



Academic year 2025/26

TRANSFER FROM ANOTHER ITALIAN UNIVERSITY

Bachelor's, Single cycle and Master's degree programmes

Access to first year

July – August – September – October Selections

In the following table you can find a summary of the available procedures to access a degree programme; each entry is clickable and linked to the relevant page. The instructions in this document are referred to **procedures highlighted in green**.

	You are not enrolled in any University	You are currently enrolled in: University of Padua	You are currently enrolled in: other italian University	You are currently enrolled in: foreign University
You hold an Italian entry title ¹ and you have been admitted to the first year	Enrolment	Degree programme change Withdrawal + new enrolment	Incoming transfer Withdrawal + new enrolment	Withdrawal + new enrolment
You have: - an Italian entry title - requested a credit recognition for career shortening - been admitted to a year subsequent to the first	Enrolment <i>Years subsequent to the first</i>	Degree programme change <i>Years subsequent to the first</i> Withdrawal + new enrolment	Incoming transfer <i>Years subsequent to the first</i> Withdrawal + new enrolment	Withdrawal + new enrolment
You want to study in two degree programmes simultaneously	Simultaneous enrolment	Simultaneous enrolment	Simultaneous enrolment	Simultaneous enrolment
You are enrolled in a degree programme and plan to graduate within 2024/25 a.y	/	Limited simultaneous enrolment	Limited simultaneous enrolment	Limited simultaneous enrolment
You have a foreign entry title	Enrolment <i>foreign entry title</i>	Degree programme change <i>foreign entry title</i>	Incoming transfer <i>foreign entry title</i>	Withdrawal + new enrolment <i>foreign entry title</i>

**This procedure is not available for those who are graduating in a Bachelor's or Single Cycle degree programme that is necessary to access a Master's degree. In such situation, you must follow standard enrolment procedures.*

¹ This document refers to the following entry titles:

- High school diploma, for those who access Bachelor's or Single cycle degree programmes;
- Bachelor's or Single Cycle degree or equivalent, for those who access Master's degree programmes.

Transfer from another Italian University procedure

The procedures are explained in the following paragraphs. They are different for those who access the first year through a standard procedure (1) or with exemption from taking the TOLC test (as per the credit recognition deliberation: <https://www.unipd.it/en/credit-recognition-ita>) (2).

1. Standard first-year transfer request

1. Verify that you possess the **requirements** to request a transfer from another Italian university and the **implications** of the request submitted, with regard to the exams already passed in your previous university career and to **student fees**. Information on this matter regarding the University of Padua is available in the document “*Conditions for submitting the transfer request and implications for your university career*” published on page <https://www.unipd.it/en/transfer-from-italian-university-ita>; to request the outgoing transfer from your home University, it is necessary to refer to the timeframes and methods established by that University.
2. Send an email by the enrollment deadline (as per the Call for admission) to pratiche.immatricolazioni@unipd.it with subject “TRANSFER 1 YEAR + [name of the degree programme]” (for example: *TRANSFER 1 YEAR Information Engineering*), attaching:
 - Form with additional information for the transfer, signed by hand and scanned:
https://drive.google.com/drive/folders/1I-RparamDF5AwIYCxtxL-XOlybS84mrwd?usp=drive_link
 - Copy of a valid identity document (back and front).

If you are requesting a transfer for a limited access degree programme you will receive in response to the email the *Nulla osta*, a document needed to request the outgoing transfer to your home university. For unlimited access degree programme such document is not necessary, however you will receive an answer by the office in charge.
3. Submit the transfer request. The two following operations can be carried out at the same time, it is not necessary to wait for the completion of one to proceed with the other:
 - Submit the **outgoing transfer request** to your home university by the enrollment deadline;
 - Submit the **incoming transfer request** by accessing your Uniweb account (<https://uniweb.unipd.it>) and clicking on *Home* → *Enrolment* → “*Trasferimento in ingresso 1 anno*”. The operation must be carried out within the enrollment deadlines as per the Call for admission. Please pay particular attention when entering the data related to the start of the career and the year of enrollment in the Italian university system². Within the same deadline, through your Uniweb account, you must pay the 2025/26 first instalment of the fees³.

The incoming transfer procedure is completed once the student number has been assigned – starting from August 4, 2025 and in good time for the start of lessons – after the office in charge has assessed possession of the necessary requirements as per the Call for admission. A confirmation email is sent after the procedure has been completed

² This refers to the data relating to the first time a student has obtained a student number upon enrollment in a Bachelor's, Single-cycle or Master's degree programme at any Italian University, even if enrollment in the degree programme ended before graduating. The degree programme may therefore not be the same as that of the home University. Enrollment in single courses is not considered in this sense.

³ Further information: <https://www.unipd.it/contribuzione-agevolazioni>

2. First-year transfer request with TOLC test exemption

The following procedure refers to those who have applied for credit recognition for a Bachelor's or single-cycle master's degree programme in June/July 2025 (<https://www.unipd.it/en/credit-recognition-ita>) and have obtained a deliberation indicating admission to the first year and exemption from taking the TOLC test.

1. Verify that you possess the **requirements** to request a transfer from another Italian university and the **implications** of the request submitted, with regard to the exams already passed in your previous university career and to **student fees**. Information on this matter regarding the University of Padua is available in the document “*Conditions for submitting the transfer request and implications for your university career*” published on page <https://www.unipd.it/en/transfer-from-italian-university-ita>; to request the outgoing transfer from your home University, it is necessary to refer to the timeframes and methods established by that University.
2. Submit the **outgoing transfer request** to your home University by the enrollment deadline, as per the Call for admission: <https://www.unipd.it/avvisi-ammissione-lauree-triennali-ciclo-unico>;
3. Send an email by the enrollment deadline (as per the Call for admission) to pratiche.immatricolazioni@unipd.it with subject “TRANSFER TOLC EXEMPTION + [name of the degree programme]” (for example: *TRANSFER TOLC EXEMPTION Earth and Climate Dynamics*), attaching:
 - Form with additional information for the transfer, signed by hand and scanned: https://drive.google.com/drive/folders/1I-RparmDF5AwIYCxtxL-XOlybS84mrwd?usp=drive_link;
 - Credit recognition deliberation, stating that you have obtained the TOLC test exemption;
 - Copy of a valid identity document (back and front).
4. The remaining instructions will be communicated to candidates who submit the necessary documentation within the indicated timeframes and who are eligible for admission as per the relevant Call for admission.

The incoming transfer procedure is completed once the student number has been assigned – in good time for the start of lessons – after the office in charge has assessed possession of the necessary requirements as per the Call for admission. A confirmation email is sent after the procedure has been completed

By the first exam session for academic year 2025/26, the relevant back office will update your online booklet with the recognized exams. Contacts for further clarification are available here: www.unipd.it/backoffice-carriere-studenti