

diplome

Guide for degree seeking students

Statement of Verification

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**.

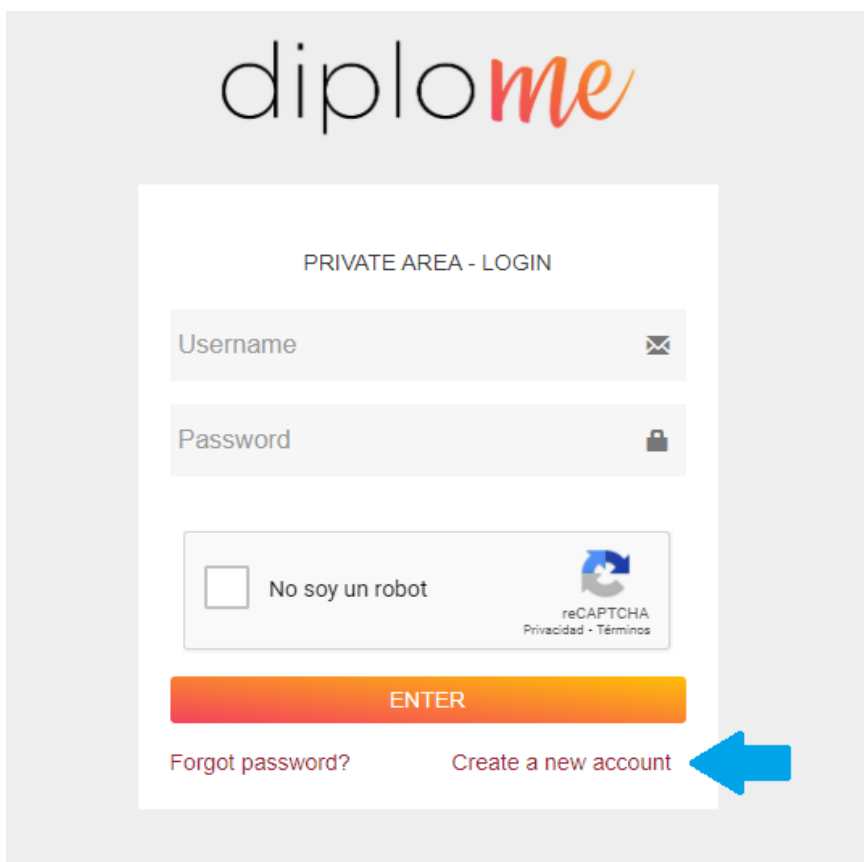
Università Europea di Roma has a convention with the national Information Centre on Academic Mobility and Equivalence (**CIMEA**) to verify the foreign study qualification of its applicants. The portal through which CIMEA verifies foreign study qualification is called **Diplome**.

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.

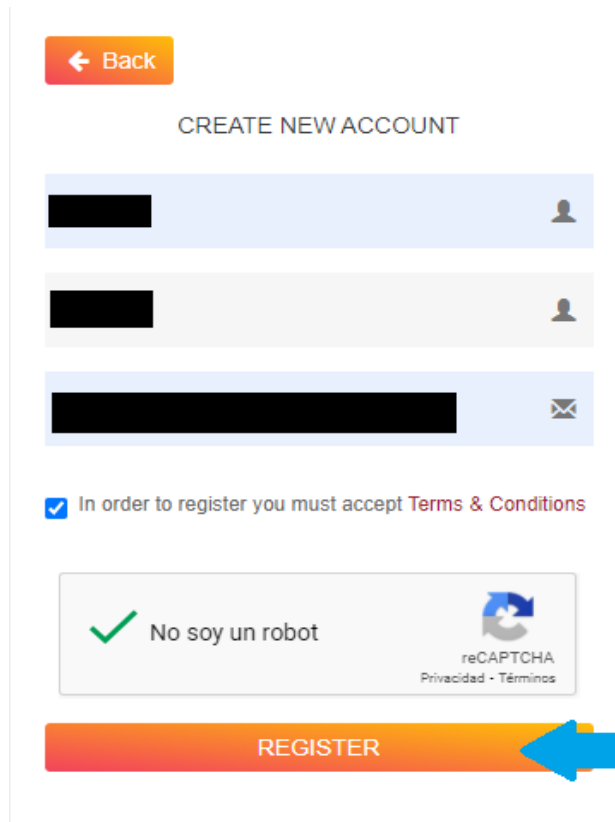
- If you want to study a Bachelor's Degree programme at UER, you need to verify your secondary school-leaving qualification.
- If you want to study a Master's Degree programme at UER, you need to verify your Bachelor's Degree.
- If you want to require the shortening of a Degree programme at UER based 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".



The image shows a screenshot of the 'diplome' portal's login page. At the top, the word 'diplome' is written in a stylized font. Below it, the text 'PRIVATE AREA - LOGIN' is centered. There are two input fields: 'Username' with an envelope icon and 'Password' with a lock icon. Below these is a reCAPTCHA section with a checkbox labeled 'No soy un robot' and the reCAPTCHA logo. A large orange button labeled 'ENTER' is positioned below the reCAPTCHA. At the bottom, there are two links: 'Forgot password?' and 'Create a new account'. A blue arrow points to the 'Create a new account' link.

2.- Insert the requested data and click on “Register”.



