



ADMISSIONS 2017/2018

Admission Requirements

Basic Course:

1. High School Diploma or its equivalent.
2. Sufficient Italian Language Proficiency.

One-Year / Atelier courses:

1. High School Diploma or its equivalent; College Degree or its equivalent.
2. Sufficient language proficiency in either Italian, English or Spanish.
3. If available, a portfolio of twelve artworks that best represent the student's work style (attached to email).

Master Course:

1. Graduates of ACCADEMIA RIACE's Basic / One-Year / Atelier courses; graduates of 4 year colleges in art or design or equivalent working or training experience in a specific field, and desire to further pursue their studies.
2. Sufficient language proficiency in either English or Italian.
3. A qualifying portfolio that best represents the student's work style is required to be admitted.

Application

Application Deadlines

EU Students - By a week prior to the course commencement date.
Non-EU Students - By three months prior to the course commencement date.

Application Process

1. Complete the ACCADEMIA RIACE application form and email it to the ADMISSIONS OFFICE.
2. Mail the required original documents ("see next column) to the ADMISSIONS OFFICE.
3. ACCADEMIA RIACE notifies the accepted students within 30 days of accepting the necessary application documents. If you are not accepted, ACCADEMIA RIACE refunds the Enrollment Fee and the Deposit Fee.
4. Pay the tuition fee by at least 30 days before the course starts. After ACCADEMIA RIACE confirms your payment, a Certificate of Enrollment will be issued.

Note: when applying to ACCADEMIA RIACE, the applicant agrees and accepts the conditions stated in the GENERAL CONDITIONS. Those who cannot agree will be rejected, and the amount paid will not be refunded.

Required Documents:

Basic / One-Year / Atelier courses:

- ACCADEMIA RIACE Application Form.
- One passport photo (3 cm x 4 cm).
- A photocopy of your passport.
- A copy of High School diploma (or its equivalent), or college/university degree and higher (documents must be written in English, Italian or Spanish).
- A copy of school transcript (in English, Italian or Spanish).

If available:

- Two recommendation letters from faculty, work supervisor, or any relevant personnel, if available.
- Portfolio of twelve artwork (by email). Please submit a portfolio description, listing each piece by number, size, medium and date completed.

Master Course

- ACCADEMIA RIACE Application Form.
- One passport photo (3cm x 4cm).
- A photocopy of your passport.
- A copy of college/university diploma or higher.
- A copy of school transcript.
- Two recommendation letters from faculty, work supervisor, or any relevant personnel.
- Portfolio of twelve artwork samples (attached to email) with a portfolio description listing

each piece by number, size, medium and date completed.

Student Transfers

Students who wish to transfer from another art school at college level (or equivalent to that of Accademia Riace), may apply to enroll from the 2nd year of the Two-Year Basic Course.

Step 1

To enter from the 2nd year, the following items must be mailed to either ACCADEMIA RIACE or your nearest Information Center in order to start the admissions process:

- Copy of your university degree / college diploma, if available.
- Transcript from your university / college previously attended (credits, number of hours per subject, programs studied).
- A portfolio of twelve artwork samples (attached to email).
- A portfolio description listing each piece by number, size, medium and date completed.

Step 2

Immediately upon notice of acceptance into the 2nd year, please follow the ACCADEMIA RIACE application procedure.

Payment Procedure

Fees must be paid exclusively by wire transfer, directly to the ACCADEMIA RIACE ADMISSIONS OFFICE. Please confirm the bank account details with the admissions office.

Payment Deadlines

1. Enrollment Fee and/or the Deposit Fee: to be paid upon registration of ACCADEMIA RIACE.
2. Balance: by 30 days prior to the course commencement date.

Wire Transfer

If a parent or a relative is transferring money for a student, please mark the name of the student clearly on the transfer statement. After making the transfer, please email a copy of the proof of payment to the ADMISSIONS OFFICE.

