UNIVERSITÀ DEGLI STUDI DI PALERMO

MAIR
INTERNATIONAL RELATIONS

Master's degree in International Relations
course code 2342

MAIR
INTERNATIONAL RELATIONS
POLITICS & TRADE
online

Master's degree in International Relations, Politics & Trade (FULLY ONLINE)
course code 2341

Class LM-52R

Course starting October 5TH - 2026

APPLICATION MANUAL 2026

INTERNATIONAL STUDENTS

1. Check the eligibility

a) Bachelor's degree in one of the following fields or related to these courses:

Political science - Social science - Economy and management - Foreign languages - History - International relations - Sociology - International cooperation - Administrative studies - Law - Engineering

b) Minimum degree grade

Applicants are advised to have a minimum grade of 3.5 for their bachelor's degree. The selection is based on competitive criteria and depends on the annual number of candidates.

c) English language certification

English language proficiency level B2 (fluency in both writing and speaking) is required. European students and extra U.E. students holding a B.A. or baccalaureate or similar in the abovementioned areas can prove their knowledge of the English language showing they passed an exam in English language in their course. In any case, for European and extra U.E. students who attended their courses in English, it is sufficient to show their final degree obtained in English.

2. Application information and deadlines for different nationalities

→ **NO-EU CITIZENS:** follow the link below

https://www.unipa.it/mobilita/en/new-students/new-students---enrolment/enrolment-procedures-for-extra-eu-foreign-students/

→ **EU AND NO-EU CITIZENS WITH FAMILY RESIDING IN ITALY**: follow the link below

   a) Citizens from European Union Member States

   b) Citizens from Norway, Iceland, Liechtenstein, the Swiss Confederation, the Republic of San Marino and the Holy See

   c) Foreigners already officially residing in Italy, as expressly indicated in Art. 39, comma 5, of Legislative Decree 286 of 25 July 1998

https://www.unipa.it/mobilita/en/new-students/new-students---enrolment/enrolment-procedures-for-intra-eu-foreign-students/

3. Before starting the application process

The application for the academic year 2026-2027 starts from January, 5th
Before starting the application, make sure you have all necessary documents such as a valid language certificate, a related bachelor's degree, etc.

Check the documents you must upload in the University application website:

a. *Valid passport*

b. *Passport Photo*

c. *Bachelor's Degree certificate*

d. *Transcript of Records translated into English*

e. *an official Language Certification (B2 level or higher) or a Medium of Instruction certificate from your institution(Duolingo test is not allowed)*

f. *A Curriculum Vitae*

4. Start the online application

Application must be submitted exclusively through the UNIPA University Portal. For your safety <u>do not send your personal documents to the course email addresses, to the offices or to the coordinator</u>.

APPLICATION LINK:

https://immaweb.unipa.it/immareg/facelets/anag/ins_anag_generale.seam?partnerId=IMMAWEB

If you do not have an Italian tax code (Codice Fiscale) click to the international student button (CONTINUE), and register.

APPLICATION TUTORIAL FILE:
(NO-EU CITIZENS)

https://www.unipa.it/mobilita/.content/documenti/tutorial-ADMISSION-LETTER-.pdf

APPLICATION TUTORIAL VIDEO:
(NO-EU CITIZENS)

https://www.youtube.com/watch?v=-QoHssnUqBw

4.1   Application Evaluation

After submitting your application, your documents will first be reviewed by the University's Secretariat office to ensure that all required documents have been submitted and are valid.

This initial review may take a few days.

Once your documents are verified, your application will be forwarded to the Admission Committee for a general evaluation. The committee can reject or admit to the selection process. Applications without eligibility requirements will be automatically rejected.

If you are admitted for selection, you will receive a communication by application email signed by the coordinator with instruction, whether you must take an entry test and/or attend an interview.

Please note that the evaluation process may take at least 30 working days from the date of application.

