



The Pontifical John Paul II Institute for Studies on Marriage and Family

**Vade-mecum for Enrolment
Academic Year 2011/2012**

1. Necessary documents for Enrolment

- 1) Fill in the *pre-enrolment page* in our website and afterwards the *enrolment form* completed in all parts¹
- 2) *ID Card or passport*, original and photocopy
- 3) *Photocopy of your entry visa* into Italy (only for students arriving from countries where an entry visa is required)
- 4) Two passport-size *photos*
- 5) Original copy of your *High School Diploma*, valid for entrance into university in your country
- 6) *Certificate of previous studies*:
 - a. Baccalaureate in Sacred Theology (at least “cum laude”) if enrolled for the Licentiate
 - b. Licentiate in Sacred Theology (at least “magna cum laude”) if enrolled for the Doctorate
 - c. Degree if enrolled for the Masters
- 7) *Presentation letter*:
 - a. From your ecclesiastic Superior for priests, religious and seminarians
 - b. From your Parish Priest for lay people
- 8) *Study plan*, completed and signed². Mind the colors:
 - pink for the Licentiate
 - green for the Doctorate
 - orange for the Masters
- 9) Receipt of *payment of the academic fees*³ (if you have paid by bank draft bring the original receipt plus a photocopy)
- 10) Certificate regarding your knowledge of the *Italian language*
- 11) Other certificates about your knowledge of other *foreign languages*⁴

ATTENTION!

If you are a **priest** and are not from the Rome Diocese or do not reside within the colleges or convents designed to house clergy you must also present the annual extracollegiate letter.

¹ Enrolment forms available at the Secretariat or at www.istitutogp2.it

² Document available at the Secretariat

³ For the several ways for payment, see further.

⁴ The Institute organizes Italian intensive course for foreign students. See the information on the site www.istitutogp2.it

2. Procedure for enrolment

- A. Prepare all the necessary documents for the enrolment
- B. Compilation of the Study Plan

For the compilation of the Study Plan you have to ask an appointment with the Director of Studies

- Prof. Mons. Livio MELINA for the Licentiate and Doctorate course (appointments by e-mail segpreside@istitutogp2.it or in Office for Students).
- Prof. Mons. Bruno OGNIBENI for the Master in Science of Marriage and the Family (appointments every morning in the office of the professor in the first floor).

When you ask for an appointment with the Director you have to ask also an appointment with the Secretariat by e-mail: eventi@istitutogp2.it or in the Office for Students.

After having made an appointment through Student Orientation, present yourself at the set date and time at the Director of Studies office (check on the map what you find in the end of this booklet).

Together with the Director of Studies you will complete your Plan selecting the courses to be followed during your stay at the Institute. For this you can see the booklet “ORDO” for the Academic Year 2011-2012 or the internet site (www.istitutogp2.it).

For this appointment, ensure you have with you:

- 1) *The two copies of the Study Plan* that you picked up from Student Orientation
- 2) *Certificate of previous studies*, and that is:
 - a. For enrolment for the Licentiate: your Baccalaureate certificate with exams passed and final grade;
 - b. For enrolment for the Doctorate: your Licentiate certificate with exams passed and final grade;
 - c. For enrolment for Master: your degree certificate.

C. Digital picture

Use your waiting time to go to the Office for Students where you can do your **photograph** which you will need for your Student ID card. The office is open every day from 9:30 to 12:30 during the month of September.

Remember the photo is obligatory and you will need to have it before your enrolment can be considered completed.