INTERNATIONAL STUDENTS:

Bank Name: SUMITOMO MITSUI BANKING CORPORATION
Branch Name: AZABU BRANCH
Branch Code: 270
Bank Address: 4-1-3 Nishiazabu Minato-ku Tokyo 106-0031 JAPAN
Bank Phone: +81 3-3406-7311
BIC/SWIFT: SMBCJPJT
Beneficiary Name: ACCADEMIA RIACE TOKYO OFFICE
Beneficiary Account Number: 270-107029
Beneficiary Address: 5-15-20-702 Minamiazabu Minato-ku Tokyo 106-0047 JAPAN

ITALIAN STUDENTS:

Bank Name: POSTE ITALIANE S.P.A.
Account Holder: ACCADEMIA RIACE
Account Holder address: via de' Conti 4, 50123 Firenze (Italia)
IBAN: IT26 W 076010280000084496884
BIC/SWIFT: BPPITRRXXX

Withdrawals and Refunds

The Enrollment and the Deposit fees are NON-REFUNDABLE, unless your application has been rejected by the school. A refund of the tuition fee will be made only in case the Admissions Office receives an official withdrawal letter.

The fees reimbursed in that case are as follows:
- 90 days prior to the beginning of the course: 100% of the Tuition Fee (except for the Enrollment Fee and the Deposit).
- 60 days prior to the beginning of the courses: 50% of the Tuition Fee (except for the

Enrollment Fee and the Deposit).

- 1 day prior to the beginning of the courses: 30% of the Tuition Fee (except for the Enrollment Fee and the Deposit).
- After the courses start: NO REFUND.
- For students who do not hold a EU passport, there will be NO REFUND after the Certificate of Enrollment has been issued.

Note: refunds or cancellation of the courses will NOT be available, once a student has been legally admitted into Italy as a student at Accademia Riace. The same conditions apply to students who have been issued a Certificate of Enrollment - a crucial document for the Italian Student Visa application.

Course Cancellation

ACCADEMIA RIACE reserves the right to cancel the courses prior to course commencement, as particular conditions for such necessities arise. In such cases, students who are already registered in a course that is canceled will be notified by telephone or mail, and should be asked whether they wish to transfer to another course or prefer a full refund.

General Information

Language

Basic course is taught in Italian only. One-Year, Atelier and Master courses are all taught in Italian with free English interpretation service (for other languages, please inquire). An intermediate level of language is sufficient to follow the lessons.

Limited Enrollment

Accademia Riace's courses have limited enrollments, due to our policy of keeping class sizes small. Over the number foreseen, ACCADEMIA RIACE does not accept further enrollment.

Notice: the Enrollment is not valid until all the required documents arrive to ACCADEMIA RIACE ADMISSIONS OFFICE, along with the confirmation of the payment of the course fees.

Student Visa and Insurance

A student visa is required for most countries to study in Italy for periods longer than 90 days. Students must obtain the information on visa procedures by their nearest Italian Consulate. To apply for a student visa, students need to submit a CERTIFICATE OF ENROLLMENT (letter of acceptance), issued by ACCADEMIA RIACE, to the local Italian embassy or consulate. Visa procedures vary in each country, but please consider a minimum of 30-60 days for it to be issued.

Note: The Certificate of Enrollment (letter of acceptance) can only be issued after the payment of the enrollment and tuition fee have been confirmed by Accademia Riace Admissions Office.

EU residents

As an EU resident, insurance requirements for Italy allow students to stay in Italy without a visa for an unlimited amount of time, so long as the student promptly inform the police station. It is still necessary to bring proper documentation, such as a passport and any government documents pertaining to education or work.

Non-EU residents

If the student is staying in Italy for under 90 days, the Schengen Visa applies to him/her. In order to apply for a Schengen Visa, the student needs to show proof of private health insurance, valid in Italy, that has coverage of at least euro 37,500 and that will be valid throughout your stay in any Schengen country. To find out more about insurance requirements

for Italy as a tourist.

If a student is staying in Italy as a full-time student for longer than 90 days, Italy visa insurance requirements stipulate to apply for a student visa. This must be done at the student local Italian consulate up to 90 days prior to departure. After arriving in Italy, the student will need to apply for a stay permit ("permesso di soggiorno"), which allocates a lengthier stay, within 8 working days from the student's arrival. Like EU residents, Italian insurance for international students consists of a visit to the police station, where the student files for the stay permit.

Housing

ACCADEMIA RIACE suggests students to live in the school shared apartments for the first three months, and, later, to rent an apartment after meeting other students and getting to know their way around the city. Shared apartments include either single or double rooms with shared bathroom, kitchen and living room. All apartments are fully furnished and equipped with towels, linens and washing machine.

International Students

Accademia Riace welcomes students from all over the world. The diverse background of Accademia Riace's students creates a rich multicultural community that promotes the exchange of ideas and viewpoints. The admissions office and the school staff is multilingual and ready to assist overseas students.