

DOCUMENTS TO BE PROVIDED

for the recognition of the professional qualification of **PSYCHOLOGIST** and/or **PSYCHOTHERAPIST** attained in a non-EU country, both by non-EU citizens and by EU citizens, citizens from the Swiss Confederation and citizens from EEA countries (Iceland, Liechtenstein, Norway).

1. Copy of a valid Identity Document (ID) displaying the signature of the person concerned. If the name or surname differ from those provided in the qualification whose recognition the person is applying for, the applicant will provide appropriate certification, attesting that the submitted documents refer to the same person.
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, by any Italian municipal officer or by a 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, accompanied by an individual certificate issued by the Institution/University where it was attained, and specifying the legal duration of the graduation course, as well as the detailed list of the examinations passed. For each examination, the certificate will state:
 - a) how many **hours** were attended (specifying the difference between theoretical education and practical internship)
 - b) if the education and training programme is described in terms of **credits**, it is necessary to state how many education and training hours (not including the number of hours devoted to individual study) are necessary to achieve one credit.
4. Authenticated copy* of the study programme attended by the applicant in order to attain the professional qualification/s whose recognition he or she is applying for. This document must be individual, specifically referred to the applicant and to his or her study programme (detailed description of the learning content).
5. Authenticated copy* of authorisation to pursue the profession in the country where the professional qualification was attained, if required in that country.
6. Authenticated copy* of enrolment in the specific professional Register/College existing in the country of provenance, or in the country where the qualification was attained, if required in that country.
7. 'Declaration of value' **in original**, issued by the Italian Diplomatic or Consular Authority located in the country issuing the degree/s whose recognition the person is applying for. All the degrees mentioned in this document (as well as their legalised translation) will be attached. Moreover, it 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) duration (in years) of the degree course aimed at the attainment of the qualification/s involved;
 - d) 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);
 - e) whether or not the professional qualification concerned refers to a regulated profession and, if so, which requirements are set by the national relevant law, authorising to pursue the profession;
 - f) whether or not the degree held by the applicant authorises the pursuit of the profession in the country where it was attained and, ultimately, if the applicant complies with all the provisions required to pursue the profession.
8. Certificate of Good Standing issued by the competent Authority of the country of origin/provenance. This document will state that neither bans nor suspensions prevent the applicant from pursuing the profession. If the applicant is not currently enrolled in any Register/College but he or she was in the past, the Certificate of Good Standing must nevertheless be provided for the previous registration period. The Certificate must be submitted **in original**, and issued no earlier than 3 months before the submission of the application.
9. Certificate attesting the absence of any restrictions of a criminal nature, preventing the applicant from pursuing the profession. This certificate must be issued by a competent Authority of the country of origin/provenance. It must be submitted **in original**, and issued no earlier than 3 months before the submission of the application. If the applicant declares never having pursued the profession before, only this Certificate will be required.
10. Documentation detailing any professional activities as PSYCHOLOGIST and/or PSYCHOTHERAPIST, carried out by the applicant, after achieving the qualification concerned, either in the country of provenance or in the country issuing the qualification whose recognition the person is applying for.
11. Curriculum vitae, dated and signed.
12. Payment of 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.

*If an authenticated copy is required, only 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.

Non-EU citizens can have copy of their documents authenticated 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.

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.

Remember that pursuing a health profession in Italy before the qualification is recognised by the Italian Ministry of Health is a criminal offence.