

## A PRACTICAL GUIDE: LEGALIZATION OF FOREIGN DOCUMENTS

**Bocconi4Access to Education**  
**Knowledge that matters**

### LEGAL FRAMEWORK

Under **Italian Law No. 445/2000**, foreign documents intended for legal use within Italy must undergo a **specific authentication process**. This ensures the reliability and legitimacy of international documentation, protecting the integrity of legal and administrative systems. The law mandates a **careful verification procedure** to guarantee the authenticity of documents originating from foreign jurisdictions

### LEGALIZATION PROCEDURE

There are currently two options students can use to legalize their documents:

#### OPTION 1:

##### Traditional Legalization

This process involves having the document's signature certified by Italian diplomatic or consular representations abroad.

#### OPTION 2:

##### Apostille

(Only for countries in the Hague Convention)

This streamlined process is typically managed by the Ministry of Foreign Affairs in the document's country of origin.

### **ESSENTIAL REQUIREMENTS** - FAILURE OF COMPLIANCE CAN LEAD TO DENIAL OF FINANCIAL AID.

Not all documents require legalization. The process specifically applies to official public documents.

Key considerations include:

- Documents must bear an **original handwritten signature**
- Official **stamps** must be original and verifiable
- **Private documents** (from banks, companies) are generally **exempt** from this process.

 **ATTENTION:** Each document must be accompanied by a **certified Italian translation**, ensuring that the content is fully comprehensible to Italian authorities.

The translation must be completed either by official diplomatic representatives or by a recognized professional translator who can verify the document's complete accuracy.

### OPERATIONAL STEPS

		TYPICAL PROCESSIN TIME:
STEP 1	Gather <b>original document</b> with proper authentication.	UP TO ONE MONTH
STEP 2	<b>Secure legalization or apostille</b> in the document's country of origin	UP TO ONE MONTH
STEP 3	Obtain a certified <b>Italian translation</b>	UP TO TWO/THREE WEEKS
STEP 4	Verify compliance with <b>institutional requirements</b>	AROUND 10 DAYS

#### **IMPORTANT REMINDER:**

Always consult with the appropriate authorities for accurate timelines, as this schedule is just an example. Additionally, all documents must be translated into Italian; English translations will not be accepted.

## ⚠️ CRITICAL WARNINGS

Documents with only digital signatures, QR codes, or lacking original stamps may be rejected.

Institutions like Bocconi University have strict verification protocols to ensure document integrity.

⚠️ If a document fails to meet these standards, applicants are advised to obtain a new original document with proper authentication.

## 💡 FINAL RECCOMANDATIONS

- Always consult a **local expert** familiar with international document procedures
- Carefully **review all authentication requirements**
- Prepare documents **well in advance** of submission deadlines
- Maintain open communication with the receiving institution

This comprehensive approach ensures that international documents meet the highest standards of legal authenticity and administrative compliance.

## 📄 CONTACT US

Should you need any further information regarding this procedure, feel free to contact the Fees, Funding and Housing Office at [funding@unibocconi.it](mailto:funding@unibocconi.it)

## ☑️ EXAMPLES

If you want, you can verify how an **Apostille** in your country looks like by checking out this [website](#).

Instead, a **legalization** usually looks like this:

