

Instructions for completing the application for admission to the PhD programs

1. Carefully read the call in all its parts, with special reference to the specific sheet relating to the PhD program for which you wish to apply;
2. Prepare the required files for the Doctorate you are interested in apply before starting the application;
3. Verify that the documents prepared for the application comply with the mandatory requirements of the call on pain of exclusion from the admission procedure (for example: check that the research project does not consist of more than 12,000 characters, including spaces, excluding bibliography)
4. Contact the professor or the recognized expert to whom you want to ask for the reference letter in time, remembering that he/she should send this document to dottorati@luiss.it
The letter must be sent to the e-mail address indicated no later than the deadline for the call, ie by 14 May 2018 at 16 (CEST), UTC + 2 on pain of exclusion from the admission procedure;
5. Check that the documents are readable before entering them in the application form;
6. Check the list of the uploaded files in the box on the right side of the form called "description". At the end of the application you will receive a .pdf file containing a summary of the data you entered in the application as well as the list of the files you have uploaded.
7. Carefully read the FAQ section before contacting us for further clarification.

PAY ATTENTION: some of the documents that you must submit must necessarily vary depending on the country where you awarded your master degree.

In particular:

ARE YOU A CANDIDATE WITH A MASTER DEGREE RELEASED BY AN ITALIAN UNIVERSITY?

In this case you must upload:

Certification/self-certification of the degree held setting out the exams sat and the associated grade awarded and credits earned, the grade point average and the degree grade (for each degree if more than one degree held).

ARE YOU A CANDIDATE WITH A MASTER DEGREE RELEASED BY AN UNIVERSITY BELONGING TO AN EU COUNTRY?

In this case you must upload:

1. degree parchment in its original language;
2. diploma supplement and academic transcript in their original language;
3. translation into Italian or English of the two documents indicated in the preceding points 1 and 2: the translations are not required if the documents in question are issued by the institution directly in English.

ARE YOU A CANDIDATE WITH A MASTER DEGREE RELEASED BY AN UNIVERSITY BELONGING TO A NON-EU COUNTRY?

In this case you must upload:

1. degree parchment in its original language;
2. academic transcript in its original language;
3. translation into Italian or English of the two documents indicated in the preceding points 1 and 2: the translations are not required if the documents in question are issued by the institution directly in English.

For qualifications awarded in a non-EU country the admitted candidates may submit a statement of comparability of the foreign qualification issued by the Information Centre on Academic Mobility and Equivalence (CIMEA) as an alternative to submission of the documents indicated in points 1 and 2 above. In that regard candidates should click on the following link: <http://cis.cimea.it/estero/> .