



**The Student Handbook is up to date as of 01/07/2026**

**Please check the website [studenti.uniroma2.it](https://studenti.uniroma2.it) for any subsequent updates.**

Prepared by Directorate I – Teaching and Student Services

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## Chapter 1 – Studying at Tor Vergata University of Rome

### Programmes on offer

The educational offerings at Tor Vergata University of Rome are extensive in terms of course levels and subject areas. From the University Portal, available at [www.uniroma2.it](http://www.uniroma2.it), under the **Educational Offerings** section, you can browse the complete list of all Bachelor's Degree, Master's Degree and Single-cycle Master's Degree Programmes.

For further information, see [orientamento.uniroma2.it](http://orientamento.uniroma2.it).

By selecting the School of interest from the diagram below, you will be directed to the relevant webpage containing the educational offerings.

### What you need to know

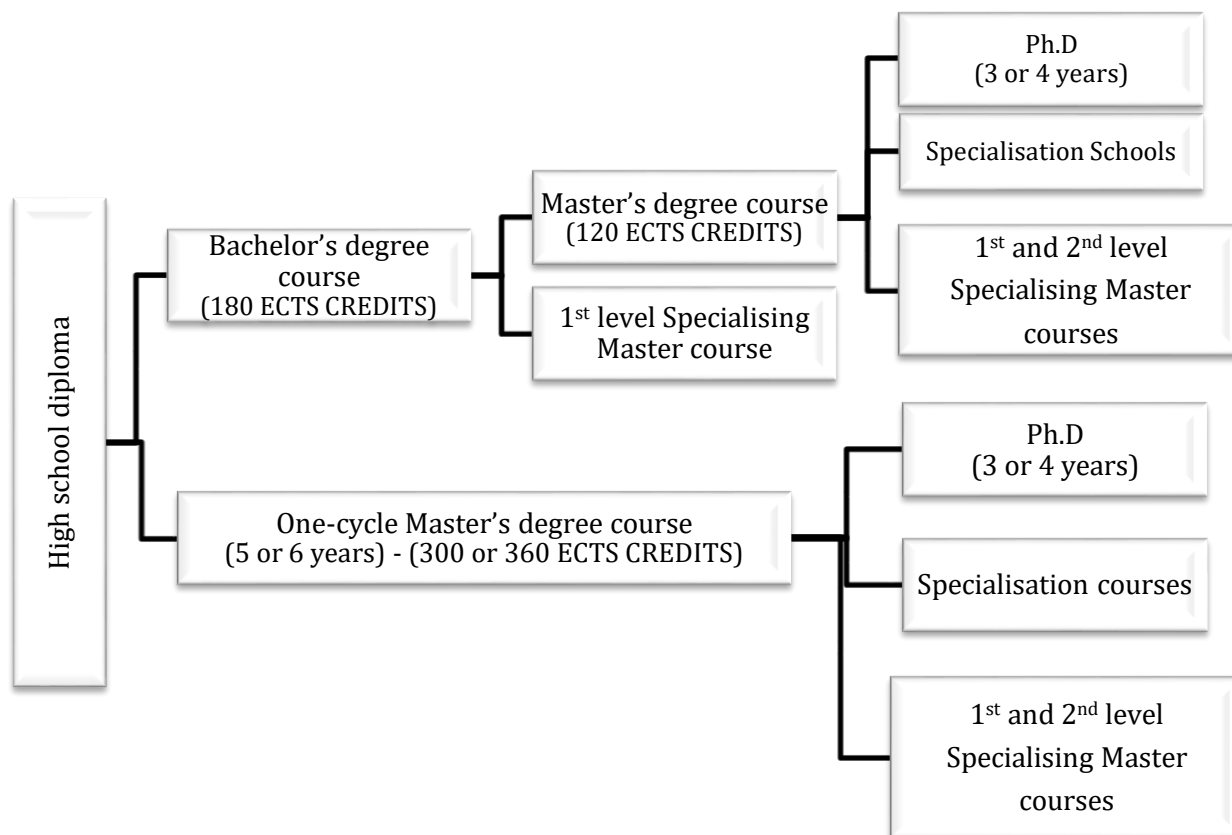
#### *Minimum Admission Requirements*

To enrol in a Bachelor's Degree or a Single-cycle Master's Degree Programme, you must hold a qualification that gives access to higher education.

You may enrol if you hold:

- a **five-year upper-secondary school diploma**;
- a **four-year upper-secondary school diploma with a supplementary year**;
- a **four-year experimental diploma recognised by the Ministry**;

- an **equivalent foreign qualification**, awarded after at least **twelve years of schooling in total** and valid for university admission in the country in which it was obtained<sup>1</sup>



<sup>1</sup> For the preparatory “Foundation Course”, see paragraph 8.12. The Foundation Course is a programme taught in English, designed to prepare international students for study at Italian universities. It is intended both for those who have finished secondary school but lack the 12 years of schooling required for enrolment at Italian universities, or the formal qualification needed for university admission in their own country and in Italy, and for those who, despite having completed 12 years of schooling, wish to strengthen their academic grounding and language skills.

## Chapter 2 – Campus Info Services

The Campus offers a wealth of information services, both University-wide and within each School.

### 2.1 General Information Services

#### Public Relations Office (URP)

- Address: Via Cracovia, 50 – 00133 Rome
- Open to the public: Monday, Wednesday and Friday, 9:00 am to 1:00 pm; Wednesday, 2:00 pm to 4:00 pm
- Telephone: 06 7259 2542 — E-mail: [relazioni.pubblico@uniroma2.it](mailto:relazioni.pubblico@uniroma2.it) — Website: <http://urp.uniroma2.it>
- “Chiama Tor Vergata” phone service: 06 72593099
- Telephone hours: Monday to Thursday, 9:00 am to 1:00 pm and 2:00 pm to 5:00 pm; Friday, 9:00 am to 1:00 pm

#### School-Work Programme (ASL), Welcome and Tutoring

- Address: Via Cracovia, 50 – 00133 Rome
- Telephone: 06 72592701 / 2099 / 2536 — E-mail: [scuola-lavoro@orientamento.uniroma2.it](mailto:scuola-lavoro@orientamento.uniroma2.it)
- Website:  
[https://web.uniroma2.it/module/name/Content/newlang/italiano/navpath/ORO/section\\_parent/6327](https://web.uniroma2.it/module/name/Content/newlang/italiano/navpath/ORO/section_parent/6327)

#### Guidance and Orientation

- Address: Via Cracovia, 50 – 00133 Rome
- Telephone: 06 72593622 — E-mail: [info@orientamento.uniroma2.it](mailto:info@orientamento.uniroma2.it) — Website:  
<https://orientamento.uniroma2.it/>

#### Welcome Office for students, and visa applications for non-EU visiting professors and researchers

- Address: Via Cracovia, 50, first floor, Building C – 00133 Rome
- Telephone: Welcome Office: +39 06 7259 2817 / 3234. Visa applications for non-EU visiting professors and researchers: +39 06 7259 3324
- Hours: Monday, Wednesday and Friday, 9:00 am to 12:00 noon; Wednesday, 2:00 pm to 4:00 pm
- E-mail: [welcome@uniroma2.it](mailto:welcome@uniroma2.it)

#### Promotion, Recruitment and Housing Office

- Address: Via Cracovia, 50, first floor, Building C – 00133 Rome
- Telephone: Promotion and Recruitment: +39 06 7259 2817. Housing: +39 06 7259 2565
- Hours: Monday, Wednesday and Friday, 9:00 am to 12:00 noon; Wednesday, 2:00 pm to 4:00 pm
- E-mail: [welcome@uniroma2.it](mailto:welcome@uniroma2.it) / [alloggi@uniroma2.it](mailto:alloggi@uniroma2.it)

### **International Students Office**

- Address: Via Cracovia, 50 – 00133 Rome
- Telephone: +39 06 7259 2566 / 2022 / 2567
- Hours: Monday, Wednesday and Friday, 9:00 am to 12:00 noon; Wednesday, 2:00 pm to 4:00 pm
- E-mail: [international.students@uniroma2.it](mailto:international.students@uniroma2.it)

### **Erasmus+**

- Address: Via Cracovia, 50, first floor, Building C – 00133 Rome
- Telephone: +39 06 7259 2225 / 2573
- Hours: Monday, Wednesday and Friday, 9:00 am to 12:00 noon; Wednesday, 2:00 pm to 4:00 pm
- E-mail: [erasmus@uniroma2.it](mailto:erasmus@uniroma2.it) — Website: <http://mobint.uniroma2.it/>

### **University Committee for the Inclusion of Students with Disabilities and Specific Learning Difficulties (CARIS)**

- Address: Engineering Macro-area, Via del Politecnico 1 – 00133 Rome, Teaching Building, ground floor, Room 11
- Telephone: 06 2022876 / 06 7259 7483 / 7761 / 3652
- Hours: Monday, Wednesday and Friday, 9:00 am to 12:00 noon; Wednesday, 2:00 pm to 4:00 pm
- E-mail: [segreteria@caris.uniroma2.it](mailto:segreteria@caris.uniroma2.it) — Website: [www-2024.caris.uniroma2.it](http://www-2024.caris.uniroma2.it)

### **Specialising Master's Programmes (Student Office)**

- Address: Via Columbia 2 – 00133 Rome, ground floor, Building B
- Hours: Monday, Wednesday and Friday, 9:00 am to 12:00 noon; Wednesday, 2:00 pm to 4:00 pm
- Telephone: 06 7259 2003 — E-mail: [segreteriamaster@uniroma2.it](mailto:segreteriamaster@uniroma2.it)

### **Postgraduate Specialisation Schools – Healthcare Area (Office)**

- Address: Via Montpellier, 1 – 00133 Rome, Building D, first floor, Room 17
- Telephone: +39 06 7259 5895 / 6454 / 6883 / 6916 / 6966
- Hours: Monday, Wednesday and Friday, 9:00 am to 12:00 noon; Wednesday, 2:00 pm to 4:00 pm

### **CLA (University Language Centre)**

- Address: Via di Passo Lombardo 341 – 00133 Rome
- Open to the public: by appointment
- Telephone: +39 06 7259 91033 / 9109 / 91031
- Telephone hours: Monday to Thursday, 9:00 am to 4:00 pm

- E-mail: [segreteria@cla.uniroma2.it](mailto:segreteria@cla.uniroma2.it) — Website: <http://cla.uniroma2.it>

## 2.2 Student Affairs Offices

| School                                                     | Address                                                                    | Telephone                             | Opening Hours                                             | E-mail                                                                                                 |
|------------------------------------------------------------|----------------------------------------------------------------------------|---------------------------------------|-----------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| <b>Economics</b>                                           | Via Columbia 2, Building B, Ground Floor, 00133 Rome                       | +39 06 7259 5839 / 5841 / 5836        | Mon, Wed & Fri: 9:00 am–12:00 pm;<br>Wed: 2:00 pm–4:00 pm | <a href="mailto:segreteria-studenti@economia.uniroma2.it">segreteria-studenti@economia.uniroma2.it</a> |
| <b>Law</b>                                                 | Via Columbia 2, Building B, Ground Floor, 00133 Rome                       | +39 06 7259 5845 / 5849 / 5846 / 5848 | Mon, Wed & Fri: 9:00 am–12:00 pm;<br>Wed: 2:00 pm–4:00 pm | <a href="mailto:segreteria-studenti@juris.uniroma2.it">segreteria-studenti@juris.uniroma2.it</a>       |
| <b>Engineering</b>                                         | Via del Politecnico 1, Teaching Building, Ground Floor, 00133 Rome         | +39 06 7259 7599 / 7253 / 7598        | Mon, Wed & Fri: 9:00 am–12:00 pm;<br>Wed: 2:00 pm–4:00 pm | <a href="mailto:segreteria-studenti@ing.uniroma2.it">segreteria-studenti@ing.uniroma2.it</a>           |
| <b>Humanities</b>                                          | Via Columbia 1, Building A, Ground Floor, 00133 Rome                       | +39 06 7259 5237 / 5200 / 5232        | Mon, Wed & Fri: 9:00 am–12:00 pm;<br>Wed: 2:00 pm–4:00 pm | <a href="mailto:segreteria-studenti@lettere.uniroma2.it">segreteria-studenti@lettere.uniroma2.it</a>   |
| <b>Medicine and Surgery – Medical Area</b>                 | Via Montpellier 1, Ground Floor, 00133 Rome                                | +39 06 7259 6964 / 6013 / 6043 / 6045 | Mon, Wed & Fri: 9:00 am–12:00 pm;<br>Wed: 2:00 pm–4:00 pm | <a href="mailto:sgr-studenti-medicina@med.uniroma2.it">sgr-studenti-medicina@med.uniroma2.it</a>       |
| <b>Medicine and Surgery – Dentistry and Prosthodontics</b> | Via Montpellier 1, Second Floor, 00133 Rome                                | +39 06 7259 6034                      | Mon, Wed & Fri: 9:00 am–12:00 pm;<br>Wed: 2:00 pm–4:00 pm | <a href="mailto:sgr-studenti-odonto@med.uniroma2.it">sgr-studenti-odonto@med.uniroma2.it</a>           |
| <b>Medicine and Surgery – Healthcare Professions Area</b>  | Via Montpellier 1, Ground Floor, 00133 Rome                                | +39 06 7259 6057 / 6967 / 6965 / 6049 | Mon, Wed & Fri: 9:00 am–12:00 pm;<br>Wed: 2:00 pm–4:00 pm | <a href="mailto:sgr-studenti-sanitarie@med.uniroma2.it">sgr-studenti-sanitarie@med.uniroma2.it</a>     |
| <b>Mathematics, Physics and Natural Sciences</b>           | Via della Ricerca Scientifica 1, Sogene Building, Ground Floor, 00133 Rome | +39 06 7259 4830 / 4092 / 4093 / 4832 | Mon, Wed & Fri: 9:00 am–12:00 pm;<br>Wed: 2:00 pm–4:00 pm | <a href="mailto:segreteria-studenti@scienze.uniroma2.it">segreteria-studenti@scienze.uniroma2.it</a>   |

## Chapter 3 – Steps before Enrolment

The degree programmes on offer fall into the following categories:

- programmes with a limited number of places, which require a selective “**admission test**” (restricted-access programmes);
- Bachelor’s degree programmes with no fixed cap on places, which require an “**assessment test**” to gauge each applicant’s level of preparation;
- Master’s degree programmes with no fixed cap on places, which require a “**verification of curricular requirements**” and of the applicant’s personal preparation;
- programmes taught in English, for which applications are assessed in advance under dedicated procedures.

