# diplome

# Guide for degree seeking students

## Statement of Verification

Università Europea di Roma

If you have obtained your **study qualification outside Italy** (secondary school qualification, Bachelor's Degree or Master's Degree) and you want to continue your studies at Università Europea di Roma, you need to get your study qualification **verified**.
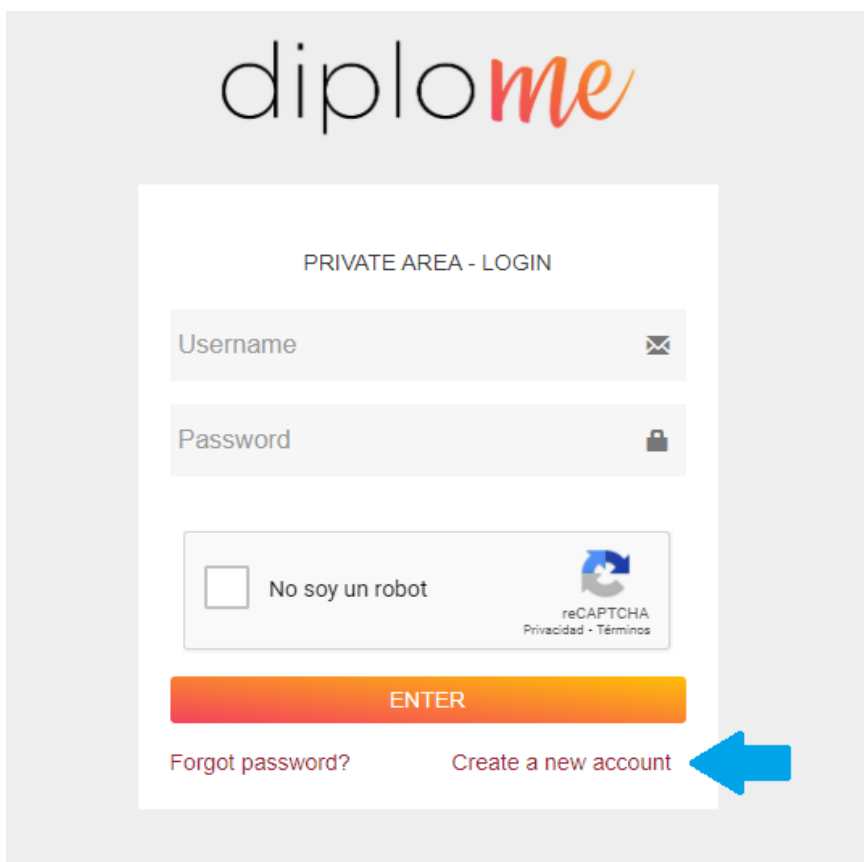
Università Europea di Roma has a convention with the national Information Centre on Academic Mobility and Equivalence (**CIMEA**) to verify the foreign study qualification of its applicants. The portal through which CIMEA verifies foreign study qualification is called *Diplome*.

In order to verify your study qualification obtained abroad, you need to create an account in the *Diplome* portal, upload the requested documents to the portal, pay the service fee and download the **Statement of Verification**, to be sent to Università Europea di Roma (andrea.llorente@unier.it).

