



Call for Applications

Undergraduate School - Admission of EU Students Based on Certification 2025/2026 Academic Year

This call for applications is dedicated to admission, in the 2025/2026 academic year, to the following [degree programmes offered by the Undergraduate School](#):

Degree programmes taught in Italian	Degree programmes taught in English
Economia e Management	Business Administration
Giurisprudenza	Economics and Business
Scienze Politiche	Global Law
	Management and Artificial Intelligence
	Politics: Philosophy and Economics

1. Addressees and Eligibility

1.1. Addressees

Only candidates who obtain an academic qualification in Italy or who hold EU citizenship or that of a country in the Schengen Area may apply for admission under this present admission procedure.

In order to establish fulfilment of the above requirement, candidates will be asked to:

- state their nationality in the relevant drop-down menu when filling out the application form;
- attach their identity document or passport with the indication of their nationality in the appropriate section on identity documents;
- state their country of study and attach the associated school report cards.

It is strongly recommended that candidates visit the related webpage for more information on citizenship requirements and to check compliance therewith. Under no circumstances can non-EU candidates who do not obtain an academic qualification in Italy take part in the selection procedure dedicated to EU citizens.

The Admissions Office will check compliance with the citizenship requirement after candidates have submitted their application on the basis of the documentation requested at the application stage. Any ineligible applications will be automatically excluded.

1.2. Eligibility

The selection procedure is open only to those who meet the following requirements:

1. Academic qualifications:

- a. hold a final secondary school leaving qualification entitling them to enrol at Italian universities on the basis of ministerial requirements, or
- b. by 22 July 2025 will have passed the final examinations required to obtain their final secondary school leaving qualification entitling them to enrol at Italian universities on the basis of ministerial requirements. In this case, the results of the final examinations must be received and communicated to the Admissions Office in the prescribed manner by the beginning of the academic year.

For non-Italian academic qualifications, reference must be made to the criteria laid down annually by the Ministry of Universities and Research (MUR) and set out by the University on the following [webpage](#). Please note that academic qualifications that do not comply with the guidelines and are not accompanied by the required documentation will not allow university enrolment under any circumstances, including in the case of admission and subsequent booking of enrolment.

2. Certifications valid for the purposes of the selection:

One of the following certifications, to be obtained before submitting the application:

- a. SAT certification with a minimum score of 1200/1600, or
- b. ACT certification with a minimum score of 25/36, or
- c. certification of a final/predicted IB grade, with a minimum score of 36/45.

The certification will be requested when filling out the application form. It is the candidate's responsibility to bear any costs associated with obtaining one of the certifications indicated above or sending the original.

All applications for admission that do not fulfil the access requirements specified above will be automatically excluded. Any application not accompanied by one of the certifications or with lower scores than those prescribed will likewise be automatically excluded.

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Candidates acknowledge that what is stated in their application is to be considered as mere self-certification issued pursuant to Decree of the President of the Republic No 445 of 28 December 2000 as amended. Any false statements will result in the automatic cancellation of the application. The truthfulness of what has been stated will in any case be checked at the time of university enrolment. Cancellation of an application will not entitle candidates to be reimbursed the costs incurred in taking part in the selection procedure.

2. Submission of Applications for Admission

2.1. Procedures and Deadlines

Admission can be applied for solely through filling out the application form available online on the University's website **by 14 January 2025**. Any application after the deadline will not be considered under any circumstances.

No more than one application will be considered for each candidate. Any further applications received after the first one will be automatically considered null and void.

2.2. Application Fee

In order to complete their application for admission, candidates will be required to pay an application fee of € 80 exclusively online via the payment platform available in the application form by 14 January 2025.

Any payments received in a different manner or after the deadline will not be taken into account for the purposes of taking part in the selection procedure and it will not be possible to regularise the application at a later date.

Please note that the application fee is compulsory for the purposes of correctly submitting the application and in case of non-payment the application will be considered null and void. In this regard, please note that under no circumstances will it be possible to obtain an exemption from payment of the fee.

Any application fee paid will not be refundable under any circumstances, not even in the event of automatic exclusion of the application due to a candidate's failure to meet the requirements and/or



withdrawal from taking part in the selection procedure, since the fee is an administrative charge to be borne by candidates.