Some programmes charge a fee for registering for their entrance examinations. The following are exempt from this fee:

- a. students with a certified disability of 66% or above, or with disability status recognised under Article 3, paragraphs 1 and 3, of Law no. 104 of 5 February 1992;
- b. students who graduated from this University with a mark of 100/110 and who intend to enrol on a Master’s degree programme.

### How to Sit the Admission Test

If you wish to enrol on a **degree programme with a restricted number of places**, whether capped at national or at local level, you must first register for, sit and **pass the admission test**.

#### HOW TO REGISTER FOR THE ADMISSION TESTS

- a. Go to the Delphi online services website: <http://delphi.uniroma2.it>.
- b. Select Student Area, Button 1 registration for admission tests.
- c. Complete the registration form for the admission test. The system will generate an application form and a payment slip.
- d. Pay the fee due through the PagoPA system, which lets you pay through a wide range of channels, both in person and online. Links and further details on payment methods are available at [studenti.uniroma2.it/pagamento/](http://studenti.uniroma2.it/pagamento/)
- e. Return to the Delphi website within 48 hours of payment and confirm it by clicking the “Convalida PagoPA” (Confirm PagoPA) button.

**Confirming your payment online is essential in order to sit the admission test.**

### How to register for the “assessment tests”

If you wish to enrol on a **Bachelor’s degree programme with no fixed cap on places**, but for which the call for applications requires an **assessment test** to gauge your level of preparation, you must register on the Delphi portal and sit the test.

#### HOW TO REGISTER FOR THE ASSESSMENT TESTS

- a. Go to the Delphi online services website: <http://delphi.uniroma2.it>
- b. Select Student Area, Button 1 – registration for the compulsory tests assessing initial preparation.
- c. Complete the registration form for the test. The system will generate an application form and a

- payment slip.
- d. Pay the fee due through the PagoPA system, which lets you pay through a wide range of channels, both in person and online. Links and further details on payment methods are available at [studenti.uniroma2.it/pagamento/](http://studenti.uniroma2.it/pagamento/)
  - e. Return to the Delphi website within 48 hours of payment and confirm it by clicking the “Convalida PagoPA” (Confirm PagoPA) button.
  - f. Students whose payment slip shows an **amount of zero** must still confirm it after printing the slip.

**Confirming your payment online is essential in order to sit the assessment tests.**

## How to request the “verification of curricular requirements”

If you wish to enrol on a **Master’s degree programme with no fixed cap** on places, you must nonetheless request the **verification of your curricular requirements** and of your personal preparation before matriculating, and attend an interview where the notice issued by the relevant Macro-area or Faculty requires one.

You may submit your request for the “verification of curricular requirements” online even while still awaiting the award of your Bachelor’s degree. You will, however, be able to matriculate on the Master’s programme only once you have obtained your Bachelor’s degree, which is the prerequisite for admission to any Master’s degree programme.

### HOW TO REQUEST THE VERIFICATION OF CURRICULAR REQUIREMENTS

- a. Go to the Delphi online services website: <http://delphi.uniroma2.it>.
- b. Select Student Area, Button 1 – request for verification of curricular requirements.
- c. Complete the application form. The system will generate an application form and a payment slip.
- d. Pay the fee due through the PagoPA system, which lets you pay through a wide range of channels, both in person and online. Links and further details on payment methods are available at [studenti.uniroma2.it/pagamento/](http://studenti.uniroma2.it/pagamento/)
- e. Return to the Delphi website within 48 hours of payment and confirm it by clicking the “Convalida PagoPA” (Confirm PagoPA) button.

**Confirming your payment online is essential in order to obtain the verification of curricular requirements.**

Your **request for verification of curricular requirements** will be forwarded online to the teaching board of the relevant degree programme for assessment.

Once the deadline for applications has passed, the Degree Programme Council will meet to rule on the suitability of applicants and on whether the curricular requirements are met, and to issue the clearance (*nulla osta*) needed for matriculation, following the procedure described in the next chapter, [Chapter 4 – Enrolment](#).

## 3.4 Specific procedures for the prior assessment of applications to programmes taught in English<sup>2</sup>

For programmes taught in English that call for a prior assessment of applications, and for which no admission test is required, the following procedures apply:

### 1. International students holding a qualification obtained abroad

Foreign applicants legally resident in Italy, as well as those living abroad who are waiting to begin the visa application process at the Italian diplomatic missions in their country, may contact the University, enclosing copies

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<sup>2</sup> With the exception of the degree programmes in “Medicine and Surgery” and “Pharmacy”

of their academic records, to request a prior assessment of their curriculum. The University may then inform them that they are eligible to matriculate, possibly with additional learning requirements to make up, or advise them to enrol on another programme considered better suited to their profile.

### **HOW TO REQUEST THE PRIOR ASSESSMENT**

- a. Go to the online services website: <http://delphi.uniroma2.it>.
- b. Select Student Area, Button 1 – Application for admission to programmes taught in English.
- c. Complete the assessment application and attach your qualifications.
- d. Once you have received notice of your admission, you will be able to print the acceptance letter by selecting point b) in the Student Area; you will need this letter to begin the study-visa application process at the Italian diplomatic mission abroad.

## Chapter 4 - Enrolment

You may proceed with your APPLICATION FOR ENROLLMENT in the following cases:

- after **passing the admission test** (for restricted-access degree programmes);
- after **sitting the compulsory assessment test** for admission to an open-access Bachelor's degree programme (first cycle – three years);
- after being **granted clearance following the verification of curricular requirements** for enrolment on an open-access Master's degree programme.

From the 2023/2024 academic year onwards, students may enrol on more than one degree programme, whether at this University or at other Italian universities, as provided for by Law no. 33 of 12 April 2022, containing “*Provisions on simultaneous enrolment on two higher education programmes*”, and by the subsequent Ministerial Decrees no. 930 of 29 July 2022 and no. 933 of 2 August 2022. The administrative procedures for simultaneous enrolment are described in detail in paragraph [8.10 – Simultaneous Enrolment](#).

### How to Enrol

If you meet the relevant requirements, you may proceed to matriculate on the programme of your choice. The most up-to-date procedure is available at [studenti.uniroma2.it/immatricolazione/](http://studenti.uniroma2.it/immatricolazione/)

#### HOW TO ENROL – STEP BY STEP

- a. Complete the evaluation questionnaire on the **Quest Test** website: <http://www.quest.uniroma2.it>.
- b. Save the **Questionnaire Code (CQ)** generated by the system.

**Please note:** the Questionnaire Code (CQ) is valid for **five days** from the date on which the questionnaire is completed. After this period, a new questionnaire must be completed.

- c. Access the **Delphi Online Services** portal at <http://delphi.uniroma2.it>.
- d. Select **Student Area** → **Key 2 – Enrolment**.
- e. Select **Complete the enrolment application**.
- f. While completing the application:
  1. If you wish to pay the **second instalment** of tuition fees in a single payment instead of two separate instalments, select the relevant option.
  2. You will be required to self-certify your admission qualification. The University will verify the information provided in accordance with the applicable legislation.
- g. Select **Print**. The system will generate:
  - your enrolment application;
  - the payment notice for the **first instalment** of tuition fees.
- h. Pay the required amount through the **PagoPA** payment system, which allows payments through several online and in-person channels.

Further information on payment methods is available at: [studenti.uniroma2.it/pagamento/](http://studenti.uniroma2.it/pagamento/)

i. Within **48 hours** of making the payment, log back into the **Delphi** portal and validate the payment by selecting “**Validate PagoPA**”.

j. Once the payment has been validated, the system will generate:

- your **student ID number (matricola)**;
- your **password**.

Please keep these credentials in a safe place, as they are required to access the University’s online services.

Students may also access University online services using their **SPID** digital identity credentials, even if they do not yet have a student ID number or password.

### **Subsequent Steps to Complete Enrolment**

Once your payment has been validated, unless otherwise specified in the relevant Call for Applications, you must upload the following documents through the Delphi portal:

- a passport-size photograph meeting the technical requirements indicated on the relevant webpage;
- a copy of a valid identity document (front and back, combined into a single PDF file).

Once the payment has been validated, you must book an appointment—either in person or online—with your **Student Affairs Office** for identity verification and authentication of the uploaded photograph and identity document **by 15 December 2026**.

Information on the Student Affairs Offices and the appointment booking procedure is available on the webpage of your School/Macroarea.

Once the identification procedure has been completed, your enrolment will be finalised.

If you fail to complete the identification procedure, access to certain Delphi functions will be restricted.

### **STUDENT IDENTIFICATION AND AUTHENTICATION ARE MANDATORY REQUIREMENTS FOR THE COMPLETION OF THE ENROLMENT PROCEDURE**

Enrolment in **Master’s Degree Programmes** may also be completed after the beginning of the academic year, provided there is sufficient time to attend classes, in accordance with the provisions of the relevant Academic Regulations and within the deadlines published on the website of the relevant School/Macroarea.

Please note that **late payment fees** will apply to any payments made after the deadlines established in the relevant Call for Applications.

Students wishing to benefit from a reduction in tuition fees below the maximum amount must authorise the University, through their personal area on the **Delphi** portal, to obtain their **ISEE-University** certificate directly from the **INPS** database.

The authorisation must be completed **by 15 December 2026**.

For further information, please refer to [Section 7.4 - ISEE-University](#).

**International students must follow the enrolment procedures described in [Chapter 5](#).**

### **TOTAL AND PARTIAL EXEMPTIONS FROM TUITION FEES**

Several categories of students may be eligible for **full or partial exemptions** from the payment of tuition fees and university contributions.

## Full Exemptions

The following categories of students are eligible for a full exemption from tuition fees and university contributions:

- students with a certified disability of **66% or more**, or who have been recognised as having a disability pursuant to Article 3, paragraphs 1 and 3, of **Italian Law No. 104 of 5 February 1992**;
- victims of organised crime or terrorism, and victims of duty-related incidents who receive a **100% disability pension**;
- recognised **political refugees**;
- students awarded a **Lazio DiSCo scholarship** (with the exception of international students or Italian students whose income is earned abroad and who do not submit an ISEE certificate pursuant to Article 8 of Prime Ministerial Decree No. 159/2013, or where such certification cannot otherwise be obtained);
- **foreign scholarship holders**;
- students who obtained their upper secondary school diploma with a final mark of **100/100** (please note that payment of the Regional Tax, currently **€156**, remains compulsory within the prescribed deadlines).

Instructions on how to apply for these exemptions are provided in **Section 7.5 – Exemptions of Chapter 7 – Tuition Fees**.

Students who have applied for a **Lazio DiSCo scholarship** and wish to benefit from income-based tuition reductions in the event that the scholarship is not awarded or is subsequently revoked must nevertheless authorise the University, through their personal area on the **Delphi** portal, to obtain their **ISEE-University** certificate from the **INPS** database **by 15 December 2026**.

If, following publication of the Lazio DiSCo ranking lists, a student is found to be **neither a scholarship recipient nor otherwise eligible**, they must pay the supplementary amount due for the first instalment **within 30 days** from the date on which the payment becomes available.

The deadlines for subsequent instalments will remain those applicable to all students or, where more favourable, **30 days after the due date of the first instalment**.

A **late payment fee of €100** will be charged for payments made after the applicable deadline.

Any supplementary payment notice will be made available in the student's **Delphi** personal area following publication of the Lazio DiSCo ranking lists.

## Partial Exemptions

Information on the categories of students eligible for **partial exemptions** is available in Section [7.5 “Exemptions” of Chapter 7 – Tuition Fees](#).

## Enrolment with Course Credit Recognition (Course Shortening)

Enrolment with **course credit recognition (course shortening)** is available to applicants who already hold a university degree or another qualification that may be recognised for admission to a year of the chosen degree programme beyond the first, following the recognition of academic credits (CFU) earned during previous studies.

Applicants are strongly advised to read carefully the relevant **Call for Applications, Admission Notice**, or other information published for their chosen degree programme, as admission requirements and procedures for enrolment with course credit recognition may vary depending on the programme.

Before applying for enrolment with course credit recognition, the Academic Regulations of the chosen degree programme may require applicants to obtain a **preliminary evaluation of their previous qualifications** (i.e. examinations passed at another university).

### INSTRUCTIONS FOR THE PRELIMINARY EVALUATION OF PREVIOUS QUALIFICATIONS

a. Complete the evaluation questionnaire on the **Quest Test** website:

<http://www.quest.uniroma2.it>

b. Access the **Delphi Online Services** portal:

<http://delphi.uniroma2.it>

c. Select **Student Area** → **Key 2 – Enrolment with Course Credit Recognition**.

d. Select the relevant **School/Macroarea** and the degree programme you wish to enrol in.

e. Complete the online application.

f. Select **Degree** to enter the details of the qualification for which you are requesting credit recognition.

g. Enter all examinations previously passed and click **Next**.

h. Make a note of your **CTRL code**, which will allow you to access the application again in order to modify, delete or reprint it.

i. Select **Print**. The system will generate:

- the application form;
- a payment notice showing a **zero amount (€0)**;
- an automatic validation receipt including the assigned protocol number.

