Kuasa)** and **Copy ID KTP** of your attorney and/or relatives based on the schedule that we have informed.



2. Bachelor Students (Lulusan S1 di Indonesia)

Requesting a Declaration of Value (DOV), please kindly prepare your official certificate and transcript. Then, kindly do a copy of your certificate and transcript. Do these steps before appointment to the Embassy of Italy in Jakarta;

1. Legalize your **Copy Certificate (Ijazah)** to your University.
2. Legalize your **Copy Transcript (Final Transcript)** to your University.
3. Then, continue legislating your documents (point 1 and point 2) into the Ministry of Higher Education and Research Technology Indonesia (KEMDIKTISAINTEK) if you have graduated from a Private University. For all of you who have graduated from Public University, you just do steps point 1 and point 2, then proceed to step point 4.

Notes:

A. If you have graduated from a Private University by using barcodes on your certificate and transcript, you can go straight to Apostille with your documents.

B. for those who had graduated from Private University and the name of University's staff who signed your certificate and/or transcript and the name had been registered through AHU portal just go straight to Apostille your documents.

C. other conditions from a Private University, sometimes KEMENDIKTISAINTEK had regulations that they will not do double legislation. It means you all please go straight to Apostille all copies of your documents.

4. Next, do Apostille verification to the Ministry of Justice and Human Rights (KEMENKUMHAM – Kementerian Hukum dan HAM) of your copy certificate and transcript after you have finished step point 3 (for those who had graduated from Private University).

5. Kindly contact our official Italian Translators to translate your documents into Italian version after you have finished point 4. *(Remember, the certificate of Apostille should be translated too into Italian version – new regulation since February 2026)*



6. Do an appointment to the Embassy of Italy in Jakarta by email appointment in these email address Ambasciata: consolare.jakarta@esteri.it and cc email to indonesia.uniitalia@gmail.com (backup email for DOV).

Subject email : Requesting DOV_(Complete Name)_(Italian University destination)

We will reply to your email and assign you the schedule to come to the Embassy of Italy at present (physically) based on the date and time that we have informed you. In fact, kindly prepare these documents once you get the schedule already;

- Original final Certificate
- Original final Transcript
- Copy legislation-Certificate + Apostille Certificate
- Copy legislation-Transcript + Apostille Transcript
- Original Italian translation of your Certificate
- Original Italian translation of your Transcript
- Original Italian Translation of your Apostille Certificate and Transcript
- Copy Passport
- Copy KTP
- Copy Letter of Acceptance (LOA)
- Statement Letter of your *entry year* and *graduation year*
- Request Letter of DOV (*example format in Gdrive Link*)
- Summary Excel File for DOV (*example format in Gdrive link*)

If you could not come to Jakarta in present (physically) to submit those documents above, you can inform your attorney and/or relatives to submit all of your documents to the Embassy of Italy in Jakarta by submitting additional documents such as **Letter of Attorney (Surat Kuasa)** and **Copy ID KTP** of your attorney and/or relatives based on the schedule that we have informed.



3. Master Graduates (Lulusan S2 di Indonesia)

Requesting a Declaration of Value (DOV), please kindly prepare your official certificate and transcript. Then, kindly do a copy of your certificate and transcript. Do these steps before appointment to the Embassy of Italy in Jakarta;

1. Legalize your **Copy Certificate (Ijazah)** to your University.
2. Legalize your **Copy Transcript (Final Transcript)** to your University.
3. Then, continue legislating your documents (point 1 and point 2) into the Ministry of Higher Education and Research Technology Indonesia (KEMDIKTISAINTEK) if you have graduated from a Private University. For all of you who have graduated from Public University, you just do steps point 1 and point 2, then proceed to step point 4.

Notes:

A. If you have graduated from a Private University by using barcodes on your certificate and transcript, you can go straight to Apostille with your documents.

B. for those who had graduated from Private University and the name of University's staff who signed your certificate and/or transcript and the name had been registered through AHU portal just go straight to Apostille your documents.

C. other conditions from a Private University, sometimes KEMENDIKTISAINTEK had regulations that they will not do double legislation. It means you all please go straight to Apostille with your documents.

4. Next, do Apostille verification to the Ministry of Justice and Human Rights (KEMENKUMHAM – Kementerian Hukum dan HAM) of your copy certificate and transcript after you have finished step point 3 (for those who had graduated from Private University).

5. Kindly contact our official Italian Translators to translate your documents into Italian version after you have finished point 4. *(Remember, the certificate of Apostille should be translated too into Italian version – new regulation since February 2026)*



6. Do an appointment to the Embassy of Italy in Jakarta by email appointment in these email address Ambasciata: consolare.jakarta@esteri.it and cc email to indonesia.uniitalia@gmail.com (backup email for DOV).

Subject email : Requesting DOV_(Complete Name)_(Italian University destination)

We will reply to your email and assign you the schedule to come to the Embassy of Italy at present (physically) based on the date and time that we have informed you. In fact, kindly prepare these documents once you get the schedule already;

- Original final Certificate
- Original final Transcript
- Copy legislation-Certificate + Apostille Certificate
- Copy legislation-Transcript + Apostille Transcript
- Original Italian translation of your Certificate
- Original Italian translation of your Transcript
- Original Italian Translation of your Apostille Certificate and Transcript
- Copy Passport
- Copy KTP
- Copy Letter of Acceptance (LOA)
- Statement Letter of your *entry year* and *graduation year*
- Request Letter of DOV (*example format in Gdrive Link*)
- Summary Excel File for DOV (*example format in Gdrive link*)

If you could not come to Jakarta in present (physically) to submit those documents above, you can inform your attorney and/or relatives to submit all of your documents to the Embassy of Italy in Jakarta by submitting additional documents such as **Letter of Attorney (Surat Kuasa)** and **Copy ID KTP** of your attorney and/or relatives based on the schedule that we have informed.



