



BACHELOR OF SCIENCE IN “BUSINESS ADMINISTRATION & ECONOMICS”

CALL FOR APPLICATION A.Y. 2020/21

Disclaimer: this is a translation of the Italian selection announcement for the Bachelor of Science in “Business Administration & Economics”. Its purpose is to provide information to foreign students. It has no legal value. The only official and legally binding source is the original Italian selection announcement.

Aim of the course

The B.Sc. in Business Administration & Economics is an undergraduate course fully taught in English, aimed at understanding the complexities encompassing the global economy. The programme is characterised by a multidisciplinary approach, tackling concepts and models from Management, Economics, Finance and Quantitative Methods.

The main aim of the BA&E programme is to equip students with competences through the acquisition of both conceptual and methodological tools, in order to face challenges concerning the economic system, including the internal dynamics of several organisations and institutions.

The [course structure](#) (of 3 years) is split into two main parts:

- The **1st part** foresees two years, in which students will acquire basic concepts in Management, Economics, Finance and Quantitative Methods fields.
- The **2nd part** foresees one year, in which students will deepen their knowledge in one of the two available curricula*: Business Administration (course code T16) and Economics (course code T17).

**Students can select the preferred curriculum (T16 or T17) at the time of the application for the 1st year. However, the decision can be modified at the time of the registration for the 3rd year.*

AVAILABLE PLACES

For the a.y. 2020/21 the available places offered by the University of Rome Tor Vergata for the B.Sc. in Business Administration & Economics are **200** of which:

- **145** for EU students and non-EU students already residing in Italy
- **52** for non-EU students who need Student VISA
- **3** for Chinese students from “Marco Polo” Programme

Be careful: The admission procedure described in this document must be followed also by students willing to transfer from other Italian universities or by students willing to switch from other courses of Tor Vergata University. For students willing to transfer from a foreign university, there is no possibility of doing a direct transfer, but students will have to do the admission procedure and then they will be able to ask for the recognition of their previous academic career.

For further information, see pages 14 and 15.



1 st Call	2 nd Call
<p>100 places</p> <p><i>Of which:</i></p> <ul style="list-style-type: none"> ▪ 45 for EU students ▪ 52 for non-EU students who need Student VISA ▪ 3 for Chinese students from “Marco Polo” Programme 	<p>100 Places</p> <p><i>(plus any additional vacancy arising from the previous Call)</i></p> <p><i>Exclusively for EU and non-EU students who are already residing in Italy</i></p>

PARTICIPATION REQUIREMENT

In order to be admitted to the Bachelor’s Degree programs or the one-cycle Degree programs, it is compulsory to hold a diploma obtained abroad after **a minimum of 12 years of education**¹ and which allows Students to enroll in a University in their own Country.

In cases in which the local educational system provides shorter education programmes, students must prove that:

- they have attended university and passed the required exams, so as to meet the 12-year-education requirement

or

- they must hold a post-secondary study qualification obtained in non-university higher education Institutes.

Students may be required to pass an additional academic qualifying examination, when required in their Country (e.g.: GAO KAO in China; Vestibular in Brasil; Selectividad in Spain; etc.).

For further information on valid qualifications obtained abroad, please check the ministerial procedures published at the following link: <https://www.studiare-in-italia.it/studentistranieri/> .

In particular, we invite you to consult:

- [Attachment n.1](#), which refers to the **US qualifications** (American High Schools Diploma), **British qualifications** (GCE, IGCE), **Greek qualifications** or those issued by University institutes of ecclesiastical studies based in Italy and approved by the Holy See.

- [Attachment n.2](#), which refers to Italian qualifications, obtained in “scuole di frontiera” or in Italian sections of foreign schools, in **international Baccalaureate**, in schools of the Republic of San Marino, or obtained in foreign schools based in Italy or other European schools.