The verification of your foreign study qualification can **be exclusively done through the *Diplome* portal**. The Declaration of Value by a diplomatic/consular mission or the official translation does not replace the Statement of Verification. CIMEA does not provide information by telephone, by appointment or in any manner other than through its *Diplome* portal.
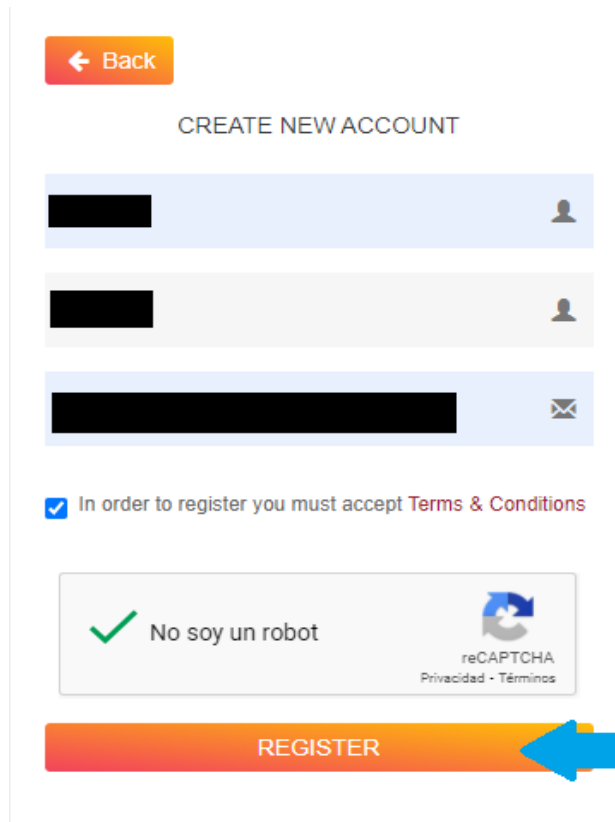
- If you want to study a Bachelor's Degree programme at UER, you need to verify your secondary school-leaving qualification.
- If you want to study a Master's Degree programme at UER, you need to verify your Bachelor's Degree.
- If you want to require the shortening of a Degree programme at UER based on a previous Degree obtained abroad, you need to verify the Degree obtained abroad.


1.- Go to https://cimea.diplo-me.eu/europea-rm/#/auth/login and click on "Create a new account".

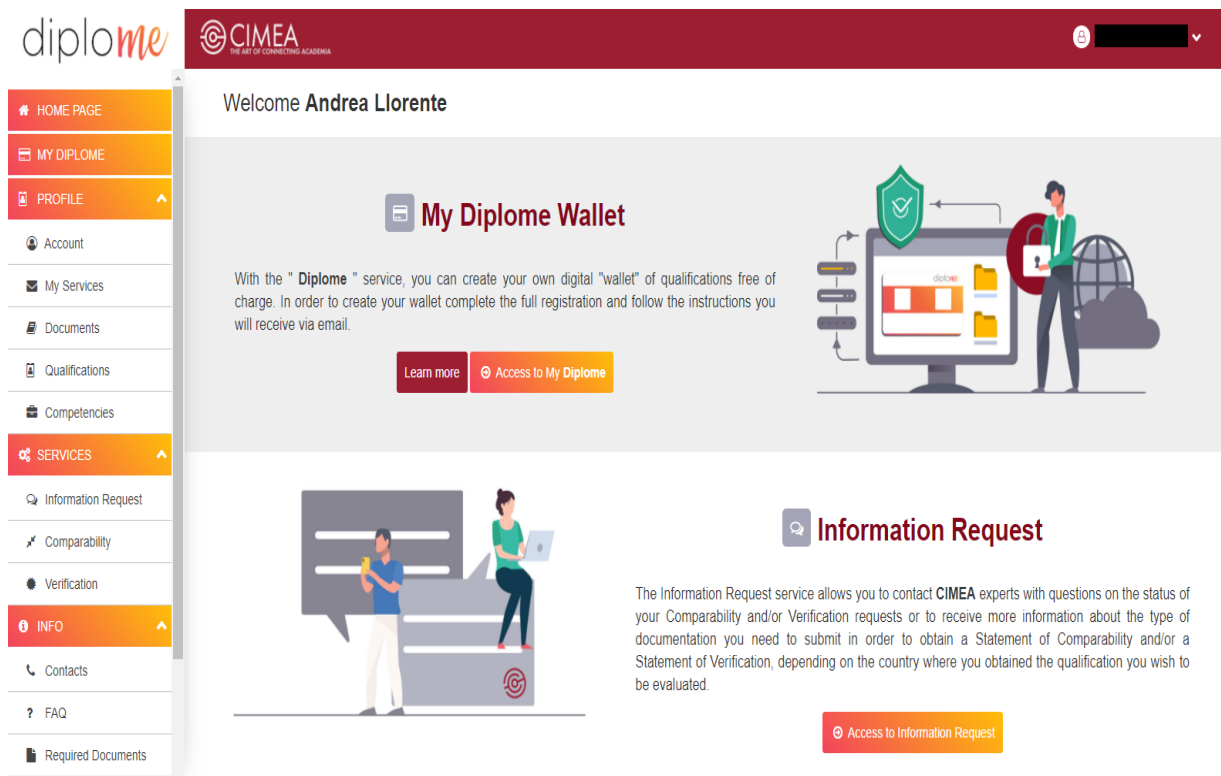2.- Insert the requested data and click on "Register".