2.3. Required Documents

In order to take part in the selection procedure, it is necessary to include all of the documents specified in the application form. In any case, it is compulsory to attach the following:

1. Passport and/or identity card indicating citizenship.
2. One of the following certifications required for the selection process:
 - a. **SAT certificate** with a minimum score of at least 1200/1600 issued no more than three years ago.
 - b. **ACT certificate** with a minimum score of at least 25/36 issued no more than three years ago.
 - c. **IB certificate** issued by one's school with a predicted and final grade of at least 36/45.

In the case of a predicted grade, a final grade of at least 36/45 will be required for enrolment purposes, failing which it will be impossible to finalise university enrolment notwithstanding admission and the fact that the candidate may already have booked enrolment.

Only one of the certifications will be taken into consideration for admission. If more than one certification is included, candidates will be asked to remove the additional ones.

Applications will be considered as complete solely upon receipt of the original of the certificate sent directly to Luiss by the certification body. The onus is on candidates to request that the original be delivered through the methods envisaged by the certification body (e.g. through the College Board website in the case of SAT or the IBO platform in the case of IB).

In order to take part in the selection process relying on SAT, ACT or IB certifications, by the deadline for submitting applications (set for 14 January 2025) candidates must request that the original of the certification be sent electronically to Luiss. Should a candidate by the deadline of 14 January 2025 not have arranged to submit a request to send the certification, the application will be automatically excluded. Proof of sending the original certification may be requested.

Below are the contact details for such requests:

- SAT collegeboard.org, Luiss identifying code: 7055
- ACT act.org, Luiss identifying code: 3019
- IB ibo.org, Luiss identifying code: 002563

The Admissions Office may request that the original certification be lodged or require candidates to send it to the University via the certifying body. If the request is not complied with, the application for admission will be considered null and void.

3. **Only for holders of academic qualifications earned under a foreign education system:** school report cards issued by the school attended, referring to the last two years of attendance with an indication of the grades, the relevant school year and the year of schooling with the appropriate official stamp. The certificate must indicate which final academic qualification the student will obtain. In the case of an academic qualification already obtained, it is necessary to attach the final qualification and the report cards issued by the school with an indication of the grades for the last two years.

Should the certificate be issued in a language other than Italian, English or French, it must be translated by a qualified translator from among those specified by the Italian embassy in loco.

Please note that school report cards will only be taken into consideration in order to verify the validity of a candidate's academic qualification and will in no case be evaluated for admission purposes.

2.4. Indication of the Chosen Degree Programme

When filling out the application form, candidates must indicate the degree programme chosen for admission from among those offered by the Undergraduate School in the 2025/2026 academic year. That choice may be modified solely before the communication of the outcome and in any case by **14 January 2025**, the deadline for submission of applications to take part in the selection, by forwarding a request for modification to the Admission Office via e-mail. After the communication of the outcome or after the date of 14 January 2025, it will no longer be possible under any circumstances to change the choice of degree programme, as it is binding for the purposes of admission and subsequent university enrolment.

In the event of choosing a degree programme taught in Italian, for university enrolment purposes it will be mandatory to submit a certificate evidencing at least level B2 proficiency in the Italian language.

Please note that any admission will only refer to the degree programme specified in the last version of the application submitted.

2.5. Amending an Application

Candidates may request that their submitted application be amended at any time before the deadline of 14 January 2025 by sending an e-mail to that effect to the Admissions Office. For each such request



made, candidates will have to access the platform by the deadline of 14 January 2025 and amend the data independently.

The Admissions Office, including in the wake of various checks, may request candidates to amend their application or lodge the originals of the declared certifications. Failure to make the required changes by the deadline of 14 January 2025 means that it will be impossible to pass the necessary checks, which will therefore lead to exclusion from the selection procedure.

The onus is on candidates to check that any requested change has been processed: any request to amend an application will lead to candidates receiving an updated application form incorporating the change made. For the purposes of taking part in the selection procedure and the subsequent compiling of the rankings, the last application received and recorded in the system will be used.

