



## Call for Applications

### Undergraduate School - EU Students Luiss Test 2025/2026 Academic Year

This call for applications is dedicated to admission, in the 2025/2026 academic year, to the following [degree programmes offered by the Undergraduate School](#):

Degree programmes taught in Italian	Degree programmes taught in English
Economia e Management	Business Administration
Giurisprudenza	Economics and Business
Scienze Politiche	Global Law
	Management and Artificial Intelligence
	Politics: Philosophy and Economics

#### 1. Addressees and Eligibility

##### 1.1. Addressees

Only candidates who obtain an academic qualification in Italy or who hold EU citizenship or that of a country in the Schengen Area may apply for admission under this present admission procedure.

In order to establish fulfilment of the above requirement, candidates will be asked to:

- state their nationality in the relevant drop-down menu when filling out the application form;
- attach their identity document or passport with the indication of their nationality in the appropriate section on identity documents;
- state their country of study and attach the associated school report cards.

It is strongly recommended that candidates visit the related webpage for more information on citizenship requirements and to check compliance therewith. Under no circumstances can non-EU candidates who do not obtain an academic qualification in Italy take part in the selection procedure dedicated to EU citizens.

The Admissions Office will check compliance with the citizenship requirement after candidates have submitted their application on the basis of the documentation requested at the application stage. Any ineligible applications will be automatically excluded.

## **1.2. Eligibility**

The selection procedure is open only to those who meet the following requirements:

1. Academic qualifications:
  - a. hold an Italian or foreign final secondary school leaving qualification entitling them to enrol at Italian universities on the basis of ministerial requirements, or
  - b. by 22 July 2025 will have passed the final examinations required to obtain their final secondary school leaving qualification under the Italian or a foreign education system entitling them to enrol at Italian universities on the basis of ministerial requirements. In this case, the results of the final examinations must be received and communicated to the Admissions Office in the prescribed manner in accordance with the deadlines specified below.

For non-Italian academic qualifications, reference must be made to the criteria laid down annually by the Ministry of Universities and Research (MUR) and set out by the University on the following [webpage](#). Please note that academic qualifications that do not comply with the guidelines and are not accompanied by the required documentation will not allow university enrolment under any circumstances, including in the case of admission and subsequent booking of enrolment.

2. Valid Undergraduate School EU Students Luiss Test result obtained between October 2024 and 3 February 2025. Submission of the certification will be requested when filling out the application form. Any costs related to obtaining the above certification are to be borne by candidates.
3. Declaration that the candidate will, by the 2024/2025 school year, hold an Italian or foreign final secondary school leaving qualification entitling them to enrol at Italian universities on the basis of ministerial requirements, specifying the type and details.

All applications for admission that do not fulfil the access requirements specified above will be automatically excluded. Any application not accompanied by the required certifications will likewise be automatically excluded.

Candidates acknowledge that what is stated in their application is to be considered as mere self-certification issued pursuant to Decree of the President of the Republic No 445 of 28 December 2000 as amended. Any false statements will result in the automatic cancellation of the application. The truthfulness

of what has been stated will in any case be checked at the time of university enrolment. Cancellation of an application will not entitle candidates to be reimbursed the costs incurred in taking part in the selection procedure.

## **2. Submission of Applications for Admission**

### **2.1. Procedure and Deadlines**

Admission can be applied for solely through filling out the application form available online on the University's website **from 4 February to 26 February 2025**. Any applications submitted after the deadline will not be considered under any circumstances.

**The onus is on candidates themselves to check that their application has been correctly submitted after taking the test and by the specified deadline. After correctly filling out the application form, candidates will receive confirmation by e-mail together with a summary of the data entered.**

No more than one application will be considered for each candidate. Any further applications received after the first one will be automatically considered null and void.

### **2.2. Application Fee**

In order to complete their application for admission, candidates will be required to pay an application fee of € 80 exclusively online via the payment platform available in the application form between 4 February 2025 and 26 February 2025.

Any payments received in a different manner or after the deadline will not be taken into account for the purposes of taking part in the selection procedure and it will not be possible to regularise the application at a later date.