4. Medicine and Surgery Graduates/Dentist Graduates (Lulusan Dokter di Indonesia)

Requesting a Declaration of Value (DOV), please kindly prepare your official certificate and transcript. Then, kindly do a copy of your certificate and transcript. Do these steps before appointment to the Embassy of Italy in Jakarta;

1. Legalize your **Copy Certificate (Ijazah) + Medical Profession Education** to your University.
2. Legalize your **Copy Transcript (Final Transcript) + Medical Profession Final Transcript** to your University.
3. Then, continue legislating your documents (point 1 and point 2) into the Ministry of Higher Education and Research Technology Indonesia (KEMDIKTISAINTEK) if you have graduated from a Private University. For all of you who have graduated from Public University, you just do steps point 1 and point 2, then proceed to step point 4.

Notes:

A. If you have graduated from a Private University by using barcodes on your certificate and transcript, you can go straight to Apostille with your documents.

B. for those who had graduated from Private University and the name of University's staff who signed your certificate and/or transcript and the name had been registered through AHU portal just go straight to Apostille your documents.

C. other conditions from a Private University, sometimes KEMENDIKTISAINTEK had regulations that they will not do double legislation. It means you all please go straight to Apostille with your documents.

4. Next, do Apostille verification to the Ministry of Justice and Human Rights (KEMENKUMHAM – Kementerian Hukum dan HAM) of your copy certificate and transcript after you have finished step point 3 (for those who had graduated from Private University).

5. Kindly contact our official Italian Translators to translate your documents into Italian version after you have finished point 4. *(Remember, the certificate of Apostille should be translated too into Italian version – new regulation since February 2026)*



6. Do an appointment to the Embassy of Italy in Jakarta by email appointment in these email address Ambasciata: consolare.jakarta@esteri.it and cc email to indonesia.uniitalia@gmail.com (backup email for DOV).

Subject email : Requesting DOV_(Complete Name)_(Italian University destination)

We will reply to your email and assign you the schedule to come to the Embassy of Italy at present (physically) based on the date and time that we have informed you. In fact, kindly prepare these documents once you get the schedule already;

- Original final Certificate
- Original final Transcript
- Copy legislation-Certificate + Apostille Certificate
- Copy legislation-Transcript + Apostille Transcript
- Copy legislation-Certificate Medical Profession Education + Apostille Certificate
- Copy legislation-Transcript Medical Profession Education + Apostille Certificate
- Original Italian translation of your Certificate
- Original Italian translation of your Transcript
- Original Italian Translation of your Apostille Certificate and Transcript
- Original Italian Translation of your Apostille Medical Profession Certificate
- Copy Passport
- Copy KTP
- Copy Letter of Acceptance (LOA)
- Statement Letter of your *entry year* and *graduation year*
- ***Kindly provide us PDF regulation from your University mentioning all academic activities such as duration of Bachelor in Medicine and duration of Medical Profession Education. You can request from Academic Bureau Office and/or from your Faculty.***
- Request Letter of DOV (*example format in Gdrive Link*)
- Summary Excel File for DOV (*example format in Gdrive link*)



If you could not come to Jakarta in present (physically) to submit those documents above, you can inform your attorney and/or relatives to submit all of your documents to the Embassy of Italy in Jakarta by submitting additional documents such as **Letter of Attorney (Surat Kuasa)** and **Copy ID KTP** of your attorney and/or relatives based on the schedule that we have informed.

Then, please kindly **pay attention to all these namelists** below. They are our official Italian translators under the Embassy of Italy in Jakarta supervision. We do not accept any translation from other of these namelists.

Step to do contacting our official Italian translators below;

- Make sure all of your documents are ready to be translated
- Choose and do writing an email and/or texting our Italian translator through WhatsApp politely
- Ask and deal how much budgets that they offer
- Send all of your scanning documents clearly to our Italian translator
- Let them do their works
- Together scheduling to deliver the original translation into your house

BE READY!

Kindly find all the namelists Italian Translators from the Embassy of Italy in Jakarta's website for your personal reference;

ITALIAN TRANSLATORS BY THE EMBASSY OF ITALY IN JAKARTA

[TRADUTTORI-AMBASCIATA-aggnovembre2024-1.pdf](#)

Richard BLANDINI (Alam Sutera, Tangerang)

+62-819-09347192

richardblandini82@gmail.com

Ilaria GALLO (Lombok, NTB)

+62 (821) 4424 1622

ilariagalloitalia@gmail.com

Omi/Rini HASYIM (Jakarta and/or Cirebon)

+62 (818) 08575 710

omi.hasyim@yahoo.co.id

Sonia PORTANOVA (Jakarta)

+62 (812) 95221039 (Calls and SMS)

xiaosonia86@gmail.com

Antonia RINALDI (Jakarta and/or Singapore)

+39 3332121339 and/or +62 8128906029

antonellaindo@hotmail.com

Roberta SALZANO (Yogyakarta)

+62 81327092629

salzano.roberta@gmail.com

Ratih Ayu SUCIATI (Depok, Jawa Barat)

+62 81219612113

suciati.ratihayu@gmail.com

INTERNATIONAL CURRICULUM IN INDONESIA

1. Certificate and Transcript issued from the School (High School National+ and/or Independent International School in Indonesia)

For those high school graduates who studied in International School that using International Curriculum and you all had certificate and transcript issued independently from your School, please kindly ask/consult to Uni-Italia Indonesia and help us to give these information from your school below;

NPSN : ???

