



PHASE 1. ENROLMENT PROCEDURE

The enrollment procedure must be performed **from August 23 to September 3, 2021**.

Follow the steps below:

1. Fill 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 select "Area Studenti / Student Section" and click on "2 - Immatricolazione / Enrollment"
4. Select "a. Compila la domanda / Start application procedure"
5. During the registration, enter all your data and be aware that:
 - o If you want to pay the second installment in a single payment rather than in two payments, select the correct option;
 - o The student self-certifies the high-school diploma (s)he holds. The University checks the information in the self-certification, in accordance with the provisions of current regulations in force.
6. Select "Stampa / Print": the system will issue the application and the bulletin to pay (for students with an Italian diploma) or the documents to upload (for students with a foreign diploma).

Now, if you have an Italian Diploma, go to Phase 3. PAYMENT OF FIRST INSTALLMENT, otherwise go to the Phase 2. STUDENTS WITH A FOREIGN DIPLOMA.

PHASE 2. STUDENTS WITH A FOREIGN DIPLOMA

DOCUMENT MUST BE UPLOADED:

In order to correctly enroll to a Bachelor or Single-cycle program you must provide:

- Final diploma;
- Statement of Comparability issued by the CIMEA or a true copy of the final title obtained after at least 12 years of education, with official translation in Italian and validated by the Italian competent authorities in the Country of the educational system attended, accompanied by the original of the Declaration of Value of the final title issued by the Italian competent authorities for the territory.

Given the current circumstances due to the Covid-19, in order to finalize the enrolment we suggest you to request the Statement of Comparability to the CIMEA by registering at the following link: <https://cimea.diplo-me.eu/torvergata/#/auth/login>

In case the title is obtained after less than 12 years of education, then you must provide:



1. Certification of the partial academic studies accomplished with official translation in Italian and validated by Italian competent authorities. This validation is not necessary if the certification presents the “Aja Apostille”.
2. 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 presents the “Aja Apostille”.
3. Certification of a foundation course released by the Italian secondary school institutions as complementary title of the schooling abroad.

Note that the abovementioned additional or complementary certifications of titles obtained with less than 12 years of education allow the enrolment to the first academic year and cannot be evaluated for enrolment with abbreviation of course in order to avoid a double evaluation of the same titles.

- Copy of the certificate that states the student passed the proficiency test for the access to the universities if expected and mandatory in your home Country (Selectividad in Spain; Prova geral de Acesso in Portugal; etc.) with official translation in Italian and validated by Italian competent authorities. This validation is not necessary if the certification presents the “Aja Apostille”.
- Copy of the Stay Permit (only for non-EU students regularly resident in Italy).
- Copy of the Fiscal Code.
- Copy of the Acceptance Letter, when provided.

Once you have obtained the required documents, follow these steps:

1. Select in the Student Area, Button 2 – Enrollment, then select point "b. You have already filled in the application";
2. Enter your Fiscal Code and CTRL;
3. **Upload the documents required for the enrolment. It is necessary to upload ONE pdf file for each document;**
4. Wait for the International Students Office’s response: the office will send the student an email where all the steps will be described (the printing of the bulletin, the online payment, the validation and the obtainment of the matricola and password). (The bulletin will be equal to 0 in case of pre-enrolment);
5. Submit the original documents digitally uploaded on the Delphi System and a valid residence permit (for non-EU students only) to the International Students Office (Via Cracovia n. 50 - Building D floor 0).

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.

THE CANDIDATES WITH FOREIGN QUALIFICATIONS CAN FINALIZE THE PROCEDURE BY UPLOADING THE REQUIRED DOCUMENTS UNTIL NOVEMBER 30.

PHASE 3. PAYMENT OF FIRST INSTALLMENT

It is possible to pay your fees using pagoPA.
Payments can be made:



- online with a credit card by connecting to the site <http://utov.it/pagopa>
- via PAGOPA's APP IO if you have SPID credentials
- via home / mobile banking through CBILL circuit or members of the PagoPA system
- at all bank branches or ATMs that allow you to pay through the CBILL circuit or members of the PagoPA system
- in Sisal / Lottomatica ticket offices
- it is not possible to pay the PagoPA bulletin at the Poste Italiane counters

IN HERE YOU CAN FIND A GUIDE FOR PAGOPA PAYMENT ([ENGLISH](#)).

N.B. Use only the payment slip issued by the system at the moment of enrolment/registration. Any other payment made and in any other way (e.g. through a direct credit transfer) will not be considered valid in the enrolment procedure and will not be refunded.

