



DECLARATION OF VALUE (instructions)

Application for the issue of a declaration of value for a school or university degree obtained in the consular district of the Italian Consulate General Frankfurt am Main (Hesse, Rhineland-Palatinate, Lower Franconia, Saarland) to be submitted to the competent authorities in Italy for subsequent recognition of the qualification in Italy (declaration of equivalence), or to universities for the purposes of enrolment.

The application on plain paper must be addressed, using the attached form to the Italian Consulate General, School Office, Danziger Platz, 12, 60314 Frankfurt am Main (Tel. +49 069-697531120, uffscuol.francoforte@esteri.it). The following information are absolutely necessary:

- indication of the title or degree and the school or university;
- the place where it was obtained;
- personal data of the applicant, including nationality, current address of residence or domicile, telephone number and e-mail address.

If the title is a non-academic qualification (e.g. Abitur-, Realschul- or Hauptschulabschluss), the application must be accompanied by the following documents:

- a certified copy of the certificate or diploma (Zeugnis/Diplom) obtained with a corresponding sworn translation into Italian, written by a translator recognized by the Consulate, (list available at the following link:

https://consfrancoforte.esteri.it/wp-content/uploads/2023/04/elenco_traduttori_giurati_marzo_2023.pdf;

- a copy of a valid identity document of the applicant;
- a stamped A4 envelope addressed to the applicant or to the addressee of the shipment (according to the following list: simple mail to Germany: **1,60 €**; registered mail to Germany: **4,25 €**; registered mail to Italy or other countries outside Germany: **7,20 €**).

The necessary stamp can be purchased on the following website:
https://shop.deutschepost.de/shop/internetmarke/selectPostageIM.jsp?cid=PO_IM_01#porto-international.

If it is a university degree, the application must be accompanied by the following documentation:

- a certified copy of the title obtained (Urkunde) and a certified copy of the grades report card (Diplomzeugnis), with a corresponding sworn translation in Italian, written by a translator recognized by the Consulate (list available at the following link:

https://consfrancoforte.esteri.it/wp-content/uploads/2023/04/elenco_traduttori_giurati_marzo_2023.pdf;

- a copy
 1. of the regulations of the respective degree course (Studienordnung) and
 2. of the examination regulations (Prüfungsordnung) in force at the time of
 - 1.) enrolment - admission to the course,
 - 2.) graduation;
- if it is a third cycle degree (doctorate): also a certified copy of a Faculty certificate on the actual duration of the degree course;
- a copy of a valid identity document of the applicant;
- a stamped A4 envelope addressed to the applicant or to the addressee of the shipment (according to the following list: simple mail to Germany: **1,60 €**; registered mail to Germany: **4,25 €**; registered mail to Italy or other countries outside Germany: **7,20 €**).

The necessary stamp can be purchased on the following website:
https://shop.deutschepost.de/shop/internetmarke/selectPostageIM.jsp?cid=PO_IM_01#porto-international.



ITALIAN GENERAL CONSULATE
FRANKFURT RHINE-MAIN
School Department

Declarations of value and certifications **for specific study purposes** (e.g. for enrolment at an Italian university) or for submission to the pension insurance fund **are free of charge** in accordance with art. 66, paragraph C, of the Italian Legislative Decree 71 of 03.02.2011. **All others are subject to charges according to the Consulate Fee Schedule.**

N.B.: The exemption does not apply if the applicant is resident in Italy.

The following tariff applies:

Art. 66 Consulates fee table = € 41,00 for a declaration of value.

NOTE: According to art. 75 and 76 of the Presidential Decree 445/2000, in case of false declarations, established by the Administration, the penal sanctions foreseen for this purpose will be applied and the validity of the declaration of value will be cancelled.

Bank details of the Italian Consulate General Frankfurt for SEPA transfers:

Account holder: Italian Consulate General

IBAN: **DE12 1007 0100 0319 0030 00** - BIC: **DEUTDEBB101**

Bank: Deutsche Bank