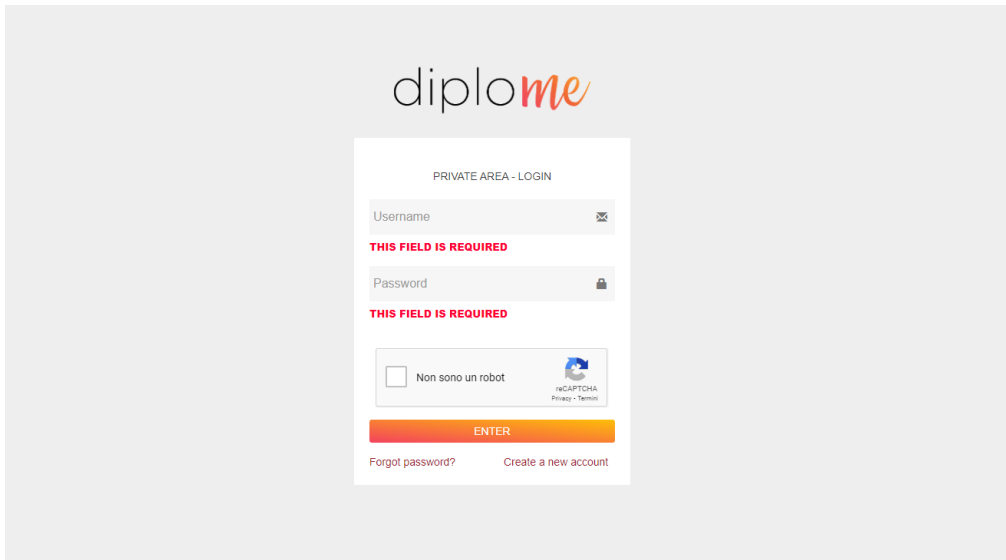




CIMEA services for certification and
verification of qualifications

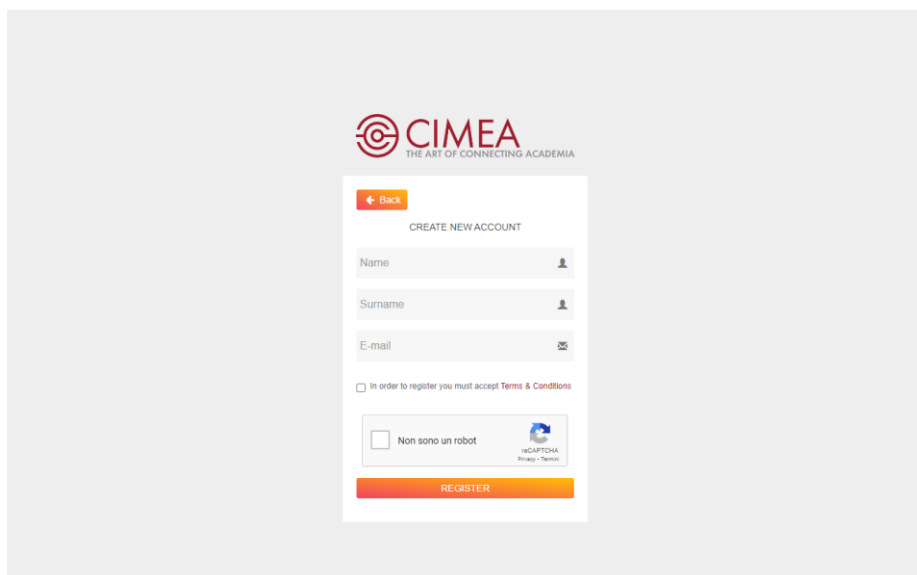
USER MANUAL

Step 1: Go to <https://cimea.diplo-me.eu/cimea/#/auth/login> to sign up or log into your DiploMe account.