¹ *In case Student attended a pre-school year, it can be considered as a 12th-year equivalent only if the attendance was compulsory and part of the curriculum, and also in cases where the pre-school program was provided with the basic reading and writing teaching held in mother tongue, together with some basic mathematics concepts.*



IMPORTANT: In order to enroll in a course at the University of Rome Tor Vergata, all students who hold a **foreign qualification** MUST provide the related official legalization/apostille, Italian translation and **Declaration of Value** released by the Italian Competent Authority in the country in which the diploma has been issued. Otherwise, they must provide the **Statement of Comparability** issued by **ENIC-NARIC centres** (*In Italy, you can consult the [CIMEA website](#)*). Indeed, University of Rome Tor Vergata and CIMEA have made an agreement for the issuing of a statement of comparability for final school and university qualifications obtained abroad. You can access the service by visiting the CIMEA website through the following link: http://cis.cimea.it/unitorvergata_en/.

APPLICATION PERIOD

1st Call: FEBRUARY 4 – MARCH 5, 2020

The 1st call is reserved to:

- EU students;
- Non-EU students residing in Italy;
- Non-EU students residing abroad who need a student VISA for Italy.

2nd Call: APRIL 16 – JUNE 4, 2020

The 2nd call is reserved to:

- EU students;
- Non-EU students residing in Italy.

IMPORTANT: non-EU students residing abroad who need a student VISA can apply ONLY in the 1st call.

APPLICATION PROCEDURE

The selection process will be based on two steps of evaluation:

1st step: Educational background evaluation

2nd step: Skype Interview

You can send your application by following the steps below:

a. Connect to the Delphi Online Services Website:

<https://delphi.uniroma2.it/totem/jsp/index.jsp?language=EN>

b. Select “Student Section” > point 1) “Registration for Admission Tests” > Point a) “Start application procedures” > Select FACULTY OF ECONOMICS > Select Business Administration & Economics (T16 or T17). The course code T16 identifies the Business Administration curriculum while the course code



T17 represents the Economics one. This choice can be modified during the registration to the third year, but students can apply **ONLY TO ONE COURSE CODE** (T16 or T17)

c. Fill in the application by inserting all the required personal data and then uploading the necessary documents

d. The system will release an application form. In the last page of the application form **a bulletin of € 30 to pay** will be found. It is a not refundable participation fee.

e. Pay the bulletin by cash in any Unicredit bank or by credit card at the following link: <https://online-retail.unicredit.it/ibx/web/public/universityTaxes.jsp>.

No other payment methods are valid.

In the bulletin there is all the information useful for the online payment:

- Amount to pay;
- *Causale* (3 digits code representing the purpose of the payment)
- CTRL;
- CODICE FISCALE (*it is not the official Fiscal Code released by the public authorities, but keeping this code is fundamental in order to further access to the Delphi system*)
- Academic Year (2020/21)

REMEMBER: The Unicredit online service is closed from 8:30 pm to 1:00 am (GMT +1) and payments occurred after 4:30 pm will be processed the day after. It is recommended to take into consideration the above-mentioned hours in order to not miss the deadline of the call for application with the penalty to be excluded from the selection.

For any doubt about the on-line payment, please check this [guide](#).

The payment receipt will contain a confirmation code (AUTH). If the amount will be paid by cash, the AUTH code will be on the payment receipt while; if the amount will be paid on-line, the code will be sent by e-mail.

f. Access again to the Delphi Online Services website and enter the payment details (CTRL and AUTH codes) in order to validate your application.

- Select "Student Section" > 1. Registration for Admission Tests > b. You have already filled out an application, therefore "Validate application".

The payment validation is MANDATORY in order to be admitted to the selection.

N.B.: *All the required personal data and the uploaded documents can be modified by accessing to the Delphi Online Services: Select "Student Section" > 1. Registration for Admission Tests -> b. You have already filled out an application > Modify Application) until the payment validation (that is, once you submit the AUTH code.*

g. After the validation, the DELPHI system will release a **PROTOCOL NUMBER**, which with Students will be able to check their position in the final ranking.



The following categories of students are exempted from the payment:

- Disabled students in accordance with article 3, paragraph 1 and 3 of the Law of 5th February, 1992, n.104 or
- students with an invalidity equal to or higher than 66% (D.R. 19161 of 2nd June, 2014);

PERSONAL DATA/DOCUMENTS TO UPLOAD IN THE DELPHI SYSTEM:

- Name and surname, that must be the same as those reported on the ID or Passport;
- The PERSONAL email address and Skype contact (Skype ID);
- Attach the ID or the Passport (pdf, jpeg or tiff format);
- Attach the **Curriculum Vitae in English in [Europass format](#)** (pdf, jpeg or tiff format);
- Attach the **High School transcript of Records** (*from the last year of High School in case the candidate already obtained the Diploma; otherwise, two transcripts are required: the second-last year transcript and the partial transcript of the current year of high school for students who will obtain the diploma within July 2020*) - pdf, jpeg or tiff format.