The application will be forwarded electronically to the relevant degree programme for assessment.

Applicants must wait until the degree programme has completed the evaluation of the examinations and qualifications declared in the application.

Once the assessment has been completed, applicants will receive an email informing them of the outcome of the evaluation.

Depending on the requirements established in the relevant **Call for Applications** or **Admission Notice**, applicants may also be required to:

- sit the admission test;
- take the assessment test;
- request verification of curricular requirements.

In such cases, applicants must return to the Delphi home page and select:

**Key 1 – Admission Tests, Assessment Tests, Verification of Curricular Requirements.**

Only after:

- receiving the evaluation of previous qualifications from the chosen degree programme;
- or successfully passing the admission competition for programmes with limited enrolment;
- or choosing a degree programme that does not require any preliminary admission procedure,

may applicants proceed with the **Enrolment with Course Credit Recognition** by following the enrolment procedure described in **Section 4.1 – How to Enrol**.

Students wishing to benefit from a reduction in tuition fees below the maximum amount must authorise the University to access their **ISEE-University** certificate through their personal area on the **Delphi** portal directly from the **INPS** database.

The authorisation must be completed **by 15 December 2026**.

For further information, please refer to [Section 7.4 – ISEE-University](#).

## Chapter 5 – International Students

For the purposes of these procedures, **international students** include:

- Italian citizens, European Union citizens, equivalent-status applicants, and non-EU citizens legally residing in Italy pursuant to Legislative Decree No. 286/1998 who hold a foreign qualification;
- non-EU citizens residing abroad who require a study visa;
- EU and non-EU citizens legally residing in Italy who hold an Italian qualification;
- Chinese citizens participating in the **Marco Polo Project**.

Applicants may apply for admission to any degree programme included in the University's educational offerings, provided that they satisfy the admission requirements, subject to the availability of places and any selection procedures established by the relevant degree programme.

The University's educational offerings are available at:  
[https://web.uniroma2.it/it/percorso/offerta\\_formativa/sezione/elenco\\_dei\\_corsi\\_di\\_laurea\\_suddivisi\\_per\\_area](https://web.uniroma2.it/it/percorso/offerta_formativa/sezione/elenco_dei_corsi_di_laurea_suddivisi_per_area)

### **APPLICATION**

For degree programmes taught in **English**, applicants must complete a **preliminary application assessment**.

Full information on the application procedure and the relevant deadlines is available at:

[https://web.uniroma2.it/en/percorso/admissions/sezione/how\\_to\\_apply](https://web.uniroma2.it/en/percorso/admissions/sezione/how_to_apply)

Applicants to degree programmes that require an admission examination, a selection test or an assessment of initial preparation must refer to the relevant **Call for Applications** or **Admission Notice** published by the University at:

[https://web.uniroma2.it/it/percorso/offerta\\_formativa/sezione/elenco\\_dei\\_corsi\\_di\\_laurea\\_suddivisi\\_per\\_area](https://web.uniroma2.it/it/percorso/offerta_formativa/sezione/elenco_dei_corsi_di_laurea_suddivisi_per_area)

### **ASSESSMENT OF FOREIGN QUALIFICATIONS**

The assessment of foreign qualifications consists of **two separate stages**:

- **academic assessment**;
- **formal evaluation of the qualification**.

#### **Academic Assessment**

For most degree programmes, academic assessment is carried out through admission examinations, assessment tests, interviews or verification of curricular requirements, as established in the relevant Calls for Applications or Admission Notices.

The competent academic committee examines the documentation submitted by the applicant in order to assess both the applicant's academic preparation and the suitability of their previous studies for the chosen degree programme.

**Successfully passing the admission assessment does not automatically imply that the foreign qualification is suitable for enrolment.**

## **Formal Evaluation**

The formal evaluation of the foreign qualification, including verification of its **eligibility, authenticity and validity** for admission to higher education, is carried out by the **Foreign Qualifications Evaluation Office** ([international.qualifications@uniroma2.it](mailto:international.qualifications@uniroma2.it)) after the online enrolment procedure has been completed and the required documentation has been submitted.

The evaluation includes, among other aspects:

- the title and nature of the qualification;
- the duration and structure of the study programme;
- the qualification level;
- the awarding institution;
- previous schooling;
- the academic rights conferred by the qualification;
- confirmation that the qualification has been validly awarded.

## **DOCUMENTS REQUIRED FOR ENROLMENT WITH A FOREIGN QUALIFICATION**

Enrolment in Italian degree programmes by applicants holding foreign qualifications is governed by the current **Italian ministerial procedures**, which establish different requirements depending on whether the applicant is:

- an EU citizen or an equivalent-status applicant;
- a non-EU citizen legally residing in Italy;
- a non-EU citizen residing abroad who requires a study visa.

To verify whether a foreign qualification satisfies the requirements for admission to higher education in Italy, applicants are strongly advised to consult the current ministerial procedures published on the **University** portal:

<https://www.universitaly.it/studenti-stranieri>

The documentation required depends on:

- the degree programme chosen;
- the qualification held;
- the country in which the qualification was awarded;
- whether or not the applicant is required to obtain a study visa.

To facilitate the identification of the documents to be submitted, applicants should first determine whether they are applying for:

- a **Bachelor's Degree** or a **Single-cycle Master's Degree**;
- a **Master's Degree**.

Applicants must then verify whether the country that awarded their qualification is a **party to the Lisbon Recognition Convention**.

The updated list of countries and recognised qualifications is available through the **CIMEA ARDI database**:  
<https://ardi.cimea.it/en>

### **Qualifications Awarded in Countries that are Parties to the Lisbon Recognition Convention**

Applicants holding qualifications awarded in countries that are parties to the **Lisbon Recognition Convention** must upload the following documents:

- a valid passport (or other accepted identity document);
- the final upper secondary school diploma (for applications to Bachelor's or Single-cycle Master's Degree programmes) or the final university degree (for applications to Master's Degree programmes);
- the academic transcript relating to the qualification presented for admission;
- an **ARDI Statement of Correspondence** issued by **CIMEA** or, alternatively, a **Declaration of Value** issued by the competent Italian diplomatic-consular authority;
- one of the following documents confirming the authenticity of the qualification:
  - a **CIMEA Statement of Verification**; or
  - legalisation or Apostille of the qualification, where applicable.

Documents not issued in **Italian, English, French or Spanish** must be accompanied by an official translation into one of these languages, unless otherwise specified by the relevant degree programme.

### **Qualifications Awarded in Countries that are not Parties to the Lisbon Recognition Convention**

Applicants holding qualifications awarded in countries that are **not** parties to the Lisbon Recognition Convention must upload:

- a valid passport (or other accepted identity document);
- the final qualification required for admission;
- the relevant academic transcript;
- a **Declaration of Value** issued by the competent Italian diplomatic-consular authority, or another document accepted under the current ministerial procedures;
- legalisation or Apostille of the qualification, where required;
- an official translation of the qualification and accompanying documents, where required.

The University reserves the right to request any additional documentation necessary to verify the eligibility, authenticity or validity of the qualification submitted.

### **NON-EU APPLICANTS RESIDING ABROAD REQUIRING A STUDY VISA**

Applicants who require a **study visa** must complete the **pre-enrolment procedure** through the **Universitaly** portal after receiving confirmation of admission from the University.

The pre-enrolment application submitted through Universitaly is forwarded electronically by the University to the competent Italian diplomatic-consular authority indicated by the applicant.

The final decision regarding the issuance of the study visa rests exclusively with the competent Italian diplomatic-consular authority. Admission granted by the University **does not constitute entitlement to obtain a study visa**.

Applicants are therefore strongly advised to complete all admission procedures well in advance of the deadlines established by the Italian authorities.

### **Enrolment Following Arrival in Italy**

After arriving in Italy and obtaining the study visa, applicants must complete the enrolment procedure by uploading all required documentation through the **Delphi** portal and, where applicable, attending the identity verification appointment with the relevant Student Affairs Office.

At the time of enrolment, non-EU students residing abroad may also be required to upload:

- the study visa;
- the entry stamp issued by the Italian border authorities (where applicable);
- the receipt confirming submission of the application for the residence permit, or the residence permit itself if already issued.

Failure to submit the required documentation within the prescribed deadlines may prevent the completion of the enrolment procedure.

### **Verification of Original Documents**

The University reserves the right, at any stage of the admission or enrolment procedure, to request the presentation of the original documents uploaded online.

Where doubts arise concerning the authenticity or validity of a qualification, the University may suspend or revoke the admission or enrolment procedure until the necessary checks have been completed.

If a qualification is subsequently found not to satisfy the legal requirements for admission to higher education in Italy, any admission or enrolment granted shall be declared null and void.

## **DOCUMENTS REQUIRED FOR ENROLMENT WITH A FOREIGN QUALIFICATION**

Enrolment on Italian degree programmes by candidates holding qualifications obtained abroad is governed by current ministerial procedures, which provide for different arrangements for EU and equivalent citizens, non-EU citizens legally resident in Italy, and non-EU citizens residing abroad who require a visa.

To check whether a foreign qualification meets the requirements for access to the University, candidates are advised to consult the ministerial procedures published on the Universitaly portal:

<https://www.universitaly.it/studenti-stranieri>

The documentation required varies depending on the type of programme chosen, the qualification held, the country where it was obtained, and whether or not a study visa is required.

To make it easier to identify the documentation to be produced, candidates must first distinguish between:

enrolment on a Bachelor's Degree or single-cycle Master's Degree programme;

enrolment on a Master's Degree programme.

Next, in order to verify the foreign qualification, candidates must check whether the country that issued the qualification is a party to the Lisbon Recognition Convention. The updated list of countries and qualifications can be consulted in CIMEA's ARDI database: <https://ardi.cimea.it/it>

## **5.1 Enrolling in a Bachelor's Degree or a Single-cycle Master's Degree Programme**

### **General Information**

To enrol in a **Bachelor's Degree** or a **Single-cycle Master's Degree Programme**, applicants must hold a final upper secondary school qualification obtained abroad that grants access to higher education within the education system in which it was awarded.

The qualification must satisfy the requirements laid down in the current Italian ministerial procedures and, as a general rule, must have been obtained after **at least twelve years of overall schooling**.

Where the education system of the country in which the qualification was awarded requires applicants to pass academic aptitude tests or national examinations in order to gain access to higher education, applicants must provide evidence that these requirements have been fulfilled.

For qualifications awarded in **China**, for example, applicants may be required to demonstrate that they have successfully passed the **Gaokao**, in accordance with the applicable ministerial and consular provisions.

### **5.1.1 Documents to be Submitted upon Enrolment**

To enrol in a **Bachelor's Degree** or a **Single-cycle Master's Degree Programme**, applicants must submit:

- the original final upper secondary school diploma;
- school certificates covering all years of upper secondary education;
- documentation proving successful completion of any university entrance examinations required under the education system of the country where the qualification was obtained;
- the summary of the **University pre-enrolment application** validated by the University, for non-EU applicants residing abroad who require a study visa;
- any additional documentation that may be requested for the evaluation of the qualification.

### **Verification of Qualifications Awarded in Countries Party to the Lisbon Recognition Convention**

To verify the **eligibility** of the qualification, applicants holding qualifications awarded by countries that are parties to the **Lisbon Recognition Convention** may submit:

- an **ARDI Statement of Correspondence**, available free of charge from the **CIMEA ARDI** database; or
- a **Declaration of Value** issued by the competent Italian diplomatic-consular authority.

To verify the **authenticity** of the qualification, applicants may submit:

- a **CIMEA Statement of Verification**; or
- documentation duly translated and legalised by the competent Italian diplomatic-consular authority.

Where the country in which the qualification was awarded is a party to the **Hague Convention of 5 October 1961**, legalisation may be replaced by an **Apostille** issued by the competent authority.

Translations must be prepared in accordance with the procedures established by the **Italian Ministry of Foreign Affairs and International Cooperation (MAECI)**.

### **Verification of Qualifications Awarded in Countries not Party to the Lisbon Recognition Convention**

To verify the **eligibility** of the qualification, applicants holding qualifications awarded in countries that are **not** parties to the Lisbon Recognition Convention must submit a **CIMEA Statement of Comparability**.

To verify the **authenticity** of the qualification, applicants must submit documentation duly translated and legalised by the competent Italian diplomatic-consular authority or, where applicable, bearing an Apostille.

Translations must be prepared in accordance with the procedures established by the **Italian Ministry of Foreign Affairs and International Cooperation (MAECI)**.

**Please note:** where an applicant submits a foreign qualification obtained following studies carried out predominantly in Italy at a foreign educational institution operating within the Italian territory, recognition of the qualification remains subject to the applicable legislation governing the accreditation of foreign institutions and the recognition of the qualifications they award.

### **5.1.2 Qualifications Awarded after Fewer than Twelve Years of Schooling**

Where the final upper secondary school qualification has been obtained after **fewer than twelve years of overall schooling**, applicants must submit, in addition to the original upper secondary school diploma, the supplementary documentation required under the current ministerial procedures.

In particular, applicants may be required to provide evidence of:

- successful completion of the **first year of university studies**, where the school system comprises **eleven years** of schooling;
- successful completion of the **first two years of university studies**, where the school system comprises **ten years** of schooling.

Post-secondary qualifications awarded by non-university institutions may also be considered as supplementary qualifications, provided that they are relevant to the chosen programme of study. Likewise, certificates confirming the successful completion of **Foundation Courses** organised by Italian universities or other recognised institutions may also be accepted.

Additional qualifications submitted to compensate for fewer than twelve years of schooling allow enrolment **only in the first year** of a degree programme in Italy and **cannot subsequently be recognised for course credit** in order to avoid double recognition of the same qualifications.

