

Click on "Area Studenti"



Select "English"



Select "Registration"



## Select "On-Campus Course"

UNIVERSITÀ DEGLI STUDI DI ROMA TOR VERGATA

Homepage Teacher Section Student Section *Delphi*

AREA STUDENTI

REGISTRATION PROCEDURE

**a** Start application procedures

- **On-Campus Course**
- Distance Learning Course

**b** You have already filled out an application

- validate application (you have *CTRL* and *AUTH Codes*)
- Reprint Application
- Cancel Application

**c** Find Ctrl

**MORE INFORMATION**

It is possible to proceed with the APPLICATION FOR REGISTRATION (DOMANDA DI IMMATRICOLAZIONE) in the following cases:

- Has passed the Admission Test (Course of Study With Programmed Number of Access)
- Has finished the Required Assessment Test (obbligatorio di valutazione) for admission to the Degree Course (3 Years) for Free Access;
- Has received the Clearance following the request to (richiesta di verify curricular requirements (verifica requisiti curriculari) for the enrollment to the Master Degree (2 years) for Free Access;
- the chosen course is the Degree Master Single Cycle in Law

delphi2.test.uniroma2.it:8080/totem/jsp/Immatricolazioni/sceltaCarrieraFacoltaNew.jsp?TIPOCORSO=0

## Select "Faculty of Economics"

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AREA STUDENTI

Versione: test

CHOOSE CAREER: FACULTY

Choices:

|   |                                  |
|---|----------------------------------|
| FACULTY OF ECONOMICS                                  | <input checked="" type="radio"/> |
| FACULTY OF LAW  | <input type="radio"/>            |
| FACULTY OF ENGINEERING                                | <input type="radio"/>            |
| FACULTY OF ARTS AND PHILOSOPHY                        | <input type="radio"/>            |
| FACULTY OF MEDICINE AND SURGERY                       | <input type="radio"/>            |
| FACULTY OF MATHEMATICAL, PHYSICS AND NATURAL SCIENCES | <input type="radio"/>            |

BACK NEXT

Now click on "I have passed the Admission/sustained the assessment test/am in possession of the curricular requirements and I wish to register myself"

Fill the form below. Please note that you do not have to enter your CTRL because you do not have it yet.

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**CHOOSE CAREER: REGISTRATION  
PERSONAL INFORMATION-1**

|   |  |
|---|--|
| <b>FIRST NAME:</b>  | Luca   |
| <b>LAST NAME:</b>   | De Carolis   |
| <b>SEX:</b>   | <input checked="" type="radio"/> M <input type="radio"/> W |
| <b>NATIONALITY:</b>   | ITALIA   |
| <b>CODICE FISCALE:</b>  | dclrcu87c17h501s   |
| <b>I HAVE SUBMITTED AN APPLICATION TO RETRIEVE EXPIRED CREDITS:</b> | <input type="checkbox"/>                                   |

If you already have a TOKEN (or CTRL) from the University, it is possible to enter it here

**CTRL:**

BACK NEXT

Fill the form below with the requested data. Please pay attention when you enter your contacts!

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**CHOOSE CAREER: REGISTRATION  
PERSONAL INFORMATION-2**

|  |                            |
|--|----------------------------|
| <b>DATE OF BIRTH (DD/MM/YYYY):</b>           | 17/03/1987                 |
| <b>CLICK HERE TO ENTER TOWN AND PROVINCE</b> | <b>TOWN OF BIRTH:</b> ROMA |
| <b>PROVINCE:</b>                             | RM                         |

It is strongly recommended to fill the fields below to gain access to future services

|                       |                          |
|-----------------------|--------------------------|
| <b>E-MAIL:</b>        | luca.de.carolis@uniroma2 |
| <b>MOBILE NUMBER:</b> | xxxxxxxx                 |
| <b>ACCOUNT SKYPE:</b> | xxxxxxxx                 |

BACK NEXT

Select "Economics", click next and click on "proceed with registration". Please note that the system is advising you that you will have to present your income statement in order to compute the amount of taxes that you will have to pay. The income statement have to be presented with the ISEEU form within 15th December 2017.

