

**APPLICATION FOR  
MASTER COURSE****SECTION I: PERSONAL DATA**

Please write in CAPITAL LETTERS

Name and Surname \_\_\_\_\_

City of Birth \_\_\_\_\_ Prov. \_\_\_\_\_

Citizenship \_\_\_\_\_

Date of Birth \_\_\_\_\_

Sex  M  F

Tax Code/Codice Fiscale (if Italian) \_\_\_\_\_

Email Address \_\_\_\_\_

Mobile Phone \_\_\_\_\_

**SECTION II: COURSE SELECTION***Starting in November 2020*

- Visual Design and Communication
- Product and Interior Design
- Fashion Design and Business
- Photography

**SECTION III: ATTACHMENTS FOR APPLICATION**

- 01\_Portfolio
- 02\_Motivation letter
- 03\_Curriculum Vitae/Resume
- 04\_Copy of Bachelor's Degree/Graduation certificate or Substitute declaration (*Appendix A*)
- 05\_Copy of ID or Passport (*with document number, date and place of issue*)

Please name the files of the above attachments as indicated and save them in pdf format in a folder together with the present form, compiled with your data and scanned. Name the folder with your name and surname, compress it and send it to **[master@rm-modaedesign.it](mailto:master@rm-modaedesign.it)**.

*I hereby declare that I have read the above application form and completely acknowledged it in English language.*

Date \_\_\_\_\_ Signature \_\_\_\_\_

## SECTION IV: ENROLLMENT AND TUITION FEES

**EU-EFTA CITIZENS**

Description	Amount in Euro	Deadline
Enrollment Fee	3.000	Upon Enrollment
Tuition Fee	15.000	October 1 <sup>st</sup> , 2020
<b>TOTAL</b>	<b>18.000</b>	

**EXTRA EU-EFTA CITIZENS**

Description	Amount in Euro	Deadline
Enrollment Fee	3.000	Upon Enrollment
Tuition Fee	23.000	October 1 <sup>st</sup> , 2020
<b>TOTAL</b>	<b>26.000</b>	

## GENERAL INFORMATION:

**ADMISSION PROCESS**

Here are the main steps to follow for students wishing to enroll at Raffles Milano:

1. Student applies for the program of interest, sending to [master@rm-modaedesign.it](mailto:master@rm-modaedesign.it) this Application Form, together with the documents listed in page 1, in a zipped folder with the student's name.
2. Raffles Milano receives the application dossier and sets up a distance admission interview (via Skype or similar) with the didactic staff.
3. Within 7 days from the interview, Raffles Milano sends a feedback to the student. If the feedback is positive.
4. Within 30 days from the feedback, the student has to confirm his/her slot in the program, by filling out the enrollment form and sending it back to Raffles Milano, together with the proof of payment of the enrollment fee (3.000 Euros).
5. Within 7 days from the receipt of the enrollment form and payment, Raffles Milano issues and sends to the student the official enrollment certificate, also valid for visa request.

**VISA INFORMATION**

In order to study in Italy, all non-EU citizens need to apply for a student visa to the Italian representative authority (Consulate or Embassy) in their country. Embassies and Consulates allow starting processing of visas 90 days before intended departure date. Due to different applicant situations and local Embassy/Consulate requirements, we suggest to start application process at least 60 days before the intended departure date, since the visa issuing time may vary a lot depending on the country where the visa application is submitted. Raffles Milano supports enrolled students throughout their visa application process.

## PRIVACY - INFORMATION REGARDING THE PROCESSING OF PERSONAL DATA

Art. 13 Legislative Decree 30 June 2003 No. 196 and Art. 13 of the Regulation (EU) 2016/679 - GDPR

This information is given to students who are natural persons of the company Raffles Education Italy S.r.l. (hereinafter "Raffles" and / or the "Company" and / or the "Controller") pursuant to art. 13 D.Lgs. N.196 / 2003 and of the art.13 GDPR 679/2016 - "European regulation on the protection of personal data" (hereinafter also "GDPR").

### Section I: Identity of the owner and contacts

The Controller of the student's personal data processing (hereinafter also "Data Subject") is the company Raffles Education Italy Srl, CF / P.IVA 09324850966 with registered office in Milan, Corso di Porta Romana n.6, 20122 T + 39 0222175050, F + 39 0222175053,

e-mail: [info@rm-modaedesign.it](mailto:info@rm-modaedesign.it)

Further information on privacy legislation can be consulted on the following website: <http://rm-modaedesign.it/en/privacy-policy/>

### Section II: Object of the treatment

The personal data processed are those provided by the Data Subject during:

- visits or phone calls at our registered office;
- requests for information, including by e-mail;
- conclusion and execution of contracts;
- information on transactions / billing.