Certificates relating to **Foundation Courses** may also be used to satisfy any additional admission requirements other than the minimum number of years of schooling. They **cannot**, however, replace a recognised final upper secondary school qualification granting access to higher education.

**Please note:** where an applicant submits a foreign qualification obtained following studies carried out predominantly in Italy at a foreign educational institution operating within the Italian territory, recognition of the qualification remains subject to the applicable legislation governing the accreditation of foreign institutions and the recognition of the qualifications they award.

## **5.2 Enrolling in a Master's Degree Programme**

### **General Information**

To enrol in a **Master's Degree Programme**, applicants must hold a foreign higher education qualification that, within the higher education system of the country where it was awarded, grants access to the next level of academic studies.

Admission remains subject to verification of the **curricular requirements** and the applicant's **personal academic preparation**, in accordance with the Academic Regulations and the Call for Applications of the chosen degree programme.

### **5.2.1 Documents to be Submitted upon Enrolment**

To enrol in a **Master's Degree Programme**, applicants must submit:

- the original final academic qualification;
- a certificate issued by the competent higher education institution listing all examinations taken and successfully completed, or a **Diploma Supplement**, where available;
- an official translation of the academic documentation into **Italian** for programmes taught in Italian, or into **English** for programmes taught in English, where required;
- the summary of the **University pre-enrolment application** validated by the University, for non-EU applicants residing abroad who require a study visa;
- any additional documentation that may be required for the evaluation of the qualification.

### **Verification of Qualifications Awarded in Countries Party to the Lisbon Recognition Convention**

To verify the **eligibility** of the qualification, applicants holding qualifications awarded in countries that are parties to the **Lisbon Recognition Convention** may submit:

- an **ARDI Statement of Correspondence**, available free of charge from the **CIMEA ARDI** database; or
- a **Declaration of Value** issued by the competent Italian diplomatic-consular authority.

To verify the **authenticity** of the qualification, applicants may submit:

- a **CIMEA Statement of Verification**; or
- documentation duly translated and legalised by the competent Italian diplomatic-consular authority.

Where the country in which the qualification was awarded is a party to the **Hague Convention of 5 October 1961**, legalisation may be replaced by an **Apostille** issued by the competent authority.

Translations must be prepared in accordance with the procedures established by the **Italian Ministry of Foreign Affairs and International Cooperation (MAECD)**.

## **Verification of Qualifications Awarded in Countries not Party to the Lisbon Recognition Convention**

To verify the **eligibility** of the qualification, applicants holding qualifications awarded in countries that are **not** parties to the Lisbon Recognition Convention must submit a **CIMEA Statement of Comparability**.

To verify the **authenticity** of the qualification, applicants must submit a **CIMEA Statement of Verification**.

Where CIMEA is unable to issue a Statement of Verification for the specific qualification, the University may accept documentation translated and legalised by the competent Italian diplomatic-consular authority, or any other documentation considered suitable for the purpose of verifying the authenticity of the qualification.

Applicants who already hold a **Declaration of Value**, together with the related translated and legalised documentation, or documentation bearing an **Apostille**, may request a preliminary assessment of their qualification by contacting the **Foreign Qualifications Evaluation Office** ([international.qualifications@uniroma2.it](mailto:international.qualifications@uniroma2.it)) and attaching the available documentation.

The University reserves the right to request any additional documentation where necessary for the assessment of the qualification.

**Please note:** where an applicant submits a foreign qualification obtained following studies carried out predominantly in Italy at a foreign educational institution operating within the Italian territory, recognition of the qualification remains subject to the applicable legislation governing the accreditation of foreign institutions and the recognition of the qualifications they award, pursuant to Ministerial Decree No. 214 of 26 April 2004 implementing Article VI.5 of the Lisbon Recognition Convention.

## **5.3 Pre-enrolment and Study Visa Application for Non-EU Citizens Residing Abroad**

Non-EU citizens residing abroad who intend to enrol in a degree programme in Italy must submit their **pre-enrolment application exclusively through the University portal** ([www.universitaly.it](http://www.universitaly.it)), the Ministry of Universities and Research's official free online portal.

In the pre-enrolment application, applicants must indicate:

- the degree programme they intend to attend;
- the Italian diplomatic or consular authority where they will apply for their study visa.

The University will review the application and, if validated, make it available to the competent Italian diplomatic or consular authority.

Applicants are strongly advised to begin collecting the documentation required for their visa application well in advance.

For the **2026/2027 academic year**, applications for a study visa must be submitted to the competent Italian diplomatic or consular authority **no later than 30 November 2026**.

This deadline applies to applicants enrolling in:

- Bachelor's Degree programmes;
- Master's Degree programmes;
- First- and Second-cycle Academic Diploma programmes, including single-cycle programmes.

The University may establish earlier deadlines for specific degree programmes, which will be published on the relevant University webpages.

**Please note:** Pre-enrolment alone does **not** constitute admission to a degree programme. In order to complete enrolment, applicants must satisfy all admission requirements, including any admission examinations, assessment tests or curricular evaluations required by the chosen programme.

### **5.3.1 Mandatory Documents to Upload to University**

For the purposes of pre-enrolment through the **University** portal, non-EU applicants residing abroad who require a study visa must upload the documentation required by the procedure, including:

- a valid passport;
- a recent passport-size photograph;
- the admission letter, where applicable;
- the final upper secondary school qualification obtained after at least twelve years of schooling, for admission to Bachelor's Degree and Single-cycle Master's Degree programmes;
- the final higher education qualification together with the transcript of examinations passed, or a **Diploma Supplement**, where applicable, for admission to Master's Degree programmes;
- any documentation specifically required for the qualification presented, in accordance with the current ministerial procedures and **CIMEA** guidelines;
- documentation relating to the verification of the **eligibility** and **authenticity** of the qualification, as described in the previous sections.

A pre-enrolment application may be **validated with reservation** where the applicant is attending the final year of upper secondary education or of a higher education programme and has not yet obtained the final qualification or completed any academic entrance examinations required by the relevant education system.

**Please note:**

- validation or preliminary acceptance of the application by the University **does not confer any entitlement to obtain a study visa**, as the decision remains the exclusive responsibility of the competent Italian diplomatic or consular authority;
- the issuance of a study visa **does not automatically entitle the applicant to complete enrolment**;
- enrolment remains subject to verification of the admission requirements, as well as the authenticity and eligibility of the documentation submitted, and to compliance with all University procedures.

### **5.3.2 Requirements for Obtaining a Study Visa**

To obtain a **Study Visa for University Enrolment** (National Visa – Type D) and, subsequently, a **residence permit**, international students must demonstrate that they satisfy the requirements established by the current ministerial provisions and by the competent Italian diplomatic and consular authorities.

In all cases, the competent Italian diplomatic or consular authority retains responsibility for assessing the **migration risk**. This assessment considers all elements from which it may reasonably be inferred that the purpose of the applicant's transfer to Italy is the genuine attendance of a higher education programme.

Particular attention is paid to:

- the applicant's socio-economic circumstances and those of their household;
- the type and quality of the applicant's previous studies;
- the consistency between the applicant's educational background and the programme of study they intend to undertake.

### **a) Financial Means**

For the **2026/2027 academic year**, applicants must demonstrate the availability of financial means amounting to **€10,179.85 per year**.

The required financial resources must derive from **lawful and traceable sources** and should preferably belong to the applicant personally or, alternatively, be provided by members of the applicant's family.

Italian diplomatic and consular authorities will verify:

- the origin of the funds;
- that the funds are genuinely available to the applicant or the applicant's family;
- that the financial resources are consistent with the family's overall socio-economic circumstances.

For these purposes, family members up to the **fourth degree of kinship** may act as financial sponsors.

Where permitted under the legislation of the applicant's country of origin, **revolving bank accounts** or **blocked accounts** held in the applicant's name are preferred.

Merely applying for, or being eligible for, a regional scholarship **cannot** be considered sufficient proof of financial means unless the scholarship has already been formally awarded.

In every case, the financial resources declared must be consistent with the broader socio-economic situation of the applicant or their sponsor and must reasonably be expected to remain available throughout the period of study.

### **b) Accommodation**

Applicants must demonstrate that they have suitable accommodation in Italy.

Merely applying for, or being eligible for, accommodation in a university residence **does not constitute sufficient evidence** that accommodation is available.

### **c) Health Insurance**

Applicants must demonstrate that they have adequate health insurance covering medical treatment and hospitalisation in accordance with the applicable legislation.

The following forms of insurance are accepted, among others:

- a declaration issued by the competent consular authority certifying entitlement to healthcare under agreements between Italy and the applicant's country;
- a foreign insurance policy valid in Italy that contains no limitations or exclusions regarding emergency hospital treatment;

- an insurance policy issued by an Italian insurance provider, accompanied by a declaration confirming that the policy contains no limitations or exclusions regarding emergency hospital treatment.

#### **d) Fingerprints**

From **11 January 2025**, the collection of fingerprints is mandatory for **national visas** as well.

Once all requirements have been verified and any reservation has been lifted, the competent Italian diplomatic or consular authority issues a **Type D “University Enrolment” Study Visa**, valid for **365 days** with multiple entries.

This visa may be issued **only for initial enrolment** and **cannot** be issued to students enrolling in subsequent academic years.

A study visa may also be issued on the basis of a **pre-enrolment application validated with reservation**, but only in the following circumstances:

- where the applicant has not yet formally obtained the final qualification and can provide an official provisional certificate issued by the competent foreign authority; or
- where the applicant still has to take the in-person Italian language test or the admission examination required by the chosen programme.

In these cases, a **Type D Study Visa** with a conventional validity of **100 days** may be issued, allowing the applicant to sit the required examinations and, if successful, complete the enrolment procedure without having to return to their country of origin.

#### **5.3.3 Residence Permit Application**

Responsibility for the administrative procedure concerning the **issue and renewal of residence permits** lies with the **Italian Ministry of the Interior**.

Within **eight working days** of arriving in Italy with a **Type D National Study Visa**, students must submit an application for a residence permit to the competent **Questura** (Police Headquarters) in the city where they intend to reside.

The application must be submitted through an authorised **Post Office**, using the official residence permit application kit.

When the application is submitted, the student receives a **postal receipt**, which serves as proof of lawful residence in Italy until the residence permit procedure has been completed.

The student will subsequently be summoned to the **Questura** for fingerprinting and for the completion of the remaining administrative formalities required by the applicable legislation.

#### **5.4 Italian Language Proficiency Test**

Non-EU applicants residing abroad who require a study visa and intend to enrol in a degree programme taught in **Italian** must demonstrate an adequate command of the Italian language before beginning their university studies, in accordance with the current ministerial procedures (minimum required level: **CEFR B2**) and the University’s regulations.

As a general rule, Italian language proficiency is assessed through a **University-organised Italian language test**, at a level of at least **CEFR B2**. The test is compulsory for admission to all **Bachelor’s Degree**, **Master’s Degree** and **Single-cycle Master’s Degree** programmes, except in the exemption cases listed below.

The test is normally organised **before the study visa application** and, whenever possible, **remotely**, so that applicants may certify their language proficiency during the visa application process.

Applicants who do **not** pass the Italian language test may **not** be admitted to any subsequent admission examinations or aptitude tests required for their chosen programme.

For **Foundation Courses** taught either in Italian or in another language, the University verifies language proficiency at **CEFR B1 level or above**, in the language in which the course is delivered.

## **Exemptions**

Without prejudice to the limits established for reserved admission quotas, applicants are exempt from the Italian language test if they meet one of the following conditions:

- they hold a **five-year or four-year upper secondary school diploma** awarded by an Italian State school or an officially recognised Italian school abroad;
- they hold one of the secondary school qualifications listed in **Annex 2** to the current ministerial procedures;
- they hold supplementary certificates issued together with the final lower secondary school qualification obtained in **Argentina**, certifying attendance of a study programme including **at least five years of Italian language instruction**, pursuant to **Law No. 210 of 7 June 1999**;
- they have obtained the **Diploma in Italian Language and Culture** awarded by the Universities for Foreigners of **Perugia** or **Siena**;
- they hold a **CEFR C1 or C2 Italian language certificate** issued within the **CLIQ (Certificazione Lingua Italiana di Qualità)** quality assurance system, including certificates issued in cooperation with Italian Cultural Institutes abroad or other accredited bodies.

Information on the Italian language test organised by the University, including registration procedures, deadlines and any registration fee, is published in the **Notices** section of the following webpage:

[https://web.uniroma2.it/it/percorso/studenti/sezione/studenti\\_internazionali](https://web.uniroma2.it/it/percorso/studenti/sezione/studenti_internazionali)

Further exemption cases are provided for in the current ministerial procedures published on the **University** portal:

<https://www.universitaly.it/studenti-stranieri>

## **5.5 Enrolment Procedures**

Following admission, applicants must complete the online enrolment application through the **Delphi** system:

<https://delphi.uniroma2.it/totem/jsp/homeStudenti.jsp?language=IT>

The procedure consists of the following steps:

- select **Student Area** and then **Button 2 – Enrolment**;
- complete the application by entering your personal details;
- enter the details of the qualification(s) you hold;
- select your chosen degree programme;

- carefully retain the **CTRL code** and the **Italian Tax Code (Codice Fiscale)** automatically generated by the system, as they are required to access the application again;
- upload all documents required for enrolment, submitting **one PDF file for each document**;
- select **Print**. The system will generate the enrolment application together with the list of documents to be uploaded.

To access an application that has already been started, applicants must enter their **Italian Tax Code** and **CTRL code**, then select **Student Area – Button 2 – Enrolment**, option “**b) You have already completed the application**”.

After uploading all the required documentation, applicants must wait for a communication from the **International Students Office**.

