



## ENROLMENT PROCEDURE FOR INTERNATIONAL STUDENTS

(September 3 - September 24)

A.Y. 2020/2021

**(THE PROCEDURE FROM POINT A. TO POINT H. MUST BE PERFORMED WITHIN SEPTEMBER 24)**

**A.** Access the Delphi website: <https://delphi.uniroma2.it/totem/jsp/homeStudenti.jsp?language=EN>;

**B.** Select “Enrollment” - (*Winner candidates from the first Call can enter their CTRL code, **used during the pre-enrolment procedure**, and retrieve their personal details: Click on “Enrolment” and then “Find CTRL”*)

**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 University fee in a single payment or in two installments (default option: two different payments);

**H.** Select “Print”: If the student has a foreign diploma, the system will not allow concluding the enrolment procedure and paying the first installment, but it 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.

### **DOCUMENT MUST TO 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 ALL THE REQUIRED DOCUMENTS, FOLLOW THESE STEPS (within November 30):**

I. Access again to the Delphi system <https://delphi.uniroma2.it/totem/jsp/homeStudenti.jsp?language=EN> > Click on “Enrollment” > “You have already filled out an application” > Enter your Fiscal Code and CTRL and upload the documents required for the enrolment. **It is necessary to upload ONE pdf file for each document;**

J. 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 payment bulletin will be equal to 0 in case of pre-enrolment);



**K.** Once you obtain the bulletin:

1. If you have performed the pre-enrolment (*winner candidates at the first call*), you will find both CTRL and AUTH codes to 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 → Insert AUTH and payment date (which coincides with the date on which the procedure is taking place) → click on “Next”;
2. If you have not performed the pre-enrolment (*winner candidates after the merit ranking scrolling*), **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 ([English version](#)).**

*Use only the bulletin issued by the system at the time of enrolment. Any other payment made and in any other way (e.g. through a direct money 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.

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 I.) and a valid residence permit. Once at Tor Vergata, please reach the **International Students Office** (*Via Cracovia n. 50, 00133, Rome - Building D floor 0 - Office Hours: Monday and Friday: 9-12 a.m.; Wednesday: 9-12 a.m. and 2-4 p.m.*) 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.

STUDENTS CAN FINALIZE THE ENROLLMENT PROCEDURE (FROM POINT I. TO POINT L.), UPLOADING THE REQUIRED DOCUMENTS AND PAYING THE FIRST INSTALLMENT, UNTIL NOVEMBER 30, 2020.



- For any kind of question regarding your foreign Diploma and the necessary documents for the enrollment, you can contact our **International students office**: [international.students@uniroma2.it](mailto:international.students@uniroma2.it)
- For issues regarding the pre-enrollment procedure with the Embassy or doubts about your arrival in Italy, you can contact our **Welcome Office**: [welcome@uniroma2.it](mailto:welcome@uniroma2.it)

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### RECOGNITION OF EXAMS FROM PREVIOUS ACADEMIC CAREERS

After the enrollment, the student can request the evaluation of the previous academic career by sending an email to our programme manager [silvia.tabuani@uniroma2.it](mailto:silvia.tabuani@uniroma2.it) 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 30<sup>th</sup> 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 **2<sup>nd</sup> year**
- ≥ **54 CFU** (credits) will be transferred to the **3<sup>rd</sup> 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 10<sup>th</sup> 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](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**