

## BACHELOR OF SCIENCE IN “BUSINESS ADMINISTRATION & ECONOMICS”

### TOTAL MERIT RANKING SCROLLING

For the A.Y. 2019/20 the available positions offered by the University of Rome Tor Vergata for the B.Sc. in Business Administration & Economics are **180** of which:

- **135** for EU students
- **45** for NON-EU students residing abroad, who need study VISA, of which 3 belonging to “Marco Polo” project

► **Students with NON-EU NATIONALITY residing abroad admitted after the total merit ranking scrolling are the following:**

PROTOCOL NUMBER	RESULT
OL-2019/707748	WINNER
OL-2019/707199	WINNER
OL-2019/708913	WINNER
OL-2019/709519	WINNER
OL-2019/709492	WINNER
OL-2019/708852	WINNER
OL-2019/709517	WINNER
OL-2019/706362	WINNER
OL-2019/709648	WINNER
OL-2019/707642	WINNER
OL-2019/708626	WINNER
OL-2019/709243	WINNER
OL-2019/704849	WINNER
OL-2019/706162	WINNER
OL-2019/707902	WINNER
OL-2019/709644	WINNER
OL-2019/705982	WINNER
OL-2019/705182	WINNER

Candidates who resulted winners after this scrolling process will have to complete the on-line enrolment procedure:

**from September 23<sup>rd</sup> to November 5<sup>th</sup> 2019**



## 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](#)) ;
- 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](mailto: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;



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

### **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](mailto:international.students@uniroma2.it)

**phone:** +39 06 7259.2567/3231/3233/2566

The Welcome Office Staff is glad to welcome all the newly enrolled international students **from October 9<sup>th</sup> to October 18<sup>th</sup> 2019 from 10 a.m. to 2 p.m.** These weeks are dedicated to the welcome and orientation activities for all the incoming students at the University of Rome Tor Vergata.

**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.

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 D, Floor 0).

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

### **Welcome Office**

**Address:** [Via Cracovia n.50](#) – 00133 Rome (Building C – first floor – room n. 1.01)

**Office Hours:** Monday and Friday: 9-12 a.m.; Wednesday: 9-12 a.m. and 2-4 p.m.

**email:** [welcome@uniroma2.it](mailto:welcome@uniroma2.it)

**phone:** +39 06 7259.2817/3234



**TOR VERGATA**  
UNIVERSITÀ DEGLI STUDI DI ROMA

**Facoltà di Economia**  
**Dipartimento di Economia e Finanza**

Rome, September 19<sup>th</sup> 2019

President: Prof. Luca Gnan

Member: Prof. Giovanni Vecchi

Member: Dr. Davide Pirino

Responsible of the Procedure: Dr. Vincenzo Parisi