Once the documentation has been checked, the Office will provide instructions for the payment of the **first instalment** of tuition fees.

To complete enrolment, applicants must attend the **International Students Office**, located at:

**Via Cracovia 50 – Building D, Ground Floor**

bringing:

- a valid identity document;
- the original versions of all academic documents uploaded to the Delphi system;
- for non-EU applicants only, a valid residence permit or proof that the application for a residence permit has been submitted.

The **International Students Office** will validate the payment and subsequently assign the student’s **matriculation number (student ID)**.

Where irregularities are found in the documentation submitted, or where fraudulent documentation or failure to satisfy the admission requirements is identified, the University may cancel the enrolment **ex officio**.

Please note that, from **31 January** of the relevant academic year, any applicant to a Bachelor’s Degree, Master’s Degree or First- or Second-cycle Academic Diploma programme (including single-cycle programmes) who has **not yet completed enrolment through the University portal** will have their study visa revoked by the competent Italian diplomatic or consular authority, which will also notify the competent Police Headquarters (*Questura*). It is therefore essential to complete the enrolment procedure before this deadline.

## **5.6 Italian Language Courses**

Tor Vergata University of Rome organises **Italian language courses** for international students.

Information on the opportunities available to improve your knowledge of the Italian language is available at:

<http://clici.uniroma2.it/>

## **5.7 Chinese Citizens Participating in the “Marco Polo” Project**

The **Marco Polo Project** is a programme for Chinese nationals designed to facilitate access to Italian universities.

Students participating in the Project may obtain a study visa allowing them to attend an **Italian language course lasting 10 or 11 months**, in accordance with the annual ministerial procedures.

At the end of the course, students must sit the **final Italian language certification examination**.

The certificate must indicate:

- the **CEFR level** achieved;
- the percentage of attendance, which **must not be lower than 85%**.

Enrolment in the chosen degree programme remains subject to:

- successful completion of the final Italian language examination;
- fulfilment of the admission requirements;
- successful completion of any admission examinations required by the chosen programme;
- compliance with all procedures established in the relevant Calls for Applications.

Further information concerning the **pre-enrolment application for the study visa**, the **Italian language course**, and all procedures applicable to Chinese students participating in the **Marco Polo Project** is available at:  
[https://web.uniroma2.it/it/percorso/studenti/sezione/progetto\\_marco\\_polo](https://web.uniroma2.it/it/percorso/studenti/sezione/progetto_marco_polo)

## Chapter 6 – Enrolment in Subsequent Years

### Students must renew their enrolment every year.

Therefore, in order to sit examinations, students must in any case be enrolled for the 2026/2027 academic year (including under precautionary enrolment) and must be up to date with the payment of fees and contributions.

**Please note: In the case of precautionary enrolment for the 2026/2027 academic year, students will only be able to register for and sit examinations relating to the 2025/2026 academic year.**

Enrolment in years after the first is a very simple procedure and can be completed entirely online, without having to go to the Student Affairs Office.

### How to Enrol in Years after the First

The procedure for enrolling in subsequent years is activated once the student is up to date with university fees

from the previous year.

#### INSTRUCTIONS FOR THE ENROLMENT PROCEDURE FOR SUBSEQUENT YEARS

- a. Go to the Delphi online services website: <http://delphi.uniroma2.it>;
- b. Select Student Area, Button 3 – “Enrolment in years after the first”;
- c. Enter your student ID number and password to access your personal student area;
- d. Amend or confirm your existing details;
- e. If you wish to pay the second instalment of university fees and contributions in a single payment rather than in two instalments, select the relevant option;
- f. Select the print option: the system will issue the application and the payment slip for the first instalment;
- g. Pay the amount due through the PagoPA system, which allows payment to be made through a variety of channels, either in person or online. Links and further information on payment methods are available at the following web address: [studenti.uniroma2.it/pagamento/](http://studenti.uniroma2.it/pagamento/)
- h. Log back in to the Delphi website within 48 hours of payment and confirm by clicking the “Confirm PagoPA” button;
- i. Students whose payment slip shows a **zero amount** must still confirm payment online.

**No documentation needs to be submitted to the Student Affairs Office. Online confirmation of payment is essential for the enrolment procedure to be completed.**

### DEADLINE

**Please note that the first instalment must be paid by 6 November 2026 in order to avoid late-payment penalties. Enrolment for the 2026/2027 academic year may be completed up until 31 March 2027. After this date, on submission of a late enrolment request, the possibility of enrolment may be considered if adequately justified and documented.**

Students wishing to benefit from a **reduction in university contributions** compared with the maximum amount must, through their personal area on the Delphi portal, authorise the University to obtain the required ISEE-Università (means-tested income) certification from the INPS database by 15 December

2026. If the Single Substitutive Declaration (DSU), through which the ISEE-Università certification is requested from INPS, is not completed by the 15 December 2026 deadline, it may still be submitted later, but a penalty for the delay will be applied. For further information, see [Section 7.4 – ISEE-Università](#).

### **FULL AND PARTIAL EXEMPTION FROM PAYMENT OF FEES AND CONTRIBUTIONS**

Various types of full and partial exemption from the payment of fees and contributions are available for certain categories of students. Instructions on how to access these benefits are provided in [Section 7.5 – Exemptions, in Chapter 7, Fees and Contributions](#).

Please note that students who have submitted an application for a Lazio DiSCo scholarship, in order to obtain a reduction in fees and contributions based on income should the scholarship not be awarded or be revoked, must in any case, through their personal area on the Delphi portal, authorise the University to obtain the ISEE-Università certification required from the INPS database by 15 December 2026.

### **Enrolment in Subsequent Years with a Residence Permit**

Non-EU students holding a residence permit who wish to proceed with enrolment for the 2026/2027 academic year must enter the details of that permit and upload the relevant documentation using the “Document upload” function of their Delphi account, which is accessed using their student ID number and password.

At the end of the procedure, they must go to the Student Affairs Office of their degree programme (or, alternatively, book a video appointment) to have the authenticity of the information entered in Delphi verified.

Please note that renewal of the residence permit must be requested from the Questore (Chief of Police) of the province of residence at least sixty days before it expires. To find out the requirements for such renewal, please refer to the current procedures for entry, residence and enrolment of international students at the following link: <https://www.studiare-in-italia.it/studenti stranieri/> – Part III. Upon renewal, foreign students who entered Italy holding a national “D” type visa for STUDY purposes (university enrolment) must demonstrate that they still hold the same financial means required for entry, not less than €534.41 per month, equal to €6,947.33 per year (paid over 13 months), the university enrolment certificate, and all the other conditions already required for issuing the visa and the related residence permit. Residence permits for STUDY purposes (university) are renewed “[...] for students who, in their first year of study, have passed at least one examination for which credits are awarded and, in subsequent years, at least two examinations [...]”, as determined by universities in terms of credits. Furthermore, “for serious, duly documented health reasons or reasons of force majeure, the residence permit may also be renewed for a student who has passed only one examination, without prejudice to the overall number of renewals allowed. In any case, such permits may not be issued for more than three years beyond the normal duration of the degree programme”<sup>3</sup>.

Renewal of a residence permit for study purposes is also possible for the purpose of continuing studies through enrolment in a degree programme different from the one for which the foreign student originally entered Italy, provided such a change is approved by the academic authorities. In order to access this renewal, the student must not have already withdrawn from their studies<sup>4</sup>.

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<sup>3</sup> Article 46, paragraph 4, of Presidential Decree No. 394 of 31 August 1999.

<sup>4</sup> Pursuant to Article 1, paragraph 3(b), of Legislative Decree No. 154 of 10 August 2007. In this regard, it should be noted that the possibility of transferring to a degree programme different from the one for which the visa was issued applies only to university programmes, thus excluding transfers to private courses; the relevant implementing arrangements were set out in Circular No. 400/C/2008/899/P/12.214.27BI of the Ministry of the Interior, dated 21 February 2008.

Please note that if a foreign student, already enrolled at an Italian higher-education institution, has withdrawn from their studies and requests new enrolment in another degree programme at the same or another institution, they may not use the specific study visa and residence permit issued for their previous enrolment. Formalising withdrawal from studies results in the loss of the requirements needed to reside in Italian territory and, consequently, in the revocation of the residence authorisation<sup>5</sup>, as well as the obligation to leave national territory.

### **Deferral of Enrolment Deadlines for Graduating Students (PRECAUTIONARY APPLICATION)**

If a student intends to graduate in the winter session, i.e. in the last available session of the 2025/2026 academic year, a favourable provision allows the student to defer enrolment for the 2026/2027 academic year.

For all purposes, the student must complete an enrolment application for the 2026/2027 academic year, ticking the box marked “PRECAUTIONARY APPLICATION”.

**This procedure may only be carried out if the student is up to date with university fees and contributions for the previous academic year.**

**Spot checks will be carried out on precautionary applications to verify whether the student is genuinely short of a number of credits (CFU) compatible with the possibility of graduating in the winter session.**

**Any misuse of the precautionary application will be prosecuted.**

### **DEADLINE**

**The precautionary application must be completed and confirmed by 31 December 2026 and kept by the student. The precautionary application must not be submitted to the Student Affairs Office (2.2 Area Student Affairs Offices).**

### **INSTRUCTIONS FOR THE “PRECAUTIONARY” ENROLMENT PROCEDURE**

- j. Go to the Delphi online services website: <http://delphi.uniroma2.it>;
- k. Select Student Area, Button 3 – “Enrolment in years after the first”;
- l. Enter your student ID number and password to access your personal student area;
- m. Amend or confirm your existing details;
- n. Tick the “Precautionary application” box;
- o. Select the print option: the system will issue the application and the payment slip;
- p. Pay the amount due through the PagoPA system, which allows payment to be made through a variety of channels, either in person or online. Links and further information on payment methods are available at the following web address: [studenti.uniroma2.it/pagamento/](http://studenti.uniroma2.it/pagamento/);
- q. Log back in to the Delphi website within 48 hours of payment and confirm by clicking the “Confirm PagoPA” button;

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<sup>5</sup> Article 5, paragraphs 3, 4 and 5, of Legislative Decree No. 286 of 25 July 1998, “Consolidated text of provisions concerning immigration regulations and rules on the status of foreign nationals”, as subsequently amended.

- r. Students whose payment slip shows a zero amount must still confirm payment online.

## VERY IMPORTANT

**Please note that a student who has submitted a “precautionary application”, in order to obtain a reduction in fees and contributions based on income should they fail to graduate in time, must in any case, through their personal area on the Delphi portal, authorise the University to obtain the ISEE-Università certification required from the INPS database by 15 December 2026.**

Should a student renew their enrolment for the 2026/2027 academic year without having requested admission to the deferral of enrolment deadlines, a late request may still be submitted formally to the relevant Student Affairs Office ([2.2 Area Student Affairs Offices](#)), **no later than 30 January 2027**, which will verify whether the requirements for acceptance are met. In this case, **if the application is accepted**, any amount already paid will be refunded, net of the regional tax, stamp duty and commissions. Refunds of the regional tax must be requested directly from the Lazio DiSCo regional agency.

Please also note that enrolment for the 2026/2027 academic year under the precautionary procedure only allows students to sit examinations relating to the 2025/2026 academic year.

## CANCELLATION OF THE PRECAUTIONARY APPLICATION

If a student does not manage to graduate by the last available session of the 2025/2026 academic year, regardless of the reason (e.g. they were unable to complete the required examinations, they did not pass the qualifying examination, etc.), they must return to their personal page on the DELPHI platform (<https://delphi.uniroma2.it>) and select “Withdraw Precautionary Application”. The system will cancel the “Precautionary” application, the student must then proceed with enrolment for the 2026/2027 academic year, and a payment slip for the first instalment of university fees will be generated; this must be paid and confirmed before the system can generate the payment slip for the next instalment.

The amounts of the contributions to be paid will be calculated on the basis of the **ISEE-Università declaration** submitted by the student by the deadlines set for the current academic year.

If the ISEE-Università declaration is not submitted, the student will be required to **pay the maximum amount of university contributions**.

Please note that if cancellation of the first instalment was requested within the deadlines, **the instalments (first and second) must still be paid no later than 7 June 2027**.

In the event of cancellation of the precautionary application, the first instalment for 2026/2027 must be paid again, even if it had already been paid within the deadlines for submitting the precautionary application.

Please note that **for every late payment** a late-payment penalty of €100.00 will be charged.

Once the precautionary application has been cancelled and the fees for the new year have been paid, the student may book examinations and sit the final degree examination in the first available session of the new academic year.

## 6.4 Enrolment as a Part-time Student

If, for work-related, family, medical, personal or similar reasons, a student feels unable to devote the standard number of annual hours expected for attendance and study, they may choose to enrol as a part-time student. A student who chooses the part-time arrangement will see the number of years of their course increase, in exchange for a reduction in contributions equal to 30% of the tax rate set for the contribution band of their degree programme. For further details, see [Chapter 7 – Fees and Contributions](#).

The choice of part-time status **is irrevocable**, while students already enrolled full-time, for a number of years lower than the normal duration of the course plus 1, may opt for part-time status.

**Please note that the 30% discount granted for part-time status cannot be combined with the exemptions provided for in Section 7.5.2 – Partial exemptions from payment.**

### **When to exercise the part-time option**

The part-time option may be requested at the start of each academic year, after enrolling for the first time or enrolling in a subsequent year. The final deadline for exercising the option, both for students enrolling for the first time and for those enrolling in subsequent years, is set at **31 December 2026**.

**Before submitting the application, it is important to check whether the degree programme allows for part-time study and under what arrangements, by consulting the programme's teaching regulations.** For degree programmes in the health area, part-time enrolment is subject to restrictions and may only be taken up from the second year onwards.

