

Last update: 10/08/2021

Embassy of Italy in Warsaw- Consular Section
Pl. Dąbrowskiego 6, 00-055 Warszawa
Tel: +48 22 826 34 71
consolare.varsavia@esteri.it fax: +48 22 827 18 21

Declaration of Value for school certificates, high school diploma or academic degree

In order to obtain the *Declaration of Value* (Dichiarazione di Valore) of a **elementary school's, gymnasium, high school or post-school education certificate/diploma** you must present to the Embassy's Consular Section the following documentation:

1. Diploma/certificate with an "Apostille" stamp to be obtained from the Education Office responsible for the place where the diploma was issued [Warning! The new high school diplomas ("matura testowa") and the certificates issued for exams taken by external candidates have to be legalized by the President of the District's Examining Commission] – original and 2 copies;
2. Italian translation* made by a sworn translator, with an Apostille stamp issued by the Polish Ministry of Foreign Affairs - original and 2 copies;
3. Application form (available on the Embassy of Italy website or at the Consular Chancellery);
4. Copy of a valid ID document;
5. If the request is submitted by a third party, the latter has to be provided with a proxy;
6. Payment **;
7. Should you wish the *Declaration of Value* to be mailed, please remember to include also the payment for postage.***

In order to obtain the *Declaration of Value* of an **academic degree/diploma** you must present to the Embassy's Consular Section the following documentation:

1. Diploma with an "Apostille" stamp to be obtained from the NAWA – National Agency for Academic Exchanges (or other competent office****) original and 2 copies;
2. Italian translation of said diploma made by a sworn translator, with an Apostille stamp issued by the Polish Ministry of Foreign Affairs, original and 2 copies;
3. Appendix to the diploma/degree indicating the duration of studies and the evaluating scale in use at the time of the issue of the title [Warning! The appendix must be translated and apostilled if you wish to use it in Italy e.g. for academic enrollment purposes, for the recognition of the title, etc.] original and 2 copies;
4. Application form (available on the Embassy site or at the Consular Section);
5. Copy of a valid identity document;
6. If the request is submitted by a third party, the latter has to be provided with a proxy;
7. Payment **
8. Should you wish the *Declaration of Value* to be mailed, please provide one A4 envelope with stamps.***

The *Declaration of Value* is issued within 14 days beginning from the date of submission of the complete request and the payment of the consular fee.

*Translations made in Italy do not need to be apostilled;

For study purposes, the *Declaration of Value* is issued free of charge. In this case, you must attach the documentation that proves the study purpose (e.g. provisional enrollment to the school/university; enrollment, school or university enrollment fee receipt and/or first tuition's installment). The *Declaration of Value* is **not free of charge for work purposes. In this case a consular fee applies, to be paid in cash (current price 41 Eur to be paid in Zloty – for the exchange rate please consult the website www.ambvarsavia.esteri.it, section "Servizi consolari". Please take with you the exact amount of money) or through a postal order addressed to the Embassy of Italy in Warsaw;

***Current price for priority registered letter should be checked on the website of Polish Post <https://cennik.poczta-polska.pl/> or visiting the post office. Purely indicatively, at the moment the prices for priority registered letters to Polish addresses is 8.40 PLN, to Italian addresses is 20.60 PLN;

Last update: 10/08/2021

**** In order to identify the competent office for the issuance of the Apostille you can visit the Polish Ministry of Foreign Affairs website <https://www.gov.pl/web/dyplomacja/chce-uzyskac-apostille> (also available in English <https://www.gov.pl/web/diplomacy/certification-of-documents>).