Payment of Academic Fees

To finding the sum of your fee see the page 24 in “ORDO” for Academic Year 2011-2012⁵
There are different modes of payment available, choose whichever is more convenient for you:

a) bank draft

You can even pay by bank draft. Following you will find the bank coordinates you will need to use. If you do the bank draft from Italy or another country within the European Union, use only the IBAN code. If, instead, the bank draft is being sent from elsewhere in the world, you will need to also include the BIC/SWIFT code:

Pontificio Istituto Giovanni Paolo II
IBAN: **IT22 X056 9603 2060 0000 4100 X40**
SWIFT (=BIC): **POSOIT22**

Attention! It is very important that you write clearly the motive/causal of the payment, to help us recognise the payment immediately. Specify your SURNAME and the course and year to which you are enrolling (e.g. SMITH, Licentiate, 1st year)

You must then send a copy of the receipt via fax to the Financial Office: fax. N° 06.698.86338

b) at the counter of the Banca Popolare di Sondrio inside the Lateran University

Complete the *yellow form* what you obtain in the Office for Students.

Within the Lateran University there is a bank counter where it is possible to pay the fees.

The fees can be paid by cash, by “non transferable” cheque made out to “Pontificio Istituto Giovanni Paolo II”. It is no possible to pay there by credit card. Always take some form of legal identification and, if you are Italian, also your fiscal code.

From 26 September until the end of 30 October, the internal bank counter will observe the following hours:

- Every day from 9.30 to 13.00;
- Tuesday and Thursday afternoons from 15.00 to 17.30

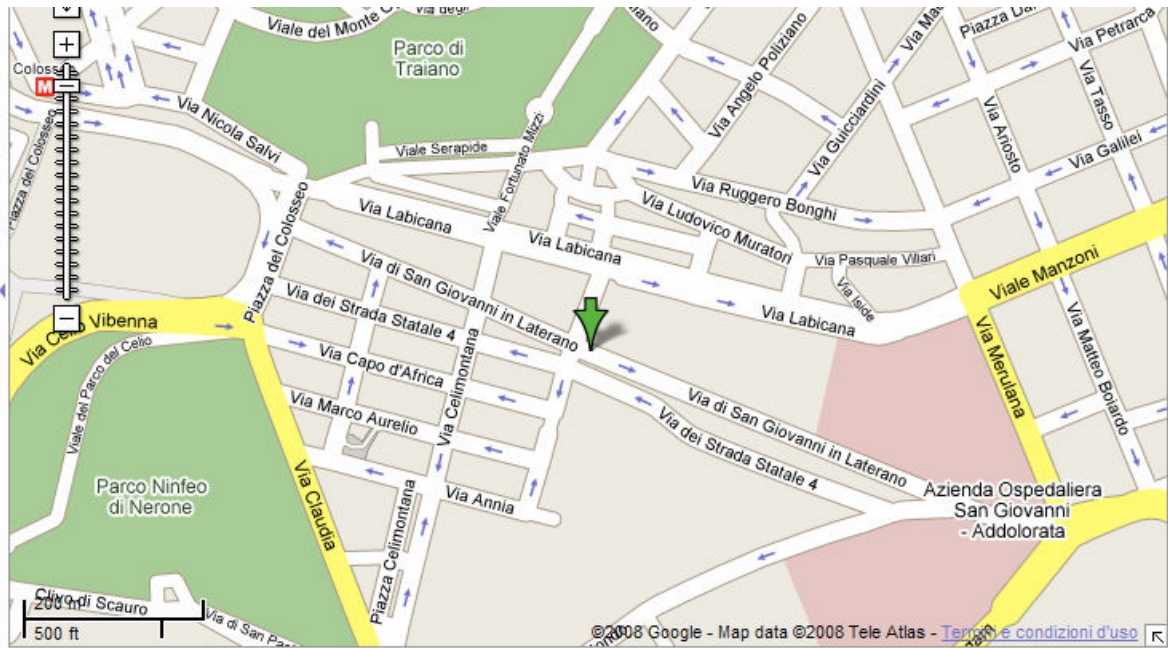
Before 26 September, the bank counter will be opened on Wednesdays, from 10.30 to 13.00.