3.- You will receive a confirmation e-mail. To complete the registration, click on the link contained in the confirmation e-mail.
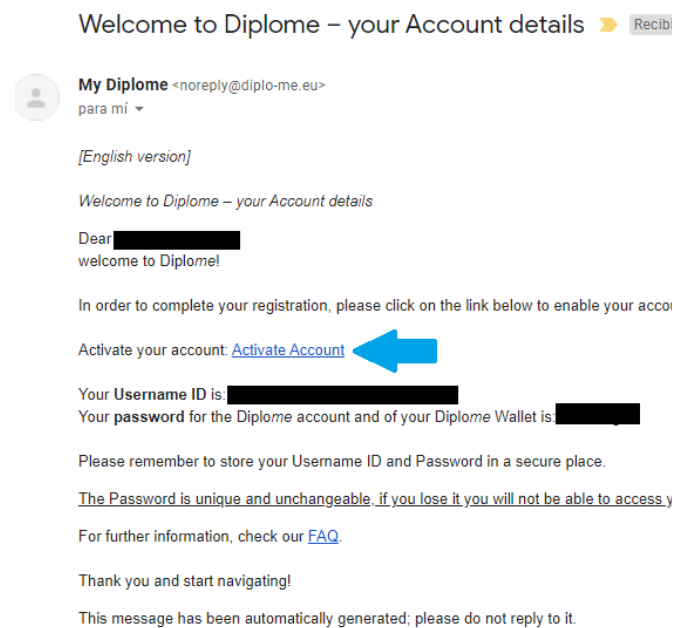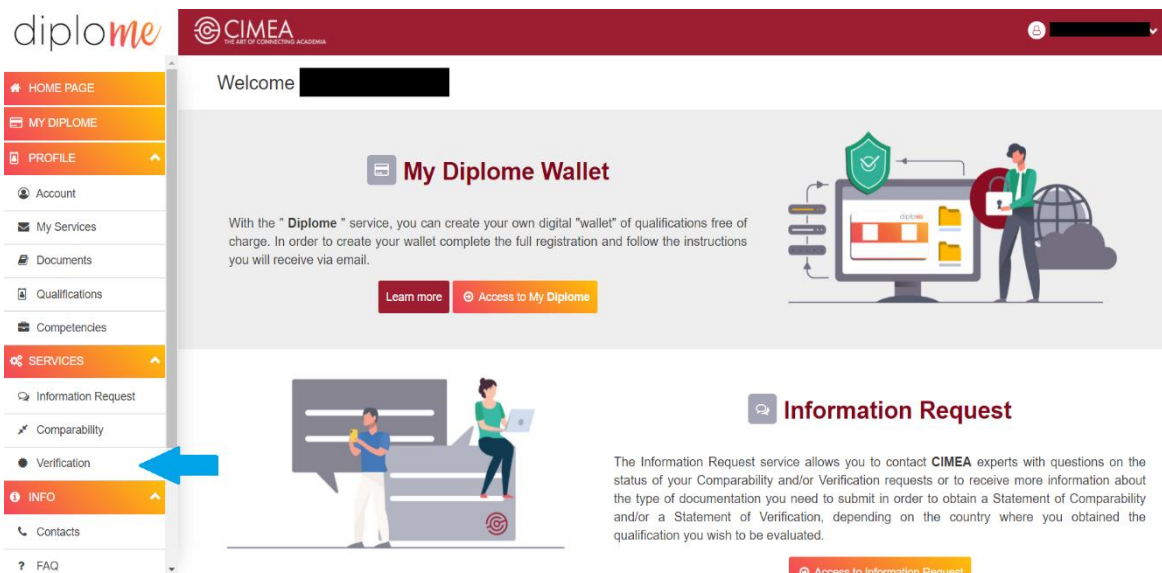
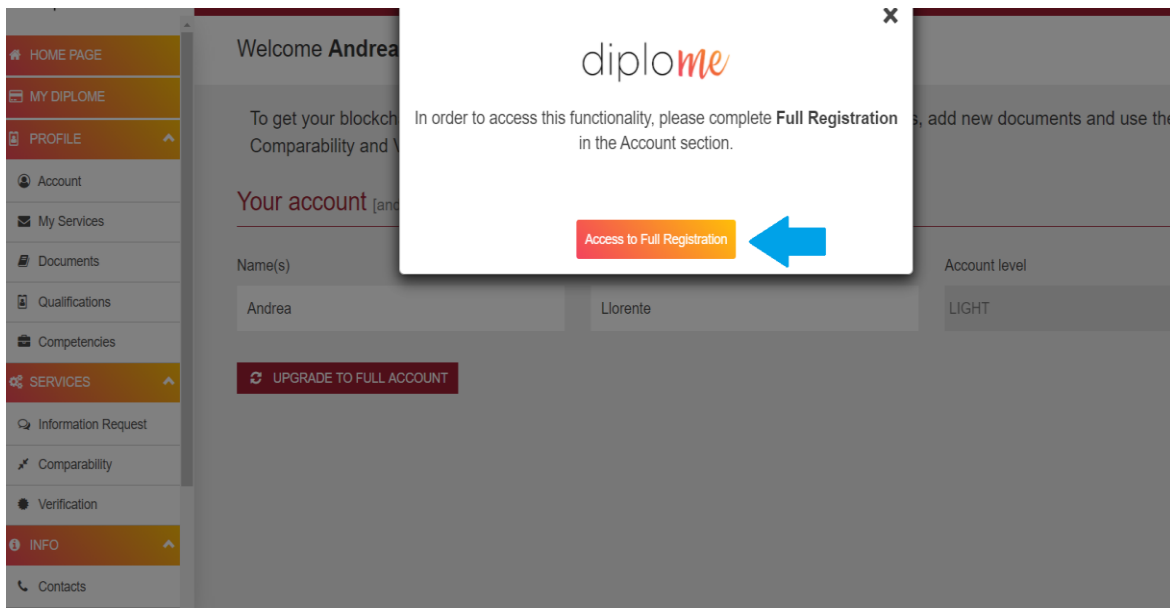4. – Log in with your credentials to access the *Diplome* portal.



