

## **Convalidation for Italian Students**

Please review the following information carefully. It explains what Italian students need to do in order to receive the **Declaration of Value (*Dichiarazione di Valore – DV*)\*** and receive credit for their academic year or semester in the U.S.

\*A **Declaration of Value or *Dichiarazione di Valore (DV)*** is an official document which is issued by an Italian diplomatic authority outside of Italy. A DV provides a description of an academic qualification awarded by an educational institution (such as a high school or university) to someone outside of Italy.

### **Here are the steps that YOU, the student, have to take:**

1. Gather the following documents:
  - a. **\*\*\*Two Official School Transcripts with:**
    - school's raised seal
    - school official's signature (registrar/principal ONLY)
  - b. **\*\*\*One Certificate of Attendance specifying:**
    - that you were in good standing while at school
    - your grade level and dates of attendance
  - c. **A copy of the syllabus or course description for each course that you took while in the United States.**
  - d. **A cover letter specifically tailored for the Secretary of State and Consulate serving your state**

**\*Please note that the documents with a star (\*) next to them need to be notarized by a notary public the moment they are signed by your school official.**

There is usually at least one notary public in every school. The school syllabi DO NOT need to receive an Apostille.

2. Check to see if your state requires the county clerk signature prior to the Secretary of State Apostille. This information would be found on the Secretary of State's (SOS) Apostille page (listed in the attached SOS document). Most states do NOT require this.
3. If the County Clerk's signature is not needed, send these notarized documents (original school transcript, certificate of attendance, and attendance record) with a cover letter to the Secretary of State's office in your state to receive an Apostille from the Hague. **\*\*See the attached document entitled Secretary of State Apostille links for specific instructions on this process.\*\*** **The fees, requested mailing methods and time frame for each SOS vary.**

4. Once you receive the documents back from the Secretary of State's office, you will need to have these documents, and if applicable your school syllabi, translated by a certified translator from English to Italian. You may find translators by searching on Google and typing "**Certified Translators English-Italian in (YOUR TOWN/STATE).**" There is generally a cost associated with the services of a professional translator. The translation will need to be accurate in order for the entire convalidation process to be completed.
  
5. Once all documents are translated, you will need to send them to the Italian Consulate in your jurisdiction for Declaration of Translation and Declaration of Value. **Please find a complete list of all Italian Consulates in the United States according to jurisdiction at the end of these instructions.** It is your responsibility to find out if there are any fees involved or whether or not the Italian Consulate will forward the documents directly to you in Italy, in the case that have already left the United States. Also, it is very important that you find out with your respective Italian Consulate what type of shipment method they accept, as there are some consulates that only take documents sent via FEDEX/UPS/DHL, while others solely take documents sent via the United States Postal Service. You will need to include a self-addressed and stamped envelope in order to receive your documents once they are processed by the Consulate.

In all cases, you should always do some research to make sure that you understand the process.

Some of the questions that you may want to ask when researching this process are:

- **What are the fees associated with each step?**
- **If I want to get the Apostille or Declaration of Value in person, where do I go? How long can it expect to take?**
- **If I want to get the Apostille or the Declaration of Value by mail, where do I send my documents? To whose attention must the package be addressed? Is it possible to send the documents by Fedex or USPS? If so, is it the same mailing address? Is a self-addressed stamped envelope necessary for the documents to be returned? Can I enclose a pre-paid Fedex or UPS envelope for it to be returned? Can the documents be sent overseas or do they have to be sent to a U.S. address?**

As you can see, this is a thorough process. It is imperative that you begin the process while still in the United States, if possible, even if you will not be able to complete it prior to your departure.

If you know that you will leave the U.S. prior to completing the process, it is important that you do all of the research beforehand. If applicable, you should leave money for any necessary fees with your Local Coordinator or host family.

If you have any questions, please don't hesitate to contact CIEE by calling 1-800-448-9944. If you are already in Italy, you may direct all inquiries to your home agency. Good luck!

### **Italian Consular Offices in the U.S. and their Jurisdictions**

The following is a list of Consulates and the areas (jurisdictions) that they serve. **Though this is the most updated list, please always make sure that all of the information for the consulate in your jurisdiction is accurate by going online or by contacting them directly. For your convenience, CIEE has included the specific email addresses for the department at each consulate which specifically works with students and the issuance of Declarations of Value. It is labeled as *Ufficio Scolastico*.**

#### **BOSTON**

##### **CONSOLATO GENERALE D'ITALIA IN BOSTON**

600 Atlantic Ave.

Boston, MA 02210

Tel.: (617) 722-9201/02/03

Fax: (617) 722-9407

E-mail Ufficio Scolastico: [ufficioscuole.boston@esteri.it](mailto:ufficioscuole.boston@esteri.it)

**Jurisdictions: Maine, Massachusetts, New Hampshire, Rhode Island, Vermont.**

#### **CHICAGO**

##### **CONSOLATO GENERALE D'ITALIA IN CHICAGO**

500 North Michigan Ave., Suite 1850

Chicago, IL 60611

Tel.: (312) 467-1550

Fax: (312) 467-1335

E-mail Ufficio Scolastico: [studenti.chicago@esteri.it](mailto:studenti.chicago@esteri.it)

**Jurisdictions: Colorado, Illinois, Iowa, Kansas, Minnesota, Missouri, Nebraska, North Dakota, South Dakota, Wisconsin, Wyoming.**

#### **DETROIT**

##### **CONSOLATO D'ITALIA IN DETROIT**

Buhl Building

535 Griswold, Suite 1840

Detroit, MI 48226

Tel.: (313) 963-8560

Fax: (313) 963-8180

E-mail Ufficio Scolastico: [scuole.detroit@esteri.it](mailto:scuole.detroit@esteri.it)

**Jurisdictions: Indiana, Kentucky, Michigan, Ohio, Tennessee**

#### **PHILADELPHIA**

##### **CONSOLATO GENERALE D'ITALIA IN PHILADELPHIA**

1026, Public Ledger Bldg.