### **Normal duration and agreed duration**

Part-time status may be requested after enrolment, and a study plan may be agreed with a duration equal to twice the number of years remaining compared with the normal duration of the degree programme, subject to any limits set by the programme's teaching regulations.

At the end of this period, the student is placed in "out of course" status under the part-time arrangement. They may still benefit from the 30% reduction, but this will be calculated on the "maximum taxation" rate for the degree programme. For further details, see [Chapter 7 – Fees and Contributions](#).

**VERY IMPORTANT** – Should the student:

- **obtain more than 36 credits (CFU)**, the discount will not be applied for the reference year;
- obtain the credits required to access the final examination for the award of the degree **before the deadline set for the part-time arrangement**, they will still be required to pay the fees relating to the entire agreed study plan.

**The part-time option cannot change the normal duration of the course for the purposes of pension contribution buy-back: certificates will therefore show the "normal" duration of the course, which is valid for legal purposes.**

### **INSTRUCTIONS FOR THE PART-TIME ENROLMENT PROCEDURE**

- a. Go to the Delphi online services website: <http://delphi.uniroma2.it>.
- b. Select Student Area, Button 3, "Enrolment as a part-time student".
- c. Complete the *application for the part-time option* online.

This application must be sent to the relevant Student Affairs Office, which will check that the information provided is in order before forwarding it to the Council of the relevant teaching structure. The Degree Programme Council must, in fact, decide whether to accept the request for the part-time option, and may also provide guidance on a proposed study plan to help direct the student.

Once the relevant Student Affairs Office has received the Degree Programme Council's decision, the student will be called in to sign the contract and to submit to the Student Affairs Office a self-certification of the reasons for which the part-time option is being requested.

Please note that if the application is not submitted to the Student Affairs Office within the deadline, the request will be null and void.

## Chapter 7 – University Fees

In accordance with Article 1, paragraph 254, of Law No. 232 of 11 December 2016 (“State Budget for the 2017 financial year and multi-year budget for 2017-2019”), Tor Vergata University of Rome has set the levels of student contributions for its degree programmes in compliance with the principles of fairness, gradualism and progressivity, in order to guarantee the right to education and to reward commitment and merit.

The University has therefore put in place, for the 2026/2027 academic year, a system for calculating student contributions structured as follows:

- A) an all-inclusive contribution that considers the ISEE-Università, the degree programme, the credits (CFU) acquired and the student’s cohort.

The all-inclusive contribution is defined by the contribution band of the degree programme, as shown in the following table:

|                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Contribution class 1</b></p> <ul style="list-style-type: none"> <li>- <b>Ordinary taxation:</b><br/>From 0 € up to a maximum of 2,270 €</li> <li>- <b>Higher taxation:</b><br/>From 200 € up to a maximum of 2,576 €</li> <li>- <b>Maximum taxation:</b><br/>From 450 € to a maximum of 2,932 €</li> </ul> | <ul style="list-style-type: none"> <li>- All Bachelor’s degree courses, one-cycle degree courses, Master’s degree courses which are not included in other contribution classes</li> <li>- One-Cycle degree in Law and Civil Engineering and Architecture</li> <li>- Bachelor’s degree in Food and Wine Tourism</li> <li>- Degree course in General, Developmental, Gender and Social Behavioural Psychology</li> </ul>                                                                                                                                                                                                                                                                                                                                        |
| <p><b>Contribution class 2</b></p> <ul style="list-style-type: none"> <li>- <b>Ordinary taxation:</b><br/>From 0 € to a maximum of 3,100 €</li> <li>- <b>Higher taxation:</b><br/>From 200 € to a maximum of 3,448 €</li> <li>- <b>Maximum taxation:</b><br/>From 500 € to a maximum of 3,895 €</li> </ul>       | <ul style="list-style-type: none"> <li>- One-Cycle degree courses (Medicine and Surgery), Master’s degree in Human Nutrition Sciences, Master’s degree in the Health care sector (including students enrolled in the MA under the previous system)</li> <li>- Master’s degree in Biotechnology (held in English)</li> <li>- Bachelor’s degree in Engineering Sciences (held in English)</li> <li>- Master’s degree in Physical Activities and Health Promotion (held in English)</li> <li>- Bachelor’s degree in Managerial Engineering (mainly e-learning)</li> <li>- Master’s degree in Mechatronics Engineering (held in English)</li> <li>- Master’s degree in Italian Language and Culture for Foreigners: Welcoming and Internationalisation</li> </ul> |

|                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Contribution class 3</b></p> <ul style="list-style-type: none"> <li>- <b>Ordinary taxation:</b><br/>From 0 € to a maximum of 3,600 €</li> <li>- <b>Higher taxation:</b><br/>From 200 € to a maximum of 4,042 €</li> <li>- <b>Maximum taxation:</b><br/>From 500 € to a maximum of 4,445 €</li> </ul> | <ul style="list-style-type: none"> <li>- One-Cycle degree in Dentistry and Dental Prostheses;</li> </ul>                                                                                                                                                                                                                                                                                                                                     |
| <p><b>Contribution class 4</b></p> <ul style="list-style-type: none"> <li>- <b>Ordinary taxation:</b><br/>From 0 € to a maximum of 4,250 €</li> <li>- <b>Higher taxation:</b><br/>From 200 € to a maximum of 4,655 €</li> <li>- <b>Maximum taxation:</b><br/>From 550 € to a maximum of 5,210 €</li> </ul> | <ul style="list-style-type: none"> <li>- Master's degree in Economics (held in English)</li> <li>- Master's degree in Finance and Banking (held in English)</li> <li>- Master's degree in Pharmacy (held in English)</li> <li>- Master's degree in Art History in Rome, from Late Antiquity to the Present (held in English)</li> <li>- Degree course in Tourism Strategy, Cultural Heritage, and Made in Italy (held in English)</li> </ul> |
| <p><b>Contribution class 5</b></p> <ul style="list-style-type: none"> <li>- <b>Ordinary taxation:</b><br/>From 0 € to a maximum of 5,250 €</li> <li>- <b>Higher taxation:</b><br/>From 200 € to a maximum of 5,705 €</li> <li>- <b>Maximum taxation:</b><br/>From 600 € to a maximum of 6,105 €</li> </ul> | <ul style="list-style-type: none"> <li>- Master's degree in Business Administration (held in English)</li> <li>- Master's degree in European Economics and Business Law (held in English)</li> <li>- One-Cycle degree in Conservation and Restoration of Cultural Heritage</li> </ul>                                                                                                                                                        |
| <p><b>Contribution class 6</b></p> <ul style="list-style-type: none"> <li>- <b>Ordinary taxation:</b><br/>From 0 € to a maximum of 7,250 €</li> <li>- <b>Higher taxation:</b><br/>From 200 € to a maximum of 7,763 €</li> <li>- <b>Maximum taxation:</b><br/>From 600 € to a maximum of 8,255 €</li> </ul> | <ul style="list-style-type: none"> <li>- One-Cycle degree in Medicine and Surgery (held in English)</li> <li>- One-Cycle degree in Veterinary Medicine (final approval pending)</li> <li>- Bachelor's degree in Business Administration and Economics (held in English)</li> </ul>                                                                                                                                                           |

|                                                                                                                                                                                                                                                                          |                                                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• <b>Ordinary taxation:</b><br/>From 0 € to a maximum of € 9.000</li> <li>• <b>Higher taxation:</b><br/>from € 300 to a maximum of € 9.570</li> <li>• <b>Maximum taxation:</b><br/>from € 650 to a maximum of € 10.100</li> </ul> | Bachelor's degree in Global Governance (held in English) |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|

For each contribution band, three types of taxation have been defined, which consider the credits (CFU) acquired and the number of years of enrolment on the programme, structured as follows:

- **The “Ordinary” rate** applies to all students who are:
  - a. **enrolled for the first time in 2026/2027 on a degree programme;**
  - b. enrolled for the first time in the 2025/2026 academic year and **who have obtained at least 10 credits (CFU) (or 6 CFU for part-time students)** between 10/08/2025 and 10/08/2026;
  - c. enrolled for **no more than one year beyond** the normal duration of the degree programme and **who have obtained at least 25 credits (CFU) (or 18 CFU for part-time students)** between 10/08/2025 and 10/08/2026;

- **Full exemption (no-tax area)**

Students are exempt from paying the annual all-inclusive contribution if they jointly meet the following requirements:

- a) they belong to a household whose Equivalent Economic Situation Indicator (ISEE-Università) is less than or equal to €26,000;
- b) they have been enrolled at their university for a number of academic years less than or equal to the normal duration of the degree programme, plus one;
- c) in the case of enrolment in the second academic year, they have obtained at least 10 credits (CFU) (or 6 CFU for part-time students) by 10 August of the first year; in the case of enrolment in subsequent years, they have obtained at least 25 credits (CFU) (or 18 CFU for part-time students) in the twelve months preceding 10 August of the academic year prior to the relevant enrolment.

For the purposes of the exemption, students enrolled in the first academic year need only meet the ISEE-Università requirement.

Payment of the regional tax and stamp duty (€156) is due in any case.

- **Partial exemptions**

Students are partially exempt from paying the annual all-inclusive contribution if they jointly meet the following requirements:

- a) they belong to a household whose Equivalent Economic Situation Indicator (ISEE-Università) is greater than €26,000 and less than or equal to €30,000;
- b) they have been enrolled at their university for a number of academic years less than or equal to the normal duration of the degree programme, plus one;
- c) in the case of enrolment in the second academic year, they have obtained at least 10 credits (CFU) (or 6 CFU for part-time students) by 10 August of the first year; in the case of enrolment in

subsequent years, they have obtained at least 25 credits (CFU) (or 18 CFU for part-time students) in the twelve months preceding 10 August of the academic year prior to the relevant enrolment.

For the purposes of the partial exemption, students enrolled in the first academic year need only meet the ISEE requirement.

Payment of the regional tax and stamp duty (€156) is due in any case.

The partial exemption amount is calculated by applying the discount relating to the relevant ISEE-Università bracket (Table 1) to the contribution determined according to the contribution band:

| ISEE-Università             | % Discount |
|-----------------------------|------------|
| Between €26,000 and €28,000 | 60         |
| Between €28,001 and €30,000 | 55         |
| More than €30,000           | 0          |

- **The “Higher” rate** applies to all students who do not fall within the ordinary rate and are enrolled for **no more than one year beyond** the normal duration of the degree programme and **who have obtained at least 12 credits (CFU)** (at least 6 CFU in the case of enrolment in the second year) between 10/08/2025 and 10/08/2026;

### Partial exemptions

Students who fall within the higher rate and belong to a household whose Equivalent Economic Situation Indicator (ISEE-Università) is greater than €20,000 and less than or equal to €30,000 are partially exempt from paying the annual all-inclusive contribution.

The partial exemption amount is calculated by applying the discount relating to the relevant ISEE-Università bracket to the contribution determined according to the contribution band:

| ISEE-Università             | % Exemption |
|-----------------------------|-------------|
| Up to €20,000               | 100         |
| Between €20,000 and €22,000 | 80          |
| Between €22,000 and €24,000 | 50          |
| Between €24,000 and €26,000 | 30          |
| Between €26,000 and €28,000 | 20          |
| Between €28,000 and €30,000 | 10          |

- **The “Maximum” rate** applies to all students who do not fall within the ordinary or higher rate and are:
  - enrolled for **two or more years beyond** the normal duration of the degree programme;
  - enrolled for **no more than one year beyond** the normal duration of the degree programme and who **have not obtained at least 12 credits (CFU)** (fewer than 6 CFU in the case of enrolment in the second year) between 10/08/2025 and 10/08/2026.

The university contribution will be calculated, in proportion to the ISEE-Università obtained, as follows:

- for **ISEE-Università values between €0 and €90,000.00**: the contribution is proportional to the value and varies according to the contribution band and the type of taxation of the programme;
  - for **ISEE-Università values above €90,000.00, or where no ISEE-Università has been submitted**: the contribution will be the maximum provided for the contribution band and type of taxation of the programme.
- B) For students enrolled for the first time before the 2020/2021 academic year: students for whom the ISEE calculation is not applicable pursuant to Article 8, paragraph 5, of DPCM 159/2013 are required to pay, in addition to the regional tax and stamp duty, a fixed annual all-inclusive contribution based on their country of origin, structured as follows:
- €500.00 for students from so-called developing countries, as defined by MUR Decree No. 176 of 24/02/2026<sup>6</sup> and subsequent updates;
  - €1,000.00 for all other international students, or Italian students with income earned abroad.
- C) From the 2020/2021 first-year intake onwards, international students, or Italian students with income earned abroad, for whom the ISEE calculation is not applicable pursuant to Article 8, paragraph 5, of DPCM 159/2013, are required to pay, in addition to the regional tax and stamp duty:
- a) Regardless of country of origin, a fixed annual all-inclusive contribution of €2,500.00, even if in possession of a Lazio DiSCo scholarship, for the Bachelor's and Master's Degree programmes taught in English "M.Sc. Business Administration", "M.Sc. Finance and Banking", "B.Sc. Business Administration and Economics", "M.Sc. European Economy and Business Law", "M.Sc. Economics", "Global Governance" and the Single-cycle Master's Degree in "Pharmacy", "Medicine and Surgery";
  - b) For all other programmes not included in point a), a fixed annual all-inclusive contribution based on country of origin, even if in possession of a Lazio DiSCo scholarship, structured as follows:
    - €500.00 for students from so-called developing countries, as defined by MUR Decree No. 176 of 24/02/2026<sup>7</sup> and subsequent updates;
    - €1,000.00 for all other students;
- D) From the 2025/2026 first-year intake only, for the Degree in Global Governance, international students, or Italian students with income earned abroad, for whom the ISEE calculation is not applicable pursuant to Article 8, paragraph 5, of DPCM 159/2013, are required to pay, in addition to the regional tax and stamp duty, a fixed annual all-inclusive contribution of €4,500.00, even if in possession of a Lazio DiSCo scholarship.