← Back

CREATE NEW ACCOUNT

██████████

██████████

██

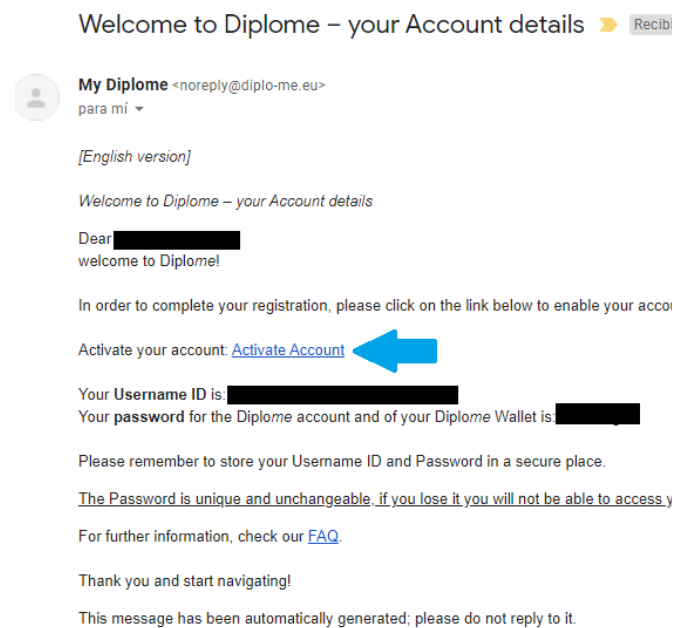
In order to register you must accept [Terms & Conditions](#)

✓ No soy un robot

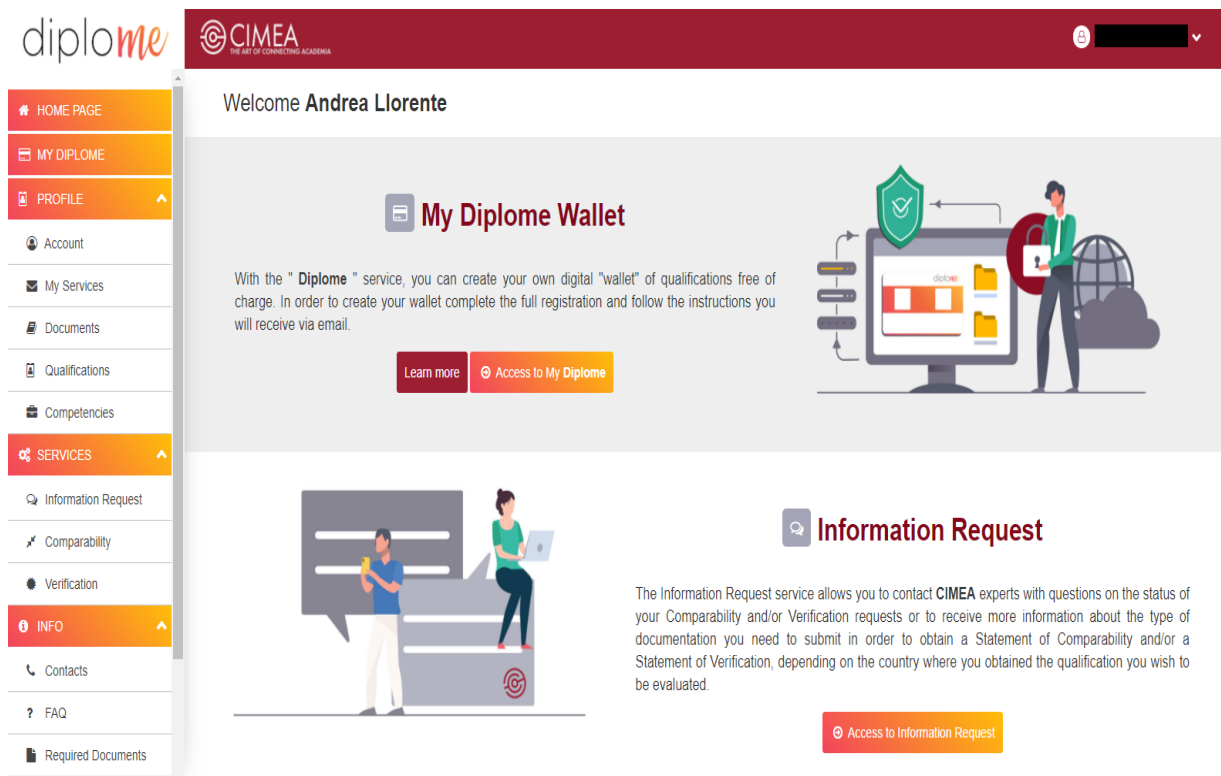
reCAPTCHA
Privacidad · Términos

REGISTER

3.- You will receive a confirmation e-mail. To complete the registration, click on the link contained in the confirmation e-mail.

