Enrolment procedure - Tor Vergata Bachelor in Business Administration & Economics

In the academic year 2019/2020 winner students (with EU nationality and Non-EU nationality who residing already in Italy) in the first and second round of admission, must enroll from July 18th to August 1st, 2019.

Winner candidates who will not respect the on-line enrolment deadline, will leave their positions to the following eligible candidates. **The next ranking scrolling will be published on August 6th on our website.**

For those students who have performed the pre-enrollment procedure, they can complete their enrollment by entering the CTRL code used during the preregistration procedure, so that it will be possible to retrieve the personal details.

The enrollment procedure must be performed following the steps below:

1. Fill-in the evaluation questionnaire on the website "**Quest Test**"

2. 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)

3. Connect to **Delphi system** and complete the enrolment (here you can find the **Enrolment Guide**).

<u>**IF YOU HAVE AN ITALIAN DIPLOMA:**</u>

At the end of the registration, the system will release a bulletin where you can find all the useful information for the payment: *amount, CTRL, Fiscal code, Causale, Academic Year and Codice Corso*.

1. Pay the first instalment at any "Unicredit Bank" (by using cash) or online through the **Unicredit website** (by using your credit card). **No other payment methods are valid.**
2. After the payment, the bank will release you the AUTH code, which must be entered in the DELPHI system for the payment validation.

If you go to the Unicredit Bank, be aware of the fact that there is a Unicredit Bank in our Campus (**Complesso Rettorato, Building C - Via Cracovia snc**) which has the following office-hours:

   From Monday to Friday: from 8.30 AM to 4PM (with a break from 1.30PM to 2.30PM);

Pre non-working days: from 8.30 AM to 12.30 PM.

If you pay online, you need to use the exact information available in the bulletin (amount, CTRL, course code and causale), otherwise the system will not be able to validate your payment.

If you have performed the pre-enrollment procedure, the system will release you a bulletin equal to 0 €. On the same document, you will find also the AUTH code, useful for the payment validation.

3. Connect again to Delphi system and validate your payment: insert the CTRL and AUTH codes and the CQ code issued by the questionnaire.

4. Preserve carefully your enrolment number (**Matricola**) and **password** which will allow you to access to online students' services (e-mail, fee payments, exam registration, etc…).

Once the payment has been validated in the Delphi system, you have to go to **the Students' Secretary of the School of Economics within November 5, 2019**, with the following documents:

1. The Enrolment Request signed by the student;

2. Three recent passport-sized photographs;

3. A photocopy of a valid personal identification document;

4. A photocopy of the receipt of the first instalment payment (students eligible for full exemption from payment of tuition fees are excluded);

5. 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 necessary in order to be enrolled.

Students' Secretary of the School 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 YOU HAVE A FOREIGN DIPLOMA:

The system will not allow you to end the procedure and pay the first installment.
You have to enter again in the DELPHI enrolment procedure and upload all the required documents (within September 17th).

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.

Here is the list of documents to be uploaded:

1. An original **Copy of the final title** obtained after **at least 12 years** of education, with an official translation in Italian and validated by the Italian competent authorities in the Country of the educational system attended. This validation is not necessary if the certification contains the "Aja Apostille";
2. Original copy of the **Declaration of Value** of the final title issued by the Italian competent authorities.

   If you have not requested/obtained yet the Declaration of Value by the Italian Embassy and the translation/legalization of your High school Diploma, you can alternatively refer to the **CIMEA** at the in order to obtain the **Statement of Comparability**.

   For further information about the service click **here** and select "CIMEA - Statement of Comparability".

   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.

3. 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";

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

5. Copy of your **Fiscal Code**;

6. Copy of your **letter of admission**, when required.

Step procedure for the upload:

1. Take note and keep the CTRL and Fiscal Code reported in the Enrolment procedure;
2. Enter Delphi -> Students Section -> Registration -> Point B **"You have already filled out an application"** -> Insert Fiscal Code and CTRL;
3. Upload a PDF file for each document required;
4. The documents uploaded must be provided to the **"International students office"** or the **"Welcome Office"**

After checking the regularity of your documents, the "International Students Office" will contact you via e-mail for the application status and for giving you an appointment.

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

Welcome Office

Address: Via Cracovia n.50 – 00133 Rome (Building C – first floor – room n. 1.01)

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

email: welcome@uniroma2.it

phone: +39 06 7259.2817/3234

The Welcome Office Staff is glad to welcome all the newly enrolled **international students** from t**he 4th to the 20th of September, 2019 from 10.00 a.m. to 2.00 p.m.** and also from t**he 9th to the 18th of October 2019 from 10 a.m. to 2 p.m.**

The "Students Welcome" event will take place, from Monday to Friday, at the "WELCOME POINT" Rectorate of the University of Rome Tor Vergata (via Cracovia n.50, Building B, Floor 0).

These weeks are dedicated to the welcome and orientation activities for all the incoming students at the University of Rome Tor Vergata.