No. SK. Pendirian : ???

No. SK. Operasional : ???

Tanggal SK Akreditasi : ???

Kindly ask for those data from the *Legal Department* of your school and get back to Uni-Italia Indonesia so that we are in the Embassy of Italy in Jakarta can discuss together to decide whether we can help you to issue DOV or not.

If we accept your data and your documents are eligible, please kindly refer to **point 1** Declaration of Value (DOV) for high school students.

2. International Baccalaureate (IB) Diploma

For those High School students who graduated by using IB Diploma Certificate and Transcript, please kindly contact the IB Office in your school in order to arrange and get your Declaration of Value (DOV) directly from the Embassy of Italy in Switzerland.



We can not issue your DOV here in Indonesia because of your education system is different (developed directly by the Switzerland National Curriculum) and please do contact IB Office in your school and they will do communication into International Baccalaureate Headquarter Office in Switzerland so that they will help you out for your DOV there.

Kindly do awareness of these flows to get DOV using IB Diploma Certificate below,

- *Waiting IB Certificate and Transcript issued mostly in July*
- *Do communication with IB Office Representative in your school to prepare issuing DOV in Switzerland*
- *Once IB Diploma has been issued, kindly give all of your documents to IB Office Representative in your school*
- *Please wait for your DOV processing for about one month (or more)*
- *Do contact Uni-Italia Indonesia once you have submitted your DOV documents to IB Office Representative in your school so that the students can do **Pre Enrollment Online** and **Physical Pre Enrollment Ambasciata** for next step preparation.*

3. Cambridge Curriculum A Level

For those High School students who graduated using A Level Certificate, we can not issue your DOV here in Indonesia. This information is made due to you using British Curriculum Education (Cambridge) and in this case you should contact the Embassy of Italy in London, UK.

Unless you get difficulties, you can use the CIMEA certificate in order to substitute your Declaration of Value (DOV). The information regarding CIMEA you can look for in the next page guideline.

THE STUDENTS WHO HAD GRADUATED ABROAD

For those Indonesian students or any foreign students who lived in Indonesia but had graduated from overseas, please kindly contact the Embassy of Italy Representative in which host country that you had graduated.

For example :

1. For those students who graduated in **Singapore**, please do contact the Embassy of Italy in Singapore to issue your Declaration of Value (DOV) there.
2. For those students who graduated in **Turkey**, please do contact the Embassy of Italy in Turkey to issue your Declaration of Value (DOV) there.
3. For those students who graduated in **Japan**, please contact the Embassy of Italy in Tokyo or the Italian Consulate General in Osaka to issue your Declaration of Value (DOV) there.
4. For those students who graduated in **Australia**, please do contact the Embassy of Italy in Australia to issue your Declaration of Value (DOV) there.
5. For those students who graduated in **Malaysia**, please do contact the Embassy of Italy in Kuala Lumpur to issue your Declaration of Value (DOV) there.
6. For those students who graduated in the **USA**, please contact the Embassy of Italy in Washington D.C to issue your Declaration of Value (DOV) there.
7. For those students who graduated in **Taiwan (ROC)**, please do contact the Embassy of Italy in Taiwan to issue your Declaration of Value (DOV) there.
8. For those students who graduated in **Russia Federation (ROC)**, please do contact the Embassy of Italy in Moscow or the General Consulate Italy in St. Petersburg to issue your Declaration of Value (DOV) there. **-Etc-**



ADDITIONAL INFORMATION

CIMEA

For those students who got difficulties in having a Declaration of Value (DOV), you can be aware of CIMEA. There are two types of CIMEA certificates below,

- ***CIMEA Statement of Comparability***
- ***CIMEA Statement of Verification***

The only official website for CIMEA itself is www.cimea.it, also contact your University which CIMEA documents that they have requested. Some Universities need both CIMEA certificates and other Universities just need one CIMEA certificate. ***The approximate budget for requesting CIMEA is around 300 Euro or more.***

Detail information : [Statements of Comparability and Verification - CIMEA](#)

The screenshot shows the CIMEA website interface. At the top left is the CIMEA logo with the tagline 'THE ART OF CONNECTING ACADEMIA SINCE 1984'. To the right is a navigation menu with links for Home, About us, Services, Projects, and Contacts. The main heading is 'STATEMENTS OF COMPARABILITY AND VERIFICATION'. Below this is a breadcrumb trail: HOME / SERVICES / STATEMENTS OF COMPARABILITY AND VERIFICATION. On the left side, there is a sidebar menu with options: Overview, Universities, and CIMEA for Refugees. The main content area features an 'IMPORTANT NOTICE' section. The notice states that the CIMEA Diplome platform has a limited number of requests per day, and when the limit is reached, new requests can only be submitted starting at 03:00 PM CET the next day. It also lists two periods when no new requests can be submitted: 17-27 April 2025 (inclusive) and 10-20 August 2025 (inclusive). The notice recommends submitting requests well in advance of academic deadlines and mentions that during closure periods, CIMEA experts will continue working on existing requests but will not accept new ones. Finally, it notes that the receipt of hard copies and the return of original documents via courier will be suspended from August 11th to August 14th, 2025.