c) At Branch 24 or Branch 6 of the Banca Popolare di Sondrio

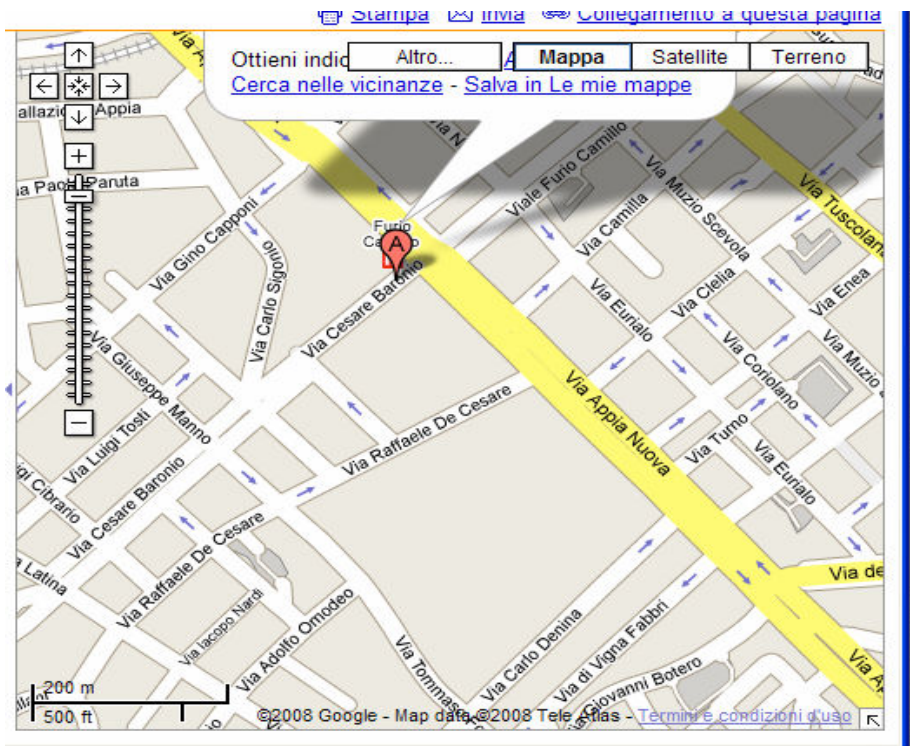
You can go directly to the actual bank to pay the fees; there are two branches that are available to receive payment and they can be found near the Institute.

Opening hours: Monday to Friday
morning: from 8.30 to 13.30
afternoon: from 14.45 to 15.45

⁵ If you have received the pre-registration document, paying the relative fee, remember to deduct this amount from the total fees to pay. If you have received a scholarship from the John Paul II Institute, please, contact the International Secretariat (Mrs. Maria Chiara Di Pasquale: seginternaz@istitutogp2.it)



Branch 6 - Via Cesare Baronio, 12 (metro stop linea A “Furio Camillo”)



E. Delivery of documents to the Secretariat

At this point you are promptly to finish your enrolment.

You have to go with all the necessary documents to Secretariat on the day and hour of the appointment.

The Secretary, during the enrolment period, opens every day **from 9:30 to 12:30**, and receives a limited number of students each day, only under appointment.

To obtain an appointment you can write one e-mail to eventi@istitutogp2.it or go to the Office for Students. When you ask for an appointment with the Director of Studies you can ask also an appointment with the Secretariat.

We ask you, in advance, to be patient. The registration process is not easy and it is very important that the Offices have adequate time to give you efficient service, thus avoiding your having to return repeatedly.

To finish

At this point you are officially enrolled at the Pontifical John Paul II Institute for the Academic Year 2011/2012.