1. Connect again to Delphi system (within the next 48 hours) to validate your payment: click on point 2. Enrollment; b. You have already filled out an application; Insert your Fiscal Code and CTRL; Click on "Confirm PagoPA" option [**Please Note: According to the payment channel you have used, there will be different timelines for the validation of the payment. If the system does not allow you to validate immediately the payment, just wait for few hours.**]
2. After the validation, the system will release the enrolment 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.

PHASE 4. FINALIZATION OF THE ENROLMENT

Once payment has been validated, it is necessary to upload the following documents to the Delphi portal:

- a passport-sized photo
- a copy of a valid identification document (front and back);

Then, the student must book an appointment at the physical or virtual counter of the Student Secretary office for the recognition and validation of the photo and document uploaded **by December 17, 2021.**

After the validation the enrolment is completed. If the recognition step is not completed delphi functions will be limited.

TRANSFER PROCEDURE

Students who are winner of our selection for the a.y. 2021/2022, and are currently enrolled in another Italian University, can proceed with the **INBOUND TRANSFER** procedure (*Trasferimento in ingresso*) **from August 23 to September 3, 2021.**

The student must submit the **OUTBOUND TRANSFER** (*trasferimento in uscita*) to the University of origin. The former university will then provide this university with the clearance form including the transcript of records.

INSTRUCTIONS

- a. Connect to the [Delphi](#) system;
- b. Select Student Area > 2 - Transfer from another university (inbound) and digit "Inbound Transfer Request". You should then fill in the application, selecting the School of Economics and "Business Administration & Economics" (remember to select the course code you have applied for - T16 for BA and T17 for Economics);
- c. Enter your personal data;
- d. Print out your inbound transfer request with the relevant CTRL Code and do not lose it;
- e. Confirm your transfer request by clicking on b.2 "Confirm your transfer request ": **FAILURE TO TAKE THIS FINAL STEP MEANS YOUR TRANSFER APPLICATION WILL NOT BE SENT TO THE STUDENT SECRETARY;**
- f. Submit your outbound transfer request to your former university in accordance with its deadlines and procedures.

Check your TRANSFER STATUS by connecting to the [Delphi](#) - Student Section - 2. Transfer from another university (Admission) - Click on b "Application for Transfer Admission" - select 5 "Check Status of Transfer" and enter your personal fiscal code (codice fiscale) and CTRL code.

When the words "your transfer request has been accepted" appears, it means that the Student Secretary has received a letter from your former university, so you can now proceed to the ENDING PHASE of your enrolment.

ENROLLMENT ONCE THE TRANSFER HAS BEEN ACCEPTED

- a. Connect to the [Delphi](#) Online Services site;
- b. Select Student Section - 2. Transfer from another university (Admission) - select c. Application for Registration following the Acceptance of Transfer - and fill in the application form. Then follow the instructions.

If students transfer from another university, all the fees required to enroll in this university must be paid, even if students have already paid to enroll in the former university. The regional tax is to be paid only if the former university is outside the Region of Lazio.

COURSE SWITCH

Students who are winner of our selection for the a.y. 2021/2022, and are currently enrolled in another bachelor course of "University of Rome Tor Vergata", can proceed with the **COURSE SWITCH** procedure (*Passaggio di corso*) from August 23 to September 3, 2021.

The student must also be up to date with the payment of the university fees and contributions.



INSTRUCTIONS

- a. Connect to the [Delphi](#) system;
- b. Select Student Area – 4. "Manage Career Online " and log on by entering your personal credentials;
- c. Select in "During your career" > "Course switch request";
- d. Fill in the course-switch application form and print it out together with a pay slip of 66.00 Euros (50.00 Euros + 16.00 Euros of stamp duty which is not refundable should students change their minds and decide not to opt for a course switch) - remember to select the course code you have applied for - T16 for BA and T17 for Economics;
- e. Pay the fee via PagoPA system, allowing to pay in different ways (traditional and online procedures); **IN HERE YOU CAN FIND A GUIDE FOR PAGOPA PAYMENT ([ENGLISH](#))**.
- f. Connect again to the Delphi Online Services website and validate your payment by clicking on the "Convalida PagoPA" within 48 hours from the payment time;
- g. Once the Student Secretary has received your online course-switch application, it will send the documentation relating to your academic career to our Programme Office;
- h. Periodically check the Delphi to check the bureaucratic progress of your application, and, once completed, enroll for our Bsc;
- i. It is now possible to enroll in our Bsc without paying any penalty.

Students must keep the old transcript of records (Libretto) and show it to the Student Secretary. Once the course switch is completed and the fees are paid, a new label can be attached indicating the title of the new course of study.