3. Selection Criteria

The admission of students will be determined exclusively by the score obtained in the certification submitted in order to take part in the selection procedure and by compliance with the eligibility requirements that the prerequisite academic qualification must meet.

In order to process the application correctly, the Admissions Office will check the score and validity of the certification directly on the certification body's platform:

- SAT collegeboard.org, Luiss identifying code: 7055
- ACT act.org, Luiss identifying code: 3019
- IB ibo.org, Luiss identifying code: 002563

4. Financial Aid and Scholarships

Please note that admission does not entail the awarding of a scholarship. Admitted candidates may compete for scholarships on the basis of the calls for applications to be published by the Financial Aid Office [on the following webpage](#). Luiss scholarships consist of total or partial waiver of tuition fees, with no other aid envisaged (for example, monthly allowance, teaching materials, etc.).

5. Results, Conditional Admission and Booking of University Enrolment

5.1. Results and Conditional Admission

Candidates will receive confirmation of their admission directly at the e-mail address specified in their application approximately 15 days after submission of their application.

Candidates will be conditionally admitted at first, and thereafter fully admitted only after the University has checked that there are no discrepancies with respect to what was declared when submitting the application and the documentation regarding the awarding of the final secondary school leaving qualification.

In the event of admission on the basis of a predicted IB grade, the final grade must be at least the minimum admission score of 36/45, failing which it will be impossible to proceed with university enrolment notwithstanding admission and the fact that the candidate may already have booked enrolment.

Please note that any offer of admission will be valid only for the 2025/2026 academic year and only for the degree programme chosen during the application phase, and may not be considered valid for subsequent academic years or for other degree programmes. In the event that an admitted candidate decides not to go ahead with enrolment or fails to book enrolment by the deadline set in this call for applications for the 2025/2026 academic year, admission will be deemed to be forfeited and it will therefore be necessary to take part in the further selection procedures envisaged for subsequent academic years for the degree programmes offered then.

5.2. Foreign Educational Qualifications

In the case of foreign academic qualifications, admission will also be conditional on the submission of the documentation required by the Admissions Office to check that the qualifications in question entitle their holder to enrol in a bachelor's degree or single-cycle master's degree programme in Italy on the basis of the regulations in force.

The list of required documents and eligibility requirements for each such qualification are published on the [following page](#) of the University's website.

For students admitted exclusively on the basis of an IB grade, it is in any case necessary to comply with the criterion set out in 5.1 above.

Should the documents exhibited not comply with the regulations and not be submitted by the deadline for doing so, university enrolment will not be permitted under any circumstances.

Candidates are reminded that it is their responsibility to check in advance that their academic qualification entitles them to enrol in a bachelor's degree or single-cycle master's degree programme and to fulfil all obligations relating to verifying what is required so as to be able to access the University's premises in the light of the relevant regulations in force.

5.3. Booking of University Enrolment and Amount of the Annual Single Tuition Fee

In order to register for the degree programme to which they have gained admission, the students in question are required to book their university enrolment subject to the following conditions.

By booking university enrolment, admitted students accept the terms of admission as well as the requirements and criteria for enrolment set out in this call for applications.

Admitted students can check the instructions, the methods for paying the €4,200 due for booking their enrolment and the relevant deadlines on the University's website on the page dedicated thereto.

The amount required to book university enrolment coincides with the first instalment of the annual single tuition fee. For the 2025/2026 academic year, the amount of the annual single tuition fee for registration for the first year of a bachelor's degree program or the single-cycle master's degree program in law is €12,600.

The non-extendable deadline for booking university enrolment is **11 February 2025**. **Any request to book enrolment after the deadline specified in this call for applications will not be considered.** Indeed, under no circumstances will it be possible to remedy the situation after the expiry of the deadline, not even by paying a penalty.

In light of the specified deadlines, students are requested to contact the Admissions Office at ammissione@luiss.it in good time should they require support. In case of simultaneous participation in a number of selection processes (other universities, scholarships, etc.), the onus is on students themselves to check whether the various deadlines are compatible with the above.