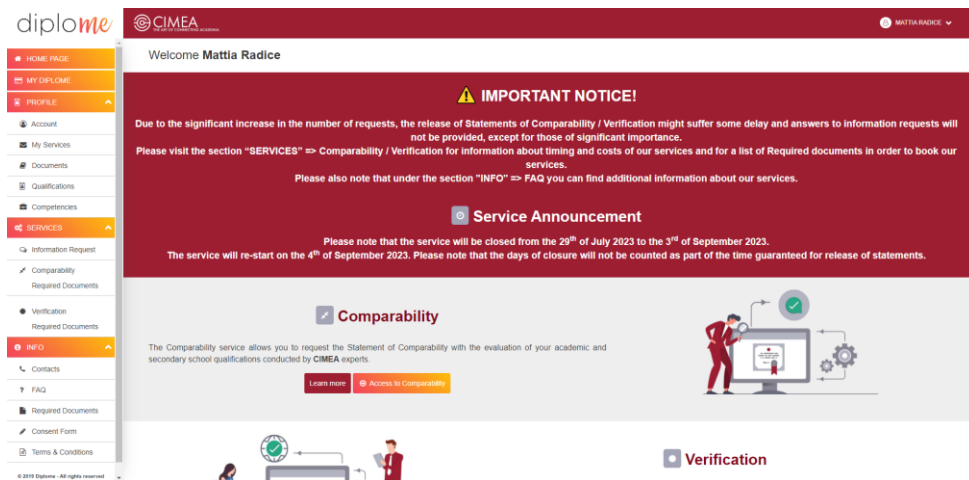
The screenshot shows the DiploMe login interface. At the top center is the 'diplo^{me}' logo. Below it is a white box titled 'PRIVATE AREA - LOGIN'. Inside this box, there are two input fields: 'Username' and 'Password'. Both fields have a red error message below them that reads 'THIS FIELD IS REQUIRED'. Below the password field is a reCAPTCHA widget with the text 'Non sono un robot' and a small robot icon. At the bottom of the white box is an orange button labeled 'ENTER'. Below the white box, there are two links: 'Forgot password?' and 'Create a new account'.

Step 2: Skip this step if you already have an account. Click on 'Create a new account'. Insert the required information and follow the steps you will receive by email. Then go back to the initial address and login.

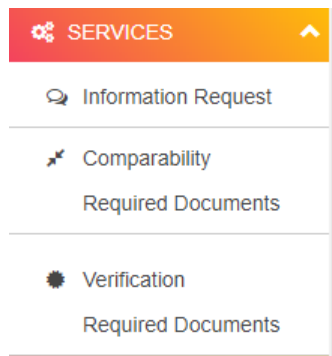


The screenshot shows the CIMEA registration page. At the top center is the CIMEA logo, which consists of a stylized 'C' inside a circle, followed by the text 'CIMEA' and 'THE ART OF CONNECTING ACADEMIA' below it. Below the logo is a white box titled 'CREATE NEW ACCOUNT'. Inside this box, there is a 'Back' button with a left arrow. Below that are three input fields: 'Name', 'Surname', and 'E-mail'. Below the 'E-mail' field is a checkbox with the text 'In order to register you must accept Terms & Conditions'. Below the checkbox is a reCAPTCHA widget with the text 'Non sono un robot' and a small robot icon. At the bottom of the white box is an orange button labeled 'REGISTER'.

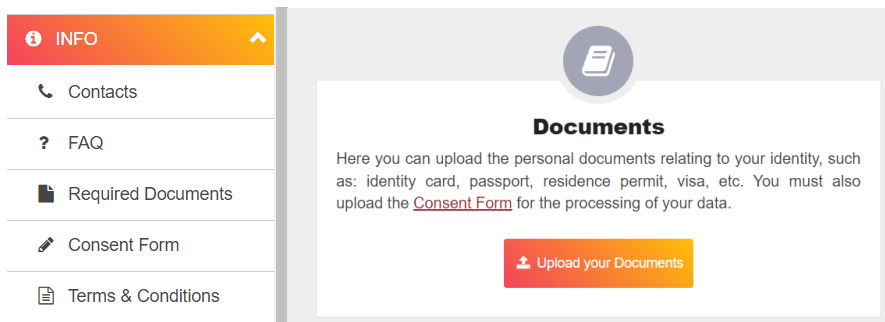
Step 3: This is the homepage of your personal area, which you can access after successfully logging in.



Please make sure to read the “Required Documents” section and verify that you have everything readily available on your computer or device. Please note you will need to provide pictures or a scan of your ID card or passport.



