



*International students have to complete the enrollment procedure on the Delphi System following the instruction reported here below starting **from September 3rd to September 17th**.*

Enrollment Procedure

1. Fill-in the evaluation questionnaire on the website "[Quest Test](#)". 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)

2a. Access the [Delphi website](#) and perform the enrolment (here you can find the [Enrolment Guide](#)) ;

► *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.*

b. Select "Student Section", Point 2 "Registration" ;

c. Select **point A "start application procedures"**;

d. Choose On-campus courses ;

e. While filling the form: choose if you are keen to pay the second rate of University fees in a single payment or in two rates ;

f. Select "print": the system will provide the enrollment application with the list of the documents to be uploaded ;

g. Take note of the CTRL and Fiscal Code ;

h. Select in the Students section, point 2 "Registration" – **point B "you have already filled out an application"**;

i. Insert your **Fiscal Code and CTRL** ;

j. Upload the required documents. It is necessary to upload a pdf file for each document.

Here is the list of documents to be uploaded:

1. *Final high-school Diploma*
2. *Copy of the titles obtained translated and validated by the Italian Embassy, Declaration of Value / CIMEA certification*
3. *Passport / ID*
4. *Fiscal code (If you have any inquire about how to get it, you can consult the [Welcome Guide](#) at pag.5)*
5. *Pre-enrollment provided by the Embassy*
6. *Copy of the resident permit application*

(The Italian law establishes that non-EU citizens who wish to stay in Italy for more than three months must apply for the residency permit **within 8 days from their arrival in Italy**. Firstly, students have to take the **kit for the residency permit request, available** at post offices or **at the**



University Welcome Office, where they can also receive assistance with the application -

[Welcome Guide](#) pag.6)

7. *Language skills certification (optional)*
8. *Certification of the positive evaluation of the suitability test (optional)*
9. *Scholarship certificate (optional)*
10. *Request of political asylum (optional)*

k. Provide the uploaded documents in original to the International Students Office – (Via Cracovia n. 50 Building D, Ground floor - international.students@uniroma2.it) ;

l. The student will receive via e-mail information about the status of the enrollment and an appointment to finalize the registration ;

m. The student who received the e-mail, will print out the bulletin for the payment of the first rate according to the points "h." and "i." - and select "print" - the last sheet is the one with the **bulletin**;

n. Pay the bulletin at the Unicredit Bank or via credit card on the [Unicredit website](#).

► *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.*

o. Provide both the receipt of the payment and the enrollment application at the International Students Office on the day of the appointment.

p. The International Students Office will validate the payment, provide matricola and password to the student and return the documentation presented in its original form.

Take good care of those data since you will need it to access the on-line services of the University.

IMPORTANT! DURING THE WELCOME WEEKS, ALL INTERNATIONAL STUDENTS WILL BE HELPED IN PERFORMING THE ENROLLMENT PROCEDURE THANKS TO THE INTERNATIONAL STUDENTS OFFICE GUIDANCE.

They will provide you computers and printers in order to speed up your registration and the uploading of the necessary documents.

To facilitate the procedure, we ask you to have all the documents in a pen drive, on your email box or in an electronic storage. Of course, remember to bring with you the required documents also in original copies.

WELCOME WEEKS:

- **From September 4th to September 20th, 2019 from 10 a.m. to 2 p.m.**
- **From October 9th to October 18th, 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**).

For further information and for **subscribing** to the event click [here](#) .