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<sup>6</sup> Afghanistan, Angola, Bangladesh, Benin, Burkina Faso, Burundi, Cambodia, Central African Republic, Chad, Comoros, Democratic People's Republic of Korea, Democratic Republic of the Congo, Djibouti, Eritrea, Ethiopia, Gambia, Guinea, Guinea Bissau, Haiti, Kiribati, Lao People's Democratic Republic, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mozambique, Myanmar, Nepal, Niger, Rwanda, Senegal, Sierra Leone, Solomon Islands, Somalia, South Sudan, Sudan, Syrian Arab Republic, Tanzania, Timor-Leste, Togo, Tuvalu, Uganda, Yemen, Zambia

<sup>7</sup> Afghanistan, Angola, Bangladesh, Benin, Burkina Faso, Burundi, Cambodia, Central African Republic, Chad, Comoros, Democratic People's Republic of Korea, Democratic Republic of the Congo, Djibouti, Eritrea, Ethiopia, Gambia, Guinea, Guinea Bissau, Haiti, Kiribati, Lao People's Democratic Republic, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mozambique, Myanmar, Nepal, Niger, Rwanda, Senegal, Sierra Leone, Solomon Islands, Somalia, South Sudan, Sudan, Syrian Arab Republic, Tanzania, Timor-Leste, Togo, Tuvalu, Uganda, Yemen, Zambia

**Programmes delivered mainly by distance or blended learning within the Humanities and Philosophy Macro-area**

It is confirmed that, also for the 2026/2027 academic year, a 20% reduction applies to programmes within the Humanities and Philosophy Macro-area whose teaching regulations provide for mainly distance or blended delivery (the Master's Degree in Italian Language and Culture for Foreigners for International Reception is excluded).

**Important**

To make it easier to understand the fee system, a **Fee Simulator** has been made available at <http://studenti.uniroma2.it/>, by selecting the “Fees and Benefits” menu.

**Procedures for Verifying Merit Requirements for Fee Calculation**

The merit assessment (credits obtained) is carried out automatically by the University and does not require an application to be submitted. Credits must therefore have been obtained in the twelve months preceding 10 August prior to the relevant enrolment. For this purpose, reference is made to examinations recorded and registered by that date, except for credits obtained through curricular traineeships by students enrolled on degree programmes qualifying for the health professions: these credits will be taken into account even if registered at a later date, but no later than 30 September.

In the case of integrated examinations, the credits relating to all the tests making up each integrated examination must have been obtained and validated by 10 August.

Examinations taken and credits obtained by University students at foreign universities as part of exchange programmes are considered only if validated or recognised in the twelve months preceding 10 August prior to the relevant enrolment.

**VERY IMPORTANT:**

**Credits relating to examinations validated from previous academic careers are not considered when calculating university contributions.**

**Payment of University Fees and Deadlines**

Students wishing to make use of the services provided by Tor Vergata University of Rome must be up to date with their annual enrolment and with the payment of university fees and contributions.

Students are therefore required to periodically check their administrative position by accessing the Delphi area, University Fees Management section. In that section, next to each amount due, the relevant payment deadline is shown.

Students who are not up to date with fee payments:

- cannot sit examinations;
- cannot obtain any certificate relating to the part of their academic record affected by the non-payment;
- cannot obtain clearance to transfer to another university.

University fees and contributions as set out in the preceding sections are paid as follows:

a. **First instalment**

The **first instalment**, which all students are required to pay, regardless of circumstances, unless exempt, is made up as follows:

1. Stamp duty as required by current legislation: €16.
2. Regional tax for the Right to Education: set by the Lazio Region at €140.

3. University contribution, which varies according to the type of taxation as follows:

- a. Ordinary rate: €0
- b. Higher rate: €200
- c. Maximum rate: €332

By way of example, a summary of how the first instalment amount is calculated is given below:

|                              | Type of Taxation              |                                  |                              |  |
|------------------------------|-------------------------------|----------------------------------|------------------------------|--|
|                              | Ordinary<br>(Amounts in<br>€) | • *Higher**<br>(Amounts in<br>€) | Maximum<br>(Amounts in<br>€) |  |
| Stamp duty                   | 16                            | 16                               | 16                           |  |
| Regional tax                 | 140                           | 140                              | 140                          |  |
| University contrib.          | 0                             | 200                              | 332                          |  |
| <b>1st instalment amount</b> | <b>156</b>                    | <b>356</b>                       | <b>488</b>                   |  |

• **Deadline for the first instalment:**

**For first-year enrolment**, the first instalment must be paid at the same time as the enrolment process, as specified in the notices/announcements for each degree programme, or, where this is not specified, by 6 November 2026.

**For enrolment in subsequent years**, the first instalment must be paid by **6 November 2026**.

The payment slip for the first instalment is issued by the Delphi information system in the personal area at the time of first enrolment or enrolment in a subsequent year.

• **Late-payment penalty:**

In the event of payment after the deadline, a late-payment penalty will automatically be charged as follows:

- €50 for payment made by 31 December 2026;
- €100 for payment made after that date.

b. **Second instalment**

The amount of the **second instalment** is determined according to the contribution band of the degree programme, the type of taxation (ordinary, higher or maximum) and the financial capacity of the student's household, based on the Equivalent Economic Situation

Indicator for University purposes (ISEE – Università).

**PRINTING THE PAYMENT SLIP FOR THE SECOND INSTALMENT**

- a. Go to the Delphi online services website: <http://delphi.uniroma2.it>
- b. Select Student Area, Button 4
- c. “Online career management”

- d. Select “Payment of fees and contributions”
- e. Print the relevant payment slip
- f. Pay the amount due through the PagoPA system, which allows payment to be made through a variety of channels, either in person or online. Links and further information on payment methods are available at the following web address: [studenti.uniroma2.it/pagamento/](http://studenti.uniroma2.it/pagamento/)
- g. Log back in to the Delphi website within 48 hours of payment and confirm by clicking the “Confirm PagoPA” button

- **Deadline for the second instalment:**

The second instalment can be paid in 2 ways:

- a. **in two instalments (the system’s default option)**
  - 50% to be paid by 31 March 2027
  - 50% by 31 May 2027.
- b. **in a single payment, to be made by 31 March 2027, if** the “single payment” option has been selected, or if the amount of the 2nd instalment is less than €300.00

- **Late-payment penalty:**

In the event of payment after the deadline, a

late-payment penalty will automatically be charged as follows:

- a. €50.00 for payment made within one month of the deadline;
- b. €100.00 for payment made more than one month after the deadline.

**Please note that, in order to avoid late-payment penalties, instalments must always be paid by the relevant deadlines. Should instalments be recalculated, the appropriate adjustments/refunds will be made at the student’s request. Please note: instalment deadlines refer exclusively to the payment date and not to the confirmation date (which may take place after the deadline).**

To make it easier to understand the fee system, a Fee Simulator has been made available at <http://studenti.uniroma2.it/>, by selecting the “Fees and Benefits” menu.

## Payment Methods

University fees and contributions can be paid using the PagoPA system. The **PagoPA system** guarantees electronic payments to public administration bodies.

**Payments can be made:**

- online by credit card: [utov.it/PagoPA](http://utov.it/PagoPA)
- through the PagoPA IO app, if you have SPID credentials
- through home/mobile banking, via the CBILL circuit or other channels affiliated with the PagoPA system
- at any bank branch or ATM that allows payment via the CBILL circuit or other channels affiliated with the PagoPA system
- at Sisal/Lottomatica outlets

- **it is possible to pay the PagoPA payment slip at some Poste Italiane branches. The up-to-date list of all Payment Service Providers (PSPs) where you can pay with PagoPA is available at the following link: <https://www.PagoPA.gov.it/it/dove-pagare/>. After making the payment, the student must return to their personal Delphi page and confirm the payment.**

Further information on **payment** methods, including **online** payment, is available at the following link: [studenti.uniroma2.it/pagamento/](https://studenti.uniroma2.it/pagamento/).

#### PLEASE NOTE

**Use only and exclusively the payment slip generated at the time of enrolment. Any other amount paid in any other form (for example, by direct bank transfer) will not be valid for the purposes of the above enrolment and will not be refunded.**

#### ISEE-Università

Students wishing to benefit from a reduction in university contributions compared with the maximum amount must, through their personal area on the Delphi portal, authorise the University to obtain the required ISEE-Università certification from the INPS database **by 15 December 2026**.

To be considered valid, the ISEE declaration must be **specifically requested for university study benefits, in the student's name**.

Students who do not wish to make use of the fee reduction (i.e. do not submit a valid ISEE-Università), or whose ISEE-Università is above **€90,000**, or who do not authorise its retrieval from the INPS database, will automatically be charged the maximum rate for their band.

**ISEE certifications will not be accepted if they:**

- **have expired and are therefore no longer valid**
- **are not applicable to benefits under the Right to University Study**
- **show an amount equal to zero**

**ISEE-Università certifications containing omissions/notes of discrepancy may be acquired by the student overriding the system, who thereby assumes responsibility in the event of subsequent checks. The University reserves the right to request further documents.**

**Once the ISEE-Università certification has been obtained, fees will be recalculated and no new certifications may be entered for the rest of the academic year.**

#### *What the ISEE Certification Is and What It Is For*

The ISEE certification (Equivalent Economic Situation Indicator) is the tool used to assess the financial situation of those applying for subsidised social benefits, **reserved for EU and non-EU students belonging to a household with income declared in Italy**. The certification is obtained by combining and assessing three elements: income, assets and household composition.

Where parents are not part of the household, for the purposes of university benefits, reference may be made to the student's household alone, but only where the following situations apply:

- The student has been resident outside the family home for at least two years prior to the date on which the application for first enrolment on each degree programme is submitted, in accommodation not owned by a member of the household.
- The student has adequate income capacity.

If at least one of the above conditions is not met, the student is considered part of the parents' household.

Under current legislation, the only ISEE valid for calculating the applicable contribution band and for accessing other benefits provided under the right to university study is the **ISEE-Università**, which is valid for the purposes of subsidised benefits for the right to university study.

### *How and to Whom to Request the ISEE-Università*

In order to obtain the ISEE certification for benefits relating to the right to study (ISEE-Università), the **full Single Substitutive Declaration (DSU)** must be completed.

- The DSU contains information on the household and on the income and assets of each household member. It must be completed and submitted to one of the following:
  - Tax Assistance Centres (CAF);
  - INPS, including online via the INPS portal.

The average time for the ISEE-Università certification to be issued after the DSU has been completed is around ten working days.

Since submitting the DSU requires information on movable and immovable assets, and obtaining the relevant certifications can take several days, **students are advised to allow themselves enough time to submit the DSU**, by contacting a CAF, which will provide all useful information on obtaining the ISEE-Università.

**The University cannot help in completing the Single Substitutive Declaration.**

Once the ISEE-Università certification has been obtained, from INPS or from a CAF, the student must log in to the Delphi platform to check that it has been correctly acquired and that the second instalment has been recalculated.

**If any irregularities are found in the acquisition of the ISEE, the student must promptly report the problem by writing to [caf@uniroma2.it](mailto:caf@uniroma2.it).**

### *Equivalent University ISEE (ISEE-Università Parificato)*

To access the benefits available for the reduction of university contributions, **students (EU and non-EU) belonging to a household with income declared abroad, who are enrolling for the first time or enrolling in a year after the first, or Italian students with income declared abroad**, must obtain the Equivalent ISEE-Università certification (data-collection form for the equivalent university indicator) by **15 December 2026**, from any CAF nationwide.

In order to obtain the Equivalent ISEE-Università certification, the student must present, in addition to documentation relating to any income and assets produced in Italy, documentation relating to income and assets produced abroad by every member of their household.

This documentation must be issued by the competent authorities of the country in which the assets and income were produced, legalised and translated into Italian by the competent Italian diplomatic representations, with amounts converted into euros.

For countries where there are particular difficulties in issuing such documentation, it may be requested from foreign diplomatic or consular representations in Italy and legalised by the Prefettura pursuant to Article 33 of Presidential Decree No. 445 of 28 December 2000.

For international students coming from one of the particularly poor countries identified under current legislation, the income requirement is assessed on the basis of documentation issued by the Italian representation in the country of origin, certifying that the student does not belong to a family known to have a high income and high social standing (DPCM 9/4/2001).

Once the Equivalent ISEE certification has been obtained, the student must upload a copy of the Equivalent ISEE-Università issued by the CAF, a copy of the family status certificate, and copies of the certificates used to issue that certification (written in the original language, legalised and/or apostilled, and officially translated into Italian) to the ApplyNow system, logging in with the same credentials used for Delphi, at the following address: <https://applynow.uniroma2.it/login>

For assistance, please write to: [caf@uniroma2.it](mailto:caf@uniroma2.it)

**Equivalent ISEE certifications showing an amount of zero will not be accepted. In this case, the flat tax will be applied.**

For further information on the ISEE-Università, please see the ISEE-Università section of this Guide, or visit <http://studenti.uniroma2.it/>.

### *By When the ISEE-Università Certification Must Be Requested*

The ISEE-Università certification for the right to university study must be requested **by 15 December 2026**. As soon as the ISEE certification has been obtained, the student must, via the Delphi portal, authorise the University to acquire the ISEE-Università from the INPS portal within the certification's period of validity.

Students who already hold a valid ISEE-Università do not need to request a new ISEE-Università certification for enrolment in the 2026/2027 academic year, but must authorise the University to obtain the ISEE-Università certification from the INPS database, through their personal area on the Delphi portal, by 15 December 2026.

