

NABA ONE-YEAR MASTER PROGRAMS 2011 - APPLICATION FORM

(to be filled out in capital letters and sent to NABA via ordinary mail /express courier)

To the Academic Dean of NABA Nuova Accademia di Belle Arti Milano

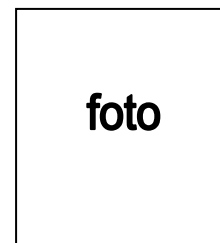
THE UNDERSIGNED

First name _____ Surname _____
 Date of birth _____ Place of birth _____
 Country _____ Nationality _____ Sex F() M ()
 Permanent address _____
 Town _____ ZIP code _____ Country _____
 Home phone number (including country and area code) _____
 Mobile phone number (including country and any other code) _____
 Fax number if available (including country and area code) _____
 Email address (please write it in clear capital letters) _____
 Graduated at (name of University/Academy of graduation, if available) _____
 In (Department / subject of graduation) _____
 Graduation year _____ Graduation grade (if available) _____
 Source (where did you hear about NABA/the Master program: e.g. web, Istituto Italiano di Cultura, educational advisor, educational fair) _____

REQUIRES

To be admitted for the academic year 2010/2011 to the following 1-year Master program:

- Digital Exhibit and Set Design** (in English language)
- Interior Design - New Domestic Landscapes** (in English language)
- Photography and Visual Design** (in Italian language)



DECLARES

To have fully read, understood and accepted the admission regulation and conditions specified in the attached "General information", "General conditions" and "Admission procedure" sheets.

ENCLOSES

To the present application form the following documents:

- curriculum vitae/resume (max 2 typed pages)
- artistic and professional portfolio
- motivation letter (max 1 typed page)
- documentation regarding previous academic career:
 - a. study plan (academic transcript) of previous studies, translated into English/Italian, listing subjects and exams, with corresponding number of hours/credits and short description of each subject's program
 - b. copy of Bachelor Degree/Academic diploma (if available), translated into English/Italian
- documentation regarding further courses or seminars attended (if available)
- certificate attesting the knowledge of the Italian (for programs taught in Italian) or English (for programs taught in English) language, or letter of purpose stating the student's commitment to learn the corresponding language
- copy of passport/ID card.

Date _____

Student's signature _____

NABA ONE-YEAR MASTER PROGRAMS 2011 - GENERAL INFORMATION

Admissions

All the post-graduate educational programs have restricted entry, for a maximum of 25 enrolled students.

One-year Master programs are open also to professionals with a previous background in the related field of study, or students with different degree or diploma, if the applicant is motivated by a research interest towards the programs' topics. Participants not holding a first level Bachelor degree/academic diploma will not get the 60 educational credits, but will receive a certificate (instead of a diploma) of attendance of the one-year Master.

Each program foresees its own specific admission requirements, related to the kind of degree and specific technical and project skills. The evaluation commission, lead by each program's Director, will evaluate whether the degree corresponds to requirements and will identify possible educational credits or debts, upon estimating the candidate's application.

Selection procedure

Through the sending of the "application dossier", the candidate is automatically enrolled in the first upcoming evaluation session.

Evaluation sessions take place on a monthly basis, so the exact date and time of the interview will be communicated to the student upon reception of the "application dossier".

Before starting the interview, applicants will have to submit a copy of a valid identification document. Any educational credits or debts will be notified to the applicants together with the results of the selection procedure.

For those international applicants who cannot come in person to NABA for the interview, alternative distance evaluation methods will be agreed for every single case.

Deadlines

Applications will be evaluated starting from April 1st, 2010, until all the available 25 places will have been assigned. Deadlines vary depending on candidate's citizenship, and in particular for one-year first level academic Master programs:

Italian and EU citizens

Application by October 29th 2010

Enrolment by November 30th 2010

Non-EU citizens

Application by September 30th 2010

Enrolment by October 29th 2010

Language proficiency

NABA postgraduate programs are entirely taught in Italian - with the exception of the one-year Master program in Interior Design and of the one-year Master program in Digital Exhibit and Set Design, which are taught in English - therefore students should have a basic command of the language before coming to NABA, not perfect but fluent enough to be able to comprehend and speak at a University level.

