

GUIDE TO THE ADMISSION APPLICATION FORM a.a. 2016/17

You can enter the on-line application form for the following courses.

- 1st cycle degree courses – EQF6;
- 2nd cycle degree courses – EQF7;
- Specialization course in Music therapy;
- Pre-academic courses.

IMPORTANT:

The application form has to be delivered or handed together with all the necessary documents. The deadline is: 14/05/2016 h. 13.00.

The remaining data will be deleted after such date.

If you post your application form, we suggest to send a scan copy of it in advance to the following email addresses: consvr@conservatorioverona.it o didattica@conservatorioverona.it

List of the needed documents

1st and 2nd cycle degree courses

- Copy of the candidate's document (id or passport);
- Copy of the highest degree (school leaving certificate or graduation);
- Copy of the highest degree in music field together with transcript of records
- Admission fees (2);
- Visa (for non-eu candidates).

Specialisation course in Music therapy

- Copy of the candidate's document (id or passport);
- Copy of the highest degree (school leaving certificate or graduation);
- Copy of the highest degree in music field together with transcript of records;
- Admission fees (2);
- Visa (for non-eu candidates).

Pre-academic courses

- Copy of the candidate's document (id or passport);
- Copy of the highest degree in music field together with transcript of records;
- Admission fees (2);
- Visa (for non-eu candidates).

NOTE FOR EU-CANDIDATES

The candidate has to take an Italian language test, unless due certification is delivered.
All foreign degrees or diplomas will have to be completed by “dichiarazione di valore in loco” issued by the Italian embassy, once the candidate passes the admission exam and is invited to enroll. Otherwise a recognized diploma supplement will be accepted.

NOTE FOR NON-EU CANDIDATES

Admission application forms will only be accepted only for candidates that are registered in Italy with valid visa (work, family, religious or politic matters). An Italian language test will have to be taken unless a specific language certification is delivered.

Foreign degrees or diplomas will include “dichiarazione di valore in loco” issued by the Italian embassy.

In all other cases, candidates will have to apply through the Italian embassies.