150 S. Independence Mall West

Philadelphia, PA 19106-3410

Tel.: (215) 592-7329

Fax: (215) 592-9808

E-mail Ufficio Scolastico: [education.filadelfia@esteri.it](mailto:education.filadelfia@esteri.it)

**Jurisdictions: The Consulate General of Italy in Philadelphia provides services to residents in the following States: Pennsylvania, Delaware, North Carolina, West Virginia, New Jersey (only the following counties: Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester, Ocean and Salem. The remaining counties are under the jurisdiction of the Consulate General in New York for visas and for all other matters under the jurisdiction of the Consulate in Newark), \*\* Maryland (except for the counties of Montgomery and Prince George which fall under the jurisdiction of the consular section of the Italian Embassy in Washington, DC) and Virginia (except for the counties of Arlington and Fairfax which are also under the consular section of the Italian Embassy in Washington, DC).**

## **HOUSTON**

### **CONSOLATO GENERALE D'ITALIA IN HOUSTON**

1300 Post Oak Blvd., Suite 660

Houston, TX 77056

Tel.: (713) 850-7520

Fax: (713) 850-9113

E-mail Ufficio Scolastico: [scuola.houston@esteri.it](mailto:scuola.houston@esteri.it)

**Jurisdictions: Arkansas, Louisiana, Oklahoma, Texas**

## **LOS ANGELES**

### **CONSOLATO GENERALE D'ITALIA IN LOS ANGELES**

1900 Avenue of the Stars

Suite 1250

Los Angeles, CA 90067

Tel.: (310) 820-0622

Tel.: (310) 826-6207

Fax: (310) 820-0727

E-mail: [consolato.losangeles@esteri.it](mailto:consolato.losangeles@esteri.it)

**Jurisdictions: Arizona, California (The following counties: Imperial Valley, Kern, Los Angeles, Orange, Riverside, Santa Barbara, San Bernardino, San Diego, San Luis Obispo, Ventura), New Mexico, Nevada.**

## **MIAMI**

### **CONSOLATO GENERALE D'ITALIA IN MIAMI**

4000 Ponce de León Blvd., Suite 590

Coral Gables, FL 33146

Tel.: (305) 374-6322 main number

Fax: (305) 374-7945

E-mail Ufficio Scolastico: [studenti.miami@esteri.it](mailto:studenti.miami@esteri.it)

**Jurisdictions: Alabama, British Virgin Islands, Cayman Islands, Florida, Georgia, Island of Saba, Mississippi, Puerto Rico, St. Maarten, St. Eustatius, South Carolina, Turks and Caicos, U.S. Virgin Islands.**

## **NEW YORK**

### **CONSOLATO GENERALE D'ITALIA IN NEW YORK**

690 Park Ave., New York, NY 10065

Tel.: (212) 737-9100

Fax: (212) 249-4945

E-mail Ufficio Scolastico: [newyork.education@esteri.it](mailto:newyork.education@esteri.it)

**Jurisdictions: The Consulate General in New York provides services to residents in the**

**States of New York and Connecticut and the British Territories of Bermuda Islands. It also provides services for a portion of New Jersey (Counties of Bergen, Essex, Hudson, Hunterdon, Mercer, Middlesex, Monmouth, Morris, Passaic, Somerset, Sussex, Union, Warren).**

**SAN FRANCISCO**

**[CONSOLATO GENERALE D'ITALIA IN SAN FRANCISCO](#)**

2590 Webster St.

San Francisco, CA 94115

Tel.: (415) 292-9200

Fax: (415) 931-7205

E-mail Ufficio Scolastico: [sanfrancisco.education@esteri.it](mailto:sanfrancisco.education@esteri.it)

**Jurisdictions: Alaska, California (except the following counties: Imperial Valley, Kern, Los Angeles, Orange, Riverside, San Diego, Santa Barbara, San Bernardino, San Luis Obispo and Ventura, which fall within the jurisdiction of the Consulate General in Los Angeles), Idaho, Montana, Oregon, Utah, Washington, Hawai'i. Also, the following American territories of: Guam, Northern Mariana Islands, Samoa, Wake Island, Midways Islands, Johnston Atoll.**

**WASHINGTON D.C.**

**[AMBASCIATA D'ITALIA IN WASHINGTON, D.C.](#)**

3000 Whitehaven Street NW

Washington, DC 20008

Tel.: (202) 612-4400

E-mail Ufficio Scolastico: [uffstud.washington@esteri.it](mailto:uffstud.washington@esteri.it)

**Jurisdictions: Maryland, Virginia, Washington D.C. District of Columbia, Maryland (only Montgomery and Prince George's counties), and Virginia (only Arlington and Fairfax counties)**