5.- Click on "Verification".

6.- The following message will be displayed. Click on "Access to Full Registration".
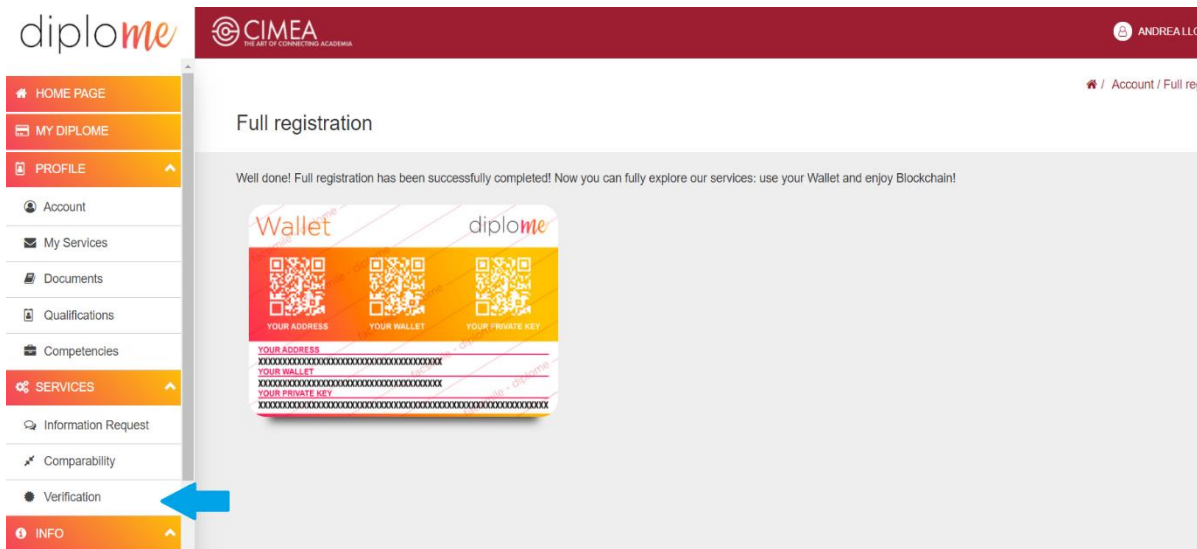


7.- Insert your personal data, click on "Confirm and accept registration privacy policy". Click on "Upgrade to full account".