During the first few days of the Academic Year, from the Institute, you will be able to pick up, for free:

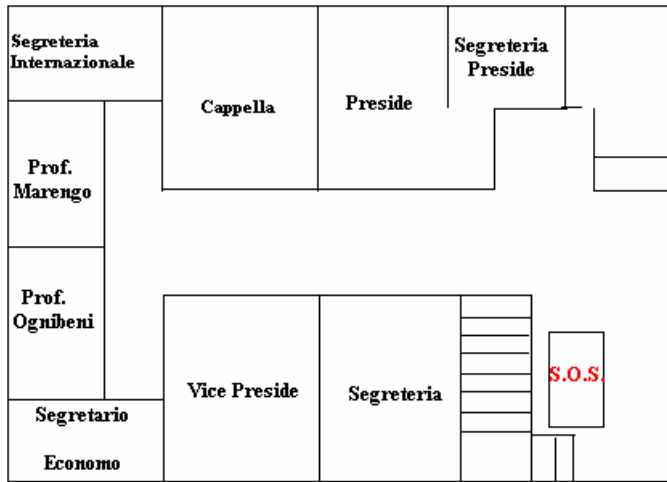
1. the photo ID card;
2. your personal password, necessary to book your exams and request certificates *on line*;
3. the Institute enrolment certificate.

We hope you found this vade-mecum useful in affronting the enrolment procedure serenely. Let us know if you have any difficulties or if you have any suggestions to help us improve our services to you, our students.

All that is left is to wish you the best for your period of study here with us.

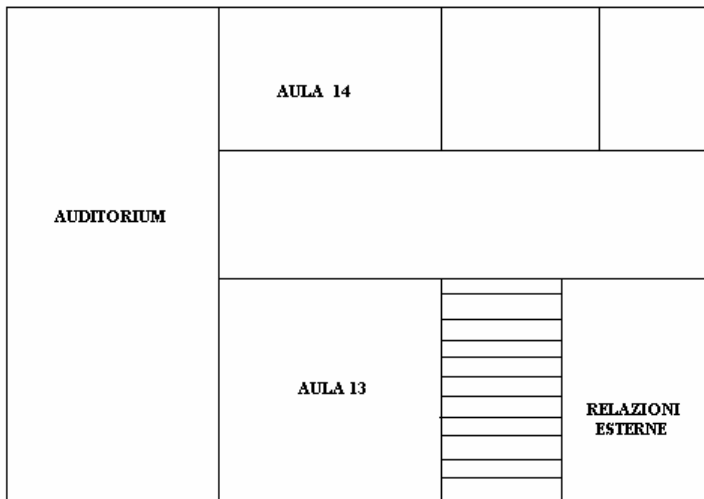
*Victor Soldevila, General Secretary
and the Institute staff*

INSTITUTE MAP

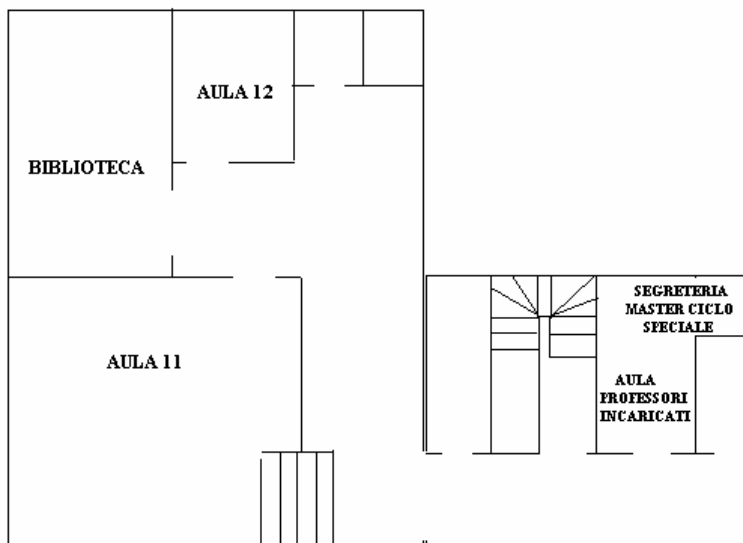


Servizio Orientamento Studenti

FIRST FLOOR



SECOND FLOOR



GROUND FLOOR