

# Ph.D. (Philosophiæ Doctor)

## Recognition in Italy of a foreign Ph.D.

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**N.B.:** The consular jurisdiction of this Embassy is:

**DISTRICT OF COLUMBIA;**

**MARYLAND:** Prince George's and Montgomery Counties;

**VIRGINIA:** Fairfax and Arlington Counties, and City of Alexandria.

All others must contact the competent Consulate:

[http://www.ambwashingtondc.esteri.it/Ambasciata\\_Washington/Menu/Informazioni\\_e\\_servizi/La\\_rete\\_consolare/](http://www.ambwashingtondc.esteri.it/Ambasciata_Washington/Menu/Informazioni_e_servizi/La_rete_consolare/)

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Students who have obtained a Ph.D. or other doctorate degrees at a university outside of Italy may request their equivalency recognition by contacting the Italian ministry of education directly at:

**Ministero dell'Istruzione, dell'Università e della Ricerca (MIUR)**

Dipartimento Istruzione Universitaria

Piazzale Kennedy, 20

00144 Roma EUR

Italy

Tel.: +39-06-59-911

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An American Ph.D. is comparable to an Italian “Dottorato di Ricerca”, contingent upon the acquisition of equivalency of a Master’s Degree with an Italian “Laurea.” The Italian ministry of education (MIUR), in consultation with the National University Council (Consiglio Universitario Nazionale), will emit the eventual recognition of the foreign degree. Please note that the equivalency declaration of an American Ph.D. with an Italian “Dottorato di Ricerca” may only occur if the Ph.D. program included a minimum of three years of study.

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The application for recognition of an American Ph.D. must be sent to the above-named address, along with the following academic documents:

1. Italian “diploma di laurea”, or a foreign Master’s degree previously recognized as its equivalent;
2. Original university transcripts, with corresponding Italian translation;
3. Original foreign Ph.D. diploma, with corresponding Italian translation;
4. Thesis or scientific research necessary to the attainment of the Ph.D. degree, along with its corresponding curriculum studiorum (Students are **not** allowed to submit scientific publications in lieu of their doctoral thesis, even if they are a direct result of their post-doctoral research work)
5. Academic certificate from either the student’s tutor, research supervisor, or the Dean of the Ph.D. program;

6. Any other academic records deemed necessary for a more accurate assessment by the Italian National University Council (Consiglio Universitario Nazionale), which, according to Italian law, must declare its opinion regarding the equivalency of the academic degree being requested;
7. Declaration of Value ("Dichiarazione di Valore") issued by the corresponding Italian consular office;
8. Items 2 and 3 above must bear the signature of the university's Registrar, as well as the seal and signature of a Notary Public, plus the corresponding Apostille;
9. All Italian translations must be certified by the corresponding Italian consular office;
10. A letter addressed to the corresponding Italian consular office indicating the reasons why the Declaration of Value is being requested;

Please be advised that a fee is due for documents that are not for academic purposes.

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For further information please contact:

**Students Office**

Tel.: (202) 612-4429

Fax: (202) 518-2142

E-mail: [ufficiostudenti.washington@esteri.it](mailto:ufficiostudenti.washington@esteri.it)

# **CERTIFICATION OF ORIGINAL SCHOOL/ACADEMIC DOCUMENTS** **(“APOSTILLE”)**

**IMPORTANT: Please DO NOT detach the documents from the Apostille for any reason. Removing the staple from the Apostille will make the document null and void.**

The Italian Government and its agencies comply with the Hague Convention of October 5, 1961 (approved by the United States of America on October 15, 1981) that requires documents originated in other countries to be accompanied by the Apostille of the Secretary of State to satisfy the requirement of authenticity. The Apostille actually certifies that the signatures of Officials appearing on the original document are true and legitimate. In this manner all documents issued in the United States, if accompanied by the Apostille of the Secretary of State, are recognized as authentic in Italy.

ORIGINAL school/academic documents (i.e.: Final Report Card, High School Graduation Diploma, High School Transcript, Bachelor of Art Diploma, Bachelor of Science Diploma, Master Diploma, Ph.D. Diploma, Academic Transcripts) should bear the signature by hand (no ink or raised stamps accepted) of the Registrar or any other School/University authority in charge of students records and the signature authentication by a Notary Public (the signature of the Registrar and the signature notarization on original diplomas, should be on the back of the document).

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## **DISTRICT OF COLUMBIA:**

Office of the Secretary of the District of Columbia  
Office of Notary Commissions and Authentications  
441 4th Street, NW, Room 810S  
Washington, DC 20001  
Tel.: 202) 727-3117  
Website: <http://os.dc.gov/os/cwp/view,a,1207,q,522462.asp>

PUBLIC OFFICE HOURS: Monday through Friday from 9:00 am to 3:00 pm

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**MARYLAND:** Once the Notary Public has authenticated the signature of the school Registrar on the original document, the document must be submitted to the County Clerk of the Circuit Court of the County in which the notary is commissioned. The Clerk’s office will certify that the person who acted as notary was in fact a notary on the day the document was signed.

- for **Montgomery County:** Loretta E. Knight, County Clerk  
Montgomery County Circuit Court  
Judicial Center  
50 Maryland Avenue  
Rockville, MD 20850  
Tel. (240) 777-9460  
Website: <http://www.montgomerycountymd.gov/>

- for **Prince George's County**: Peggy Magee, County Clerk  
Prince George's County Circuit Court  
14735 Main St.  
Upper Marlboro, MD 20772-3051  
Tel. (302) 952-3318  
Website: [www.princegeorgescountymd.gov](http://www.princegeorgescountymd.gov)

After this procedure, the document can be mailed (or taken personally) to the appropriate office of the Secretary of State for the APOSTILLE.

**BY MAIL** - along with the school document with notarized statement and clerk's certification attached, the student submits:

- a cover letter indicating the country of destination of the document;
- a stamped, self-addressed envelope and
- a check or money order in the amount of \$5.00 per document made payable to Secretary of State.  
The address is:

Certification Desk  
Office of the Secretary of State  
16 Francis Street,  
Jeffrey Building, 1st Floor,  
Annapolis MD 21401

**WALK-IN SERVICE – 8.30 a.m. – 4.00 p.m.** (including some State holidays)

16 Francis Street,  
Annapolis MD 21401  
Telephone: (410) 974-5521  
E-mail: [tpinkney@sos.state.md.us](mailto:tpinkney@sos.state.md.us)  
Website: <http://www.sos.state.md.us/Certifications/Certifications.aspx>

Payment of \$5.00 per document by check, money order or exact amount in cash, and the name of the country of destination is required at the time of certification.

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### **VIRGINIA:**

Before you apply for an apostille, all original transcripts and diplomas must be declared authentic by:

Leticia Humire  
Multilingual Registrar  
Student Registration  
6245 Leesburg Pike, Office 100  
Falls Church, VA 22044  
Tel.: (703) 531-4635  
Tel.: (703) 531-4638

**You must specify that the certification is for Italy.** Ms. Humire also accepts documents by snail mail. You must include a self-addressed, stamped envelope along with all other required documents.

After this procedure, you may obtain the apostille at the following address:

Ms. Betsy Anderson  
Director of Authentications  
Office of the Secretary of the Commonwealth  
1111 East Broad Street, 4th Floor  
Richmond, VA 23219  
Tel.: (804) 786-2441  
Website:

<http://www.commonwealth.virginia.gov/OfficialDocuments/Authentications/authentications.cfm>