### Section III: Purpose of the processing

The personal data of the students, if provided, are processed by the Controller for:

- acquisition of pre-contractual data and information;
- forwarding service communications and with different means of communication (telephone, mobile phone, text message, e-mail, fax, paper mail);
- management and risk controls, prevention of possible fraud, insolvency or breach;
- carrying out the necessary operations to process applications for courses/masters and other requests / to execute the contract;
- prevent and manage possible litigation, take legal action in case of need;
- manage accounting and tax obligations;

Furthermore, they are processed by the Controller and the Tax Adviser for:

- manage the administrative, accounting, civil, fiscal obligations;
- prepare and present declarations and documents of a civil, fiscal nature, provided for by laws, regulations, EU and non-EU regulations and directives.

### Section IV: Processing methods

All the treatments, both automatic and manual, carried out by the Controller comply with the regulations contained in the GDPR and with the principles enucleated in it and indicated below:

- **Lawfulness:** The Company will process the personal data of which it is the Controller, respecting the rights of each Data Subject and within the limits of his consent, as well as the provisions of this information and any contracts stipulated;
- **Minimization:** The Controller will use as few personal data as possible, i.e. only those that will be necessary for the treatments and purposes described.
- **Security:** The Controller guarantees the application of security measures suitable for the protection of data collected and processed and that of the fundamental freedoms of the Data Subjects.
- **Correctness:** The Controller uses, for the Data Subjects, the appropriate tools to verify the truthfulness and updating of their personal data and any modification thereof.
- **Transparency:** The Controller takes appropriate measures to provide the Data Subject with all the information related to the processing and facilitates the exercise of his rights.
- **Limitation:** The Controller collects the data for specific, explicit and legitimate purposes, as described above, and subsequently keeps them for a period of time not exceeding the achievement of the aforementioned purposes.
- **Accuracy:** The Controller takes all reasonable steps to update, delete or correct inaccurate data in relation to the purposes for which it is processed.
- **Integrity and confidentiality:** The Controller adopts the best data management techniques for the best usability of the same through the Site, including protection against unauthorized or unlawful processing and loss, destruction or accidental damage.

Personal Data will be kept only for the period necessary for the purposes for which it was collected and then processed and in any case for no more than 10 years from the termination of the commercial relationship and no later than two years from the collection of data for marketing purposes. After this period, these data will be deleted.

#### **Section V: Recipients of the data**

Personal data processed by the Controller will not be disclosed but may be transmitted to employees who work for the Controller and to some external subjects who collaborate with them. They may also be transmitted, to a strictly necessary extent, to persons who, for services related to the transaction or to the contractual relationship with the Controller, must provide goods and / or perform services or services on behalf of the Controller. Finally, it may be transmitted to the persons entitled to access it under the provisions of the EU law, regulations, and regulations.

In particular, on the basis of the roles and tasks performed, some employees have been entitled to process personal data, within the limits of their powers and in accordance with the instructions given to them by the Controller, in full compliance with the GDPR.

#### **Section VI: Data transfer**

The Controller does not transfer personal data to third countries or international organizations. However, it reserves the right to transfer part of the personal data to companies of the Raffles Group and to use cloud services; in which case, the service providers will be selected among those who provide adequate guarantees, as required by art. 46 GDPR, as well as all the companies of the Group, are committed to strict compliance with the GDPR and any legislation on privacy. The personal data collected by the Data Controller are stored on servers located at RM Raffles Milano Istituto Moda e Design, at 16 Felice Casati St. – 20124 Milan, Italy.

#### **Section VII: Data retention**

The Controller retains and processes personal data for the time necessary to fulfill the purposes indicated. Subsequently, personal data will be stored, and not further processed, for the time established by the current provisions on civil and fiscal matters.

Therefore, the refusal to provide the data required by law will prevent the evasion of requests on courses and / or masters; while the provision of additional data could compromise in whole or in part the evasion of other requests and the quality and efficiency of the service itself.

The provision of personal data is, therefore, necessary for a correct and efficient management of the contractual relationship and a refusal to provide it could compromise the contractual relationship in whole or in part. The provision of personal data for marketing activities is optional and, therefore, the Data Subject is free to provide or not his explicit and separate consent. If the Data Subject does not accept processing for marketing purposes, the Controller may not send advertising material or simple communications relating to the services offered by the Controller.

#### **Section IX: Automated decision-making processes**

The Controller does not perform processing that consist of automated decision-making processes on student data.