In case of foreign transcript, the candidate must necessarily attach the related Italian or English translation;

- Attach the High School Diploma (*if already obtained*) - pdf, jpeg or tiff format;
- SAT or ACT (not compulsory);
- Attach an **International English language certificate** (ESOL, GESE, ISE, IELTS, TOEFL, TIE...) **at least a [B2 level](#)** in accordance with the **CEFR** (Common European Framework of Reference for Languages) - pdf, jpeg or tiff format

Exceptions apply in case of:

- Certificates that indicate English language as medium of instruction during High Secondary School;
- An Italian "Liceo Linguistico" Diploma (*already obtained at the time of the application*);
- Candidates who attended at least one semester in a foreign High School with English as a medium of instruction; in this case the transcript of records obtained during the semester spent in the above-mentioned foreign High School, will substitute the official English certificate;

Important: English B2 level certificates released subsequently to the attendance of English Courses, even if followed abroad, cannot substitute the internationally recognized B2 level certificates that Official Examination Centres release (Ielts, TOEFL, Cambridge...).

► **If the candidate provides an erroneous or incomplete documentation or if the payment is not validated, the application will not be evaluated.**



SELECTION AND EVALUATION CRITERIA AND RANKING LIST ESTABLISHMENT

The selection procedure that is equally applied to both 1st and 2nd call is based on the **evaluation of the documents** submitted at the time of the application and on an **oral interview** that will be held by means of a Skype call.

The evaluation is based on a scale of **100 points** of which:

- **A maximum of 70 points** for the evaluation of the documents submitted at the time of the application (*30 points for the English Certification, 30 points for the Transcript of High School Records/ High School Diploma, 10 point for the Curriculum Vitae*);
- **A maximum of 30 points** for the oral interview (*students will be admitted to the oral interview only if the evaluation of their documents submitted at the time of the application reached a score of at least 49/70*);

The results of the evaluation of the documents submitted at the time of the application and the related schedule of the Skype call will be communicated by email (*the email address that will be considered is the one indicated in the application form*). Students will be notified if they have passed or not the 1st step of selection but the score will not be disclosed. Students will be able to discover their overall score by reading the ranking that will be published at the end of the 2nd step of selection.

If the candidate obtained a score less than **49/70** in the 1st step of selection, the latter is not allowed to participate to the Skype Interview, but he/she has the possibility to apply at the second call of application (only for EU and non-EU students residing in Italy) under the condition that the candidate provides an ameliorated version of the required documentation.

At the beginning of the Skype Interview, the candidate must show his/her Personal ID/Passport.

The **Skype Interview** will be held in English and it will merely be a conversation aimed at deepening the candidate's profile and motivation; moreover, the candidate will be inquired about verbal comprehension, logical and mathematical questions (study of functions).

If the candidate will not be available on the schedule communicated to him/her by email, he/she will be automatically excluded from the final ranking.

Candidates who will apply for the 1st call of application and that will perform a score of less than **21/30** during the Skype interview, will be excluded from the final ranking and they won't be able to repeat neither the Skype Interview nor participate to the second call of selection.

Candidates who will obtain an overall score of at least 70/100 (resulting from the sum of the 1st and 2nd step evaluation score) **will be considered eligible for the admission to the B.Sc. in Business Administration & Economics.**



RESULTS COMMUNICATION AND EVALUATION SCHEDULE

1 st Call	2 nd Call
Documents Evaluation: 12 th March 2020	Documents Evaluation: 11 th June 2020
Skype Interview: within 27 th March 2020	Skype Interview: within 3 rd July 2020

The results of the 1st step and the personal appointment for the Skype interview will be communicated by email at personal email address communicated during the application.

