



Pontificio Istituto Teologico
Giovanni Paolo II
Matrimonio e Famiglia



Sede Centrale

ENROLMENT GUIDE
ACADEMIC YEAR 2023/2024

THEOLOGY of Marriage and Family
Licentiate (STL)
Doctorate (STD)

Marriage and Family **SCIENCES** (SMF)
Licentiate
Doctorate
Diploma

Amoris Laetitia COURSES

CARING SCHOOL

1. Necessary documents for Enrolment

- 1) Completed *pre-enrolment page* on our website
- 2) *Enrolment form* completed in all parts¹
- 3) *ID Card or passport*, original and photocopy
- 4) *Photocopy of your entry visa* into Italy (only for students arriving from countries where an entry visa is required)
- 5) Two passport-size *photos* (and a copy in .jpg)
- 6) Original copy of your *High School Diploma*, valid for entry into a university in your country
- 7) *Certificate of previous studies*:
 - a. Baccalaureate in Theology (at least “cum laude”) for the STL
 - b. Licentiate in Theology (at least “magna cum laude”) for the STD
 - c. University Degree (at least three-year degree) for the Licentiate SMF
 - d. Licentiate or Masters degree for the Doctorate SMF
- 8) *Presentation letter*:
 - a. From your ecclesiastic Superior for priests, religious and seminarians
 - b. From your Parish Priest for lay people
- 9) *Study plan* to be completed in dialogue with the Director of Studies.
- 10) Receipt of *payment of the academic fees*² (if you have paid by bank draft bring the original receipt plus a photocopy)
- 11) Certificate regarding your proficiency of the *Italian language*³ (at least, level B2)
- 12) Other certificates demonstrating knowledge of other *foreign languages*

DOCTORAL SCHOOL - Application documents (previous to enrolment)

- 1) *Curriculum vitae et operum* (in international format), detailing previous studies, publications and teaching assignments, if any, and skills acquired in foreign languages;
- 2) Motivational letter, in which he/she presents and justifies his/her desire to undertake research at our doctoral school;
- 3) Letter of presentation from the lecturer with whom he/she worked on the Licentiate or Master's thesis;
- 4) Copy of the Licentiate or Master's thesis;
- 5) Certificate of Licentiate in Theology of Marriage and the Family or Licentiate in Sciences on Marriage and the Family, at least magna cum laude, or Master's Degree (for Sciences).

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

² For the various ways of payment, see further pages.

³ The Italian language test will be held on Thursday 5th October, 2023 in the main Auditorium of the Institute. The minimum requested level is B2.

2. Completion of the Study Plan

- A. Before the appointment with the Director of Studies, please, consult our website in order to know about the study plan for the program you have chosen, the description of all courses, the academic calendar, the timetable for courses, etc.
- B. For the completion of the Study Plan, you need to ask for an appointment with the Director of Studies, Prof. Vincenzo ROSITO (rosito@istitutogp2.it)

For your appointment with the Director of Studies, please take with you:

- ii. A *proposal for your Study Plan*, according to the program you have chosen
- iii. *Certificate of previous studies*, that is:
 - a. For enrolment at the STL: your STB certificate with exams passed and final grade;
 - b. For enrolment at the Doctorate: your Licentiate (STL) or Master degree certificate with exams passed and final grade;
 - c. For enrolment at the Licentiate SMF: your degree certificate and transcripts.
 - d. For enrolment at the Diploma: High School Diploma, valid for entry into a university in your country

3. Payment of Academic Fees

- A. In order to find the total sum payable in fees for your programme, please visit our website (<https://www.istitutogp2.it/wp/studiare-allistituto/tasse-accademiche/>)⁴
- B. Bank draft**

Pontificio Istituto Giovanni Paolo II
Banca Popolare di Sondrio – Agenzia 6 – Via Cesare Baronio, 12 – Roma
Codice IBAN: **IT22 X056 9603 2060 0000 4100 X40**
Codice SWIFT (=BIC): **POSOIT2106M**

Attention! Please specify your SURNAME, the course and year for which you are enrolling (e.g. SMITH, Licentiate SMF, 1st year)

You must then send a copy of the receipt via e-mail or fax to the Financial Office: (economo@istitutogp2.it)

⁴ 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 (economo@istitutogp2.it).

Amoris Laetitia Courses and Caring School

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- 2) *Enrolment form* completed in all parts.
- 3) *ID Card or passport*, original and photocopy.
- 4) Two passport-size *photos* (and a copy in .jpg)
- 5) *University degree or High School diploma*, valid for entry into a university in your country
- 6) Receipt of *payment of the academic fees*⁵

⁵ *Amoris Laetitia* Courses: 400 €; Caring School: 600 €. For the various ways of payment, see previous page.