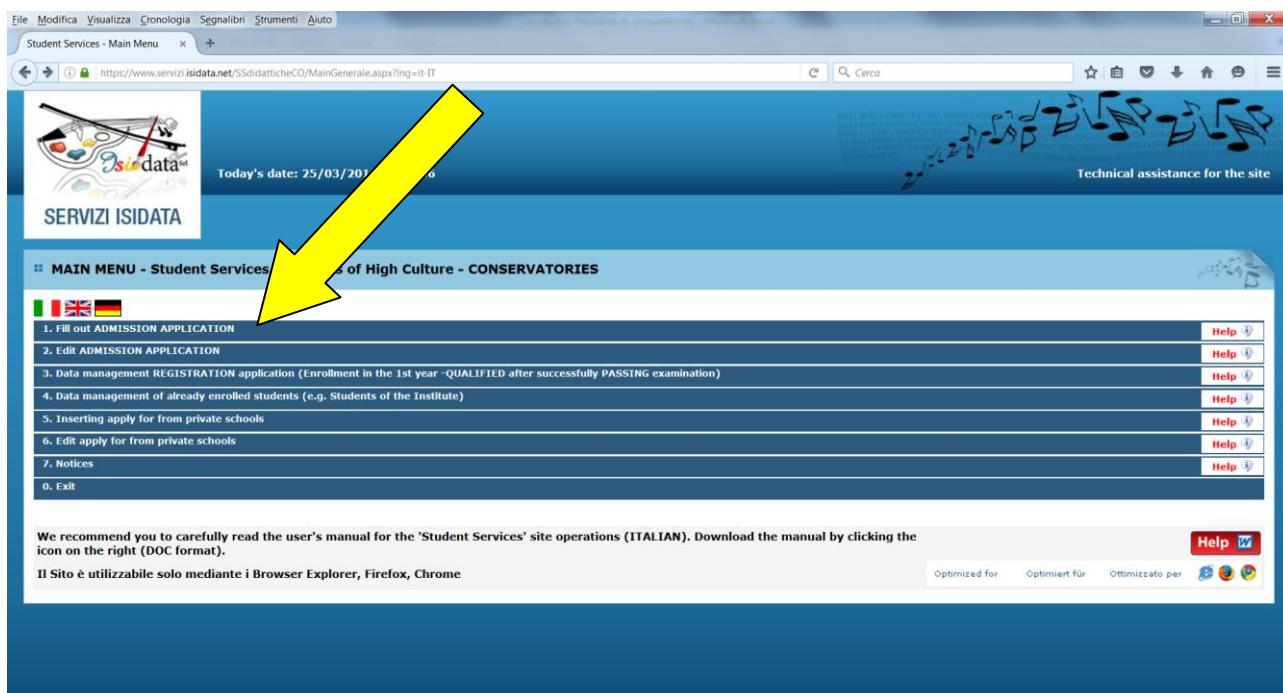
STEP 1

Go to the following web-site:

<https://www.servizi.isidata.net/SSdidatticheCO/MainGenerale.aspx?lng=it-IT>

Please use Internet explorer 8 or the latest Firefox browser. Javascript will be necessary.

Click on point 1. ADMISSION APPLICATION and select VERONA in the following page.



The screenshot shows a web browser window displaying the SERVIZI ISIDATA website. The page has a blue header with the logo and the text "SERVIZI ISIDATA". Below the header, there is a main menu titled "MAIN MENU - Student Services" and "Conservatories of High Culture - CONSERVATORIES". The menu items are listed in a table with a "Help" link next to each item. A large yellow arrow points to the first item: "1. Fill out ADMISSION APPLICATION".

Item	Help
1. Fill out ADMISSION APPLICATION	Help
2. Edit ADMISSION APPLICATION	Help
3. Data management REGISTRATION application (Enrollment in the 1st year -QUALIFIED after successfully PASSING examination)	Help
4. Data management of already enrolled students (e.g. Students of the Institute)	Help
5. Inserting apply for from private schools	Help
6. Edit apply for from private schools	Help
7. Notices	Help
8. Exit	

At the bottom of the page, there is a footer with the text: "We recommend you to carefully read the user's manual for the 'Student Services' site operations (ITALIAN). Download the manual by clicking the icon on the right (DOC format)." and "Il Sito è utilizzabile solo mediante i Browser Explorer, Firefox, Chrome".

STEP 2

Fill in the all the requested data.

Region

Province

City / foreign country of birth
Choose the city from the menu or enter it in the field below. If foreign enter the foreign country of birth.
ISLANDA

Day of birth*

Italian fiscal code

RESIDENCE (FOR FOREIGNERS, ENTER THE RESIDENCE IN ITALY)

Foreign students who do not have a residence in Italy must leave the field zip code in 00000 and enter the City and address of the foreign residence so the system will fill automatically the Notes field (at the bottom) with the foreign district and the address typed .

Region

Province

City
Choose the city from the menu or enter it in the field below.
KSDHGHG

Zip Code
00000

Address
DFSAFSAF

Landline number
If you do not enter the cell phone number landline number is compulsory.
SDFDSF

Cell Phone
If you do not enter the landline number cell phone number is compulsory.
00000

E-mail*
If you do not receive the email, check mail folder called "spam" or "junk mail" if there is an email automatically sent by the Conservatory and mark it as secure mail.
didattica@conservatorioverona.it

Favorite teacher (in order of preference)
Nazarena Recchia

Trainer teacher
Choose the trainer teacher from the list (if not listed write it in full in the field below).

Educational qualifications
For PRE-ACADEMIC courses, enter the qualification (EVEN IF NOT MUSICAL: elementary, middle school, high school
For SECOND LEVEL DIPLOMA, in addition to the Secondary school final diploma (below), enter the musical qualification.
For FIRST LEVEL DIPLOMA, in addition to the Secondary school final diploma (below), enter Here the educational qualification.