That's why we warmly recommend our international students (around 25% of the whole student population) to start studying the language before the program starts, according to the following, indicative, outline:

- Oriental and Middle Eastern students: 500 hrs
- Eastern European students: 360 hrs
- Other Europeans, including English speaking students: 320 hrs
- Spanish and Portuguese speaking students: 160 hrs.

Please notice that in the "application dossier" it is necessary to add a language knowledge certificate, or at least a statement of purpose, meaning a letter stating the student's commitment to learn the corresponding language in order to successfully attend the program she/he is applying to.

Academic documents legalization

For students holding a non-Italian Bachelor Degree: please notice that in case you will be admitted to the program, and will decide to complete your enrolment, you will have to get in touch with the nearest Italian representative authority (Embassy/Consulate/Cultural Institute) in order to require:

- the legalized translation into Italian of your academic transcript (plan of studies)
- the legalized translation into Italian, as well as the value declaration ("Dichiarazione di Valore in loco") of your Bachelor Degree.

For a complete list of Italian representative authorities worldwide please see:

<http://www.esteri.it/MAE/IT/Ministero/Rappresentanze/>

IMPORTANT: This step has to be taken only by students holding a Bachelor Degree or Academic Diploma with legal value, otherwise (e.g. for professionals or students holding a not-recognized Diploma) it is not necessary.

NABA ONE-YEAR MASTER PROGRAMS 2011 - GENERAL CONDITIONS

Tuition fees and payment conditions

The total fee for program's attendance is € 12.000 (full fee, including enrolment and tuition fees), to be paid in various instalments and amounts, varying according to students' citizenship:

Italian and EU citizens

€ 3.000 by November 30th, 2010 (enrolment deadline): enrolment fee
 € 4.500 by January 31st, 2011: first instalment of tuition fee
 € 4.500 by July 30th, 2011: second instalment of tuition fee
 EXTRA YEARS FEE (for students not completing the one-year Master program within the established terms)
 € 3.000 by February 28th 2012: re-enrolment fee

Non-EU citizens

€ 3.000 by October 29th, 2010 (enrolment deadline): enrolment fee
 € 9.000 by January 31st, 2011: tuition fee
 EXTRA YEARS FEE: the same as Italian and EU-citizens (see above)

Scholarships and special terms

Scholarships

Every year NABA offers a series of scholarships dedicated to talented students, covering up to the 75% of the whole fee amount. For updated information please visit our www.master-naba.com dedicated website ("Fees and grants" section).

Early Bird discount

€ 500 discount, if the enrolment is done within September 30th, 2010.

Unique solution discount

€ 500 discount if the total amount is paid all together (including both tuition and enrolment fee) at the moment of the enrolment.

Scholarships and special terms may be cumulated.

NABA bank details for payments

Account header: Nuova Accademia s.r.l., Via C. Darwin 20, 20143 Milano, Italy

Bank name and agency: Banca Popolare di Novara, Agenzia 10 Mi

International bank details: SWIFTCODE: NVRBIT21131 IBAN CODE: IT68 G05608 01610 000000020020

Reason of payment: Student's name and chosen program

(please clearly specify student's name and course, otherwise it will be impossible for NABA to register your payment and therefore consider you as regularly enrolled)

Please notice that all bank charges (e.g. international wire transfer fees) have to be covered by the applicant.

Important notices

- Application dossiers will be taken into consideration only if complete and received within the established dates.
- Each student is responsible for the language level she/he will have reached in order to successfully join the chosen program.
- Programs will start only upon the attainment of a minimum number of enrolled students. In case the selected program will not start, NABA will inform students within November 30th, 2010.
- Students who withdraw and don't attend classes - for any reason, including *force majeure* - after having completed the enrolment procedure and signed the enrolment form, which has a legal value as a contract, will have to pay the whole tuition fee and have no right not to proceed with the complete payment.
- Any delay in payment of enrolment or tuition fees implies a fine of 100 Euros, as well as the immediate student's suspension from all didactical and administrative activities, until the full regularization of student's situation.
- Cancellation policy: students withdrawing from the chosen program will get a 50% refund if the withdrawal will take place within November 30th, 2010. After such a date, no refund will be allowed. The only exception is, for non-EU students, in case of visa denial, upon showing a written visa denial paper issued by the Italian representative authority based in the country where the visa was required.
- European Economic Space Citizens (Iceland, Liechtenstein, Norway) are considered just like EU citizens.
- The present regulation shall be considered as read and approved in all its parts by the signature on the first page.

