

Click on “Area Studenti”



Select “English”



Select “Registration”



Select “On-Campus Course”

UNIVERSITÀ DEGLI STUDI DI ROMA TOR VERGATA

Homepage Teacher Section Student Section *Delphi*

AREA STUDENTI

REGISTRATION PROCEDURE

a Start application procedures

- **On-Campus Course**
- Distance Learning Course

b You have already filled out an application

- validate application (you have *CTRL* and *AUTH Codes*)
- Reprint Application
- Cancel Application

c Find Ctrl

delphi2.test.uniroma2.it:8080/totem/jsp/Immatricolazioni/sceltaCarrieraFacoltaNew.jsp?TTPOCORSO=0

MORE INFORMATION

It is possible to proceed with the APPLICATION FOR REGISTRATION (DOMANDA DI IMMATRICOLAZIONE) in the following cases:

- Has passed the Admission Test (Course of Study With Programmed Number of Access)
- Has finished the Required Assessment Test (laboratorio di valutazione) for admission to the Degree Course (3 Years) for Free Access;
- Has received the Clearance following the request to (richiesta di) verify curricular requirements (verifica requisiti curriculari) for the enrollment to the Master Degree (2 years) for Free Access
- the chosen course is the Degree Master Single Cycle in Law

Select “Faculty of Economics”

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LOGOUT *Delphi*

AREA STUDENTI Versione: test

CHOOSE CAREER: FACULTY

Choices:

FACULTY OF ECONOMICS	<input checked="" type="radio"/>
FACULTY OF LAW	<input type="radio"/>
FACULTY OF ENGINEERING	<input type="radio"/>
FACULTY OF ARTS AND PHILOSOPHY	<input type="radio"/>
FACULTY OF MEDICINE AND SURGERY	<input type="radio"/>
FACULTY OF MATHEMATICAL, PHYSICS AND NATURAL SCIENCES	<input type="radio"/>

BACK NEXT

Now click on “[I have passed the Admission/sustained the assessment test/am in possession of the curricular requirements and I wish to register myself](#)”

Fill the form below. Please note that you do not have to enter your CTRL because you do not have it yet.

Versione: test

CHOOSE CAREER: REGISTRATION PERSONAL INFORMATION-1

FIRST NAME:	Luca
LAST NAME:	De Carolis
SEX:	<input checked="" type="radio"/> M <input type="radio"/> W
NATIONALITY:	ITALIA
CODICE FISCALE:	dcrlcu87c17h501s
I HAVE SUBMITTED AN APPLICATION TO RETRIEVE EXPIRED CREDITS:	<input type="checkbox"/>

If you already have a TOKEN (or CTRL) from the University,
it is possible to enter it here

CTRL:

[BACK](#) [NEXT](#)

Fill the form below with the requested data. Please pay attention when you enter your contacts!

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CHOOSE CAREER: REGISTRATION PERSONAL INFORMATION-2

DATE OF BIRTH (DD/MM/YYYY):	17/03/1987
CLICK HERE TO ENTER TOWN AND PROVINCE	TOWN OF BIRTH: ROMA
PROVINCE:	RM

It is strongly recommended to fill the fields below to gain
access to future services

E-MAIL:	luca.de.carolis@uniroma2
MOBILE NUMBER:	xxxxxxxx
ACCOUNT SKYPE:	xxxxxxxx

[BACK](#) [NEXT](#)

Select “Business Administration” , click next and then click on “proceed with registration”. Please note that the system is advising you that you will have to present your income statement in order to compute the amount of taxes that you will have to pay. The income statement have to be presented with the ISEE form within 15th March 2015: if you will not present the ISEE within the deadline you will pay the maximum amount of taxes.

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CHOOSE CAREER: COURSE

Choices:

CODE	NAME	COURSE TYPE	AA	
Business Administration		CORSO DI LAUREA	2014/2015	<input checked="" type="radio"/>

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NEXT

Fill the form below with your address where you would like to receive communications from university.

For Foreign students: fill the form “Permanent Residence” with the data of your home-place, then fill the form “Current Residence” with your current address in Italy.

Select where you would like to receive correspondence

PERMANENT RESIDENCE

ADDRESS:
(SPECIFY STREET OR SQUARE ...)

CLICK HERE TO ENTER TOWN AND PROVINCE

TOWN: ROMA

PROVINCE: RM

ZIP CODE: 00133

TELEPHONE NUMBER: 3450000000

E-MAIL: luca.de.carolis@uniroma2

CURRENT RESIDENCE

(do not complete if same as Permanent Address)

ADDRESS:
(SPECIFY STREET OR SQUARE ...)

CLICK HERE TO ENTER TOWN AND PROVINCE

COMUNE:

PROVINCE:

ZIP CODE:

TELEPHONE NUMBER:

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Fill the form selecting “Nuova Carriera”, the date and the Academic year 2014-2015

AREA STUDENTI

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CHOOSE CAREER: CURRENT CAREER DATA

ORIGINAL UNIVERSITY:

DATE OF FIRST REGISTRATION:
(DD/MM/YYYY)

AY OF FIRST REGISTRATION:
(YYYY/YYYY)

NUOVA CARRIERA ▾

29/07/2014

2014/2015

Enter “New Career” if it is the first time that you will enter the Italian University System or you already have a Degree.
Indicate “Withdraw” if the student has made an Application for Withdrawal of Studies for the previous University Career.
Indicate “Lapsed” if the student did not renew the enrollment to the previous program for more than 8 years.