MERIT RANKINGS AND ENROLLMENT TERMS

The merit ranking will be published according to the score obtained by the candidate which includes both the documents evaluation and the Skype interview.

► Students who score from **70/100** on, are considered eligible.

The merit ranking will be published on the [course website](#) following the below-mentioned schedule:

- **1ST CALL: 9th APRIL 2020**
- **2ND CALL: 14th JULY 2020**

Moreover, in order to protect the candidates' privacy, merit rankings will be published with the **Protocol Number identification** (issued by Delphi System after the payment validation).

If the protocol number has been lost, it can be recovered following this procedure: starting from the Delphi platform, click on *Student Section* → *Apply to the Admission Test* → *b. Reprint Application* → *Insert your Fiscal Code and your Ctrl* → *Print Validated Receipt with Protocol Number*.

Only for the 1st Call of Application results, two merit rankings will be published: one for EU and NON-EU residing in Italy and the other for non-EU who need a Student Visa for Italy (covering the overall 55 reserved places). In addition, the subsequent scrolling will occur in the same way.

FIRST CALL MERIT RANKINGS:

The merit ranking will be published on the [course website](#) within **9th April 2020**.

ALL WINNER CANDIDATES in the 1st CALL must complete the **on-line pre-enrolment** procedure during the following period:



CANDIDATES	ON-LINE PRE-REGISTRATION
Winner candidates of the First Call who will obtain the final Diploma by July 2019	<i>From April 15th to April 30th, 2020</i>

PRE-ENROLLMENT PROCEDURE

In order to save their position, all winner students in the first Call will have to:

- a. Connect to Delphi system: <https://delphi.uniroma2.it/totem/jsp/index.jsp?language=EN> ;
- b. Select “Student Section” > Point 2 > “Preregistration” > **Point a) “Start application procedures”**. Fill in the form with the required data. The system will issue the application form and a bulletin to pay with a personal CTRL code;
- c. Print the application form and the bulletin (remember to keep it);
- d. You can pay the **bulletin of 156 € (not refundable)** by cash in any Unicredit bank or by using a credit card at the following link: <https://online-retail.unicredit.it/ibx/web/public/universityTaxes.jsp?url=confirm&univ=vergata&action=pag>.

In the bulletin it is possible to find all the information useful for the payment:

- Amount to pay;
- Causale;
- **CTRL**;
- Codice Fiscale

Remember: the Unicredit service online is closed from 8:30 pm to 1:00 am (GMT +1) and the payments occurred after 4:30 pm will be processed the day after. Take into consideration the above mentioned schedule in order to not miss the deadline with the penalty to lose the reserved position.

After the payment, the candidate will receive the **AUTH code**.

If the amount will be paid by cash, the AUTH code will be on the payment receipt while, if the amount will be paid on-line, the code will be sent by email (the mail is itself the payment receipt) that has to be inserted on the DELPHI system in order to validate the payment.

- e. **Connect again to Delphi System** and validate the payment following procedure: Select “Student Section” > Point 2 > “Preregistration” > **Point b) “Validate application”**. Fill in your CTRL, Fiscal Code and AUTH codes.

IMPORTANT: The payment validation is MANDATORY in order to confirm your preregistration!

Winner students who will perform the pre-enrolment procedure by April 30th, will be able to COMPLETE their official enrollment to the BSc in Business Administration and Economics.



THE ONLINE ENROLLMENT PROCEDURE WILL BE OPEN:

- **From July 15th to July 30th** (for EU students and non-EU students already residing in Italy)
- **From September 3rd to September 24th** (for non-EU students residing abroad who need student VISA for Italy).

(By entering the CTRL code used during the preregistration procedure it will be possible to retrieve the personal details).

N.B. The amount to pay for the pre-enrolment (156 euro), corresponds to the payment of the first installment for the a.y. 2020/2021. It is not refundable. It means that this payment will be valid for the enrolment for all those students who will finalize the procedure in July, while students who will decide not to complete the enrolment cannot request any reimbursement.

Winner candidates who will not respect the on-line pre-enrolment deadline, will leave their positions available to the following eligible candidates.