8. The following message will be displayed. Click on "Verification" again.
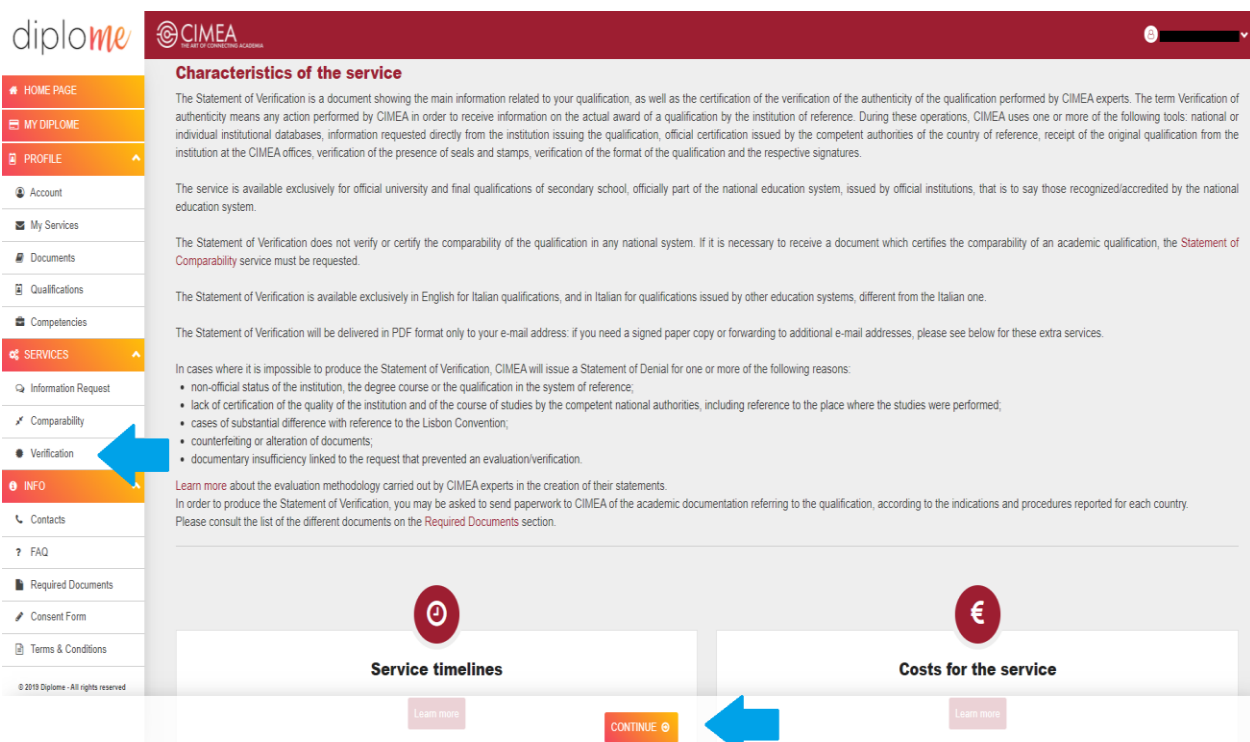


9.- Read carefully the information contained in displayed website, including the sections "Service timelines" and "Costs for the service". Click on "Continue".