B. PRE ENROLLMENT ONLINE

Pre Enrollment through *Universitaly Portal* mostly will be opened in April every year by the Ministry of University and Research Italy (MUR). For those students who got **Letter of Acceptance (LOA)**, please kindly pay attention to stay calm and you all can start preparing for DOV.

Simply you do these steps below;

- Register your Pre Enrollment account through www.universitaly.it
- Log in your account
- Fill the data of your **Pre Enrollment Step A, Step B, and Step C**
- Submit your Pre Enrollment (pay attention all of your data are correct)
- Then, check your email and you get first email notification from Cineca informing your pre enrolment has been sent to your destination Italian University
- Waiting your Italian University to validate your pre enrolment online
- Once, you have been validated by Italian University, then automatically you get second notification from Cineca informing your pre enrolment has been sent to Ambasciata d'Italia Jakarta
- Open your Universitaly account and kindly download your **Summary PDF Pre Enrollment Universitaly**

Note:

Please keep your **Summary PDF Pre Enrollment** and contact Uni-Italia to schedule an appointment for you to do physical pre enrolment in the Embassy of Italy in Jakarta.

Also, please kindly join our Whatsapp group:

Pre Enrollment Academic Year 2026/2027

<https://chat.whatsapp.com/IEzkXKdEm7V8wmqsFlgf7I>

Our Whatsapp group is very useful for you due to all information and update requirements to your needs in Ambasciata Jakarta will be informed internally in our Whatsapp group. Feel free to join for those who got LOA from the Italian University.



C. PHYSICAL PRE ENROLLMENT AMBASCIATA

After you get **Summary PDF University**, then you can go straight to do Physical Pre Enrollment Ambasciata. **This process can not be replaced/delegated with anybody.** All of you should come to Jakarta to do this process independently by yourself and physically should be in Jakarta. Uni-Italia Indonesia will help you to do Pre Enrollment followed by any appointment to the Embassy of Italy in Jakarta. Please be informed that the appointment will be published and all informed in our official Whatsapp group.

The main focus is to get DoV from the Embassy of Italy in Jakarta or refer to Point 1 regarding Declaration of Value DOV **and/or your DOV documents have been received in the Embassy of Italy in Jakarta.**

Basic Physical Pre Enrollment Preparation:

- a) You have DoV/CIMEA already.
- b) Fill the Formulario Uni Italia (see in GDrive Link)
- c) Bring the Official Receipt Summary PDF from Pre Enrollment Online University.
- d) Do the Administration Payment IDR 2.500.000,-

Processing Pre Enrollment in Ambasciata:

Bring all of your documents to the Embassy of Italy in Jakarta such as:

- Declaration of Value (DOV)/CIMEA *or back to the main focus above*
- Letter of Acceptance (LOA)
- Copy Passport
- Copy KTP
- Print out PDF Summary Pre Enrollment University
- Autentica di Fotografia *(you will get it directly in Ambasciata by filling GSheet link provided by Uni-Italia)*



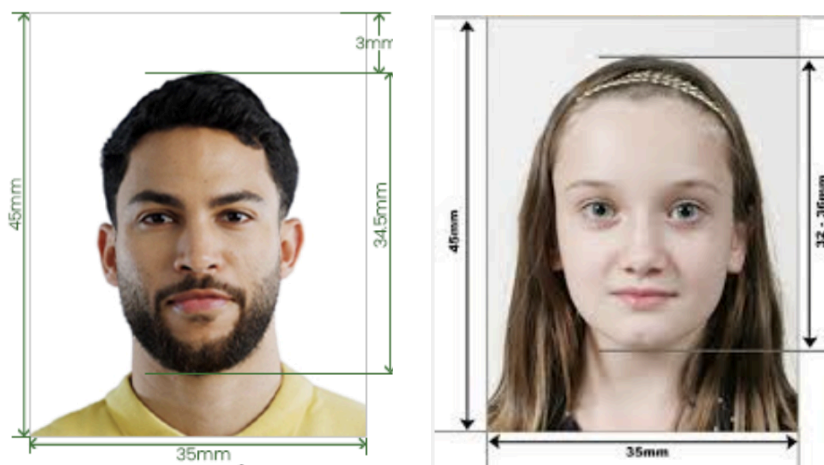
Indonesia)

- Print out Receipt Payment to the Embassy (preferably by transfer) or you can do payment by cash directly in the Embassy.
- Fill the Formulario Uni-Italia
- Two pcs Photo based on ICAO standard
- Original Bachelor/Master Certificate
- Original Bachelor/Master Transcript
- Copy legalized of your Bachelor/Master Certificate + Apostille KEMENKUMHAM
- Copy legalized of your Bachelor/Master Transcript + Apostille KEMENKUMHAM
- Original Italian translation of your Bachelor/Master Certificate
- Original Italian translation of your Bachelor/Master Transcript

Appointment Physical Pre Enrollment Ambasciata?

Uni-Italia Indonesia will provide you with a **GSheet Appointment link** and it will be informed through Whatsapp Group internally! **Also for those who have CIMEA**, no needed to do Apostille of your Certificate and Transcript and Italian Translation of your documents.