Regarding this, the **first merit ranking scrolling** (based on the rank position) will be published on [our website](#) on **May 8th, 2020**:

1st Call Merit Rankings Scrolling	ENROLMENT deadlines for the selected students from the 1 st Call Merit Ranking Scrolling
May 8th 2020	<p>From July 15th to July 30th, 2020 (for EU students)</p> <p>From September 3rd to September 24th, 2020 (for NON-EU students who need student VISA)</p>

Winner candidates resulting from this scrolling process will have to complete the on-line enrolment procedure **from July 15th to July 30th, 2020** (for EU students or NON-EU students already residing in Italy), **from September 3rd to September 24th, 2020** (for NON-EU students residing abroad who need study VISA).

► **NON-EU STUDENTS RESIDING ABROAD WHO NEED STUDENT VISA** that after the first merit ranking scrolling (May 8, 2020) are still eligible, but not winner, will miss the chance to enter in the BSc in Business Administration and Economics.

No other scrolling will occur due to the necessary time to complete the pre-registration to the Italian Embassy or Consulate in the Country where the candidate resides (only in exceptional circumstances it is possible to address the Italian Embassy of a third Country; in any case, the Embassy has the right to reject the request).

Pre-registration is necessary in order to obtain the Student Visa. For more precise information on visa issuing, visit the [Ministry of Foreign Affairs website](#).



IMPORTANT! The deadline for the pre-registration procedures with the Embassies for the academic year 2020/2021 will be probably around the mid of July, 2020.

► **EU STUDENTS AND NON-EU STUDENTS ALREADY RESIDING IN ITALY**, that after the first merit ranking scrolling (May 8th, 2020) are still eligible, but not yet winner, will be inserted in the final ranking of the Second Call with their original score.

□ **SECOND CALL MERIT RANKINGS**

The merit ranking will be published on the [course website](#) within **14th July 2020**.

At the end of the second round of admission (reserved for EU students and NON-EU students already residing in Italy), all winner candidates will have to perform and complete the online enrolment procedure **from July 15th to July 30th, 2020**.

► Once the deadline (July 30th) is expired, the Board will check the available places to be assigned to the remaining eligible students, if any, in the final ranking of the second call and subsequently perform the scrolling, if needed.

Regarding this, the **first total merit ranking scrolling** (based on the rank position) will be published on our website on August 5th, 2020 (on-line enrolment from **September 3rd to September 24th, 2020**), and the **second total merit ranking scrolling** will be published on September 28th, 2020 (on-line enrolment from **September 30th to October 14th, 2020**)

RANKING SCROLLING DATE	ON-LINE ENROLLMENT
First scrolling of the Second round merit ranking : August 5th, 2020	<i>From September 3rd to September 24th, 2020</i>
Second scrolling of the Second round merit ranking: September 28th, 2020	<i>From September 30th to October 14th, 2020</i>



ENROLLMENT PROCEDURE

(For winner candidates from the first Call who have performed the pre-enrollment procedure and who have just to complete their enrollment, they can enter the CTRL code used during the preregistration procedure, so that it will be possible to retrieve the personal details.)

The ONLINE ENROLLMENT PROCEDURE must be performed following the steps below within the deadlines based on the category of pertinence.

Attention: The enrollment procedure will distinguish students according to their Diploma (Italian or foreign).

► IF THE STUDENT HAS AN ITALIAN DIPLOMA:

- a. Fill-in the evaluation questionnaire on the website Quest Test <http://www.quest.uniroma2.it/index.php?lang=en> ;
- b. Save the code of the questionnaire (CQ) issued by the system
(Attention: the CQ has a validity of five days from the date of completion of the questionnaire, once expired it has to be filled in again)
- c. Connect to the Delphi system: <https://delphi.uniroma2.it/totem/isp/index.jsp?language=EN> ;
- d. Select “Student Section” > Point 2 > “Enrolment” > Point a) “Start application procedures”. Fill in the form with the required data. The system will issue the application form and a bulletin to pay with a personal CTRL code.
- e. Print the application form and the bulletin (at the last page of the application form).
- f. Pay the **bulletin of 156 € (not refundable)** by cash in any Unicredit bank or by using a credit card at the following link: <https://online-retail.unicredit.it/ibx/web/public/universityTaxes.jsp> . **No other payment methods are valid.**
For the online payment, it is necessary to use the exact information available in the bulletin otherwise the system will not be able to validate the payment.
 - Amount to pay;
 - Causale;
 - CTRL;
 - Codice Fiscale

Remember: The Unicredit service online is closed from 8:30 pm to 1:00 am (GMT +1) and the payments occurred after 4:30 pm will be processed the day after. Take into consideration the above mentioned schedule in order to not miss the deadline with the penalty to lose the reserved position

After the payment, the candidate will receive the **AUTH code**.

