



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

Enrolment Guide Academic Year 2017/2018

**(only for Licenza, Dottorato
and Master Scienze del Matrimonio e della Famiglia)**

1. Necessary documents for Enrolment

- 1) Completed *pre-enrolment page* on our website and 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 entry into a 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. Pay attention to the colours:
 - 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 proficiency of the *Italian language*⁴
- 11) Other certificates demonstrating knowledge of other *foreign languages*

Please Note!

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 “celebret”, to be request at the Vicariate of Rome.

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

² Document available from the Secretariat

³ For the various ways of payment, see further pages.

⁴ **The Italian language test will be held on Thursday 5th October, 2017 in the main Auditorium of the Institute. The minimum requested level is A2.**

2. Procedure for enrolment

- 1) Prepare all the necessary documents for enrolment
- 2) Completion of the Study Plan

For the completion of the Study Plan, you need to ask for an appointment with the Director of Studies. This will be with either:

- Prof. José GRANADOS for the Licentiate and Doctorate course (appointments can be made by e-mail segreteria@istitutogp2.it or in the Student Office).
- Prof.ssa Alexandra DIRIART for the Master in Science of Marriage and the Family (appointments made via e-mail: diriart@istitutogp2.it or, since mid-September, in the Student Orientation Office).

When you ask for an appointment with the Director of Studies, you also need to make an appointment with the Secretariat by e-mailing: eventi@istitutogp2.it or in the Student Orientation Office.

After having made an appointment, present yourself at the set date and time at the Office of the Director of Studies.

Together with the Director of Studies, you will complete your Study Plan for the 2017/2018 year, by selecting the courses to be followed during your stay at the Institute. If you would like to see a full list of courses being offered, consult the booklet of the Institute titled “ORDO” for the Academic Year 2017-2018, which is available online at www.istitutogp2.it or in hard copy from the Institute.

For your appointment with the Director of Studies, you will need the following:

- i. *Two copies of the blank Study Plan*, that you picked up from Student Orientation Office
- ii. *Certificate of previous studies*, 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 the Master: your degree certificate.

- 3) Digital photograph (since September)

It is suggested that you use any waiting time to go to the Student Office where you can have your **photograph** taken digitally. This will be needed for your Student ID card. The Student Office is open every day from 9:30 to 12:30 during the month of September.

Please note that the digital photo is an obligatory requirement and you will need to have it before your enrolment can be considered complete.

4. Payment of Academic Fees

In order to find the total sum payable in fees for your course see the “ORDO” for Academic Year 2017-2018⁵

There are different modes of payment available and you may choose whichever is more convenient for you:

1) Bank draft

Below you will find the full bank details that you will need to use for this method of payment. Please note that if you do this from Italy or from any other country within the European Union, you will only need to use the IBAN code. If, however, you set up the bank draft from anywhere else in the world, you will also need to include the BIC/SWIFT code. The bank details are as follows:

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

Attention! It is very important that you use the reference field to state clearly the motive/cause of the payment, to help us recognise your payment immediately. Please specify your SURNAME, the course and year for which you are enrolling (e.g. SMITH, Licentiate, 1st year)

You must then send a copy of the receipt via e-mail or fax to the Financial Office: (econom@istitutogp2.it or fax. N° [+39] 06.698.86338)

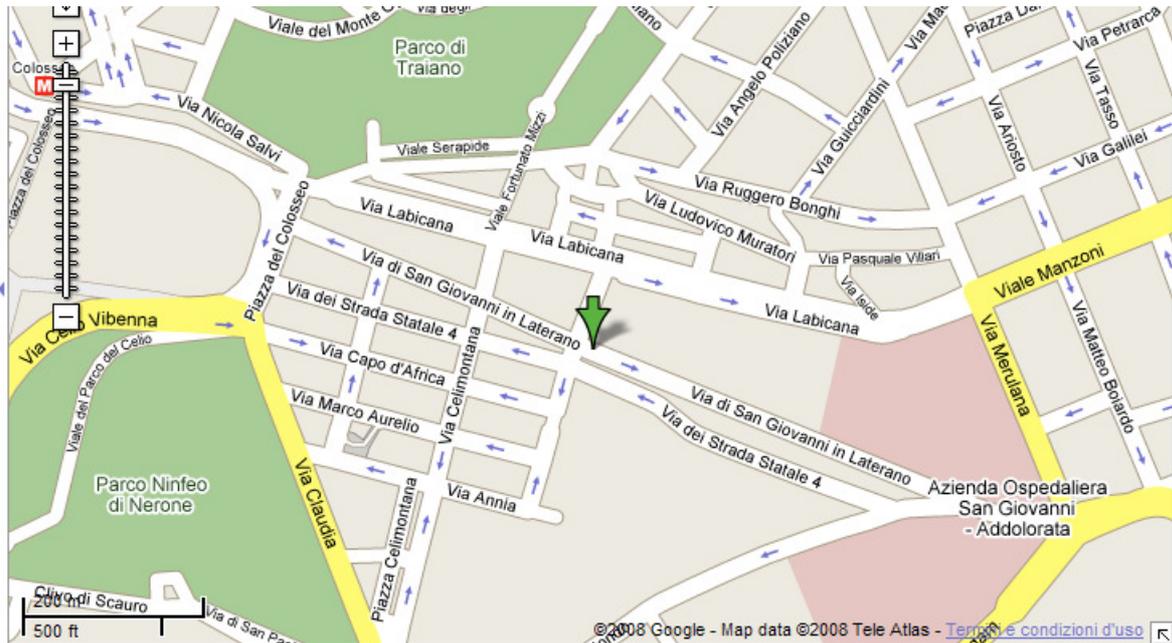
2) At Branch 24 or Branch 6 of the Banca Popolare di Sondrio

