BACHELOR OF SCIENCE IN "BUSINESS ADMINISTRATION & ECONOMICS"

RE-OPENING

CALL FOR APPLICATION - A.Y. 2020/21

The results of the re-opening selection for the a.y. 2020/21 are listed in the merit rankings below.

Students with EU NATIONALITY and students with NON-EU NATIONALITY already residing in Italy (who already have a VISA for Italy) have obtained the following results:

Position	Protocol Number	Total Score	Result
1	OL-2020/785324	**94**	Winner
2	OL-2020/784692	**91,1**	Winner
3	OL-2020/785223	**90,5**	Winner
4	OL-2020/785186	**89,5**	Winner
5	OL-2020/785153	**88,6**	Winner
6	OL-2020/783539	**87,5**	Winner
7	OL-2020/785173	**87,2**	Winner
8	OL-2020/785169	**86,2**	Winner
9	OL-2020/785034	**85,8**	Winner
10	OL-2020/785285	**85,5**	Winner
11	OL-2020/782655	**81**	Winner
12	OL-2020/785392	**79,5**	Winner
13	OL-2020/785037	**79,3**	Winner
14	OL-2020/785156	**76,4**	Winner
15	OL-2020/785536	**Not Sufficient**	Not eligible

ALL WINNER CANDIDATES must complete the ENROLMENT PROCEDURE from December 2nd to December 16th, 2020.

ENROLLMENT PROCEDURE

Attention: The enrollment 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 (156 euros – not refundable)

k. **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" [**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).

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.**

In the meantime, please send the following documents to segreteria-studenti@economia.uniroma2.it (within December 31, 2020):

- 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 (only for non-EU students legally staying in Italy)

► **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 DECEMBER 16, 2020**.

DOCUMENT MUST BE UPLOADED:

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

1) <u>Either</u> 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.

    <u>Or</u> 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;

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 DECEMBER 31, 2020**.

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

Rome, December 1st, 2020

President: Prof. Luca Gnan

Member: Prof. Giovanni Vecchi

Member: Prof. Davide Pirino

Responsable of the Procedure: Dr. Vincenzo Parisi