Please note that the application fee is compulsory for the purposes of correctly submitting the application and in case of non-payment the application will be considered null and void. In this regard, please note that under no circumstances will it be possible to obtain an exemption from payment of the fee.

Any application fee paid will not be refundable under any circumstances, not even in the event of automatic exclusion of the application due to a candidate's failure to meet the requirements and/or withdrawal from taking part in the selection procedure, since the fee is an administrative charge to be borne by candidates.

## **2.3. Required Documents**

In order to take part in the selection procedure, it is necessary to include all of the documents specified in the application form. In any case, it is compulsory to attach the following:

1. Passport and/or identity card indicating citizenship.
2. **Valid EU Students Luiss Test result**, taken online on the appropriate platform between October 2024 and 3 February 2025. Please note that since the test can be taken twice, the onus is on candidates to upload their best score. Luiss will not check whether the best score has been uploaded to the system. The validity of EU Students Luiss Test results will be checked directly by the Admissions Office.

By submitting their application for admission, candidates accept the provisions of the Regulations and the Code of Conduct posted on the University's website and on the dedicated platform.

3. **Only for holders of academic qualifications earned under a foreign education system:** school report cards issued by the school attended, referring to the last two years of attendance with an indication of the grades, the relevant school year and the year of schooling with the appropriate official stamp. The certificate must indicate which final academic qualification the student will obtain. In the case of an academic qualification already obtained, it is necessary to attach the final qualification and the report cards issued by the school with an indication of the grades for the last two years.

Should the certificate be issued in a language other than Italian, English or French, it must be translated by a qualified translator from among those specified by the Italian embassy in loco.

Please note that school report cards will only be taken into consideration in order to verify the validity of a candidate's academic qualification and will in no case be evaluated in drawing up the rankings for admission purposes.

## **2.4. Indication of the Chosen Degree Programme**

When filling out the application form, candidates must indicate the degree programme chosen for admission from among those offered by the Undergraduate School in the 2025/2026 academic year. That choice may be modified solely by 26 February 2025, the deadline for submission of applications, by forwarding a request for modification to the Admission Office via e-mail. Once 26 February 2025 passes, it will no longer be possible under any circumstances to change the choice of degree programme, as it is binding for the purposes of admission and subsequent university enrolment.

**Please note that taking the test in Italian will only grant access to degree programmes taught in Italian whereas taking the test in English will grant access to the entire academic offering.**

Please note that any admission will only refer to the degree programme specified in the last version of the application submitted.

## **2.5. Amending an Application**

Candidates may request that their submitted application be amended at any time before the deadline of 26 February 2025 by sending an e-mail to that effect to the Admissions Office. For each such request made, candidates will have to access the platform by the deadline of 26 February 2025 and amend the data independently.

The Admissions Office, including in the wake of various checks, may request candidates to amend their application or lodge the originals of the declared certifications. Failure to make the required changes by the deadline of 26 February 2025 means that it will be impossible to pass the necessary checks, which will therefore lead to exclusion from the selection procedure.

The onus is on candidates to check that any requested change has been processed: any request to amend an application will lead to candidates receiving an updated application form incorporating the change made. For the purposes of taking part in the selection procedure and the subsequent compiling of the rankings, the last application received and recorded in the system will be used.

## **3. Selection Criteria**

Admission/non-admission will be determined exclusively by the score obtained in the EU Students Luiss Test and any bonus points as outlined in 3.1 hereunder. The anonymous rankings, broken down by degree programme, will be compiled in order of score expressed in hundredths.

Candidates will be admitted in ranking order until the set number of places on offer for this selection procedure – established by the University and to be published on the dedicated page of the University’s website by February – has been filled.

When the rankings are being compiled, the commission in charge of overseeing the test appointed by the relevant university bodies will check the records relating to the holding of the test. In the event of any breach of the Regulations and/or the Code of Conduct posted on the University’s website, that commission may decide to exclude the relevant candidates.