Example Photo based on ICAO standard 35mm x 45mm (white background)



Administration Fee Ambasciata:

IDR 2.500.000,-

(one package administration for every students)

Account No : **050-134550-070.**

Recipient : **Italian Embassy – UNI ITALIA**

BANK : **HSBC (Hong Kong and Shanghai Banking Corporation Limited)** Address : P.O. Box 2307,
Jakarta 10023, World Trade Center, Lantai 3, Jalan Jenderal Sudirman, Kav. 29-31, Jakarta 12920,
Indonesia

Swift code : **HSBCIDJA**

Reason/Note : **Uni-Italia, <write your name/nama mahasiswa>**

Notes :

- *This payment is a privilege for you to do payment once. You can do legislation for your second year of your ISEE and other related document to your University in Italy free of charge.*
- *This payment is only for regular students under MIUR Italia recognition (Foundation Course, Single Course, Bachelor, Master and PhD Candidates)*
- *For those ERASMUS Awardee, this payment is not obligated for you*
- *Payment can be done by transfer or cash (preferably by transfer)*
- *The payment can be done when you get an appointment during Physical Pre Enrollment Ambasciata.*
- *Kindly save its print out receipt payment and it will be given during physical pre enrollment Ambasciata in the Embassy of Italy in Jakarta*



D. ENROLLMENT

In this process, you need to be aware of the **Enrollment Deadline** to your University. The Enrollment process means an obligation for you to submit all of your documents needed such as DOV, Visa, and other administration and followed by first installment payment of your tuition fee into University.

Always be active to ask and email your University on this deadline information. In fact, ***if you missed Enrollment deadline and you can not submit all things needed to the University based on their timeline, it means your name will be disqualified/dismissed from the University.***

Note:

Always be active to ask your University and do not skip the enrollment deadline that has been given by Italian University.

Main focus checking in:

- ask your Enrollment deadline to your Italian University
- double check documents needed for Enrollment
- do first payment installment to your University if needed
- always check your Italian University website regarding Enrollment
- The Embassy of Italy Jakarta is not related to the Enrollment Regulation by Italian University, we just help students to fulfill the documents needed for Enrollment



E. STUDENT VISA

The documents that you need to prepare as soon as possible once you had finished your Physical Pre Enrollment below,

- A. Application Form Modulo D (Long Stay Visa)
- B. Two recent color photographs (size 35mm x 45mm with white or very light background and in accordance with the I.C.A.O. standards).
- C. Valid Passport (Expired min. 1 year and 3 months before departing)
- D. Copy of passport's biodata page. For non-Indonesians, please provide a copy of residence permit in Indonesia (KITAS/KIMS/KITAP).
- E. Certificate of enrolment or registration letter from the Italian School or University or any other officially recognized Institution, specifying the type of course, the duration, the date of beginning and the complete address of the Institute or University (LOA).
- F. Proof of accommodation for the period of stay. (DUMMY IS ALLOWED)
- G. Insurance for Visa Requirement (Travel + Health)
- H. **Financial means of subsistence for the planned stay. These funds are quantified at an annual amount of €10,179.85.** The availability of these funds must come from legal and traceable sources and should preferably be personal or, alternatively, provided by the family unit (relative up to the 4th degree). Where permitted in the country of origin, revolving current accounts and fixed-term accounts in the name of the student should be preferred.
- I. Copy Declaration of Value (DOV)
- J. Copy of Pre Enrollment Processing (Autentica di Fotografia, Legislation Receipt Pre Enrollment, etc)
- K. Original or copy print-out of confirmed flight-booking or air ticket. (DUMMY ONE WAY TICKET IS ALLOWED)
- L. Copy of your Birth Certificate
- M. Copy of your Family Card (Sponsored by Parents)
- N. Sponsorship Letter signed by Parents as the main sponsorship. Any template/format is accepted, Bahasa Indonesia or English version also accepted plus **the letter should be legalized by the Notary.**



Note :

As per current procedure, visa applicants need their fingerprints for a Schengen visa and can not be allowed to be represented by someone else. However, visa applications of minors (under 18 years old) will need to be submitted by both parents (even if they are traveling together or even if the parents are holding a visa), this means the parents will have to come in person.

Travel Insurance:

- All applicants must submit a copy of proper travel medical insurance at submission time.
- The insurance policy must contain the following information:
 - Name of person covered and period of validity
 - Coverage of medical expenses up to equivalent of Euro 30000
 - Coverage of the entire Schengen area - not just Italy
 - Coverage of the Entire Period of stay in Schengen (as indicated on flight ticket)
- Note also that the insurance coverage may be checked at the border of entry to Schengen. Insufficient proof of insurance is one of the grounds for refusal of entry.

Appointment for Visa Students?

Any information on how to book appointments and requirements for submitting applications can be retrieved through:

VFS website: <https://visa.vfsglobal.com/idn/en/ita>

VFS call center: +62 21 30058877

VFS e-mail: info.italyid@vfshelpline.com



Ambasciata d'Italia
Jakarta

UNI-ITALIA STUDY
in ITALY

Study in Italy
IMMERSIVE EXPERIENCE

F. INSURANCE FOR VISA



Travel Insurance - Education



 **Great
Eastern**
A member of the OCBC Group

Travel Insurance (Education)

Asuransi perjalanan (education) yang komprehensif dalam memberikan ketenangan selama pendidikan Anda di luar negeri



Travel Insurance (Education) merupakan produk asuransi perjalanan yang lengkap yang menyediakan perlindungan yang Anda butuhkan saat Anda sedang bepergian dalam rangka sekolah di luar negeri.