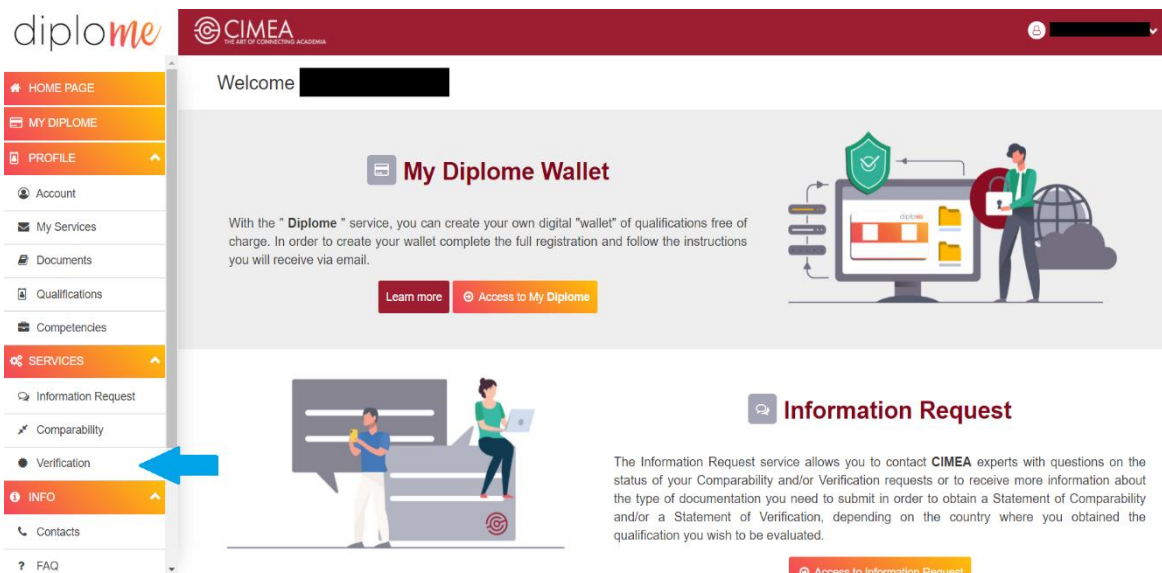


4. – Log in with your credentials to access the *Diplome* portal.



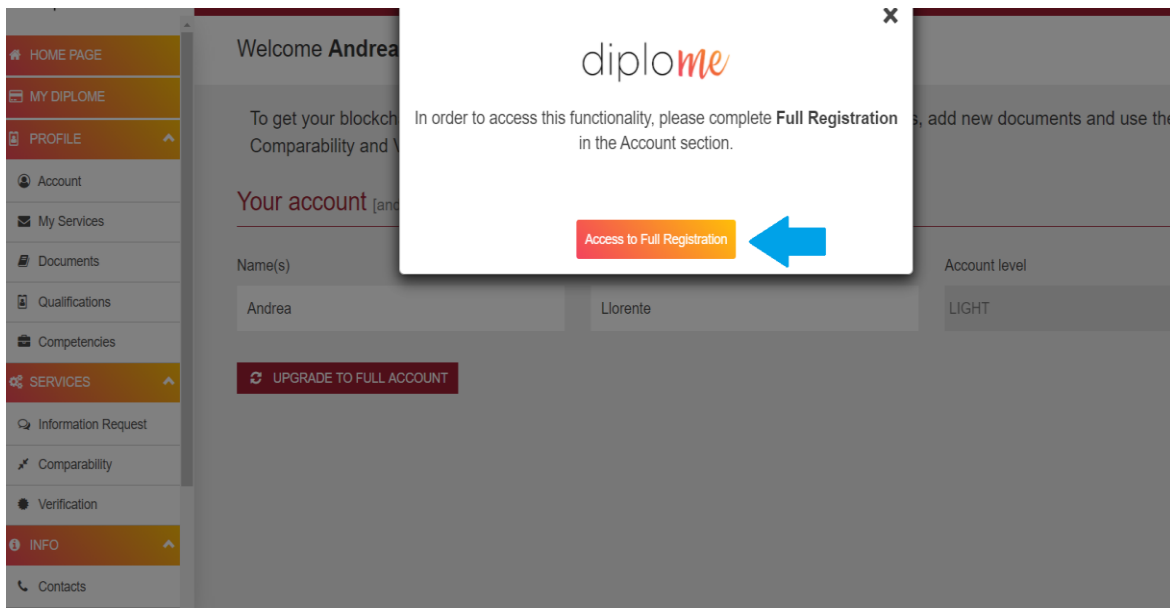
The screenshot shows the Diplome portal interface. At the top, the CIMEA logo and the tagline "THE ART OF CONNECTING ACADEMIA" are visible. The user is logged in as "Andrea Llorente". The main content area features a "My Diplome Wallet" section with a description: "With the 'Diplome' service, you can create your own digital 'wallet' of qualifications free of charge. In order to create your wallet complete the full registration and follow the instructions you will receive via email." Below this text are two buttons: "Learn more" and "Access to My Diplome". To the right is an illustration of a person standing next to a computer monitor displaying a wallet interface. Below this is an "Information Request" section with a description: "The Information Request service allows you to contact CIMEA experts with questions on the status of your Comparability and/or Verification requests or to receive more information about the type of documentation you need to submit in order to obtain a Statement of Comparability and/or a Statement of Verification, depending on the country where you obtained the qualification you wish to be evaluated." Below this text is a button labeled "Access to Information Request". On the left side, there is a navigation menu with categories: HOME PAGE, MY DIPLOME, PROFILE, ACCOUNT, My Services, Documents, Qualifications, Competencies, SERVICES, Information Request, Comparability, Verification, INFO, Contacts, FAQ, and Required Documents. The "SERVICES" category is expanded, showing "Information Request", "Comparability", and "Verification".

5.- Click on “Verification”.