If the amount will be paid by cash, the AUTH code will be on the payment receipt while, if the amount will be paid on-line, the code will be sent by email (the mail is itself the payment receipt) that has to be inserted on the DELPHI system in order to validate the payment.



If the student has already performed the pre-enrollment procedure, the system will release a bulletin equal to 0 €. On the same document, it is possible to find also the AUTH code, useful for the payment validation.

f. **Connect again to Delphi System** and validate your payment according to the following procedure: Select “Student Section” > Point 2 > “Enrollment” > Point b) “You have already filled out an application”. Fill in your CTRL, Fiscal Code and AUTH codes.

IMPORTANT: The payment validation is MANDATORY in order to confirm your preregistration!

g. After the validation, the system will release the enrollment number (**Matricola**) and a **Password** which will allow the access to online students’ services (e-mail, fee payments, exam registration, etc...). Be careful to preserve them.

In order to complete the ENROLLMENT PROCEDURE Students must go to the **Students' Secretary of the School of Economics** within November 6, 2020, with the following documents:

- The Enrolment Request signed by the student;
- Three recent passport-sized photographs;
- A photocopy of a valid personal identification document;
- A photocopy of the receipt of the first instalment payment (students eligible for full exemption from payment of tuition fees are excluded);
- The form printed during the validation procedure marked “*to be handed to the Segreteria Studenti*”;

The Students' Secretary will provide students with a **booklet**, where exams will be registered.

The payment validation and handing the listed documents to the Students' Secretary are mandatory in order to be enrolled.

Secretary of the Faculty of Economics
via Columbia, 2, 00133, Rome – (Building B, Ground Floor)
Front Office Hours: Monday and Friday 9-12 a.m.; Wednesday 9-12 a.m. and 2-4 p.m.
Email: segreteria-studenti@economia.uniroma2.it

► **IF THE STUDENT HAS A FOREIGN DIPLOMA:**

The system will not allow to end the online procedure and pay the first installment. Students with foreign qualification will have to enter again in the DELPHI system and upload all the required documents.

a. Connect to Delphi system: <https://delphi.uniroma2.it/totem/jsp/index.jsp?language=EN>



b. Select “Student Section”>Point 2 > “Enrolment” > Point a) “Start application procedures”. Fill in the form with the required data. The system will issue the application form and a bulletin to pay with a personal CTRL code.

c. Print the application form (Take note of the CTRL and Fiscal Code and remember to keep them) and the list of the documents which must be uploaded;

d. Access again in the Delphi system Students section, point 2 (Enrolment) – point B “you have already filled out an application” and insert your Fiscal Code and CTRL;

e. UPLOAD A PDF FILE FOR EACH DOCUMENT REQUIRED:

1. An original copy of the final title obtained after at least 12 years of education

In cases where the title was obtained after less than 12 years of education, the following documentation must be provided:

a) Certification of the partial academic studies accomplished with an official translation in Italian and validated by Italian competent authorities. This validation is not necessary if the certification contains the “Aja Apostille”.

b) Academic title obtained in a non-University institution with official translation in Italian and validated by Italian competent authorities. This validation is not necessary if the certification contains the “Aja Apostille”.

c) Certification of a foundation course released by the Italian secondary school institutions as a complementary title of schooling abroad.

d) Copy of the certificate that states the student has passed the admission test for access to university courses if foreseen and mandatory in your home Country (Selectividad in Spain; Prova geral de Acesso in Portugal; etc.) with an official translation in Italian and validated by Italian competent authorities. This validation is not necessary if the certification contains the “Aja Apostille”;

2. Official legalization, Italian translation and Declaration of Value released by the Italian Competent Authority in the Country in which the diploma has been issued.