Indicate the **date** of first entry to the Italian University System.
It is the very first time you Registered, enter the date thereof.

Enter the **Academic Year** of the first entry in the Italian University System
.
If this is the first time for you to Register, indicate the current Academic Year.

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Fill the form below with your data related to your previous education.

Type of diploma: Select “diploma estero”

Tick “Autocertificazione” and select NO to the last question.

CHOOSE CAREER: SCHOOL CURRICULUM

COUNTRY GRADUATED:

TYPE OF DIPLOMA:

GRADE:

ON:

ACADEMIC YEAR OF GRADUATION:
(YYYY/YYYY)

BANGLADESH ▾

Diploma estero ▾

100

100 ▾

2005/2006

CERTIFICATE OF GRADUATION
FOR HIGH SCHOOL:

☐ Autocertificazione - Self-Certification (if you want to self-certify the Title of Study)

☐ Original Diploma (If you have earned a High School Diploma)

☐ Certificates issued by the Institution

Only for students who have already graduated:

DO YOU WISH TO APPLY FOR COURSE ABBREVIATION?

no ☐ si ☒

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NEXT

Enter your self-certification.

ID number: enter you “Codice fiscale”

VERY IMPORTANT: if you applied for Laziodisu scholarship put the tick on the last space

CHOOSE CAREER: SELF-CERTIFICATION

NON INTENDO PRESENTARE DICHIARAZIONE ISEEU DECIDENDO DI PAGARE IL MASSIMO DI TASSE E CONTRIBUTI

QUALORA L'IMPORTO DELLA SECONDA RATA FOSSE MAGGIORE DI 300 EURO INTENDO RATEIZZARE IL PAGAMENTO IN DUE TRANCHE

NO. OF HOUSEHOLD MEMBERS:

NO. OF DISABLED IN THE HOUSEHOLD (EXCLUDING REGISTRANT):

STUDENT BELONGS TO A HOUSEHOLD:

INDEPENDENT STUDENT STATUS:

LEGALLY-SEPARATED STUDENT STATUS:

WITH DISABILITY EQUAL TO OR GREATER THAN 66% (OR WITH DISABILITY GRAVE IN ACCORDANCE TO L. 104/92):

STUDENT VICTIME OF TERRORISM:

IDENTIFICATION NUMBER (CODICE FISCALE) OF THE HEAD OF THE FAMILY:

STUDENT AFFECTED BY DSA:
CLICK IN ORDER TO READ AN IMPORTANT ADVERTISEMENT

I APPLIED FOR ADISU SCHOLARSHIP:

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Check carefully your data and confirm

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CHECK CAREFULLY THAT ALL ENTERED DATA IS CORRECT.

IF CORRECT, CLICK THE BUTTON "CONFIRM DISPLAYED INFORMATION" TO COMPLETE THE REGISTRATION.

IF INCORRECT CLICK "BACK" TO CORRECT.

Faculty/School: FACOLTA' DI ECONOMIA

Course: BUSINESS AND ECONOMICS

Personal Information

Codice Fiscale: DCRLCU87C17H501S

First Name and Last Name: LUCA DE CAROLIS

The registration online has been completed. Now you have to go to Unicredit bank and pay the amount indicated in the attached invoice. Unicredit bank will issue a receipt with the AUTH code; you will need AUTH and CTRL codes to validate your payment into the system. You have also to complete a questionnaire (see the link provided) that will give you another code.

The AUTH code together with the questionnaire code are necessary to validate your registration after the payment!!!

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The Registration Procedure has been successfully completed.
To regularize your registration, you must pay the amount indicated in the Invoice attached to the Application. Take note of the Ctrl Code.

Your Ctrl is: 13064440

PLEASE NOTE THAT IN ORDER TO COMPLETE THE REGISTRATION PROCEDURE, IT IS NECESSARY TO FILL OUT THE ONLINE QUESTIONNAIRE AVAILABLE AT THE SITE [HTTP://WWW.QUEST.UNIROMA2.IT](http://www.quest.uniroma2.it)
THE CODE OF THE QUESTIONNAIRE FOR COMPLETION IS:
101 - Immatricolandi Laurea Triennale (270/509)

AFTER COMPLETING THE QUESTIONNAIRE, THE SYSTEM WILL RELEASE A QUESTIONNAIRE CODE (CODICE QUESTIONARIO - CQ)
THIS CODE MUST BE KEPT BECAUSE THE PROCEDURE FOR REGISTRATION CAN ONLY BE COMPLETED IF YOU HAVE THE TWO CODES

1. CODICE QUESTIONARIO (Released at the end of the questionnaire)
2. AUTH CODE (Issued by Bank)

THE CODICE QUESTIONARIO IS VALID FOR 5 DAYS
IF YOU DO NOT COMPLETE THE PROCEDURE FOR REGISTRATION DURING THAT PERIOD, THE SYSTEM WILL ERASE THE QUESTIONNAIRE CORRESPONDING TO THE CODE AND YOU HAVE TO FILL OUT A NEW QUESTIONNAIRE AND GET A NEW CODE

PRINT APPLICATION AND INVOICE

In case you have trouble visualizing the application, right click on your mouse and click on 'Save object with name'. The document will be saved on your computer. Then you can open the document with Acrobat Reader, which is downloadable at www.adobe.com