#### **Section X: Rights of the interested party**

The Data Subject has the right to exercise all the rights foreseen by the GDPR, in particular to the articles. 9: right of complaint, 15: right of access, 16: right of rectification, 17: right to cancel/oblivion, 18: right to limitation of processing, 20: right to portability, 21: right of opposition. The Data Subject may exercise these rights by writing to the Controller at the address above, or by email, specifying the subject of his request, the right he intends to exercise and attaching a photocopy of an identity document attesting the legitimacy of the request.

#### **Section XI: Withdrawal of consent**

With reference to art. 6 of the GDPR, the Data Subject may revoke any consent given at any time. However, the processing of this information is lawful and permissible, even without consent, as it is necessary for the execution of a contract of which the Data Subject is part (the service supply relationship) or for the evasion of his requests.

#### **Section XII: Proposal of complaint**

The Data Subject has the right to lodge a complaint with the supervisory authority of the state of residence.

#### **Section XIII: How to exercise rights – contacts**

To exercise one or more of the rights listed above, if not exercisable through the Site, the Data Subject must send a specific request to the e-mail address:

[privacy@rm-modaedesign.it](mailto:privacy@rm-modaedesign.it)

**CONSENT TO THE PROCESSING OF PERSONAL DATA****Article 23 of Legislative Decree 30 June 2003 No. 196 and Art.7 of the Regulation (EU) 2016/679 – GDPR**

Name and Surname \_\_\_\_\_

Phone Number + ( \_\_\_\_\_ ) \_\_\_\_\_

Email \_\_\_\_\_ @ \_\_\_\_\_

Fully informed pursuant to art. 13 of Regulation (EU) 2016/679 (GDPR) concerning the processing of personal data, we ask you, for all legal purposes, to provide your free, aware, informed, specific and unconditional consent to the processing of data for:

Marketing purposes  Yes  No Signature \_\_\_\_\_  
(with ref. Art.8))

We inform you that, in addition to RM Raffles Milano Istituto Moda e Design, your data may be communicated to parent companies, subsidiaries and affiliates in order to update it on the initiatives and activities promoted by it. Personal data collected will NOT be disseminated. We inform you of the optional nature of this consent which does not prejudice the provision of the services requested by you.

Yes  No Signature \_\_\_\_\_

In addition, having acknowledged the above-mentioned information and the legislation on privacy, we ask you to authorize Raffles Education Italy Srl, to use for any further commercial and promotional activities useful to promote activities and initiatives related to RM Raffles Milano Istituto Moda e Design in any form or way and also via the web, without time limitations and without any compensation, the reproduction made by film, magnetic tape or photographic film or any other medium, its image also, if necessary, by means of reductions or adaptations. Similarly, and free of charge, we ask you to authorize RM Raffles Milano Istituto Moda e Design to promote any of its activities and initiatives, including through activities and work carried out by you in Raffles Milano Istituto Moda e Design.

Yes  No Signature \_\_\_\_\_

You also declare that you have read the above information and can also be consulted on the website [www.rm-modaedesign.it](http://www.rm-modaedesign.it).

Yes  No Signature \_\_\_\_\_

*I hereby declare that I have read the above privacy and completely acknowledged it in English language.*

Date \_\_\_\_\_ Signature \_\_\_\_\_

**APPENDIX A: SUBSTITUTE DECLARATION OF CERTIFICATION:**

The undersigned

Name and Surname \_\_\_\_\_

City of Birth \_\_\_\_\_ Prov. \_\_\_\_\_

Date of Birth \_\_\_\_\_

Sex  M  F Citizenship \_\_\_\_\_

Tax Code/Codice Fiscale (if Italian) \_\_\_\_\_

Email Address \_\_\_\_\_

Mobile Phone \_\_\_\_\_

Resident in:

City \_\_\_\_\_ Prov. \_\_\_\_\_

Street \_\_\_\_\_ Postal Code \_\_\_\_\_

**declares**

to be in the process of obtaining the following degree:

\_\_\_\_\_

to be obtained from the Institute/Academy/University:

\_\_\_\_\_

In \_\_\_\_\_ / \_\_\_\_\_ Academic Year      Grade (if obtained) \_\_\_\_\_ / \_\_\_\_\_

And to be aware that, pursuant to Art. 76 of Presidential Decree NR. 445 of 28 December 2000, in the event of false declarations, false deeds and the use of false deeds, will incur in penalties established by the Penal Code and special laws on the matter and will be retroactively decayed from any benefits resulting from the provision issued on the basis of the untruthful declaration.

Date \_\_\_\_\_ Signature \_\_\_\_\_