Alternatively, students must provide the **Statement of Comparability** issued by *the CIMEA*. The University of Rome Tor Vergata and CIMEA have made an agreement for the issuing of a statement of comparability for final school and university qualifications obtained abroad. You can access the service by visiting the CIMEA website through the following link: http://cis.cimea.it/unitorvergata_en/.

3. Copy of your Residence Permit (only for Non-EU students officially resident in Italy);

4. Copy of your Fiscal Code;

5. Copy of your letter of admission, when required.

f. Provide the uploaded documents in original copy to the International Students Office.



International Students Office

Address: [Via Cracovia n.50](#) – 00133 Rome (Building D – ground floor – room n. 001)

Office Hours: Monday and Friday: 9-12 a.m.; Wednesday: 9-12 a.m. and 2-4 p.m.

email: international.students@uniroma2.it

phone: +39 06 7259.2567/3231/3233/2566

IMPORTANT: The International Students Office will check the regularity of the documents and in case they are not provided or incomplete, the admission will be invalid.

g. After checking the regularity of the provided documents, the "International Students Office" will contact the candidate via e-mail for the application status and for giving him/her an appointment;

h. The International Students Office will print the bulletin for the payment of the first instalment (which is a 0 euro bulletin in case of pre-registration) and it will guide students through the validation.

Students with foreign Diploma, must complete the online enrollment procedure following the steps above (from point a. to point c.) within the deadlines based on the category of pertinence.

However, the candidate with foreign qualification can finalize the procedure (from point d. to point h.) by uploading the required documents and by referring to the International students office **within November 6th, 2020**, with no exceptions.

INTERNATIONAL CANDIDATES ARE STRONGLY INVITED TO ARRIVE IN ROME WITHIN SEPTEMBER 1st, 2020, WHEN THE A.Y. 2020/21 PRE-COURSES BEGIN.

TRANSFER AND SWITCH COURSE

► TRANSFER FROM FOREIGN UNIVERSITY AND EXAMS RECOGNITION PROCEDURE

It is not possible to perform a transfer procedure from a **foreign University**. This means that students already enrolled in foreign universities must renounce the previous course they were enrolled in and follow the enrolment procedure described above.

For the recognition of the exams of the previous course, see below.

► TRANSFER FROM OTHER ITALIAN UNIVERSITIES OR COURSE SWITCH

Students already enrolled in other **Italian Universities** or in another course offered by the University of Tor Vergata, after the admission process, must not follow the enrolment procedure, since they are already enrolled in another Italian University or Program.



- **Students who applied for the first call of application** will have to perform the pre-enrolment procedure from April 15th to April 30th but, since they cannot perform the enrolment procedure in July, they must wait for the opening of the transfer and course switch procedures (from **August 1st to December 31st, 2020**). The procedures will be deeply explained in the Student Guide 2020/21.
- **Students who applied for the second call of application** cannot perform the enrolment procedure in July. They will have to follow the transfer and course switch procedures that will be open from **August 1st to December 31st, 2020**. The procedures will be deeply explained in the Student Guide 2020/21.

For the recognition of the exams of the previous course, see below.

RECOGNITION OF EXAMS FROM PREVIOUS ACADEMIC CAREERS

After the admission, the student can request the evaluation of the previous academic career by sending an email to the programme office of the course attaching the academic transcript of records and the syllabus of all the courses of which student require the recognition.

The deadline to submit the request is the 30th of November 2020, and after the conclusion of the enrolment procedure.

All those students who obtained the recognition of:

- **≥ 27 CFU** (credits) will be transferred to the **2nd year**
- **≥ 54 CFU** (credits) will be transferred to the **3rd year**

The CFU recognized are those related to the BSc in Business Administration and Economics course and NOT those obtained in the previous academic course. The exams passed within the 10th of August 2020 will be considered.

The Board can recognize exams that present the same topics and at least the same number of credits of the courses of the BSc in Business Administration and Economics.

For a preliminary evaluation of the previous academic career, please consult the course structure and the syllabi of the courses willing to obtain the recognition.