NABA ONE-YEAR MASTER PROGRAMS 2011 - ADMISSION PROCEDURE

Italian and EU citizens

- ❑ 1st step - within October 29th, 2010, candidates shall send to NABA the application dossier listed in page 1 of the present application form, via ordinary mail or express courier (no emailed dossier will be accepted)
- ❑ 2nd step - within a few days from the receiving of the application, NABA will provide a feedback about date, time and conditions of the evaluation session
- ❑ 3rd step - evaluation session (personal interview, or distance session if necessary, e.g. through email or Skype)
- ❑ 4th step - feedback on admission, provided via email by NABA to the candidate
- ❑ (4bis - feedback on scholarship awarding, if any scholarship or grant has been requested by the candidate. Please check specific conditions, deadlines and requirements on www.master-naba.com "Fees and grants" section)
- ❑ 5th step - academic documents legalized translation into Italian and value declaration ("Dichiarazione di Valore in loco") to be requested by the candidate to the corresponding Italian representative authority. The Italian representative authority will take its time to make it, which is not a problem for NABA, but it's important to start the process of documents legalization before coming to Italy to join the program.
IMPORTANT: This step has to be taken only by students holding a Bachelor Degree or Academic Diploma with legal value, otherwise (e.g. for professionals, or students holding a not-recognized Diploma) it is not necessary
- ❑ 6th step - enrolment completion (enrolment form filled out and sent to NABA together with the first instalment payment receipt).

COURSES WILL START ON JANUARY 10th, 2011.

Non-EU citizens

- ❑ 1st step - within September 30th, 2010 candidates shall send to NABA the application dossier listed in page 1 of the present application form
- ❑ 2nd step - within a few days from the receiving of the application, NABA will provide a feedback about date, time and conditions of the evaluation session
- ❑ 3rd step - evaluation session (personal interview, or distance session if necessary, e.g. through email or Skype)
- ❑ 4th step - feedback on admission, provided via email by NABA to the candidate
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- ❑ 5th step - academic documents legalized translation into Italian and value declaration ("Dichiarazione di Valore in loco") to be requested by the candidate to the corresponding Italian representative authority. The Italian representative authority will take its time to make it and will send it directly to NABA, which is not a problem, but it's important to start the process of documents legalization before coming to Italy to join the program
IMPORTANT: This step has to be taken only by students holding a Bachelor Degree or Academic Diploma with legal value, otherwise (e.g. for professionals, or students holding a not-recognized Diploma) it is not necessary
- ❑ 6th step - enrolment completion (enrolment form filled out and sent to NABA together with the first instalment payment receipt)
- ❑ 7th step - upon receiving the enrolment form filled out and the first instalment payment, NABA will provide students with all necessary assistance in order to apply for a student visa.

COURSES WILL START ON JANUARY 10th, 2011.

TIMING AND DEADLINES RECAP

	Italian and EU citizens	Non-EU citizens
Application	October 31 st , 2010	September 30 th , 2010
NABA feedback on application	max 2 weeks from receiving application dossier	max 2 weeks from receiving application dossier
Evaluation session	max 1 month from receiving application dossier	max 1 month from receiving application dossier
NABA feedback on evaluation	max 1 week from evaluation session	max 1 week from evaluation session
Scholarship awarding	depends on single scholarship announcement (see www.master-naba.com)	depends on single scholarship announcement (see www.master-naba.com)
Academic documents translation + value declaration	To be required before enrolment	To be required before coming to Italy
Pre-enrolment	-	To be done before applying for visa
Enrolment completion	November 30 th , 2010	October 31 st , 2010
Visa application	-	As soon as possible after 8 th step

For further information please contact us, writing to infomaster@naba.it. Thank you!