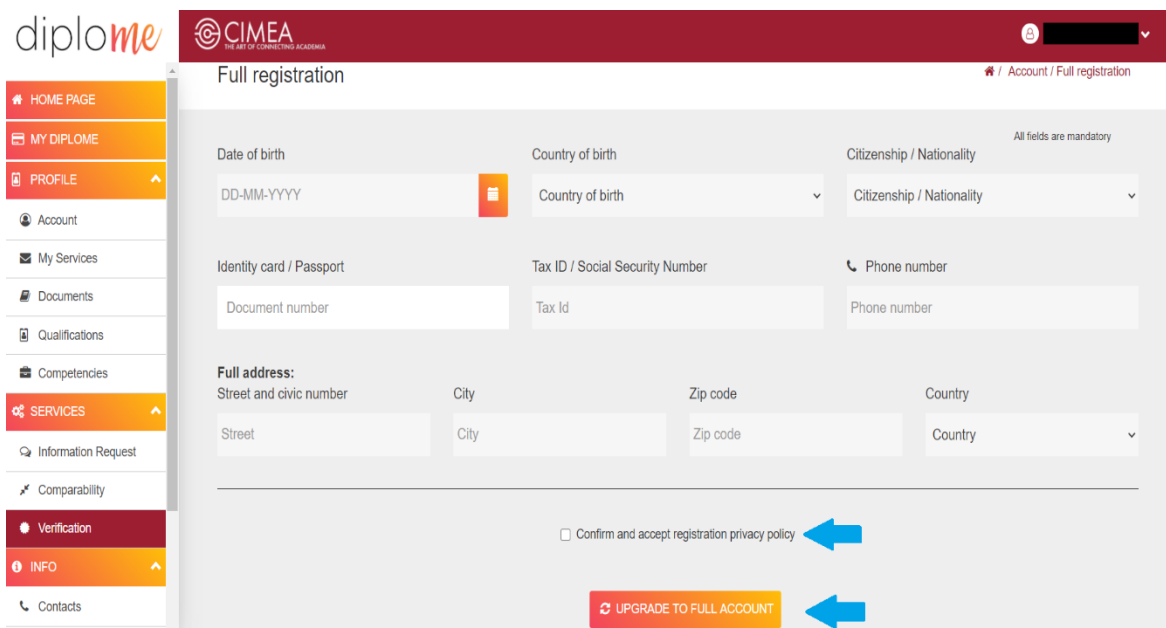


This screenshot is identical to the previous one, showing the Diplome portal interface. However, a blue arrow points to the "Verification" option in the left-hand navigation menu, which is currently highlighted. The rest of the page content, including the "My Diplome Wallet" and "Information Request" sections, remains the same.

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

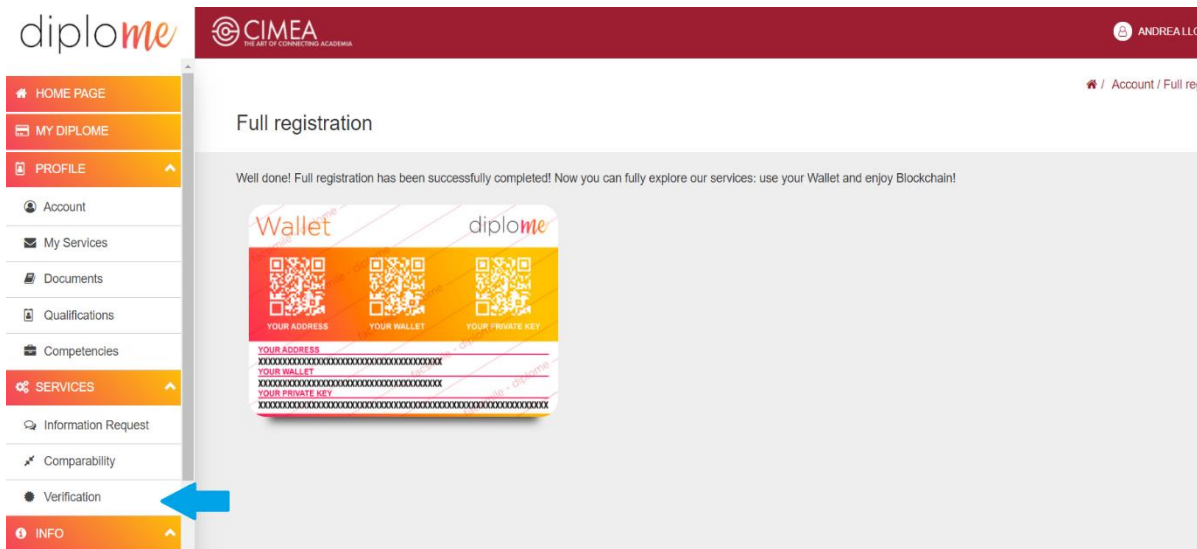


7.- Insert your personal data, click on “Confirm and accept registration privacy policy”. Click on “Upgrade to full account”.



The screenshot shows the 'Full registration' form on the diplome website. The form is titled 'Full registration' and includes a breadcrumb trail: 'Account / Full registration'. The form contains several fields: 'Date of birth' (DD-MM-YYYY), 'Country of birth' (dropdown), 'Citizenship / Nationality' (dropdown), 'Identity card / Passport' (Document number), 'Tax ID / Social Security Number' (Tax Id), 'Phone number' (Phone number), and 'Full address' (Street and civic number, City, Zip code, Country). Below the form, there is a checkbox labeled 'Confirm and accept registration privacy policy' with a blue arrow pointing to it. At the bottom, there is a yellow button labeled 'UPGRADE TO FULL ACCOUNT' with a blue arrow pointing to it.

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



diplome CIMEA THE ART OF CONNECTING ACADEMIA ANDREA ILLIO

Account / Full reg

Full registration

Well done! Full registration has been successfully completed! Now you can fully explore our services: use your Wallet and enjoy Blockchain!