You can go directly to the actual bank to pay the fees. There are two branches (see the map below) that are available to receive payment and they can be found near the Institute.

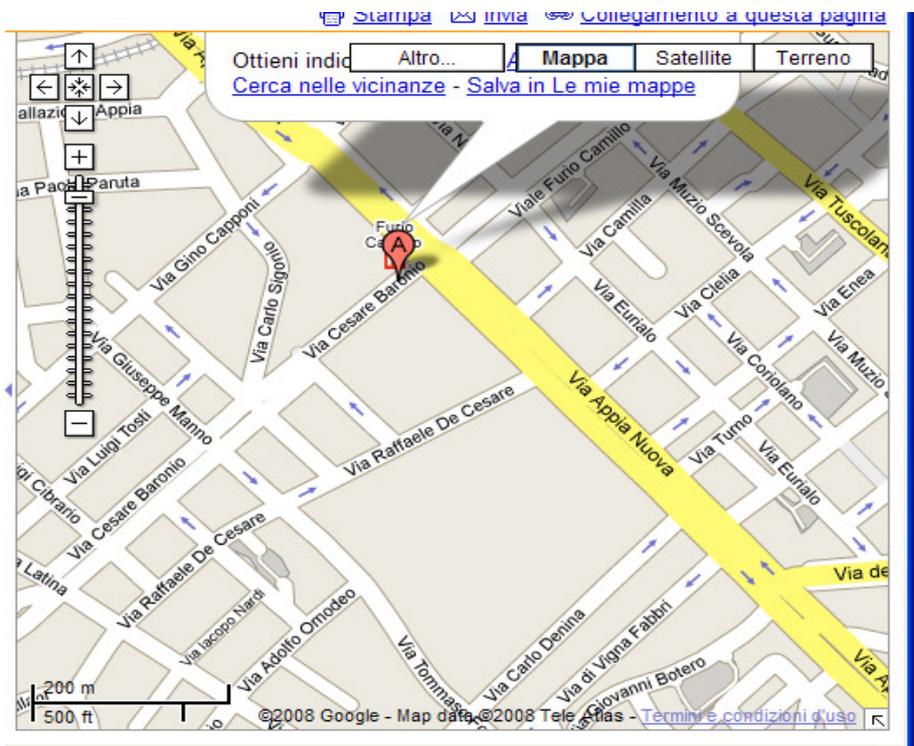
Opening hours: Monday to Friday: from 8.30 to 13.30 and from 14.45 to 15.45.

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 Mrs. Angela Mezzanotti (econom@istitutogp2.it).

Branch 24 - Via di San Giovanni in Laterano, 51/a (next to Basilica of San Clemente)



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



5. Delivery of documents to the Secretariat

At this point you are nearly ready to complete your enrolment.

You need to go with all the necessary documents to Secretariat. For this you will need to make an appointment by writing an e-mail to eventi@istitutogp2.it or, since mid-September, by going to the Student Orientation Office. Alternatively, if you are making an appointment with the Director of Studies via the Student Office, you may also ask them to make you an appointment with the Secretariat. Then you will need to present yourself at the Secretariat at the agreed time and date with all your enrolment documents. .

During the enrolment period in September, the Secretariat, opens every day **from 9:30 to 12:30**, and receives a limited number of students each day, only by appointment.

In advance, we would like to ask for your patience in this process. We appreciate that registration is not straight-forward and often lengthy, however, it is very important for us that we get it right. This is why we aim to have individual appointments, ensuring that the various Offices have adequate time for you and therefore avoiding the need for you to return on several further occasions.

And finally...

At this point you are officially enrolled at the Pontifical John Paul II Institute for the Academic Year 2017/2018.

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

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

We hope that you have found this guide useful in affronting the enrolment procedure. 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*