10. Insert the requested information:



## If verifying a secondary school qualification

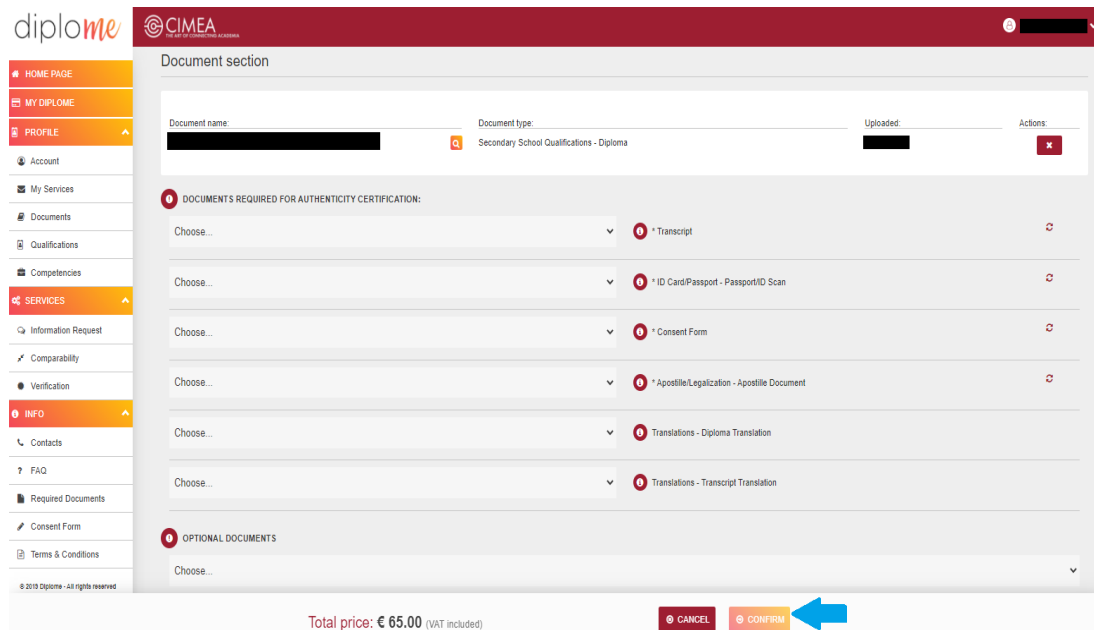- TYPE OF QUALIFICATION: Secondary School Qualifications
- DESTINATION COUNTRY: Italy
- PURPOSE OF EVALUATION: Access for studies evaluation
- ACCESS TO FURTHER STUDIES: Laurea
- DOCUMENT TO BE CERTIFIED: Add new document. Upload the secondary school qualification and complete the requested information on this document. Click on "Confirm and save document".

## If verifying a Bachelor's Degree

- TYPE OF QUALIFICATION: Higher Education Qualifications
- DESTINATION COUNTRY: Italy
- PURPOSE OF EVALUATION: Access for studies evaluation
- ACCESS TO FURTHER STUDIES: Laurea Magistrale
- DOCUMENT TO BE CERTIFIED: Add new document. Upload the Bachelor's Degree and complete the requested information on this document. Click on "Confirm and save document".

11.- Upload the complementary documents required by CIMEA and click on "Confirm".
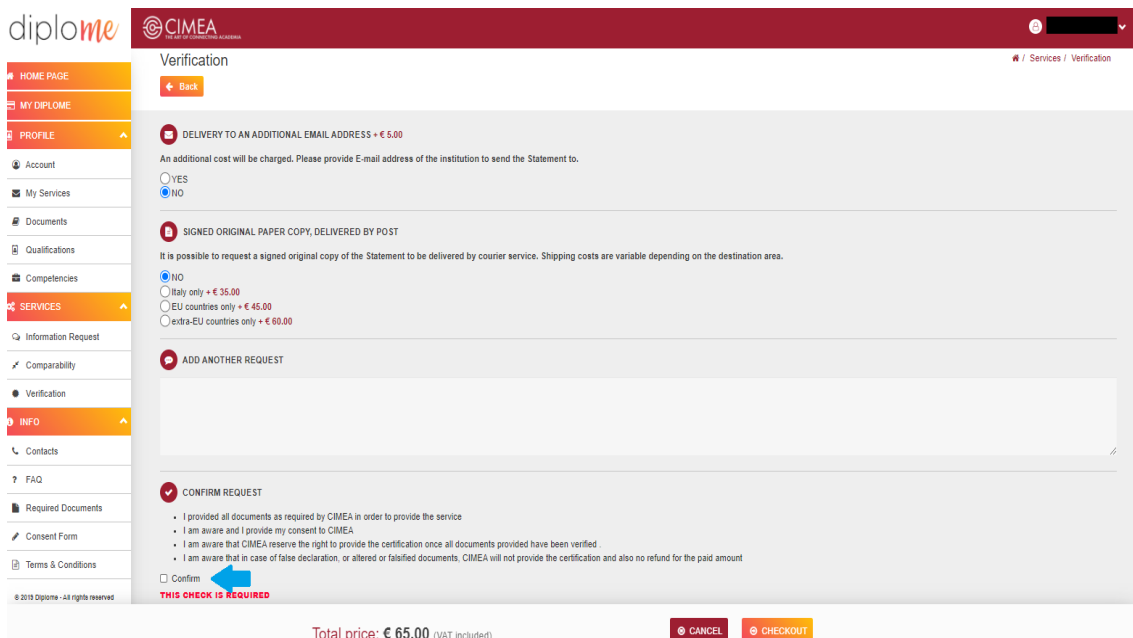