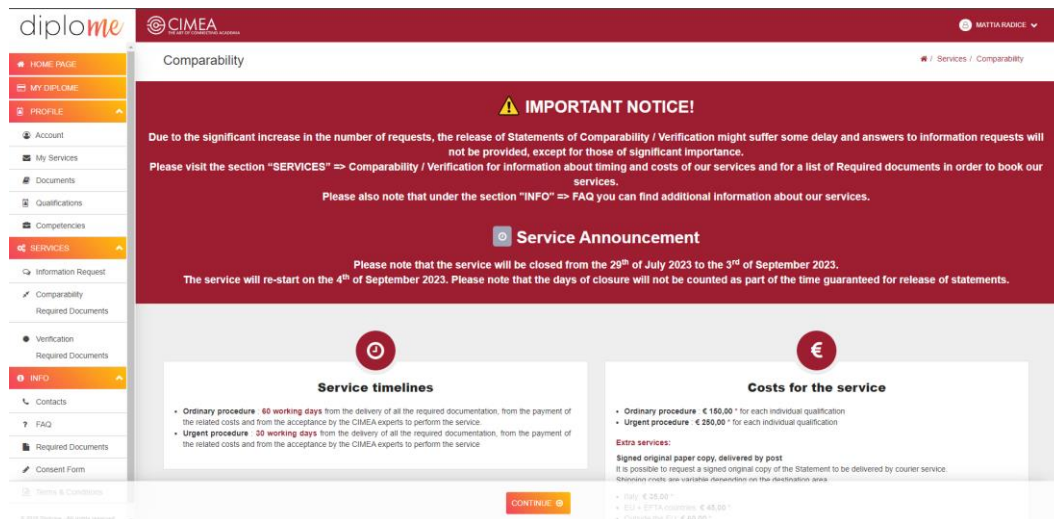
You will also need to fill out and upload the Consent Form, which you can find on Diplome’s homepage (scroll to the bottom) or on the sidebar, at the bottom.



Step 4: To start the Comparability or Verification process, click on the corresponding option on the menu on the left (under Services).

The details pages for Comparability and Verification are similar. The only substantial difference is that you can pay an additional fee to speed up the delivery of the Comparability certificate only.

Step 5: Click on the orange “Continue” button at the bottom.



Step 6: Please complete the required fields according to the following instructions:

TYPE OF QUALIFICATION: Select “Secondary School Qualifications” for high school degrees; choose “Higher Education Qualifications” for college or university degrees.

DESTINATION COUNTRY: Select “Italy”.

PURPOSE OF EVALUATION: Select “Non academic evaluation”.

OTHER [PLEASE SPECIFY]: Write the following (you can copy and paste): “Professional training course with institution officially accredited by Regione Lombardia, in accordance with Deliberazione XII / 342 of 22/05/2023”.

Comparability Services / Comparability

[Back](#)

Through the Comparability service it is possible to request from CIMEA the evaluation of Italian or foreign qualifications of the higher education system and of final qualifications of secondary school education that allow access to higher education courses. In the case of a positive evaluation, CIMEA experts will produce a Statement of Comparability referring to the rated qualification. Select the fields to request the CIMEA Statement of Comparability. If you wish to request the Statement of Verification at the same time, please select the relevant box.

Select if you would like to request also Statement of Verification:

TYPE OF QUALIFICATION	DESTINATION COUNTRY
Secondary School Qualifications	Italy
PURPOSE OF EVALUATION:	DOCUMENT TO BE CERTIFIED:
Non academic evaluation	Choose...
OTHER: [PLEASE SPECIFY]	

Professional training course with institution officially accredited by Regione Lombardia, in accordance with Deliberazione XII / 342 of 22/05/2023

DOCUMENT TO BE CERTIFIED: Select “Add new document”, a new window will pop up. Complete all required fields and upload a .doc, .pdf or .jpeg file. Then click on “Confirm and save document”.

The screenshot shows a web interface for adding a new document. The main window is titled "ADD NEW" and contains the following fields and options:

- Title:** A text input field containing "(THIS IS AN EXAMPLE) High School Diploma".
- Type of Qualification:** A dropdown menu with "Secondary School Qualifications" selected.
- Issuing Country:** A dropdown menu with "Diploma" selected.
- Upload document:** A section with a "Scelgi file" button and the text "Nessun file selezionato". Below it, it lists "Formats accepted: doc, pdf, jpeg" and "Maximum file size: 5 MB".
- Confirmation:** A red button labeled "CONFIRM AND SAVE DOCUMENT" at the bottom.

The background shows a sidebar with "Comparability & Verification" and a main content area with a "Back" button and a "Select if you would like to request" button. The top right corner shows the user's name "MATTIA RADICE" and a navigation menu.