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CHOOSE CAREER: COURSE

Choices:

| CODE      | NAME | COURSE TYPE     | AA        |
|-----------|------|-----------------|-----------|
| Economics |      | CORSO DI LAUREA | 2014/2015 |

BACK NEXT

Fill the form below with your address where you would like to receive communications from university.

For Foreign students: fill the form "Permanent Residence" with the data of your home-place, then fill the form "Current Residence" with your current address in Italy.

Select where you would like to receive correspondence

**PERMANENT RESIDENCE** ○

ADDRESS: (SPECIFY STREET OR SQUARE ...) VIA DI PASSO LOMBARI

CLICK HERE TO ENTER TOWN AND PROVINCE TOWN: ROMA

PROVINCE: RM

ZIP CODE: 00133

TELEPHONE NUMBER: 3450000000

E-MAIL: luca.de.carolis@uniroma2

**CURRENT RESIDENCE** ●

(do not complete if same as Permanent Address)

ADDRESS: (SPECIFY STREET OR SQUARE ...) \_\_\_\_\_

CLICK HERE TO ENTER TOWN AND PROVINCE COMUNE: \_\_\_\_\_

PROVINCE: \_\_\_\_\_

ZIP CODE: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

BACK NEXT

Fill the form selecting “Nuova Carriera”, the date and the Academic year 2017-2018

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**CHOOSE CAREER: CURRENT CAREER DATA**

|   |                  |  |
|---|------------------|--|
| <b>ORIGINAL UNIVERSITY:</b>                     | NUOVA CARRIERA ▾ | Enter “New Career” if it is the first time that you will enter the Italian University System or you already have a Degree.<br>Indicate “Withdraw” if the student has made an Application for Withdrawal of Studies for the previous University Career.<br>Indicate “Lapsed” if the student did not renew the enrollment to the previous program for more than 8 years. |
| <b>DATE OF FIRST REGISTRATION: (DD/MM/YYYY)</b> | 29/07/2014       | Indicate the date of first entry to the Italian University System. It is the very first time you Registered, enter the date thereof.   |
| <b>AY OF FIRST REGISTRATION: (YYYY/YYYY)</b>    | 2014/2015        | Enter the Academic Year of the first entry in the Italian University System.<br>If this is the first time for you to Register, indicate the current Academic Year.   |

BACK
NEXT

Fill the form below with your data related to your previous education. Type of diploma: Select “diploma estero”  
Tick “Autocertificazione” and select NO to the last question.

**CHOOSE CAREER: SCHOOL CURRICULUM**

|   |                  |
|---|------------------|
| <b>COUNTRY GRADUATED:</b>                       | BANGLADESH ▾     |
| <b>TYPE OF DIPLOMA:</b>                         | Diploma estero ▾ |
| <b>GRADE:</b>                                   | 100              |
| <b>ON:</b>                                      | 100 ▾            |
| <b>ACADEMIC YEAR OF GRADUATION: (YYYY/YYYY)</b> | 2005/2006        |

**CERTIFICATE OF GRADUATION FOR HIGH SCHOOL:**

- Autocertificazione - Self-Certification (if you want to self-certify the Title of Study)
- Original Diploma (if you have earned a High School Diploma)
- Certificates issued by the Institution

Only for students who have already graduated:

**DO YOU WISH TO APPLY FOR COURSE ABBREVIATION?** no  si

BACK
NEXT

Enter your self-certification.

ID number: enter you Italian Fiscal Code

VERY IMPORTANT: if you applied for Laziodisu scholarship put the tick on the last space