Keunggulan

- Memiliki 18 manfaat di dalam 1 polis
- Jaminan kematian dan cacat permanen akibat kecelakaan
- Tanggung jawab hukum pribadi
- Jaminan evakuasi medis dan repatriasi jenazah bersifat Unlimited
- Jaminan terorisme
- Jaminan aktivitas olahraga
- Proteksi pemberi sponsor
- Gangguan pendidikan

Ringkasan Manfaat

Tabel di bawah ini merupakan ringkasan dari jaminan dan jumlah maksimum yang diberikan. Untuk rincian lengkap, mohon mengacu pada polis asuransi.

| Manfaat | Paket | |
|---|--|---|
| | Basic | Platinum |
| 1. Kecelakaan Diri | Rp 350,000,000 | Rp 750,000,000 |
| 2. Biaya Medis yang Timbul di Luar Negeri | max Rp 315,000,000 | max Rp 675,000,000 |
| 3. Evakuasi Medis Darurat (Apabila disebabkan kecelakaan) | Rp 750,000,000 | |
| 4. Pemulangan Jenazah (Apabila disebabkan Kecelakaan) | Rp 750,000,000 | |
| 5. Perlindungan Anak | Rp 5,000,000 Atau satu tiket ekonomi mana yang lebih rendah | Rp 10,000,000 Atau satu tiket ekonomi mana yang lebih rendah |
| 6. Kunjungan Perjalanan oleh Keluarga atau Teman | Rp 5,000,000 Atau satu tiket ekonomi mana yang lebih rendah | Rp 10,000,000 Atau satu tiket ekonomi mana yang lebih rendah |
| 7. Kehilangan atau Kerusakan Bagasi & Barang Pribadi | Rp 5,000,000 | Rp 10,000,000 |
| 8. Dokumen Perjalanan & Uang | Maks. Rp 1,000,000 | Maks. Rp 1,500,000 |
| 9. Pembatalan Perjalanan | Maks. Rp 7,500,000 | Maks. Rp 10,000,000 |
| 10. Tanggung Jawab Hukum Pribadi | Rp 150,000,000 | Rp 200,000,000 |



Ambasciata d'Italia
Jakarta

UNI-ITALIA STUDY
in ITALY

Study In Italy
IMMERSIVE EXPERIENCE

| Manfaat | Paket | |
|-------------------------------------|---|---|
| | Basic | Platinum |
| 11. Keterlambatan Bagasi | Rp 500,000 untuk 4 jam pertama keterlambatan di luar negeri & di Indonesia Maks. Rp 2,000,000 | Rp 1,000,000 untuk 4 jam pertama keterlambatan di luar negeri & di Indonesia Maks. Rp 4,000,000 |
| 12. Penundaan Perjalanan | Rp 500,000 untuk 4 jam pertama keterlambatan di luar negeri & di Indonesia Maks. Rp 2,000,000 | Rp 1,000,000 untuk 4 jam pertama keterlambatan di luar negeri & di Indonesia Maks. Rp 4,000,000 |
| 13. Lanjutan Perjalanan Yang Gagal | Maks. Rp 2,000,000 | Maks. Rp 4,000,000 |
| 14. Jaminan Terorisme | Ya | |
| 15. Bantuan Darurat 24 Jam | Ya | |
| 16. Gangguan Pendidikan | Rp 75,000,000 | Rp 150,000,000 |
| 17. Proteksi pemberi Sponsor | Rp 75,000,000 | Rp 150,000,000 |
| 18. Aktifitas Rekreasi dan Olahraga | Ya | |

| Jaminan COVID-19 | Paket | |
|--|-----------------------------------|-----------------------------------|
| | Basic | Platinum |
| 1. Biaya Pengobatan | Rp 350,000,000 | Rp 750,000,000 |
| 2. Medical Emergency Evacuation Evakuasi Darurat Medis Repatriasi / Pemulangan Jenazah | Dijamin di dalam Biaya Pengobatan | Dijamin di dalam Biaya Pengobatan |
| 3. Pembatalan Perjalanan Pembatalan perjalanan jika Anda terdiagnosis COVID-19 sebelum perjalanan dimulai | Rp 17,500,000 | Rp 35,000,000 |
| 4. Penundaan Perjalanan dan Gangguan Penerbangan Penundaan perjalanan jika Anda terdiagnosis COVID-19 sebelum perjalanan dimulai Gangguan Penerbangan sebagai akibat Anda terdiagnosis COVID-19 di luar negeri | Rp 3,500,000 | Rp 7,500,000 |

Premi

Dalam Rupiah

| Periode | Basic | Platinum |
|--------------|---------|----------|
| 1 - 4 hari | 128.000 | 162.000 |
| 5 - 6 hari | 170.252 | 197.793 |
| 7 - 8 hari | 224.667 | 260.150 |
| 9 - 10 hari | 264.538 | 305.895 |
| 11 - 15 hari | 284.553 | 328.957 |
| 16 - 20 hari | 338.515 | 390.826 |