- **Course structure:**

https://economia.uniroma2.it/public/ba/files/didattica_erogata_primo_anno_2019_2020.pdf

- **Courses programs:** <https://economia.uniroma2.it/ba/business-administration-economics/dida/corsierogati>

IMPORTANT: *The additional and complementary certifications to the secondary school qualifications obtained after less than twelve years of schooling only allow for enrolment in the first academic year and cannot be evaluated further for registrations with course abridgement, avoiding thereby a double evaluation of the same qualifications.*

Students can not request the recognition of the examinations taken in that period.



DETAILS FOR NON EU STUDENTS WHO NEED STUDENT VISA

Non-EU winner students, wishing to stay in Italy for longer than 90 days, must apply for an entry Visa for study purposes.

After the admission, non-EU students, winners in the first Call of application, will receive the **Admission Letter** from the University of Rome Tor Vergata, useful for the Visa application.

Apply for the Visa at the nearest competent Italian Diplomatic Representatives in the Country of residence at least three months before the arrival in Italy and taking into consideration that each Italian Embassy has its own deadline to submit the Visa pre-enrolment application (usually around the middle of July, every year). It is recommended to do it well in advance, as soon as the Admission Letter has been obtained.

- *Non-EU winner students will receive the Admission Letter within May 15th, 2020.*

At the following link <http://economia.uniroma2.it/ba/business-administration-economics/pre-enrolment-procedure/> it is possible to find all the steps to perform and the necessary documents for the student Visa application (and for the legalization, the Italian translation and the Declaration of Value of the final qualification).

Moreover, we suggest visiting also these pages: <https://economia.uniroma2.it/ba/business-administration-economics/steps-to-do-for-foreign-students/>
<https://en.uniroma2.it/admissions/welcome-office/> to better understand the steps to do at the time of the arrival in Italy. Non-EU citizen, once in Italy must apply for the residence permit within 8 working days after the arrival.

To obtain the residence permit, the official **Fiscal Code** is needed. In Italy it is possible to request the latter at any "Agenzia delle Entrate" in the city of residence or it can be requested abroad through the Italian Diplomatic Representatives. We suggest to obtain the fiscal code before arriving in Italy to speed up all the bureaucratic procedures you will need to do once here.

ACCOMMODATION

All the information about the Tor Vergata accommodation is available here:

<https://en.uniroma2.it/campus-life/accommodation/>
<https://economia.uniroma2.it/ba/business-administration-economics/list-of-residences/>

TUITION FEES

All the information about tuition fees, deadlines and payment methods, is available at **University of Rome Tor Vergata website** <https://en.uniroma2.it/admissions/tuition-fees/> or in the website of the



course at the following link <https://economia.uniroma2.it/ba/business-administration-economics/tuition-fees/>. In the [Student Guide 2020/2021](#) it is also possible to find all the payment exemptions.

SCHOLARSHIPS

Scholarships are granted by Lazio Region through DiSCoLAZIO:

<https://en.uniroma2.it/admissions/scholarships/dicolazio-regione-lazio/>. Usually applications are open from May until July every year.

CONTACTS

► University of Rome Tor Vergata website: <http://en.uniroma2.it/>

► Student Guide: <http://studenti.uniroma2.it/guida-dello-studente/>

► Faculty of Economics:

- Address: Via Columbia, 2, 00133, Roma
- Web-site: <https://economia.uniroma2.it/>;
- English presentation:
https://economia.uniroma2.it/public/eco/files/en/brochure_Economics_tor_vergata_university.pdf

► B.Sc. Business Administration and Economics Office:

- Address: **Faculty of Economics**, Via Columbia, 2, 00133, Roma – Building B, first floor, room n. 1A.12
- Web-site: <https://economia.uniroma2.it/ba/business-administration-economics>
- E-mail: bae@economia.uniroma2.it
- Phone: +39 06 72595800
- Office hours: On appointment (the office is closed everyday from 1 pm to 2.30 pm.)

► Welcome office:

- Address: Via Cracovia 50, 00133 Roma (Building C, first floor)
- Opening Schedule: from Monday to Thursday from 9 am to 12 pm and from 2 pm to 4 pm and Friday from 9 am to 12 pm
- Phone: +39 06 7259 2817/ 3234
- E-mail: welcome@uniroma2.it