

### Procedure at <http://delphi.uniroma2.it>:

- 1- Select "student section"
- 2- Then "manage career online"
- 3- Click on Access to the student section

Then click on Secure mode

- 4- Login with your enrolment number (Matricola) and password.
- 5- Select "esame di laurea (degree examination)" > "manage application to graduate"
- 6- Click on next (at the page bottom)
- 7- Click on Print dichiarazione di assegnazione della tesi/lavoro finale and print it. The form is to be completed and signed by the Supervisor.
- 8- Click on "Fill out domanda di ammissione dell'esame di laurea" (Request for admission to graduation session) and complete the form online; in this section you'll find blank space(box) to write any notification about your exams. At the end of the procedure, you can print the form.
- 9- a) The last page is the Request and the payment form "500" for the graduation certificate (Boll . 500 di euro 130) which indicates your personal info, name of your program and the amount you should pay for graduation.  
b) Payment for graduation, which can be done in any national UNICREDIT Group Bank. After payment bank gives you the receipt, which must be submitted to the students' secretary.

### Payment confirmation

- 10- After payment, you should login again and validate your payment on Delphi entering the code AUTH you find in the receipt issued by the bank and the date of payment, then confirm. For checking your payment, you can select "Invoice status".

### Almalaurea questionnaire

- 11- Go to "manage application to graduate" and select "Registrazione su almalaurea" -first you can see your personal data click on process to register on website. -On next page, choose "laureando", choose enrolment year "Anno Di iscrizione al corso", choose the year when you'll finish this program, search your program name and select it from below ,click "acconsento"
  - a) Insert your email, phone, then you need to choose your password with 8 characters click "salva" to save your data. You finish the registration part. Click on "vai al login";
  - b) For login you are asked username and password, which is already sent to your email, when you register in section 10a;
  - c) After login you need to fill out the exact time of your graduation (for example 16/07/2012), then you should click on icon right down "Compila il Questionario";
  - d) Now you can choose the language of questionnaire;
  - e) Fill out all pages with patient;
  - f) When you complete, click on print to print it or save document on your computer, it's one of the document you need to hand to students' secretary .