**CHOOSE CAREER: SELF-CERTIFICATION**

|  |                                     |
|--|-------------------------------------|
| NON INTENDO PRESENTARE DICHIARAZIONE ISEEU DECIDENDO DI PAGARE IL MASSIMO DI TASSE E CONTRIBUTI                | <input type="checkbox"/>            |
| QUALORA L'IMPORTO DELLA SECONDA RATA FOSSE MAGGIORE DI 300 EURO INTENDO RATEIZZARE IL PAGAMENTO IN DUE TRANCHE | <input checked="" type="checkbox"/> |
| NO. OF HOUSEHOLD MEMBERS:  | <input type="text"/>                |
| NO. OF DISABLED IN THE HOUSEHOLD (EXCLUDING REGISTRANT):   | <input type="text"/>                |
| STUDENT BELONGS TO A HOUSEHOLD:  | <input type="radio"/>               |
| INDEPENDENT STUDENT STATUS:  | <input type="radio"/>               |
| LEGALLY-SEPARATED STUDENT STATUS:  | <input type="radio"/>               |
| WITH DISABILITY EQUAL TO OR GREATER THAN 66% (OR WITH DISABILITY GRAVE IN ACCORDANCE TO L. 104/92):            | <input type="checkbox"/>            |
| STUDENT VICTIME OF TERRORISM:  | <input type="checkbox"/>            |
| IDENTIFICATION NUMBER (CODICE FISCALE) OF THE HEAD OF THE FAMILY:  | <input type="text"/>                |
| STUDENT AFFECTED BY DSA:<br>CLICK IN ORDER TO READ AN IMPORTANT ADVERTISEMENT                                  | <input type="checkbox"/>            |
| I APPLIED FOR ADISU SCHOLARSHIP:   | <input type="checkbox"/>            |

Check carefully your data and confirm

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CHECK CAREFULLY THAT ALL ENTERED DATA IS CORRECT.

IF CORRECT, CLICK THE BUTTON "CONFIRM DISPLAYED INFORMATION" TO COMPLETE THE REGISTRATION.

IF INCORRECT CLICK "BACK" TO CORRECT.

|   |
|---|
| Faculty/School: FACOLTA' DI ECONOMIA      |
| Course: BUSINESS AND ECONOMICS            |
| <b>Personal Information</b>               |
| Codice Fiscale: DCRLCU87C17H501S          |
| First Name and Last Name: LUCA DE CAROLIS |

The registration online has been completed.

Select “Stampa”: the system will release the application and the bulletin for the payment of the first instalment. Print it!

Now you have to go to “Unicredit Bank” and pay the amount indicated in the bulletin.

Unicredit bank will issue a receipt with the “AUTH code”; you will need AUTH and CTRL codes to validate your payment into the system.

There is the possibility to pay also online through the Unicredit website: <http://www.unicredit.it> : select “Tasse Universitarie > Università degli Studi di Roma Tor Vergata > Pagamenti”.

The AUTH code together with the questionnaire code are necessary to validate your registration after the payment!!!

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The Registration Procedure has been successfully completed.  
To regularize your registration, you must pay the amount indicated in the Invoice attached to the Application. Take note of the Ctrl Code.

**Your Ctrl is: 13064440**

PLEASE NOTE THAT IN ORDER TO COMPLETE THE REGISTRATION PROCEDURE, IT IS NECESSARY TO FILL OUT THE ONLINE QUESTIONNAIRE AVAILABLE AT THE SITE [HTTP://WWW.QUEST.UNIROMA2.IT](http://www.quest.uniroma2.it)  
THE CODE OF THE QUESTIONNAIRE FOR COMPLETION IS:  
101 - Immatricolandi Laurea Triennale (270/509)

AFTER COMPLETING THE QUESTIONNAIRE, THE SYSTEM WILL RELEASE A QUESTIONNAIRE CODE (CODICE QUESTIONARIO - CQ)  
THIS CODE MUST BE KEPT BECAUSE THE PROCEDURE FOR REGISTRATION CAN ONLY BE COMPLETED IF YOU HAVE THE TWO CODES

1. CODICE QUESTIONARIO (Released at the end of the questionnaire)
2. AUTH CODE (Issued by Bank)

THE CODICE QUESTIONARIO IS VALID FOR 5 DAYS  
IF YOU DO NOT COMPLETE THE PROCEDURE FOR REGISTRATION DURING THAT PERIOD, THE SYSTEM WILL ERASE THE QUESTIONNAIRE CORESPONDING TO THE CODE AND YOU HAVE TO FILL OUT A NEW QUESTIONNAIRE AND GET A NEW CODE

**PRINT APPLICATION AND INVOICE**

In case you have trouble visualizing the application, right click on your mouse and click on 'Save object with name'. The document will be saved on your computer. Then you can open the document with Acrobat Reader, which is downloadable at [www.adobe.com](http://www.adobe.com)