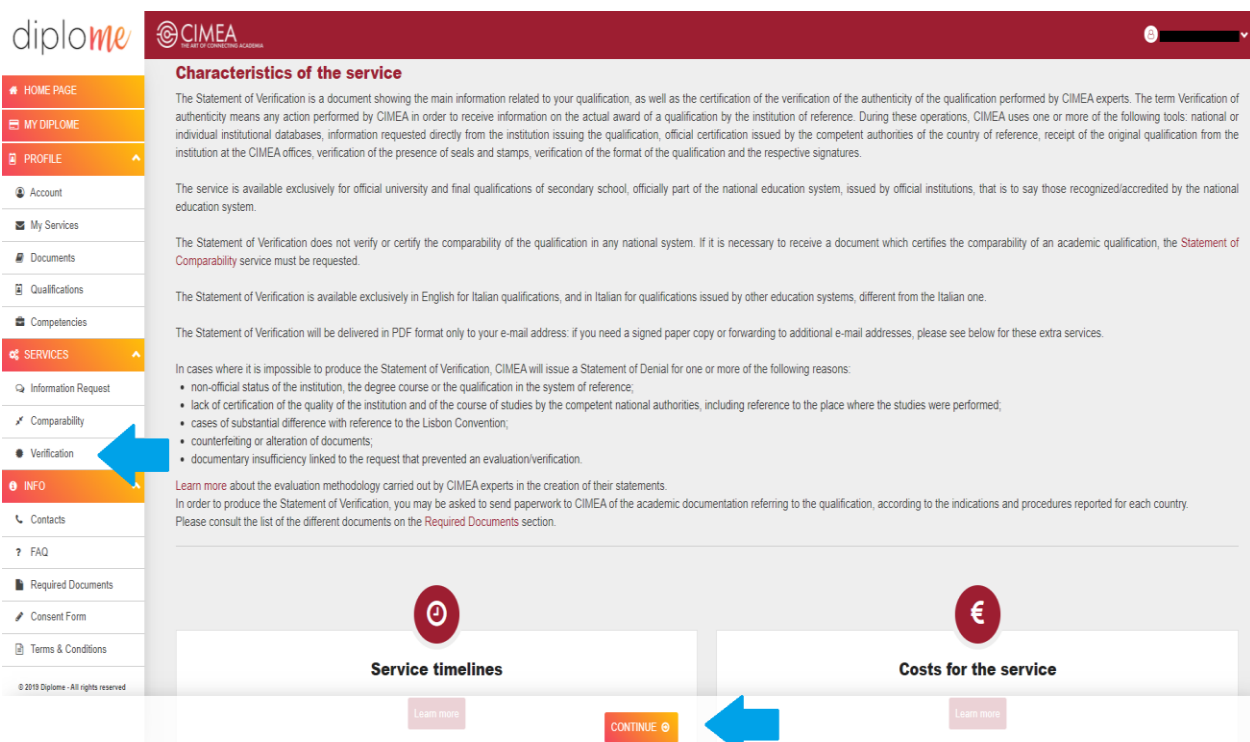
Wallet diplome

YOUR ADDRESS
YOUR WALLET
YOUR PRIVATE KEY

YOUR ADDRESS
YOUR WALLET
YOUR PRIVATE KEY

HOME PAGE
MY DIPLOME
PROFILE
Account
My Services
Documents
Qualifications
Competencies
SERVICES
Information Request
Comparability
Verification
INFO

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



diplome CIMEA THE ART OF CONNECTING ACADEMIA

Characteristics of the service

The Statement of Verification is a document showing the main information related to your qualification, as well as the certification of the verification of the authenticity of the qualification performed by CIMEA experts. The term Verification of authenticity means any action performed by CIMEA in order to receive information on the actual award of a qualification by the institution of reference. During these operations, CIMEA uses one or more of the following tools: national or individual institutional databases, information requested directly from the institution issuing the qualification, official certification issued by the competent authorities of the country of reference, receipt of the original qualification from the institution at the CIMEA offices, verification of the presence of seals and stamps, verification of the format of the qualification and the respective signatures.

The service is available exclusively for official university and final qualifications of secondary school, officially part of the national education system, issued by official institutions, that is to say those recognized/credited by the national education system.

The Statement of Verification does not verify or certify the comparability of the qualification in any national system. If it is necessary to receive a document which certifies the comparability of an academic qualification, the Statement of Comparability service must be requested.

The Statement of Verification is available exclusively in English for Italian qualifications, and in Italian for qualifications issued by other education systems, different from the Italian one.

The Statement of Verification will be delivered in PDF format only to your e-mail address: if you need a signed paper copy or forwarding to additional e-mail addresses, please see below for these extra services.

In cases where it is impossible to produce the Statement of Verification, CIMEA will issue a Statement of Denial for one or more of the following reasons:

- non-official status of the institution, the degree course or the qualification in the system of reference;
- lack of certification of the quality of the institution and of the course of studies by the competent national authorities, including reference to the place where the studies were performed;
- cases of substantial difference with reference to the Lisbon Convention;
- counterfeiting or alteration of documents;
- documentary insufficiency linked to the request that prevented an evaluation/verification.

Learn more about the evaluation methodology carried out by CIMEA experts in the creation of their statements.