| Periode | Basic | Platinum |
|--------------|-----------|-----------|
| 21-25 hari | 357.170 | 412.354 |
| 26-31 hari | 385.939 | 445.452 |
| 32-35 hari | 405.437 | 467.966 |
| 36-40 hari | 425.922 | 491.619 |
| 41-45 hari | 447.441 | 516.468 |
| 46-50 hari | 470.048 | 542.574 |
| 51-55 hari | 493.798 | 570.000 |
| 56-60 hari | 518.749 | 598.812 |
| 61-65 hari | 544.961 | 629.082 |
| 66-70 hari | 572.497 | 660.883 |
| 71-75 hari | 601.426 | 694.292 |
| 76-80 hari | 631.817 | 729.390 |
| 81-85 hari | 663.745 | 766.264 |
| 86-90 hari | 734.319 | 847.325 |
| 91-95 hari | 802.515 | 925.690 |
| 96-100 hari | 843.034 | 972.446 |
| 101-110 hari | 902.746 | 1.041.161 |
| 111-120 hari | 966.753 | 1.114.809 |
| 121-130 hari | 1.035.365 | 1.193.746 |
| 131-140 hari | 1.108.918 | 1.278.358 |
| 141-150 hari | 1.187.772 | 1.369.057 |
| 151-160 hari | 1.272.312 | 1.466.286 |
| 161-170 hari | 1.362.955 | 1.570.520 |
| 171-180 hari | 1.473.301 | 1.698.058 |

Biaya polis & meterai : Rp 10,000

Pengecualian

Dibawah ini adalah beberapa pengecualian, antara lain:

- Perang dan sejenisnya, kerusuhan dan huru-hara
- Tindakan sengaja untuk menciderai diri sendiri, bunuh diri, penyalahgunaan obat, alkoholisme, gangguan mental, kelainan kongenital, infeksi HIV dan infeksi terkait AIDS, penyakit epidemi atau pandemic
- Melahirkan, kehamilan, keguguran, aborsi dan cedera atau penyakit yang berhubungan dengan kondisi bawaan
- Reaksi nuklir atau kontaminasi radio-aktif
- "Pre-Existing Conditions" berarti setiap cedera atau sakit yang Tertanggung telah menerima perawatan medis, diagnosis, konsultasi atau resep obat, atau yang gejala atau manifestasi telah ada pengobatan dalam waktu 1 tahun sebelum tanggal efektif polis yang telah diketahui oleh Tertanggung.
- Kegiatan yang berhubungan dengan Militer
- Perjalanan Udara selain sebagai penumpang sah pesawat komersial

***pengecualian secara lengkap mengacu ke wording polis**



Syarat & Ketentuan

1. Berlaku untuk WNI dan WNA yang memiliki KITAS dan KITAP.
2. Berlaku untuk perjalanan ke luar negeri.
3. Keberangkatan wajib dari Indonesia.
4. Maksimal periode asuransi adalah 180 hari.
5. Usia Tertanggung adalah 10 -45 tahun pada saat tanggal keberangkatan.
6. Tertanggung merupakan orang yang terdaftar dan menghadiri pembelajaran penuh waktu dari lembaga / institusi Pendidikan resmi.
7. Tidak ada pengembalian premi apabila polis sudah diterbitkan
8. Negara yang dikecualikan:
Negara-negara yang dikenai sanksi Internasional (PBB/AS/UN/OFAC, etc), antara lain namun tidak terbatas kepada : Cuba, Iran, Korea Utara, Syria, sebagian wilayah Ukraine, Russia dan Belarus serta negara lain yang dilarang melalui sanksi internasional yang diperbaharui.
9. Ketentuan lain mengikuti Wording Polis milik PT. Great Eastern General Insurance Indonesia.

Hanya tiga langkah sederhana dan Anda dapat menikmati ketenangan di perjalanan.

Langkah 1: Membeli polis Travel Insurance

- Hubungi agen/broker rekanan Great Eastern Indonesia dan mendiskusikan kebutuhan Anda, kemudian pilih rencana yang paling sesuai
- Mengisi formulir aplikasi dan menentukan metode pembayaran yang paling sesuai untuk Anda

Langkah 2: Memahami pertanggung di Polis Anda

- Mohon untuk membaca kondisi polis anda dan pastikan kebutuhan anda sudah terpenuhi dengan jaminan yang disediakan pada polis tersebut
- Hubungi agen Anda/broker rekanan Great Eastern Indonesia untuk mendapatkan penjelasan lebih lanjut, apabila terdapat hal-hal yang tidak jelas dalam polis Anda

Langkah 3: Periksa polis Anda

- Pastikan bahwa semua kondisi polis sudah sesuai dengan permintaan Anda.

Apa Yang Harus Anda Lakukan Dalam Hal Terjadinya Klaim?

- Semua klaim harus dilaporkan kepada PT Great Eastern General Insurance Indonesia dalam waktu selambat lambatnya 30 (tiga puluh) hari kalender sejak terjadinya kerugian dan atau kerusakan mengenai penyebab serta perkiraan nilai kerugian
- Laporan dokter atau sertifikat dan tagihan rumah sakit diperlukan untuk data pendukung dalam mengajukan klaim. Mohon untuk menyimpan semua tagihan, faktur dan penerimaan.
- Untuk melaporkan klaim atau untuk mendapatkan formulir klaim, silahkan hubungi penasihat asuransi atau Departemen Klaim PT Great Eastern General Insurance Indonesia di **+62 (21) 572 3737** email di **wecare-id@greateasterngeneral.com** atau kunjungi website kami di **www.greateasterngeneral.com/id**

Person in Charge

Moch. Ricky

+6281394055564

(WhatsApp Only during working hours)





G. ISEE (Indicator of the Equivalent Economic Situation)

In Italy, ISEE stands for Indicator of the Equivalent Economic Situation and is a crucial document used to assess a family's financial standing, primarily for accessing social benefits and public utility services. It considers income, assets (movable and real estate), and family composition. The ISEE certificate, issued by the INPS (National Institute for Social Security), allows individuals to access various benefits, including those related to higher education.