Educational qualification grade
42

Click on  [Inserisci](#)

Click Ok twice to enter your data

Trainer teacher

Educational qualifications
For PRE-ACADEMIC courses, enter the qualification (EVEN IF NOT MUSICAL: elementary, middle school, high school
For SECOND LEVEL DIPLOMA, in addition to the Secondary school final diploma (below), enter the musical qualification.
For FIRST LEVEL DIPLOMA, in addition to the Secondary school final diploma (below), enter Here the educational qualification.
FGDSSG

Educational qualification grade
1

Educational qualification date

Educational Institut Name
DSADSA

Educational Institut address
DADA

Anno/Year (Es. 1,2,3)

Solleggio Licence Cert.Lev.B

Cert.Lev.B1 (Italian language for foreigners)

High School Diploma

Year, A.Y. admission
1, 2016/2017

Commission Number
1

He has already studied the same instrument chosen?

Licenses or Exams achieved at Conservatories or Music Institutes (specify subject, grades, exam place and academic year). Press 'ENTER' to start a new line at the end of each exam:

Allega curriculum

Note
KSDHGHG - DFSAFSAF

Enrolled to another University

Income bracket/ISEE
Nessuna/None/Keine

N° rich. Tips ISEE/Protocollo

Do you want to insert the data you entered?

Impedisci a questa pagina di aprire ulteriori finestre di dialogo

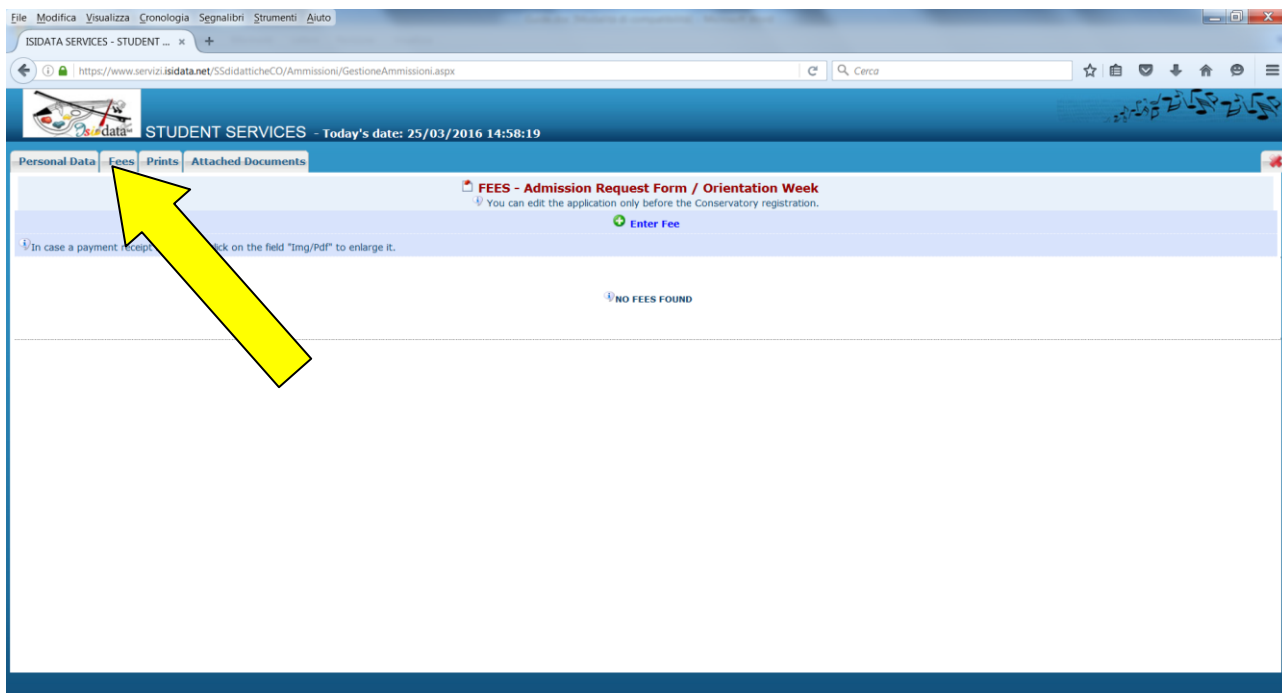
OK Annulla


With the confirmation that the application is declared to be aware of the standards set by Codest Conservatory in the Studies Manifesto of the related A.Y. and other applicable regulations concerning admission to the Courses