4.2   Entry Test/Interview

Once you meet the application requirements, the program coordinator will send an email inviting you to participate in the entry test and interview for the Master's degree. If you are accepted to the selection process, you will receive a letter, which can be only used to start your visa application.

The Entry Test is essential and mandatory to our admission process and is designed to assess your attitude and suitability for the course.

A self-assessment test will be also sent to prospective students to provide them with a self-assessment kit to evaluate their knowledge of the main subjects that will be explored in class.

4.3   Final Admission Letter

If you will be considered eligible, you receive by email the final admission letter signed by the coordinator or you can download it from the University portal, accessing with your personal credentials.

5.   Universitaly application

After receiving the final admission letter by email, you must register on the Universitaly portal (https://www.universitaly.it).

The Universitaly application for the academic year 2026-2027, will be open in the first 2026 months.

The required documents for Universitaly are:

→ a valid passport

→ a passport photo

→   a copy of your bachelor's degree (please note that provisional certificates are not acceptable),

→   a Legalised Translated Transcript of Records

→   An official Language Certification (B2 level or higher) or a Medium of Instruction certificate from your institution

6.   Universitaly summary

After you apply at Universitaly portal, you must receive a summary that you are fully accepted to the Palermo university master's degree.

The summary or confirmation document is generated on the Universitaly portal after completing your pre-enrollment application (Please only apply on Universitaly with the final admission letter).

This process can take time, because international offices from Palermo University must reconfirm your application.

If you do not receive the summary, please only contact the international office regarding the Universitaly: **internationalstudents@unipa.it**

7.   Tuition fee

Tuition fees to attend the master's degree are:

1. Fixed Fee: € 156,00

2. Variable Fee: Amount calculated based on annual family income.

Please note that for the online master's degree, an **additional fixed contribution** is required:

*   Students up to bracket 12: € 443

*   Students from bracket 13 onward: € 887

To calculate the exact amount of variable university tuition fees you must obtain a certificate called ISEE PARIFICATO.

To obtain the ISEE PARIFICATO, you must provide the following documents from your country and translated in Italian:

a. Family income
b. Family bank account statements, and personal bank account statements in Italy, if applicable
c. Family status of 2025 (number of members)
d. Property papers of 2025

A CAF office is conveniently located right in front of the university, where you can easily book an appointment via WhatsApp to request your ISEE.

CAF
Via Giuseppe Manico n. 34 - Palermo - ITALY
WhatsApp: 0039-4726126

*You do not need to have the ISEE when you apply.

For more tuition fees information see: https://www.unipa.it/mobilita/en/new-students/tuition-fees/

8. Scholarship

Palermo University offers scholarships opportunities. The Institution involved in the process is called ERSU.
For deadlines and conditions of enrolment, you can follow this link: http://www.ersupalermo.it/

Scholarship cover:

1. *University Tuition fees*: fixed and variable (excluding stamps)

2. *Accommodation:* housing is provided starting in October to ensure students have a stable living situation.

3. *Meal Provisions*: Students can enjoy complimentary meals at university cafeterias.

4. *Financial Aid*: Additional cash support may be available based on specific financial needs.

To obtain a scholarship:

Before arrival: you must apply online request at ERSU Portal, when the call opens, generally published in June/ July of each year.
After arrival: you can get the ISEE number from the CAF in person and upload it to the ERSU portal.

9. Visa process

To apply for an Italian student visa for the master's program, students typically need the following documents. Please note that these requirements may vary depending on the applicant's home country and the specific Italian embassy or consulate:

→ Completed Visa Application Form - Filled out and signed

→ Valid Passport - Must be valid for at least six months beyond the intended stay in Italy.

→ Passport-Sized Photos - Recent photos that meet visa specifications

→ Proof of Enrollment - Official acceptance or enrollment letter from the Italian university

→ Proof of Financial Means - Bank statements or a financial guarantee to show sufficient funds to support your stay

→ Health Insurance - Coverage for medical expenses during your stay in Italy

→ Proof of Accommodation - Documentation showing where you will stay (university housing, private rental, etc.)

