

DOCUMENTS TO BE PROVIDED

for the recognition of the professional qualification authorising to practice the profession of **NURSE and RADIOLOGY TECHNICIAN**, attained in a non-EU country, both by EU and non-EU citizens.

(The same application form is valid for non-EU citizens whose qualification has already been recognised in another EU Member State)

1. Copy of a valid Identity Document (ID) displaying the signature of the person concerned.
2. If the application is not submitted directly by the person concerned, this one can delegate a trusted person (natural person or service company) to submit the application on his or her behalf and/or to follow the assessment procedure. In this case, for non-EU citizens, the delegated person/company will provide specific mandate, where signature of the delegator must be authenticated by the Italian Consular Authority located in the country of provenance, or by any Italian municipal officer or notary. For EU citizens, the delegated person/company will provide specific mandate, attaching copy of the IDs both of the delegator and the delegate.
3. Authenticated copy* of the specific degree whose recognition the person is applying for.
4. Authenticated copy* of the specific professional qualification authorising to practice the profession, if required in the country where the qualification was attained.
5. Authenticated copy* of enrolment in the specific professional Register/College, only if registration is required in the country where the qualification was attained.
6. Authenticated copy* of the applicant's detailed individual study programme with indication of the person's name and study years attended for the achievement of the qualification whose recognition the person is applying for, indicating how many **hours** were attended (specifying the difference between theoretical education and practical internship) and the topics developed for each subject. This document must be issued by the School/University where the qualification was attained.
7. 'Declaration of value' in original, issued by the Italian Diplomatic or Consular Authority located in the country issuing the degree whose recognition the person is applying for. This document will state:
 - a) that the degree was issued by a competent Authority in the country where it was attained;
 - b) access requirements to the degree course (basic level);
 - c) that the degree is a professional qualification authorising to pursue the profession in the country where it was issued;
 - d) duration (in years) of the degree course;
 - e) authenticity of the signature on the degree, and validity of such degree (if this certificate of authenticity is not provided, it is necessary to ask for the legalisation of the degree, carried out by a competent Authority);
 - f) professional activities the person is entitled to practice in the issuing country on the basis of this degree.
8. Certificate attesting the absence of any restrictions of a professional or criminal nature, preventing the applicant from pursuing the profession. This certificate must be issued by a competent Authority of the country of origin and/or provenance. It must specify if the applicant has incurred in any current or previous disciplinary or administrative sanctions. If the applicant declares never having pursued the profession before, as an alternative the applicant can submit a certificate from the criminal records. Only this Certificate will be required. This Certificate must be submitted in original, and issued no earlier than 3 months before the submission of the application.
9. Certificate detailing any professional activities carried out by the applicant after achieving the qualification whose recognition he or she is applying for (including internship periods). **(Remember that pursuing a health profession in Italy before the qualification is recognised by the Italian Ministry of Health is a criminal offence).**
10. Certificate attesting any postgraduate course attendance or degrees.
11. **ONLY FOR NON-EU CITIZENS, WHOSE PROFESSIONAL QUALIFICATION HAS ALREADY BEEN RECOGNISED IN ANOTHER EU COUNTRY**, a declaration issued by the Authority issuing the qualification. This declaration shall specify which procedures and methods have led to the qualification's recognition (e.g.: aptitude test, adaptation period, training programme's integration in terms of subjects/examinations etc.).
12. Curriculum vitae.
13. Marriage certificate for women with their husband's surname.
14. List of submitted documents, signed by the applicant.
15. A stamp duty of € 16,00, to be put on the application form.

GENERAL NOTES AND WARNINGS:

The **legalisation** of professional qualifications attained in a non-EU country is accepted if it is carried out either by the Italian Diplomatic/Consular Authority, located in the country where the qualification was issued, or by means of an Apostille (according to The Hague Convention of 5 October 1961).

If the original document is not written in Italian, it will be provided with a **translation** into Italian. This translation must be certified by the Italian Diplomatic or Consular Authority located in the country where the document was issued. Otherwise, the translation must be sworn by a translator and certified by the competent Italian Judicial Authority.

Photocopied documents can be certified either by the Italian Diplomatic/Consular Authority located in the source country, or by any notary or clerk of court located in Italy, or by any Italian municipal office.

Colour copies are not accepted.

* If an authenticated copy is required, **EU citizens** can provide documents on unstamped paper, according to Presidential Decree no. 445/2000, together with a Substitute Declaration in lieu of Attested Affidavit (Self-Declaration), to be filled in according to the provisions of the above-mentioned decree.

Abiding to law in force, this Administration will carry out sample checks on the truthfulness of the submitted self-declarations.

Documentation submitted as an annex to this application **cannot be returned** since it is part of this Administration's official records.

This Administration will send any communication regarding the procedure to the address provided in the application form. Therefore, it is up to the applicant to communicate any changes in his or her address timely, via mail.

This Administration will not be liable if notices are not received because of transfer, or wrong indication of the receiving address by the applicant, or return to sender for overdue mail holding.

According to the Italian data protection Regulation (Legislative Decree no. 196/2003 and subsequent amendments), information concerning progress of the assessment procedure cannot be provided via telephone.