ENROLMENT PROCEDURE

A.Y. 2020/2021

THE ENROLMENT PROCEDURE MUST BE FINALIZED BY STUDENTS WHO ARE GOING TO ENTER FOR THE FIRST TIME IN ANY ITALIAN UNIVERSITY (*for course switch or transfer, please check page 6 of this Guide*).

Winner candidates from the first Call can enter their CTRL code, **used during the pre-enrolment procedure,** and retrieve their personal details. From the Delphi system click on "Enrolment" and then "Find CTRL".

The enrolment procedure will distinguish students according to their Diploma (Italian or foreign).

► **IF THE STUDENT HAS AN ITALIAN DIPLOMA:**

a. fill the assessment questionnaire "Quest Test";

b. Take note of the code (CQ) released by the system;

(Warning: the code will be valid for the following 5 days, after which a new one has to be filled);

c. Access on the Delphi system: https://delphi.uniroma2.it/totem/jsp/homeStudenti.jsp?language=EN ;

d. Select "Enrolment";

e. Select "start application procedures";

f. Carefully read the information about your data protection and confirm that you have done it to procedure;

g. Fill in the two "Registration Personal Information" section;

h. Select the course you have been admitted to (Remember that you have to select the course you have chosen during the application – T16 for Business Administration, T17 for Economics);

i. While filling the form:

• choose if you are keen to pay the second rate of University fees in a single payment or in two installments (default option: two different payments);

• Write self-certification of the title you obtained. The University will verify the information reported in the self-certification, according to what established in the current regulations.

j. Select "print": the system will provide the enrolment application and the bulletin for the first installment (IT WILL BE EQUAL TO 0 IF YOU HAVE PERFORMED THE PRE-ENROLMENT PROCEDURE);

k. Once you obtain the bulletin (156 € not refundable):

1. If you have performed the pre-enrolment, you will find both CTRL and AUTH codes to validate the bulletin. From the DELPHI system, click on point 2. Enrolment → b. You have already filled out an application → Insert your Fiscal Code and CTRL → Insert AUTH and payment date (which coincides with the date on which the procedure is taking place) → click con "Next";
2. If you have not performed the pre-enrolment (WINNER at the second call), **pay the bulletin through PagoPA** and validate the payment: from the DELPHI system, click on point 2. Enrolment → 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].

Payment Method: The University fees can be paid through PagoPA online payment system. **For info on PagoPA payment system check the guide (Italian and English version)**.

Use only the bulletin issued by the system at the moment of enrolment. 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.

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

l. 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.

m. Only for non-EU students legally staying in Italy: please provide your valid residence permit to the International Students Office (by sending an e-mail to international.students@uniroma2.it) within July 30.

When the situation makes it possible, in order to complete the ENROLMENT PROCEDURE students must go **to the Students' Secretary of the School of Economics to obtain the booklet. We will communicate as soon as possible the procedure and the deadline.**

Please take note about the documents will be asked to bring:

- 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*";
- Provide the residence permit in original (oly for non-EU students legally staying in Italy)

Secretariat 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 enrolment procedure and pay the first installment. Students with foreign qualification will have to enter in the DELPHI system and upload all the required documents.

a. Access the Delphi website: https://delphi.uniroma2.it/totem/jsp/homeStudenti.jsp?language=EN;

b. Select "Enrolment";

c. Select "Start application procedures";

d. Carefully read the information about your data protection and confirm that you have done it to proceed;

e. Fill in the two "Registration Personal Information" sections;

f. Select the Course you have been admitted to (Remember that you have to select the course you have chosen during the application – T16 for Business Administration, T17 for Economics)

g. While filling the form choose if you are keen to pay the second rate of University fees in a single payment or in two installments (default option: two different payments);

h. Select "Print": the system will release the registration application with the list of documents to upload. **Keep care of the CTRL and the FISCAL CODE that the system automatically generates.**

STUDENTS WITH FOREIGN QUALIFICATION MUST COMPLETE THE ENROLMENT PROCEDURE FOLLOWING THE STEPS ABOVE (a. – h.) **WITHIN JULY 30**.

DOCUMENT MUST BE UPLOADED:

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

1) Either a true copy of the final title obtained after at least 12 years of education, accompanied by the 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. This validation is not necessary if the certification presents the "Aja Apostille"; 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:

a) 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".

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 presents the "Aja Apostille".

c) 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.

2) 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".

3) Copy of the Residence Permit (only for non-EU students regularly resident in Italy).
4) Copy of the Fiscal Code.
5) Copy of the letter of admission, when provided.

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

i. Access again to the Delphi system and select in the Student Area, Button 2-Enrolment > "point "b" You have already filled in the application;

j. Enter your Fiscal Code and CTRL;

k. Upload the documents required for the enrolment. It is necessary to upload ONE pdf file for each document;

l. Wait for the International Students Office's response: The Office has to verify the documentation you uploaded to enable you to enroll. If all your documents are regular and nothing is missing, you will receive an email with the instructions to pay the first installment and to validate the payment (The bulletin will be equal to 0 in case of pre-enrolment);

m. The payment validation will allow you to get your matricola and password, needed to access the online classes and for your online career management at Tor Vergata;

As soon as you will be allowed to enter Italy and arrive in Rome, you will have to submit the original documents digitally uploaded on the Delphi System (point l) and a valid residence permit (for non-EU students only). Once at Tor Vergata, please reach the International Students Office (Via Cracovia n. 50 - Building D floor 0) for this compulsory administrative step.

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

THE CANDIDATES WITH FOREIGN QUALIFICATIONS CAN FINALIZE THE PROCEDURE (FROM POINT i. TO m.) BY UPLOADING THE REQUIRED DOCUMENTS FOR THE NEXT POINT STUDENTS HAVE TIME **UNTIL NOVEMBER 30**.
SO DO NOT WORRY, THERE IS ENOUGH TIME TO PROVIDE THE NEEDED DOCUMENTS.

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

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.

►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 must perform the transfer/switch course cannot follow the enrolment procedure. They will have to follow the transfer and course switch procedures that will be open from **August 1st to December 31st, 2020**. The procedures is deeply explained in the Student Guide 2020/21 (Chapter 8).

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_2020.21_1_.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 cannot request the recognition of the examinations taken in that period.

BA&E OFFICE