12 .- Select the delivery options you prefer and click on "Confirm".

13.- Proceed with the payment.



You will be able to download the Statement of Verification from the *Diplome* portal within 30 working days from the delivery of all the required documentation, from the payment of the related costs and from the acceptance by the CIMEA experts to perform the service.
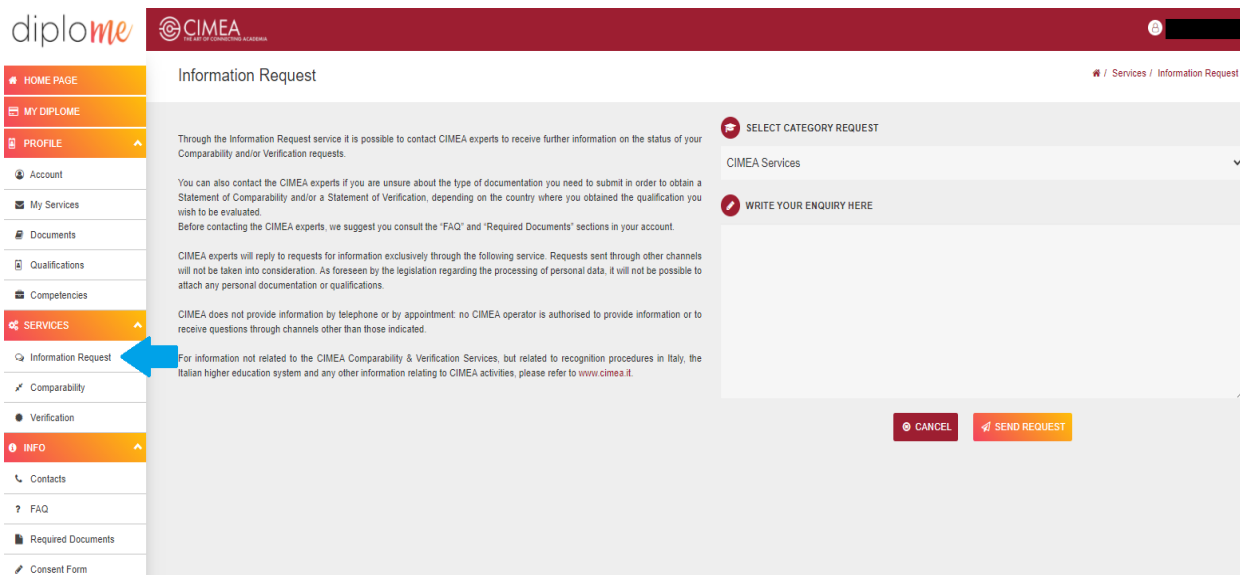
Please send the Statement of Verification, [together the rest of documents specified in UER's website](#) to the International Relation's Office (andrea.llorente@unier.it):

- UER Bachelor's Degree Application Form/ UER Master's Degree Application Form
- Photocopy of valid Passport or ID Card
- B2 CEFR Italian language certificate. Alternatively, you can take a B2 CEFR Italian language test delivered online by UER.

**Contacts**

**CIMEA**

For doubts regarding the obtaining of the Statement of Verification through the *Diplome* portal use the "Information Requests" service.



Please note that CIMEA experts will reply to requests for information exclusively through the following service. CIMEA does not provide information by telephone or by appointment.

**UER**

For doubts regarding the admission procedure for international students, please contact the International Relations Office of Università Europea di Roma:

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