### **3.1. Bonus Points**

## **Luiss Foundation Programme**

Students duly enrolled in the Luiss Foundation Programme for the 2024/2025 academic year, in good standing administratively and who have successfully passed all the examinations for the courses taught in the first semester, may be awarded a bonus of up to a maximum of 6 points in determining their final selection process score as follows:

Average marks for first semester courses	Bonus points awardable
Between 6.00 and 7.49	+3 points
Between 7.50 and 8.49	+4 points
Between 8.50 and 9.99	+5 points
10.00	+6 points

The following scale will be used to calculate the weighted average:

Foundation Programme assessment	Corresponding mark in tenths
PASS	6
SATISFACTORY	7
GOOD	8
VERY GOOD	9
EXCELLENT	10

In order to obtain the bonus, candidates must tick the appropriate box on the application form stating that they are enrolled in the Luiss Foundation Programme for the 2024/2025 academic year and upload the associated transcript. In the event of failure to upload the said transcript, the bonus cannot be awarded.

## **4. Financial Aid and Scholarships**

Please note that admission does not entail the awarding of a scholarship. Admitted candidates may compete for scholarships on the basis of the calls for applications to be published by the Financial Aid Office [on the following webpage](#). Luiss scholarships consist of total or partial waiver of tuition fees, with no other aid envisaged (for example, monthly allowance, teaching materials, etc.).

## **5. Results, Conditional Admission and Booking of University Enrolment**

### **5.1. Results and Conditional Admission**

Candidates will be able to view the results of the selection procedure directly on the dedicated page on the University's website, inserting as their user identification the credentials used when filling in the application form.

Candidates will be conditionally admitted at first, and thereafter fully admitted only after the University has checked that there are no discrepancies with respect to what was declared when submitting the application and the documentation regarding the awarding of the final secondary school leaving qualification.

Please note that any offer of admission will be valid only for the 2025/2026 academic year and only for the degree programme chosen during the application phase, and may not be considered valid for subsequent academic years or for other degree programmes. In the event that an admitted candidate decides not to go ahead with enrolment or fails to book enrolment by the deadline set in this call for applications for the 2025/2026 academic year, admission will be deemed to be forfeited and it will therefore be necessary to take part in and pass the selections procedure envisaged for the following academic year.

### **5.2. Foreign Academic Qualifications**

In the case of foreign academic qualifications, admission will also be conditional on the submission of the documentation required by the Admissions Office to check that the qualifications in question entitle their holder to enrol in a bachelor's degree or single-cycle master's degree programme in Italy on the basis of the regulations in force.

The list of required documents and eligibility requirements for each such qualification are published on the [following page](#) of the University's website.

Should the documents exhibited not comply with the regulations and not be submitted by the deadline for doing so, university enrolment will not be permitted under any circumstances.

Candidates are reminded that it is their responsibility to check in advance that their academic qualification entitles them to enrol in a bachelor's degree or single-cycle master's degree programme. The onus is also on candidates to fulfil all obligations relating to the issue of student visas and to verifying what is required so as to be able to access the University's premises in the light of the relevant regulations in force.

### 5.3. Booking of University Enrolment and Amount of the Annual Single Tuition Fee

In order to register for the degree programme to which they have gained admission, the students in question are required to book their university enrolment subject to the following conditions.

By booking university enrolment, admitted students accept the terms of admission as well as the requirements and criteria for enrolment set out in this call for applications.

Admitted students can check the instructions, the methods for paying the €4,200 due for booking their enrolment and the relevant deadlines on the University's website on the page dedicated thereto.

The amount required to book university enrolment coincides with the first instalment of the annual single tuition fee. For the 2025/2026 academic year, the amount of the annual single tuition fee for registration for the first year of a bachelor's degree program or the single-cycle master's degree program in law is €12,600.

**The non-extendable deadline for booking university enrolment is 15 April 2025. Any request to book enrolment after the deadline specified in this call for applications will not be considered.** Indeed, under no circumstances will it be possible to remedy the situation after the expiry of the deadline, not even by paying a penalty.

In light of the specified deadlines, students are requested to contact the Admissions Office at [ammissione@luiss.it](mailto:ammissione@luiss.it) in good time should they require support. In case of simultaneous participation in a number of selection processes (other universities, scholarships, etc.), the onus is on students themselves to check whether the various deadlines are compatible with the above.