Some Italian Universities accept ISEE for International Students who intend to come and study in Italy. Also several public Italian universities used ISEE as their standard to know the calculation of your tuition fee for every student, and it means every student has their own ISEE percentage for knowing how much tuition fee should be paid into University.

Example ISEE from Italian Universities:

POLIMI - [ISEE \(Equivalent Economic Situation Indicator\) - polimi](#)

University of BOLOGNA - [ISEE and other documentation for tuition fee exemptions — University of Bologna](#)

REMEMBER!

Every region has their own regulation for ISEE itself. The Embassy of Italy in Jakarta just helps you out to legalize your ISEE documents. The only official office to calculate ISEE Certificate is CAF Office in Italy.



QUESTIONS?

What kind of ISEE documents should I prepare from Indonesia?

Answer:

Every region in Italy has their own regulations to prepare any documents that they need. Mostly for ISEE the students should prepare these documents below;

- ❖ Family Card
- ❖ Yearly Taxation Payment (SPT Tahunan)
- ❖ Tax for owning land and building (Surat PBB)
- ❖ Asset Letter (Surat Aset)

Some additional documents that needed to other region in Italy such as;

- ❖ Salary report every family members
- ❖ Bank statement account

Note:

Kindly ask your University (like the example from above explanation) and check one by one and then research what kind of documents that they need! Be prepared!

When I should prepare for ISEE documents?

Answer:

Kindly check and ask your University when ISEE will be published into their official University Portal and be prepared for all of the documents that they need.

How should I prepare ISEE documents before submitting to the Embassy of Italy in Jakarta?

Answer:

- Prepare all types original documents



- Copy all types documents needed and do legislation into Notary
- Do Apostille all types copy documents into Kemenkumham
- Do translation all types apostille documents to our official Italian Translator from the Embassy of Italy in Jakarta
- Having an appointment to us by sending email appointment to consolare.jakarta@esteri.it and cc email to indonesia@uni-italia.it

Subject email : ISEE Legislation_(Complete Name)_(Italian University destination)

Where I should submit my ISEE documents?

Answer:

After finishing legislation ISEE documents from the Embassy of Italy, please submit your ISEE documents to the CAF offices that have been assigned from your Italian University.

Which CAF offices should I submit my ISEE documents?

Answer:

Kindly ask your Italian University which CAF offices that had been integrated and affiliated to your University. Send them an email to your University and ask their specific CAF office.

When is the ISEE documents deadline to submit into the CAF office?

Answer:

Kindly ask your CAF office that has been affiliated and/or recommended by your University and politely ask your University regarding the deadline to submit the ISEE certificate once the CAF office has done issuing your official ISEE certificate.

If you are coming from outside Jakarta, feel free to contact someone that can help you out managing your **DOV and/or ISEE Documents** in Jakarta starting **Notary legislation – Apostille KEMENKUMHAM – Italian Translation – Appointment to the Embassy to legalize your ISEE Documents** below;

1. **Pak PURDIONO - Jakarta**
WhatsApp +62 816 4842 062
2. **Pak Tyo – Jakarta**
WhatsApp +62 819 3214 1891



H. CODICE FISCALE

The Codice Fiscale (Tax Code) is very useful for you to fulfill your administration activities to your University, booking your accommodation (rental flat room, dormitory, etc), opening a new bank account, buying local insurance, ISEE, and so forth.

The only official institution that issues Codice Fiscale (Tax Code) is Agenzia dell'Entrata in Italy (INPS Office).

REMEMBER!

Please kindly ignore the automatic codice fiscale (tax code) that showed in your Pre Enrollment application through University! It was not official and just ignored it then click NEXT to continue your pre enrollment. Also you can request Codice Fiscale in the Embassy of Italy in Jakarta. Uni-Italia Indonesia is pleased to help you out on this occasion. ***Also, we only help students for their Tax code if there is official statement from the LOA to request tax code in the Embassy of home country origin. If it is not stated through your LOA, then you need to request it directly in Italy.***

How to get codice fiscale (tax code) in the Embassy of Italy in Jakarta?

Answer :

Please prepare these documents below,

- ***Codice Application Form (see in Google Drive Link)***
- ***Copy LOA***
- ***Copy Passport***
- ***Copy Birth Certificate***

Once you have prepared it, **please kindly bring it directly to the Embassy of Italy in different envelope documents during Physical Pre Enrollment Ambasciata. You need to submit codice fiscale (tax code) documents physically and could be delegated by the other or your attorney.**



Ambasciata d'Italia
Jakarta

UNI-ITALIA STUDY
in ITALY

Study In ITALY
IMMERSIVE EXPERIENCE

CONTACT



UNI-ITALIA STUDY
in ITALY

UNI-ITALIA

ROMERO SINAGA

The Embassy of Italy in Jakarta
Jl. Diponegoro no. 45 Menteng
10310 Jakarta

Email: indonesia@uni-italia.it

Tlp: +6221 31 92 3490

Hp/wa: +62 81 80 80 13932

Facebook: Uni-Italia Indonesia

Twitter: @Unitalia

Instagram: Uni-Italia Indonesia

www.uni-italia.net