[Insert](#) [Delete](#)

STEP 3

Click on FEES



And then on  Enter fee (two separated uploads)

The screenshot shows the 'Inserimento Tasse Ammissioni' form in Mozilla Firefox. The URL is <https://www.servizi.isidata.net/SSdidatticheCO/Ammissioni/InsTasseAmm.aspx?Modalita=INS&idTassa=0>. The form contains the following fields:

Fee type	AMMISSIONE
Exemption Type	
Payment N.	
Payment Date	
Credit Date	
A.Y.	2016/2017
C.C.P./C.C.B.	1016
Amount	6,04
ISEE (No edit.)	
Select image or scan the payment receipt (if required by the Conservatory)	<input type="button" value="Sfoglia..."/> Nessun file selezionato.

(N.B.: only JPG,JPEG,PNG,PDF files)

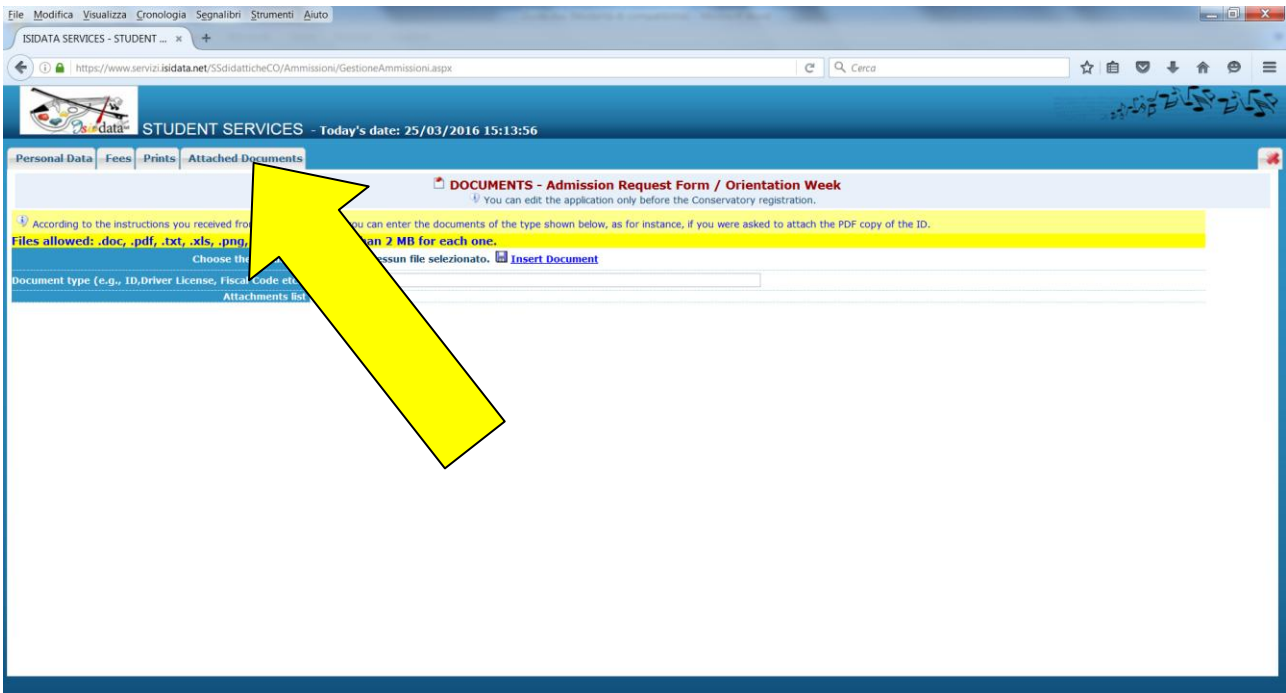
Please note: images bigger than 2MB are not allowed.