→ Flight Reservation - Proof of booked travel to and from Italy

→ Academic Transcripts and Diplomas - Certified copies of prior academic records and qualifications

→ Universitaly Summary - The summary or confirmation document is generated on the Universitaly portal after completing your pre-enrollment application (Please only apply on Universitaly with the final admission letter)

To request a study permit visa, you must contact the Italian embassy in your country. You can find information about the Italian embassies in your country in the link below.

https://www.esteri.it/it/ministero/struttura/laretediplomatica/

Important Notice:

The university only issues the admission letter for your visa application, and we are not permitted to interfere in the visa process, as it is handled entirely by the embassy.
The Italian Embassy appointment for VISA process, could take several months, depending on the request.

10. Enrollment finalisation

When you arrive in Palermo, you must submit your original documents to the International Students' office (University Campus, building 3) to finalise your enrolment.

- Your original University degree, along with a legalized Italian or English translation.
- The Declaration of Value (DoV) issued by the relevant Italian consular office;
  alternatively:
- The Statement of Comparability accompanied by the Statement of Verification issued by CIMEA;
- The Diploma Supplement accompanied by the Statement of Verification issued by CIMEA;
- The ARDI certificate accompanied by the Statement of Verification issued by CIMEA.
- The Academic Transcript of Records issued by your university, listing all courses and grades, along with a legalized Italian or English translation.
- Proof of application for a residence permit valid for university enrolment.

You may also need to provide a copy of your passport, visa, and any other specific documents requested by the university.

Once you have completed it, you will be granted access to the Unipa systems.

‼ Online Master's degree students:

Once you are done with the portal application, it will be automatically blocked. This is a normal procedure since the enrolment now needs to be finalized. **To finalize your enrolment at UniPa, you must send the following documents via email to internationalstudents@unipa.it (cc: maironline@unipa.it)**:

- Your original University degree, along with a legalized Italian or English translation.
- The Declaration of Value (DoV) issued by the relevant Italian consular office;
  alternatively:
- The Statement of Comparability accompanied by the Statement of Verification issued by CIMEA;
- The Diploma Supplement accompanied by the Statement of Verification issued by CIMEA;
- The ARDI certificate accompanied by the Statement of Verification issued by CIMEA.
- The Academic Transcript of Records issued by your university, listing all courses and grades, along with a legalized Italian or English translation.
- Proof of application for a residence permit valid for university enrolment.

These same documents must also be submitted in their **original** form at the International Students Office (Viale delle Scienze, Building no. 3, 1st floor) once you arrive in Palermo for your first exam session.
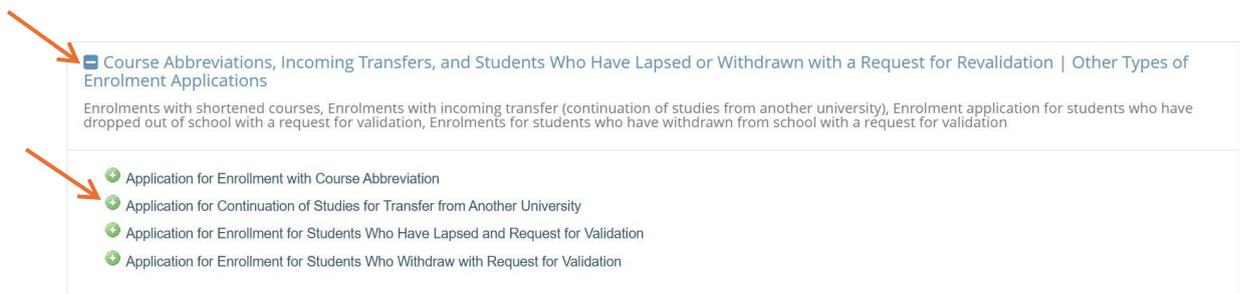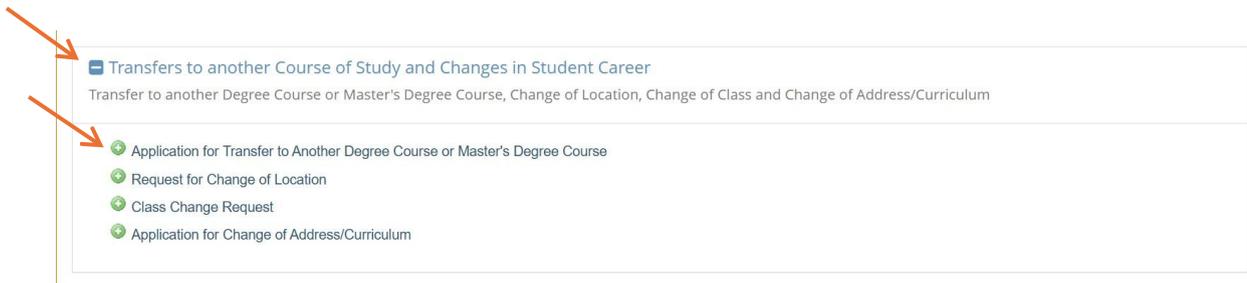
Important notice for on campus students:

You are advised to be at Palermo university before the class start, 5ᵗʰ October 2026.

11. Transfer from another Italian university

If you are applying from another Italian university, please carefully read the link below: https://www.unipa.it/target/futuristudenti/studiare-a-unipa/trasferimenti-in-   ingresso/

✓ **Internal Transfer** (transfer from one major of UNIPA to another major of UNIPA) For the process you should login to your student portal, make new practice and choose the option as follow:

■ Transfers to another Course of Study and Changes in Student Career
Transfer to another Degree Course or Master's Degree Course, Change of Location, Change of Class and Change of Address/Curriculum

  ⊕ Application for Transfer to Another Degree Course or Master's Degree Course
  ⊕ Request for Change of Location
  ⊕ Class Change Request
  ⊕ Application for Change of Address/Curriculum

■ Course Abbreviations, Incoming Transfers, and Students Who Have Lapsed or Withdrawn with a Request for Revalidation | Other Types of Enrolment Applications
Enrolments with shortened courses, Enrolments with incoming transfer (continuation of studies from another university), Enrolment application for students who have dropped out of school with a request for validation, Enrolments for students who have withdrawn from school with a request for validation

  ⊕ Application for Enrollment with Course Abbreviation
  ⊕ Application for Continuation of Studies for Transfer from Another University
  ⊕ Application for Enrollment for Students Who Have Lapsed and Request for Validation
  ⊕ Application for Enrollment for Students Who Withdraw with Request for Validation

✓ **External Transfer** (transfer from another university to UNIPA university) To do this, you login to your home university's student portal and then select the transfer option. Now, if there is no option with this title on the portal, you can click on the ticket to your university and follow up. Then, fill out the relevant form according to the specified steps and pay the transfer fee. Note that you enter the names of the universities and departments of origin and destination correctly. After confirming the transfer, which depending on the universities can be a confirmation in the form of an email or a paper from the relevant secretariat, you can register your new name under the title of transfer at the UNIPA university for the process you should login to your UNIPA student portal, make new practice and choose the option as follow:

12. Information & contacts

International Students' office: internationalstudents@unipa.it

MAIR contacts: mair@unipa.it ; maironline@unipa.it

Course Webpages:

2342 - INTERNATIONAL RELATIONS/RELAZIONI INTERNAZIONALI
2341 - INTERNATIONAL RELATIONS, POLITICS & TRADE (FULLY ONLINE)

Flyer:

International Relations Politics & Trade (FULLY ONLINE)

International Relations- curriculum International Trade

International Relations- curriculum International Studies