

Istituto Belmonte

Private training centre based in Italy. It hosts university student groups from other countries and takes them inside Italian and European business, design and work with artificial intelligence, on stays lasting from two to eighty-five days. This document gathers, in the order an administrative office asks for them, the company data, what we issue and what we do not, the program, the insurance cover, who pays and what gets signed.

ESTUDIOS SIN RECONOCIMIENTO DE VALIDEZ OFICIAL

Los estudios realizados en dichas instituciones no son reconocidos por la Autoridad Educativa Federal, por lo que bajo ninguna circunstancia podrán ser objeto de validez oficial.

Istituto Belmonte es un centro de formación privado con sede en Italia. Los programas que imparte **no conducen a un título con validez oficial ni en Italia ni en México**, no otorgan créditos universitarios (CFU o ECTS) y no están incorporados a la Secretaría de Educación Pública ni a ninguna autoridad educativa mexicana. Al concluir el programa se entrega una **constancia de asistencia** emitida por Istituto Belmonte, que acredita las horas cursadas y los contenidos del programa. El reconocimiento académico de esas horas depende exclusivamente de la institución de origen del estudiante.

The statement above stays in Spanish and word for word, because that is the text Mexican rules prescribe and translating it would mean rewriting it. In English it says this: we are not a university and we do not use its language. Our programs do not award degrees with legal value, in Italy or in Mexico, and they give no university credits; at the end we issue a certificate of attendance, and recognition of those hours rests solely with the student's home institution. It goes on the first page and not at the back because it is the first question whoever authorises asks, and a document that answers before being asked saves a meeting.

1 · Who we are legally

The contracting party is the company set out below. The party signing on the other side is the institution bringing the group, not the participant and not the student group, which as a rule cannot receive an invoice or order a payment on its own account.

Company data

Item	Value
Company name · legal form	⟨to be filled in⟩
Italian VAT number · tax code	⟨to be filled in⟩
Companies Register entry · REA number	⟨to be filled in⟩
Chamber of commerce · share capital	⟨to be filled in⟩
Recipient code (SDI) · certified email (PEC)	⟨to be filled in⟩
Registered office	⟨to be filled in⟩, Nola (NA), Italy
Operating site 1	Nola (NA), via Boscofangone, zona ASI, lot C8
Operating site 2	Caserta (CE), via Paul Harris 63
Bank account	⟨to be filled in⟩ · IBAN and BIC/SWIFT in the contract
European Union trade mark	registration 019120355 , certificate available on request

The values marked **⟨to be filled in⟩** are copied from the current *visura camerale* and from the official bank details before this document is issued, not from an internal document, and they are checked again at every update. This is a version of the dossier without those data, and we say so instead of leaving the box blank.

Representative and contacts

Role	What they decide	How to reach them
Legal representative	Signs contracts and binding documents	Name and details in the named documents
Head of international programs	Program, dates, content, group	programs@⟨to be filled in⟩ · reply within 2 working days
Administration	Invoicing, payments, tax documents	administration@⟨to be filled in⟩ · reply within 2 working days
Supplier registration	Forms, questionnaires, registration portals	suppliers@⟨to be filled in⟩ · reply within 2 working days

Opening hours for all mailboxes: Monday to Friday 9-18, Italian time. In the named documents — quotation, contract, supplier registration form, final report — the name and role of the people responsible are there. Here we publish the role, because a public document ages and a person changes job.

2 · What we issue, and what we do not

What gets issued

Document	When	What it says
Certificate of attendance	at the end of the stay	Hours attended, modules, attendance rate, verification code
Certificate of completion	at 90 days (120 on the extended program)	Which pieces of work were handed in and when. It is not issued on the farewell day, and that is why it exists
Work from each module	during the program	Four deliverables, in open files and not in closed PDFs
Implementation plan	at 90 days	Three to five pages: what was done, what was not and why, what comes next
Observation sheet	one per company visited	What is normally lost from a visit
Final report to the institution	15 working days after the return	What was done, attendance, results of the deliverables, recommendations for the next group

The facsimile of the certificate of attendance and of the certificate of completion is published on the site, watermarked, before anyone enrolls. A certificate nobody has seen is a promise; a published certificate is a document.

What we do not do, written by us

- We do not award degrees with legal value, in Italy or in Mexico, and we give no academic credits. Recognition of the hours rests solely with the home institution.
- We are not a travel agency and we do not sell tourist packages: we arrange the transfers the program needs, not the trip as a product.
- We do not offer job placement, professional internships or contact with employers. Going into a company is part of the teaching activity.
- We do not handle visas and we do not guarantee them: we prepare the named admission letter in the format requested; the decision belongs to the consulate.
- We do not accept minors, in any case and with no authorisation.
- We do not sell stays longer than 90 days, because today we are not in a position to deliver them.
- We do not publish numbers of students, of cohorts, of satisfaction or of placement.

3 · The program

Four routes: three intensive ones of four weeks and one extended one of twelve. They differ by theme and by length, not by level: none is a prerequisite for another.

Program	Days	Contact hours	What the participant takes home
Design and Italian creative business	28	100, over 20 teaching days	Mini design system, photo set, product sheet, project dossier
AI applied to business processes	28	100, over 20 teaching days	Process map, three automations, one documented agent, adoption plan
Digital business and multichannel commerce	28	100, over 20 teaching days	Multichannel audit, real campaign, order flow, twelve-month plan
Extended program	85	180, over 36 teaching days	Full specialisation, commissioned project and defence before a panel

On the intensive routes it is 25 hours a week, Monday to Friday. On the extended one it is 15 hours a week over three days, and the other two go to the participant's own project. **The online hours before and after are not counted:** a hundred hours means a hundred contact hours. Inflating that number with online sessions is exactly the kind of arithmetic that does not hold up in front of someone checking with a spreadsheet.