Please note that only in the event that it proves objectively impossible to finalise university enrolment owing to the failure to obtain an academic qualification entitling one to enrol at an Italian university by 22 July 2025 (as certified by the competent bodies), may students who have booked enrolment by the deadline obtain a full refund of the first instalment of the annual single tuition fee.

6. Universality

Admitted students must compulsorily apply for a regular student visa for the 2025/2026 academic year in the manner and timeframe specified annually by the Ministry of Universities and Research. Students will receive instructions on how to correctly proceed with the application via the dedicated platform. Only after booking university enrolment by paying the first instalment of the annual single tuition fee by the set deadline will Luiss check and approve the applications of those students admitted who have correctly enrolled on the basis of the instructions that will be sent to the students.

7. Finalisation of University Enrolment

Solely admitted students who, by the prescribed deadline, have successfully completed the booking of university enrolment process by paying the first instalment of the annual single tuition fee will be required to also finalise that enrolment by the non-extendable deadline of 22 July 2025. **Please note that for students admitted on the basis of an IB predicted grade, enrolment will only be permitted after verification that the final grade is at least 36/45.**

The onus is on students to check in good time that they have correctly completed the university enrolment process, which will take place from the first week of July. Any request to finalise enrolment received after 22 July 2025 will not be taken into account. Indeed, under no circumstances will it be possible to remedy the situation after the expiry of the deadline, not even by paying a penalty.

Through accessing the Web Self Service as soon as they are awarded their final secondary school leaving qualification and in any case no later than the non-extendable deadline of 22 July 2025, students will be required to:

1. pay the regional student tax and relevant stamp duty through a procedure set out on the Web Self Service platform;
2. print, sign and upload the university enrolment application form accompanied by all of the required documentation.

In the event of a failure to finalise university enrolment by 22 July 2025, regardless of having previously booked enrolment, the student's application will automatically be discarded and it will not be possible to proceed with enrolment for the 2025/2026 academic year.

Regarding any decision not to complete university enrolment, it should be noted that pursuant to Article 27 of Royal Decree No 1269/38 "a student who has registered for a year of a university course may not under any circumstances obtain a refund of the fees, surcharges and taxes paid".

Moreover, it must be borne in mind that university enrolment is subject to the prerequisite academic qualification meeting the requirements laid down by the Ministry of Universities and Research and the Ministry of Foreign Affairs for the 2025/2026 academic year regarding enrolment at Italian universities and posted on the University's website.

NB: In any event a student's university enrolment is subject to properly booking that enrolment by the prescribed deadline through payment of the first instalment of the annual single tuition fee. In addition, enrolment will be considered complete only after payment of the regional student welfare tax and stamp duty by the deadlines set by the University, submission of the application for enrolment, the awarding of a final secondary school leaving qualification in the 2024/2025 academic year – with final examinations

being passed by 22 July 2025 – entitling its holder to enrol in first-level degree programmes in Italy and submission of the documentation required to assess the validity of the qualification. In the event that, at the enrolment stage, the documentation submitted reveals that the qualification does not entitle its holder to enrol in a bachelor's degree or single-cycle master's degree programme in Italy, under no circumstances will it be possible to proceed with finalising enrolment.

In the event of a failure to finalise university enrolment by 22 July 2025, regardless of having previously booked enrolment, the student's application will automatically be discarded and it will not be possible to proceed with enrolment for the 2025/2026 academic year.

Processing of Personal Data

Luiss Libera Università Internazionale degli Studi Sociali Guido Carli, in its capacity as the Data Controller, collects and processes the information of data subjects in full compliance with the general principles and rules laid down by the law on the protection of personal data (Legislative Decree No 196/2003 as amended and Regulation (EU) 2016/679).

The processing serves to ensure the proper performance of the procedures of this call for applications and the obligations connected herewith and consequent hereto: by means of an appropriate privacy notice, the characteristics of the processing are brought to the knowledge of data subjects, who are also requested to consent to the processing of their information, if necessary in relation to the purposes pursued by the Data Controller.

At any time, data subjects may exercise the rights granted by law (including but not limited to the right of access, rectification, erasure, restriction and portability of data) by contacting the Data Controller, Luiss University, Viale Pola 12, 00198 Rome, e-mail: privacy@luiss.it.