

INSTRUCTIONS FOR DECLARATION OF VALUE FOR AMERICAN SCHOOLS AND UNIVERSITIES ABROAD

The Education Office of the Italian Consulate in Philadelphia is competent for the issuance of the DV of degrees earned in American Schools/Colleges outside the USA, provided that the school/college is accredited by the Middle States Association of Colleges and School.

The original diploma and transcripts need to be sent to the Department of State of Delaware in order to obtain both their certification and notarization, and the respective Apostille. In most cases the School itself is taking care of sending the original documents directly to the Department of State of Delaware, with the request to send the apostilled document directly to the indicated Italian Consulate. It is also possible to contact the Middle State Association of Colleges and Schools to ask them to help or to take care of this process.

All documents must be original or copies issued by the school/university, certified by a school stamp and a school signature. Copies made by applicants or Public Notaries will NOT be accepted. All original diplomas will become part of the Declaration of Value.

In order to obtain a DV, you need to send this Consulate:

- **Modulo di richiesta/request form:** it must be filled in all its parts with the exact names of the schools and degrees which have been achieved up to now. Please specify the purpose of your request to obtain the Declaration of value: whether you are applying for a university in Italy or for a work permit;
- a copy of your **passport**
- **Transcripts of records** (certified, notarized, and apostilled) with their grading systems and final GPAs. (If transcripts do not have the final GPA and the grading system, please ask for them to your school/university and please attach them to the documentation. The school/university can also send them directly to us via regular mail in a school's headed paper.
- **Diploma** (certified, notarized, and apostilled)
- A **prepaid shipping label** (addressed to whichever address you want to receive the DV) in order to send you all the documents back when the procedure will be completed.

Documents that must be translated into Italian (the apostille does not need translation):

- Diplomas - but the names of the degrees will have to remain in English (Bachelor of Science, Bachelor of Arts, High School Diploma, etc.);
- Transcripts (this includes back of transcripts too). Translations of transcripts must show grades and codes exactly as they are on the originals (A, B, C, etc.);
- Notarizations.

No professionally made translations are required as long as translations are complete, accurate, and clearly typed. We suggest the translations follow the layout of the original documents in order to be clear and understandable for the Italian institutions.

All translation, except the ones professionally made, must also be sent via email in a Word file, in order to allow us to correct possible little mistakes. In the presence of a large number of errors, the translation won't be accepted.

Declarations of Value are issued free of charge only for study purposes, and as a proof for this, we ask for an acceptance letter from the Italian University where the student is going to study.

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The Transcripts (which should also report the final GPA and the Grading System) and the diploma will have to be legalized by the Department of Foreign Affairs of Egypt and then legalized by the Italian Consulate in Cairo. (Art. 66 comma 1)

Transcripts and diploma will have to be translated in Italian, and the translations will have to be legalized by the Italian Consulate in Cairo. (Art. 72A).

Please, contact the Embassy in Cairo for assistance with the legalization of the documents.

After all the documents are ready, you will have to send them to this Consulate General of Italy in Philadelphia for the issuance of the Declaration of Value.

Please, also include in the shipping, with your legalized documents:

- **Modulo di domanda/application form** (please find attached): it must be filled in all its parts with the exact names of the schools and degrees which have been achieved up to now. Please specify the purpose of your request to obtain the Declaration of value: whether you are applying for a **university** in Italy or for a **work permit**;
- a copy of your **passport**;
- A **prepaid shipping label** (es.DHL), addressed to whichever address you want to receive the DV, in order to send you all the documents back when the procedure will be completed .