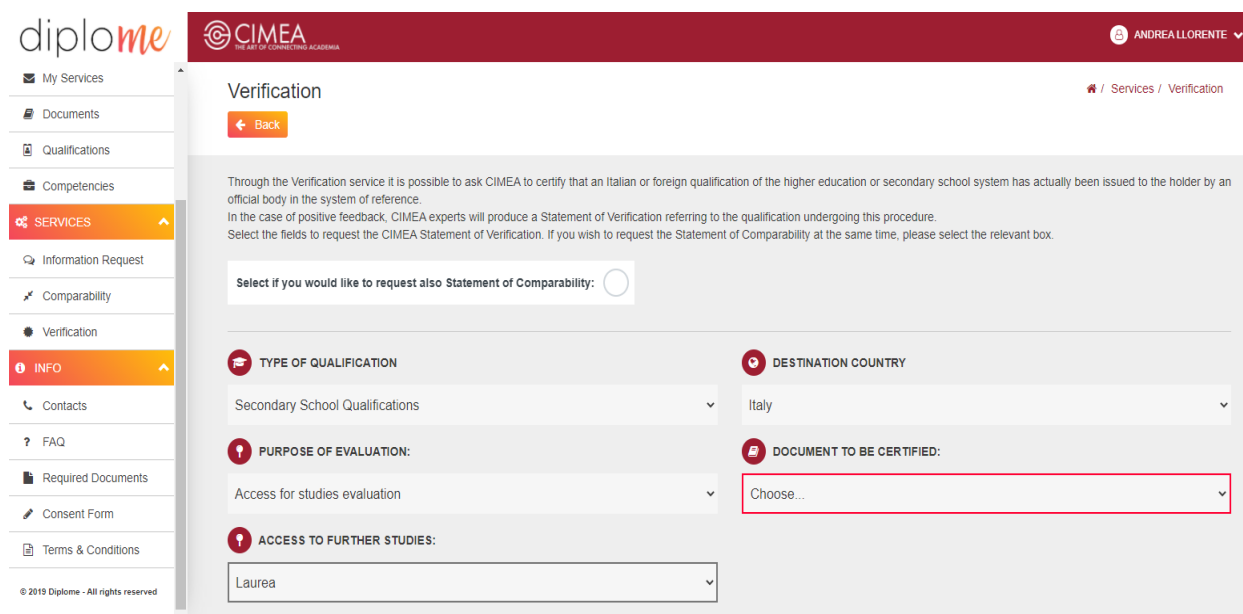
In order to produce the Statement of Verification, you may be asked to send paperwork to CIMEA of the academic documentation referring to the qualification, according to the indications and procedures reported for each country. Please consult the list of the different documents on the Required Documents section.

Service timelines Costs for the service

Learn more CONTINUE Learn more

HOME PAGE
MY DIPLOME
PROFILE
Account
My Services
Documents
Qualifications
Competencies
SERVICES
Information Request
Comparability
Verification
INFO
Contacts
FAQ
Required Documents
Consent Form
Terms & Conditions
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10. Insert the requested information:



Verification Services / Verification

← Back

Through the Verification service it is possible to ask CIMEA to certify that an Italian or foreign qualification of the higher education or secondary school system has actually been issued to the holder by an official body in the system of reference.
In the case of positive feedback, CIMEA experts will produce a Statement of Verification referring to the qualification undergoing this procedure.
Select the fields to request the CIMEA Statement of Verification. If you wish to request the Statement of Comparability at the same time, please select the relevant box.

Select if you would like to request also Statement of Comparability:

TYPE OF QUALIFICATION: Secondary School Qualifications

DESTINATION COUNTRY: Italy

PURPOSE OF EVALUATION: Access for studies evaluation

DOCUMENT TO BE CERTIFIED: Choose...

ACCESS TO FURTHER STUDIES: Laurea

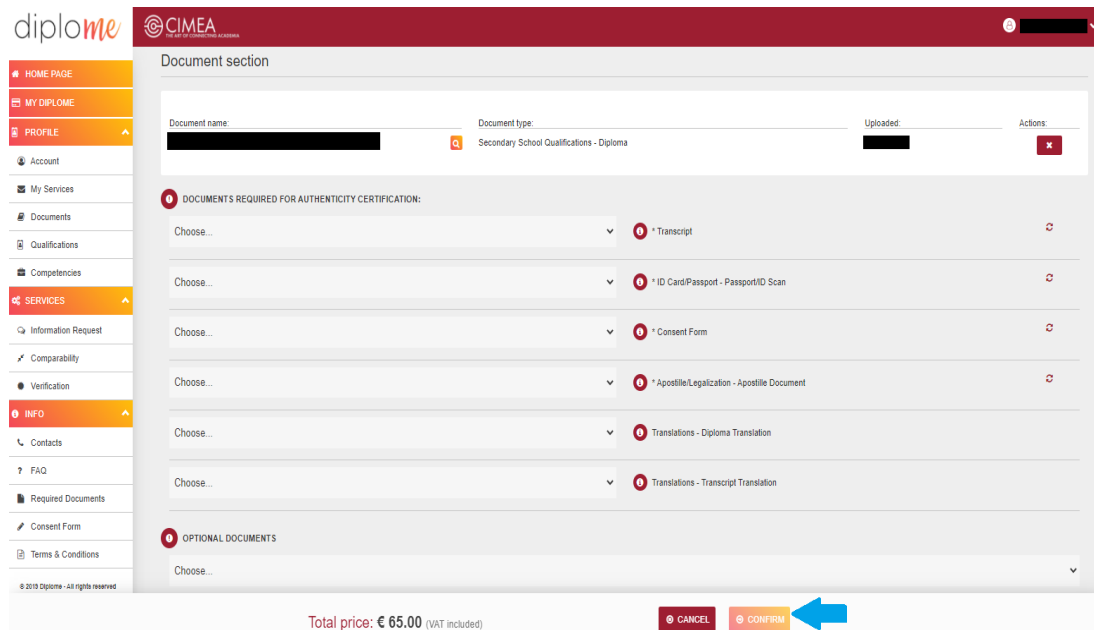
If verifying a secondary school qualification

- **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”.