Before, during, after

Moment	What happens
8 weeks before	Entry dossier on our form. It is the condition for holding the place
6 and 2 weeks before	Two online group sessions, 2 hours each (three on the extended program)
4 weeks before	Individual language check, 20 minutes. It is not an exam
During	Four modules, one a week, and each closes with something handed in, not with an oral exam
30 · 60 · 90 days after	Group session, individual review, delivery of the implementation plan

How many participants

Minimum **8**, recommended and classroom maximum **15**. The access caps of the visits we buy are almost all between 10 and 26 people: a group of fifteen gets in everywhere. Above fifteen the program is reorganised and quoted separately, because almost every stop splits into two shifts and the cost per person does not come down. Adults only, eighteen years old on the departure date, checked on the passport.

The day-by-day itinerary of each program, with hours and type of day, is published before enrolment opens. Confirmed stops are distinguished from those still being confirmed, with the date of the last update.

4 · Insurance cover and entry into the country

Insurance

Every participant is covered during the stay by an accident and third-party liability policy that we take out. **The limits are published in figures**, together with the insurer, the policy number and what the policy does not cover: cover described with an adjective is of no use to anyone.

Type of cover	Insurer	Policy no.	Limit	What it does not cover
Third-party liability	⟨to be filled in⟩	⟨to be filled in⟩	⟨to be filled in⟩	⟨to be filled in⟩
Participant accidents	⟨to be filled in⟩	⟨to be filled in⟩	⟨to be filled in⟩	⟨to be filled in⟩
Medical expenses	⟨to be filled in⟩	⟨to be filled in⟩	⟨to be filled in⟩	⟨to be filled in⟩
Cancellation	⟨to be filled in⟩	⟨to be filled in⟩	⟨to be filled in⟩	⟨to be filled in⟩

This table is empty on purpose and we say so. The policies in force are transcribed here with their real figures before the dossier is issued to an institution, and a copy of the policies is attached to the contract in every case. We do not fill these boxes with generic formulas.

Visa and Schengen days

For a stay of up to **90 days in a 180-day period**, a person of Mexican nationality does not need a visa to enter the Schengen area, and therefore Italy. All our programs last less than 90 days, by decision. A valid passport is needed, and **available days** are needed, which is the part almost nobody checks before leaving.

The count is cumulative across the whole Schengen area, not Italy alone, and it looks back 180 days from each day of stay. The day of arrival and the day of departure each count in full. Since 10 April 2026 it is recorded at the border by the Entry/Exit System (EES). The European Commission's official tool says how many days are left, but it does not reflect time before that date, which is added up by hand from the stamps.

It is also the reason the extended program is **85 days and not three months**: three calendar months can be 92 days, and on day 91 the entry regime changes. At application we ask for a declaration of the days already used in the previous six months: it is there to find out beforehand, and not at the airport.

5 · Who pays, what gets signed, and how we go on

This is where most procedures get stuck, and that is why it goes in full. In many institutions a student group cannot pay a supplier on its own account: purchases, invoices and payments go through the administrative office. Where that is the case, the counterparty to the contract is the institution, and we are set up for it. We offer **both routes** and the first thing we ask is which of the two you need.

	Invoice to the institution	Individual enrolments
Who signs the contract	The institution, through whoever represents it	Each participant, of age
Who the accounting document is made out to	The institution, with its tax details	Each participant
Who pays	The administrative office, by transfer to the company account. Never to personal accounts	Each participant
What we need from you	Supplier registration, purchase order or equivalent document, billing details	The details of each enrolled person

One clarification we prefer to give before you ask: an Italian company without a permanent establishment in Mexico does not issue a CFDI. Which document we hand over instead, and how it is recorded in Mexican accounting, is a question we settle in writing before signing, not after. *⟨to be filled in⟩*, pending the accountant's opinion.

Conditions

Item	Condition
Invoicing currency	Euro (EUR)
Deposit · balance	30% on signing the contract · balance 30 days before the start
Payment methods	International bank transfer. No payment to personal accounts, in any case
Final list of participants	30 days before departure
Replacing a participant	Up to 15 days before departure, at no cost
Cancellation by us	Full refund of what has been paid
Cancellation by the institution · jurisdiction	<i>⟨to be filled in⟩</i> , defined together with the standard contract
Governing law	Italian law

6 · How it works, and who you talk to

In four steps

1. The request. Estimated number of participants, month, themes and name of the institution. We reply within two working days. **2. The quotation.** Within five working days of the complete request, with the day-by-day program, the status of each stop, the hours and what is included. **3. The confirmation.** Signed contract and 30% deposit; from there the visit requests go out, and the most requested places are booked around 90 days ahead. **4. The preparation.** Final list and balance 30 days before, entry dossier eight weeks before, final program with addresses and phone numbers 15 days before.

The timings above are ours. Your institution's are known to you: you tell us in the first request and we build the calendar backwards from there.

Contact

The head of international programs replies, within two working days. It is the same person from the quotation to the final report, and their name and role are in the quotation and in the contract.

groups@*<to be filled in>* · administration@*<to be filled in>* · suppliers@*<to be filled in>* · Monday to Friday 9-18, Italian time.