



How to obtain a “Statement of value” (*Dichiarazione di Valore*) of Canadian Schools Titles or Documents

1. [What is a DV?](#)
2. [What documents are required for different types of DV?](#)
3. [Who can ask for a DV?](#)
4. [Where can one obtain a DV?](#)
5. [How to obtain the DV](#)

1. What is a *Dichiarazione di Valore*?

The *Dichiarazione di Valore* (DV) is an official document released by the Consulate General of Italy in the country where you have studied. If the diploma was issued in the Canadian provinces of **Québec, Nova Scotia, New Brunswick, Prince Edward Island and Newfoundland and Labrador**, you need to address your request to the **Italian General Consulate in Montreal**.

The Consulate is required to verify the authenticity of the academic credentials obtained in Canada and their correspondence into the Italian educational system.

A DV also provides information about the validity of the qualification concerned in the country where the applicant studied. The DV confirms the legal status and nature of the awarding institution and indicates the length of the programme/s concerned.

N.B. The DV gives a brief description of the academic or professional diploma issued by a Canadian institution using a different educational system than the Italian. The DV doesn't constitute a proof of the person's competences or professional qualities.

All students who want to study in Italy and those who need to have their credentials recognized in Italy for any other purpose, must therefore, obtain a *Dichiarazione di Valore*.

2. What documents are required for different types of DV?

See the list of documents required for each type of DV: [DV TYPES](#) (LISTA DEI DOCUMENTI NECESSARI PER LE VARIE TIPOLOGIE DI DICHIARAZIONI DI VALORE)

3. Who can ask for a DV?

Students who would like to study in Italy and for all of those who, for any other reason, would like to have recognition for their diplomas obtained in any of the following provinces: **Québec, Nova Scotia, New Brunswick, Prince Edward Island and Newfoundland and Labrador.**

4. Where can one obtain a DV?

The Italian office authorized to issue DV is the:

Consolato Generale d'Italia a Montreal

3489 Drummond, Montreal (Quebec), H3G 1X6, CANADA

Tel.: 514-849-8351 / Fax: 514-499-9471

Email: consolato.montreal@esteri.it - http://www.consmontreal.esteri.it/Consolato_Montreal

Please note: the school or college and/or university releasing the original diploma should be under the jurisdiction of the one of the following provinces: **Québec, Nova Scotia, New Brunswick, Prince Edward Island and Newfoundland and Labrador.** The Italian Cultural Institute in Montreal may only give you information on the procedures you need to follow.

If you have completed studies in any other Canadian province or any other state, please send your request to the **Italian Consulate** responsible for the concerned provinces or states.

5. How to obtain the DV

Here are the following necessary steps to obtain a DV. Please read carefully the instructions applying to your specific case :

- a) Download the appropriate form by clicking on the following link: [LINK TO FORM](#)
- b) For studies concerning elementary school, high school or college (cégep) level, ask for the original transcripts. Except for high school and college (cégep), you must request the final diploma through the Department of Education. All of the documents must be authenticated (in particular the signature of the principle/registrar or the Minister of Education) by the Ministry of Foreign Affairs and Trade in Ottawa.
- c) For university studies, you need to request the transcript and the final academic diploma; these documents have to be authenticated (in particular the signature of the principle/registrar or the Minister of Education) by the Ministry of Foreign Affairs and Trade in Ottawa.
- d) To obtain more information regarding the authentication procedure by the Ministry of Foreign Affairs and Trade in Ottawa, you can consult their web page by clicking [HERE](#) .
- e) To complete the procedure, documents notarized by the Ministry of Foreign Affairs and Trade in Ottawa **MUST BE TRANSLATED IN ITALIAN** by a certified translator included in the following list: [LIST OF CERTIFIED TRANSLATORS](#)

Those who would like to use a different translation service other than the one in the aforementioned list can address themselves to the OTTIAQ (*Ordre des traducteurs, terminologues et interprètes agréés du Québec*- www.ottiaq.org).

Please note: these translations, will have to be sent to the Ministry of Foreign Affairs and Trade in Ottawa (www.international.gc.ca—authentication of documents) in order to notarize the signature of the OTTIAQ translator. If this concerns you, in order to save time, we suggest that you send in one single shipment, diplomas, transcripts and OTTIAQ translations to the Ministry of Foreign Affairs and Trade in Ottawa.

- f) The Italian Consulate General in Montreal will certify the conformity of the translation, only if the translation is in conformity with the original English or French document. However, if the translation should be inaccurate, incomplete, or considered inadequate by the Consulate, they will not be accepted and the DV will not be released.
- g) Make and save copies of all the authenticated documents, and their translations (transcripts, diplomas – D.E.S., D.E.P., A.E.C., High School Diploma, D.E.C., A.E.C., Bac, Maîtrise, Doctorat). You can bring everything, in person, to the Consulate General of Italy or you can authorize a third party to act on your behalf by means of a written proxy. You can also send the documents by certified mail or by courier (DHL, UPS, and FedEx), at the following address:

Consolato Generale d'Italia
(Dichiarazioni di Valore)
3489 Drummond
Montreal (Quebec), H3G 1X6, CANADA

Please note: Should you opt to mail all the documentation please provide a self-addressed, pre-paid envelope for the return of documentation. If you reside outside of Canada we recommend you use a courier service such as DHL, UPS or FedEx. The Consulate will not attend to the return of documents unless a pre-paid and self addressed envelope is provided.

- h) You will be contacted when the *Dichiarazione di valore* is ready to be picked up. Usually this procedure requires up to 30 days. The Consulate will inform, by email, the demander or the person designed by him. It will be up to the applicant to dispose of the *Dichiarazione di Valore* for further use. All original documentation will be returned to the applicant.
- i) The procedure is free of charge if the DV requested is to be used for study purposes (enrolment in an Italian academic institution). For any other use (work, homologation) the fees are as follows:

- 34 euros for each DV;
- 17 euros each authentication.

Terms of payment: cash, by international postal money order issued to the **Consulate General of Italy in Montreal**, or by a certified cheque or money order issued by a Canadian bank.

Last update January 29 2013