Document section

Document name	Document type	Uploaded	Actions
[REDACTED]	Secondary School Qualifications - Diploma	[REDACTED]	[X]

DOCUMENTS REQUIRED FOR AUTHENTICITY CERTIFICATION:

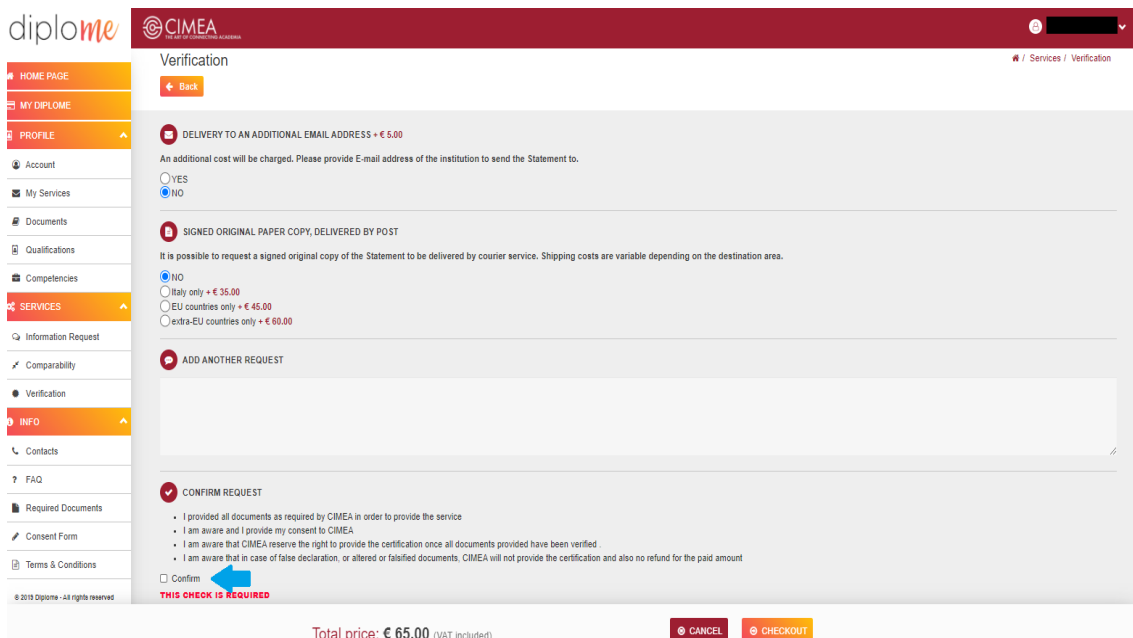
- Choose... Transcript
- Choose... ID Card/Passport - Passport/ID Scan
- Choose... Consent Form
- Choose... Apostille/Legalization - Apostille Document
- Choose... Translations - Diploma Translation
- Choose... Translations - Transcript Translation

OPTIONAL DOCUMENTS

Choose...

Total price: € 65.00 (VAT included)

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



Verification

DELIVERY TO AN ADDITIONAL EMAIL ADDRESS + € 5.00
An additional cost will be charged. Please provide E-mail address of the institution to send the Statement to.

YES
 NO

SIGNED ORIGINAL PAPER COPY, DELIVERED BY POST
It is possible to request a signed original copy of the Statement to be delivered by courier service. Shipping costs are variable depending on the destination area.

NO
 Italy only + € 35.00
 EU countries only + € 45.00
 extra-EU countries only + € 60.00

ADD ANOTHER REQUEST

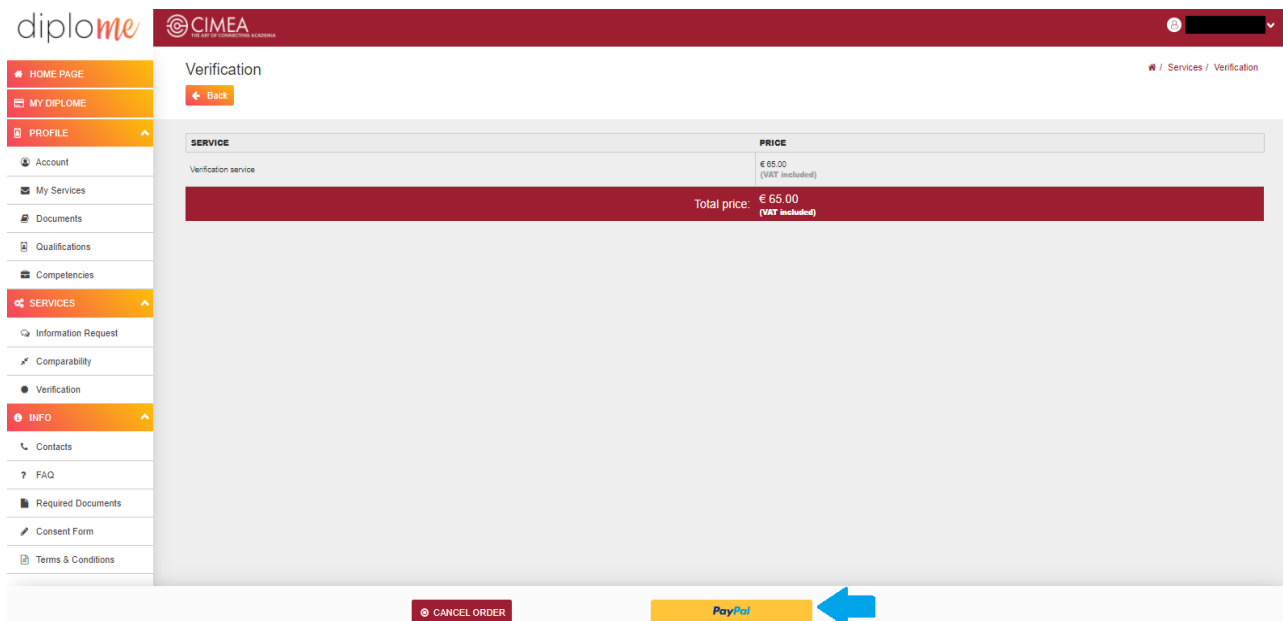
CONFIRM REQUEST

- I provided all documents as required by CIMEA in order to provide the service
- I am aware and I provide my consent to CIMEA
- I am aware that CIMEA reserve the right to provide the certification once all documents provided have been verified
- I am aware that in case of false declaration, or altered or falsified documents, CIMEA will not provide the certification and also no refund for the paid amount

Confirm

Total price: € 65.00 (VAT included)

13.- Proceed with the payment.



The screenshot shows the 'Verification' page on the Diplome portal. The page header includes the Diplome logo and CIMEA logo. A navigation menu on the left lists various options like HOME PAGE, MY DIPLOME, PROFILE, ACCOUNT, MY SERVICES, DOCUMENTS, QUALIFICATIONS, COMPETENCIES, SERVICES, and INFO. The main content area displays a table with the following data:

SERVICE	PRICE
Verification service	€ 65.00 (VAT included)
Total price: € 65.00 (VAT included)	

At the bottom of the page, there are two buttons: 'CANCEL ORDER' and 'PayPal'. A blue arrow points to the 'PayPal' button, indicating the next step in the process.

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.

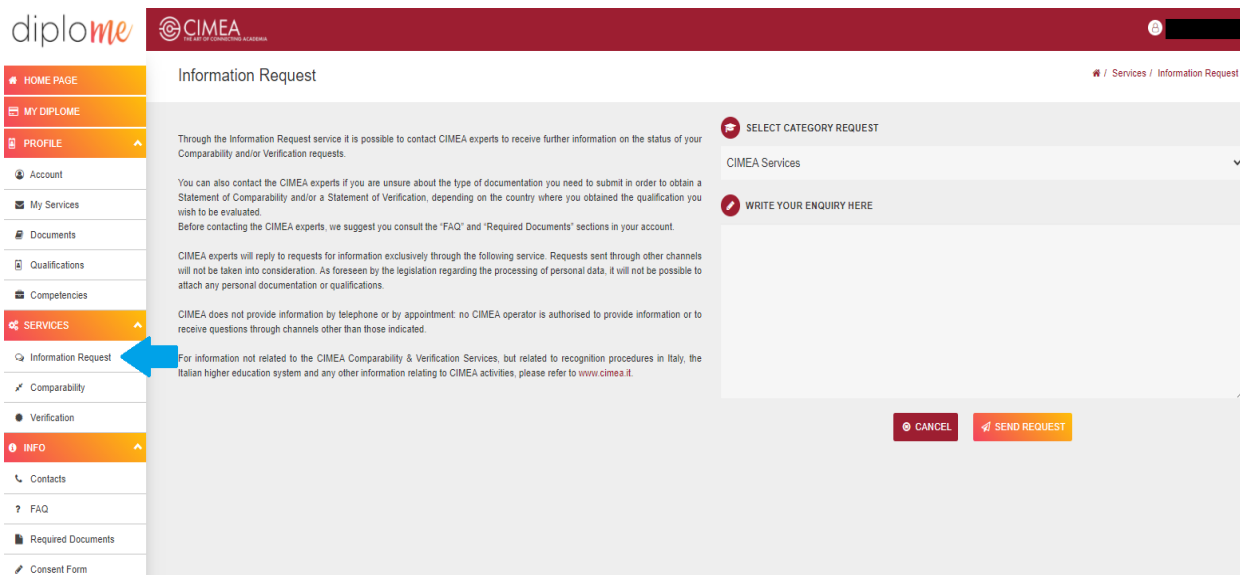
Please send the Statement of Verification, [together the rest of documents specified in UER's website](#) to the International Relation's Office (andrea.llorente@unier.it):

- 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.



The screenshot shows the 'Information Request' page on the Diplome portal. The sidebar menu on the left includes sections for HOME PAGE, MY DIPLOME, PROFILE, ACCOUNT, My Services, Documents, Qualifications, Competencies, SERVICES (selected), and INFO. Under SERVICES, 'Information Request' is highlighted with a blue arrow. The main content area is titled 'Information Request' and contains the following text:

Through the Information Request service it is possible to contact CIMEA experts to receive further information on the status of your Comparability and/or Verification requests.

You can also contact the CIMEA experts if you are unsure about the type of documentation you need to submit in order to obtain a Statement of Comparability and/or a Statement of Verification, depending on the country where you obtained the qualification you wish to be evaluated.

Before contacting the CIMEA experts, we suggest you consult the 'FAQ' and 'Required Documents' sections in your account.

CIMEA experts will reply to requests for information exclusively through the following service. Requests sent through other channels will not be taken into consideration. As foreseen by the legislation regarding the processing of personal data, it will not be possible to attach any personal documentation or qualifications.

CIMEA does not provide information by telephone or by appointment: no CIMEA operator is authorised to provide information or to receive questions through channels other than those indicated.

For information not related to the CIMEA Comparability & Verification Services, but related to recognition procedures in Italy, the Italian higher education system and any other information relating to CIMEA activities, please refer to www.cimea.it.

On the right side of the page, there is a 'SELECT CATEGORY REQUEST' dropdown menu set to 'CIMEA Services' and a 'WRITE YOUR ENQUIRY HERE' text area. At the bottom right, there are 'CANCEL' and 'SEND REQUEST' buttons.

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:

Dott.ssa Andrea Llorente
andrea.llorente@unier.it
Tel. (+39) 0666543809