Please note that only in the event that it proves impossible to finalise university enrolment owing to the failure to obtain an academic qualification entitling one to enrol at an Italian university by 22 July 2025 or the failure to obtain a valid student visa within the timeframe specified by the Ministry of Universities and Research for the 2025/2026 academic year (as certified by the competent bodies), may students who have booked enrolment by the deadline obtain a full refund of the first instalment of the annual single tuition fee.

## 6. University

Admitted students must compulsorily apply for a regular student visa for the 2025/2026 academic year in the manner and timeframe specified annually by the Ministry of Universities and Research. Students will receive instructions on how to correctly proceed with the application via the dedicated platform. Only after booking university enrolment by paying the first instalment of the annual single tuition fee by the set



deadline will Luiss check and approve the applications of those students admitted who have correctly enrolled on the basis of the instructions that will be sent to the students.

## **7. Finalisation of University Enrolment**

Solely admitted students who, by the prescribed deadline, have successfully completed the booking of university enrolment process by paying the first instalment of the annual single tuition fee will be required to also finalise that enrolment by the non-extendable deadline of 22 July 2025.

The onus is on students to check in good time that they have correctly completed the university enrolment process, which will take place from the first week of July onwards. Any request to finalise enrolment received after 22 July 2025 will not be taken into account. Indeed, under no circumstances will it be possible to remedy the situation after the expiry of the deadline, not even by paying a penalty.

Through accessing the Web Self Service as soon as they are awarded their final secondary school leaving qualification and in any case no later than the non-extendable deadline of 22 July 2025, students will be required to:

1. pay the regional student tax and relevant stamp duty through a procedure set out on the Web Self Service platform;
2. print, sign and upload the university enrolment application form accompanied by all of the required documentation.

**In the event of a failure to finalise university enrolment by 22 July 2025, regardless of having previously booked enrolment, the student's application will automatically be discarded and it will not be possible to proceed with enrolment for the 2025/2026 academic year.**

Regarding any decision not to complete university enrolment, it should be noted that pursuant to Article 27 of Royal Decree No 1269/38 "a student who has registered for a year of a university course may not under any circumstances obtain a refund of the fees, surcharges and taxes paid".

Moreover, it must be borne in mind that university enrolment is subject to the prerequisite academic qualification meeting the requirements laid down by the Ministry of Universities and Research and the Ministry of Foreign Affairs for the 2025/2026 academic year regarding enrolment at Italian universities and posted on the University's website.

**NB:** In any event a student's university enrolment is subject to properly booking that enrolment by the prescribed deadline through payment of the first instalment of the annual single tuition fee. In addition, enrolment will be considered complete only after payment of the regional student welfare tax and stamp

duty by the deadlines set by the University, submission of the application for enrolment, the awarding of a final secondary school leaving qualification in the 2024/2025 academic year – with final examinations being passed by 22 July 2025 – entitling its holder to enrol in first-level degree programmes in Italy and submission of the documentation required to assess the validity of the qualification. In the event that, at the enrolment stage, the documentation submitted reveals that the qualification does not entitle its holder to enrol in a bachelor's degree or single-cycle master's degree programme in Italy, under no circumstances will it be possible to proceed with finalising enrolment.

**In the event of a failure to finalise university enrolment by 22 July 2025, regardless of having previously booked enrolment, the student's application will automatically be discarded and it will not be possible to proceed with enrolment for the 2025/2026 academic year.**

## **Processing of Personal Data**

Luiss Libera Università Internazionale degli Studi Sociali Guido Carli, in its capacity as the Data Controller, collects and processes the information of data subjects in full compliance with the general principles and rules laid down by the law on the protection of personal data (Legislative Decree No 196/2003 as amended and Regulation (EU) 2016/679).

The processing serves to ensure the proper performance of the procedures of this call for applications and the obligations connected herewith and consequent hereto: by means of an appropriate privacy notice, the characteristics of the processing are brought to the knowledge of data subjects, who are also requested to consent to the processing of their information, if necessary in relation to the purposes pursued by the Data Controller.

At any time, data subjects may exercise the rights granted by law (including but not limited to the right of access, rectification, erasure, restriction and portability of data) by contacting the Data Controller, Luiss University, Viale Pola 12, 00198 Rome, e-mail: [privacy@luiss.it](mailto:privacy@luiss.it).