Upload:

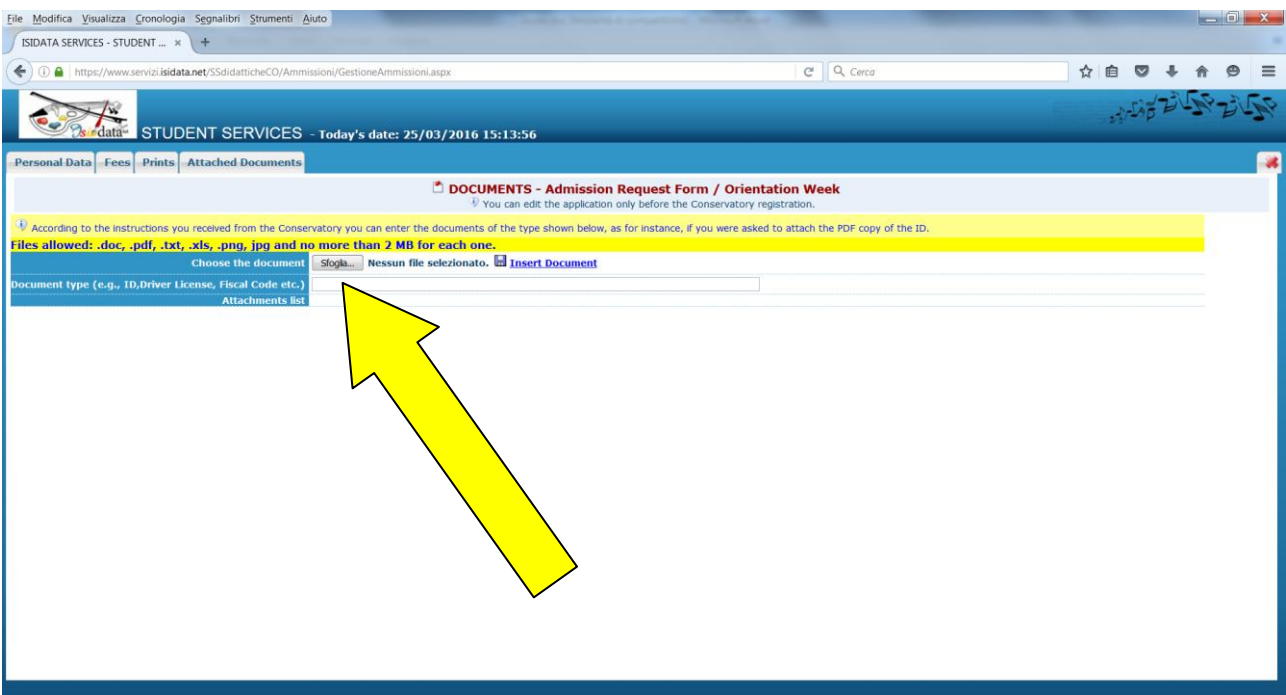
- Examination fee amounting € 6,04 (Fee Type AMMISSIONE) to be paid on the postal account 1016, beneficiary: Agenzie delle entrate. In case of any problem with this payment, write to didattica@conservatorioverona.it;
- Administrative fee amounting to € 15,00 (Fee Type DIRITTI DI SEGRETERIA) to be paid on the following account IBAN: IT39D076011700000017993379 BIC/SWIFT BPPIITRRXXX, beneficiary: Conservatorio di Musica Dall'Abaco.

STEP 4

Click on ATTACHED DOCUMENTS



and upload all other required documents.



STEP 5

For later access to your account, username and password will be sent to your email address.

As soon as the original documents are delivered to this office, your request will be accepted and you will receive a confirmation of receipt.

STEP 6

The definitive admission timetable will be published on our web-site www.conservatorioverona.it
Piano accompaniments will be provided by the candidate.