

# INFORMATION

## Secretariat

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On the web: <http://www.alfonsiana.org>

Office hours: weekdays from 9.30 to 12.30 (Wednesday and Saturday: closed), from September 3, 2018 through June 28, 2018.

The Secretariat remains closed during the Christmas and Easter Holidays.

## How to register

Registrations may be made from September 3 to October 4, 2018 and from January 23 to February 4, 2019. All non-Italian students registering for the first time must pass an Italian language competency exam (before the opening of the Academic Year).

## Documents required for the licentiate

- registration form (supplied by the Secretariat);
- original, detailed and complete transcript of credits or certificate for the baccalaureate in theology or other institutional course (philosophy and theology);
- letter of introduction/permission by the proper ecclesiastical/religious superior and, when necessary, a copy of *Celebret* (for diocesan priests);
- proof of proficiency in Latin, biblical Greek and a modern language (other than the native language and Italian);
- proof of proficiency in Italian: at least A2 level of the CEFR;
- 2 passport-size photographs;
- photocopy of passport;
- photocopy of Italian residence permit.

## Documents required for the doctorate

- admission request form (supplied by the Secretariat);
- original, detailed and complete transcript of studies for the licentiate;
- copy of the licentiate thesis;
- letter of introduction/permission by the proper ecclesiastical/religious superior and, when necessary, a copy of *Celebret* (for diocesan priests);
- proof of proficiency in Latin, biblical Greek and **two** modern languages (other than the native language and Italian);
- proof of proficiency in Italian: at least A2 level of the CEFR;
- 2 passport-size photographs;
- photocopy of passport;
- photocopy of Italian residence permit.

The Alphonsian Academy requires a residence in Rome of at least one semester.

FOR DETAILED INFORMATION, PLEASE REFER TO THE *ORDO BIENNIO ACCADEMICO 2018-2020*.

## PAYMENT

The registration fee includes admission to lectures, examinations, student ID card and access to the Academy library.

For full time ordinary students registered for the biennium, the tuition fee also includes a subscription to the journal *Studia Moralia*.

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	One installment	Two installments*	
		1 <sup>st</sup> install.	2 <sup>nd</sup> install.
Annual registration 1 <sup>st</sup> year	€ 1.900,00	€ 960,00	€ 960,00
Annual registration 2 <sup>nd</sup> year	€ 1.980,00	€ 1.000,00	€ 1.000,00

Discount for those who pay in one installment:

before 28/09/2018 (1<sup>st</sup> sem.)

or before 31/01/2019 (2<sup>nd</sup> sem.) € 50,00

Delay in annual registration € 55,00

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	One installment	Two installments*	
		1 <sup>st</sup> install.	2 <sup>nd</sup> install.
Registration for biennium	€ 2.060,00	€ 1.040,00	€ 1.040,00

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### Biennium for Diploma

Annual registration € 1.100,00

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### Registration per Course

Extraordinary Students € 100,00

Guest Students € 90,00

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\* The registration at the Academy can be done either in the 1<sup>st</sup> semester, or in the 2<sup>nd</sup> semester. The registration can be paid in two installments:

- for those who register for the 1<sup>st</sup> semester
  - one-half is to be paid by October 4, 2018
  - the balance is to be paid by February 4, 2019
- for those who register for the 2<sup>nd</sup> semester
  - one-half is to be paid by February 4, 2019
  - the balance is to be paid by October 10, 2019

### MODE OF PAYMENT

Payment of the registration fee should be made by funds transfer to "Accademia Alfonsiana", Banca Popolare di Sondrio, Agenzia 11 di Roma, IBAN: IT14C0569603200000005386X61 SWIFT: POSO IT 22. Please indicate in the **reason for payment** surname, the academic year, the amount being paid and whether it refers to the first or second installment. Having made the payment, students must deposit a copy of the transaction in the bursar's office of the Alphonsonian Academy. If unable to make the transfer you can also pay by check or cash.

Registrations will not be accepted after October 31, 2018, for the 1<sup>st</sup> semester, and after February 28, 2019, for the 2<sup>nd</sup> semester.