Therefore, students **MUST NOT** submit any paper or electronic document to the University offices. Any ISEE-Università certification submitted to the offices or sent by email/certified email will not be taken into consideration and will not stop the submission deadlines from running.

PLEASE NOTE: International students with a household and income in Italy who are unable, at the time of first enrolment and/or enrolment in subsequent years, to authorise the University to retrieve tax data from the INPS database must, by the deadline stated above (15/12/2026), contact the General Coordination of Student Affairs Offices ([segreteriastudenti@uniroma2.it](mailto:segreteriastudenti@uniroma2.it)) to have the function unlocked.

If the ISEE-Università or the Equivalent ISEE will be issued with a date later than the 15 December 2026 deadline, it will still be possible, provided a valid ISEE-Università is still in force, to authorise the University to retrieve the tax data from the INPS database for a later recalculation of fees, but a penalty for the delay will be applied, as shown in the table below:

| Submission date                        | Penalty amount |
|----------------------------------------|----------------|
| From 16 December 2026 to 14 March 2027 | €150           |
| From 15 March 2027 to 31 May 2027      | €200           |

**ISEE declarations requested after 31 May 2027 cannot be accepted for access to the benefits available for the 2026/2027 academic year.**

The penalty for submitting the ISEE-Università is **cumulative with late-payment penalties** for fees and contributions.

**The penalty** for late submission of the ISEE-Università will not be applied in the following cases:

- first enrolment on Bachelor's, Master's and single-cycle Master's degrees, where enrolment takes place after 1 December 2026;

- first enrolment on programmes with restricted numbers after 1 December 2026, following movement down the ranking list or for competitions announced after that date;
- first enrolment following a transfer from another university completed after 31 December 2026.

**Students must keep their ISEE-Università certification.**

**Tor Vergata University of Rome carries out spot checks on ISEE declarations. In the event of false declarations, students will be prosecuted in accordance with current legislation.**

### **IMPORTANT**

Once the ISEE-Università certification has been acquired, fees will be recalculated and **no new certifications may be entered for the rest of the academic year**. Students will not be able to submit new authorisations in order to request new certifications to be acquired.

Please also note that, pursuant to Legislative Decree No. 68 of 29 March 2012, Article 10, paragraph 3, anyone who, without meeting the conditions established by state and regional provisions, submits false declarations, whether their own or those of household members, in order to obtain the relevant benefits, is subject to an **administrative penalty** consisting of payment of a **sum equal to three times** the amount received, or the **value of the services improperly enjoyed**, and loses the right to obtain further benefits for the duration of their studies.

### *Recommendations*

- Please note that students who have submitted an application for a Lazio DiSCo scholarship, in order to obtain a reduction in fees and contributions based on income should the scholarship **not be awarded or be revoked**, must in any case, through their personal area on the Delphi portal, authorise the University to obtain the ISEE-Università certification required from the INPS database by 15 DECEMBER 2026.
- Please note that students who have submitted a “precautionary application”, in order to obtain a reduction in fees and contributions based on income should they **fail to graduate in time**, must in any case, through their personal area on the Delphi portal, authorise the University to obtain the ISEE-Università certification required from the INPS database by 15 DECEMBER 2026.

### **Exemptions**

#### *Full Exemptions*

The following types of exemption apply to students enrolled on Bachelor's, Master's and single-cycle Master's degree programmes.

#### **A. Students with disabilities**

Students with **a recognised disability of 66% or more, pursuant to Article 2 of Law No. 118 of 30 March 1971, or recognised as disabled pursuant to Article 3, paragraphs 1 and 3, of Law No. 104 of 5 February 1992**, are fully exempt from paying university fees and contributions for first enrolment and enrolment in subsequent years. The disability must be demonstrated by suitable documentation issued by the competent authority, which must be submitted to [the Technical Secretariat of the Committee for the Inclusion of Students with Disabilities and SLD \(CARIS\), Via del Politecnico 1 \(Faculty of Engineering\)](#).

Pursuant to Article 5 of Decree of the President of the Council of Ministers No. 221 of 7 May 1999, and subsequent amendments, those with a disability rating above 66% also include war-wounded and disabled persons, and persons disabled through service, belonging to Categories One to Five.

### **INSTRUCTIONS FOR THE EXEMPTION PROCEDURE**

Students who meet the conditions for full exemption must follow the enrolment instructions given above, taking care to tick the boxes relevant to their situation (person with a disability / civil invalidity).

The system will issue a payment slip for €0.00, which must be confirmed using the AUTH code shown on the slip. Within 60 days of enrolment, students must submit documentation certifying their disability to the Technical Secretariat of the *Committee for the Inclusion of Students with Disabilities and SLD (CARIS)* ([segreteria@caris.uniroma2.it](mailto:segreteria@caris.uniroma2.it)).

CARIS will check that the documentation submitted is in order and:

- If the documentation is in order:
  - a. it will confirm the fee exemption;
  - b. it will send an email to the student confirming the fee exemption.
- If the documentation is not in order:
  - a. CARIS will re-activate payment of the first instalment;
  - b. it will send an email asking the student to pay the first instalment;
  - c. it will send a communication to the relevant Student Affairs Office ([2.2 Area Student Affairs Offices](#)) stating that the student is not eligible for the fee exemption.

**In the case of “temporary disability”, the student must contact [CARIS](#) (Via del Politecnico 1) before proceeding with subsequent enrolments, which must be repeated each academic year.**

#### **B. Victims of organised crime and terrorism, and victims of duty**

Persons with a civil disability, or children of a person with a civil disability, caused by acts of terrorism or organised crime committed in Italy, are exempt from university contributions for first enrolment and enrolment in subsequent years.

Under Presidential Decree No. 243 of 7/7/2006, victims of crime and terrorism are treated in the same way as victims “of duty” and their surviving family members, and children of beneficiaries of a disability pension (100% disability) pursuant to Article 30 of Law No. 118/1971.

In light of the provisions issued by Lazio DiSCo for the 2026/2027 academic year, students who have applied for a Lazio DiSCo scholarship are also required to pay the regional tax (€140 + €16 stamp duty, paid virtually).

#### **C. Political refugees**

Foreign nationals recognised as having “political refugee status” under the Geneva Convention of 28/7/1951, ratified by Law No. 722 of 24/7/1954, are exempt from paying university contributions. This benefit cannot be requested by students who are not up to date with examinations or who are enrolled beyond the normal duration of the degree programme. The number of students who may benefit from this exemption may not exceed 5% of the total number of foreign students enrolled in the previous academic year. Political refugee status must be evidenced by the official documentation held by the individual, issued by the specific Commission for political refugees established at the Ministry of the Interior. In light of the provisions issued by Lazio DiSCo for the 2026/2027 academic year, students who have applied for a Lazio DiSCo scholarship are also required to pay the regional tax (€140 + €16 stamp duty, paid virtually).

#### **D. Students in receipt of Lazio DiSCo scholarships**

In light of the provisions issued by Lazio DiSCo for the 2026/2027 academic year, students who have applied for a Lazio DiSCo scholarship are also required to pay the regional tax (€140 + €16 stamp duty, paid virtually).

*If payment is not confirmed, enrolment will not be recorded and the Lazio DiSCo benefits will be lost.*

**Please note that students who have submitted an application for a Lazio DiSCo scholarship**, in order to obtain a reduction in fees and contributions based on income should the scholarship not be awarded or be revoked, must in any case, through their personal area on the Delphi portal, authorise the University to obtain the ISEE-Università certification required from the INPS database by 15 December 2026. International students with income earned abroad, and Italian students with income earned abroad, must instead upload the Equivalent ISEE and the related documentation to <https://applynow.uniroma2.it/login>, if they wish to benefit from a recalculation of university fees.

**Italian or international students with income earned abroad, who enrolled for the first time from the 2020/2021 academic year onwards**, who do not submit the ISEE under Article 8 of DPCM 159/2013, are required to pay the fixed annual contribution even if in possession of a Lazio DiSCo scholarship.

#### E. **International scholarship students**

International students holding scholarships from the Italian Government under development cooperation programmes and intergovernmental, cultural and scientific agreements, and related periodic implementation programmes, are fully exempt from paying university fees and contributions.

In academic years after the first, the exemption is subject to the Ministry of Foreign Affairs renewing the scholarship, as well as to the merit requirements under Article 8, paragraph 2, of Legislative Decree No. 68 of 29 March 2012 being met.

#### F. **Students who graduated from secondary school with full marks (100/100)**

All students **enrolling for the first time** at Tor Vergata University of Rome on a degree programme for which the entry qualification is a secondary school diploma, and who obtained a mark of 100/100 at a school within the Italian education system, are exempt from paying the university contribution for the first year, and need only pay the stamp duty and regional tax (€156).

#### G. **Olympic medallists**

All students who have won an Olympic medal are exempt from paying university fees for the entire duration of their studies, and need only pay the stamp duty and regional tax (€156).

#### H. **Winners of the National Ministerial Olympiads**

Winners of the National Olympiads included in the Ministry's programme for recognising excellence for the 2025/2026 school year are exempt from paying the university contribution for the first year, and need only pay the stamp duty and regional tax (€156).

#### I. **Mariposas Project**

Female students who are victims of violence, supported by anti-violence centres recognised by the Regions and by social services, and enrolled in pathways to escape violence, are exempt from paying university fees for the entire duration of their studies and need only pay the stamp duty and regional tax (€156). This measure is included in the "Future Actions" section of the 2023 Gender Budget, approved by the Board of Directors at its meeting of 26 November 2024, and in the 2025-2027 Gender Equality Plan, action 7.1.1 "Mariposas Project", approved by the Board of Directors at its meeting of 17 December 2024.

The exemption also applies to students who are the children (including adopted or foster children) of a parent killed in a femicide or a gender-based homicide, including cases of transfemicide and the killing of transgender

or non-binary people attributable to gender-based violence (approved by the Board of Directors at its meeting on July 28, 2026).

### *Partial Exemptions from Payment*

The following types of partial exemption apply to students enrolled on Bachelor's, Master's and single-cycle Master's degree programmes.

**These partial exemption benefits cannot be combined with one another. Please also note that these benefits cannot be combined with the 30% discount granted for part-time status.**

The procedure for requesting a partial exemption is enabled on the Delphi platform after payment and confirmation of the first instalment.

**Requests for partial exemption must be submitted by 15 March 2027 (with the exception of the benefits for maternity and for students performing civil service, which must be requested by 31 December 2026. For caregiver students, the deadline is as set out in Section 8.15).**

#### **A. Students enrolled with a disability of between 46% and 65% under Article 2 of Law No. 118 of 30 March 1971**

A 20% reduction on the amount of instalments after the first is granted to students enrolled with a disability of between 46% and 65% – Board of Directors resolution of 24 March 2015.

Students who meet the conditions for partial exemption must follow the enrolment instructions given above, taking care to tick the box relevant to their situation (civil disability of between 46% and 65%).

By 15 March 2027, students must submit documentation certifying their disability to the Technical Secretariat of the *Committee for the Inclusion of Students with Disabilities and SLD (CARIS)*.

CARIS will check that the documentation submitted is in order:

- If the documentation is in order:
  - a. it will apply the 20% reduction to the amount of instalments after the first;
  - b. it will send an email to the student confirming this;
- If the documentation is not in order:
  - a. CARIS will re-activate the full amount of instalments after the first;
  - b. it will send an email notifying the student;
  - c. it will send a communication to the relevant Student Affairs Office ([2.2 Area Student Affairs Offices](#)) stating that the student is not eligible for the discount on instalments after the first.

#### **B. Specific Learning Disorder (SLD): a partial exemption of 20% on the all-inclusive contribution, which cannot be combined with other types of partial exemption, is granted to all students with a **certified** SLD\*.**

Students who meet the conditions for partial exemption must follow the enrolment instructions given above, taking care to tick the box relevant to their situation (SLD).

By 15 March 2027, students must submit documentation certifying their SLD to the Technical Secretariat of the *Committee for the Inclusion of Students with Disabilities and SLD (CARIS)*.

CARIS will check that the documentation submitted is in order:

- If the documentation is in order:
  - a. it will apply the 20% reduction to the amount of instalments after the first;

- b. it will send an email to the student confirming this;
- If the documentation is not in order:
  - a. CARIS will re-activate the full amount of instalments after the first;
  - b. it will send an email notifying the student;
  - c. it will send a communication to the relevant Student Affairs Office ([2.2 Area Student Affairs Offices](#)) stating that the student is not eligible for the discount on instalments after the first.

(\*) The SLD certification **must be issued by the National Health Service or, where provided for by the region, by accredited specialists or facilities** authorised to issue SLD certification, and must be detailed and clear, stating the relevant diagnostic codes and explicitly indicating the SLD in Reading and/or Writing and/or Calculation, in accordance with Law 170/2010, the Consensus Conference, Cc-ISS-2011, and subsequent amendments, and with the provisions of the 2012 State-Regions Conference as implemented by each Region.

For the Lazio Region, please refer to the dedicated page on [Specific Learning Disorders - SLD - Salute Lazio](#).

**C. Students with siblings enrolled at this University.**

A 10% reduction on the all-inclusive contribution applies to each sibling enrolled, provided that the ISEE-Università declared by each sibling is equal to or less than €40,000.00.

**D. Employees of Tor Vergata University of Rome, on permanent or fixed-term contracts, enrolled at this University**

A 50% reduction on the amount of the all-inclusive contribution, regardless of income.

**E. Children of employees of Tor Vergata University of Rome enrolled at this University.**

A 50% reduction on the amount of the all-inclusive contribution for students who have at least one parent employed on a permanent or fixed-term contract with an ISEE-Università income not exceeding €50,000.00.

**F. Students from outside the region**

A 5% reduction on the amount of the all-inclusive contribution for students resident in Italy but outside the Lazio region.

**G. Students who graduated with a mark of 110/110 and who enrol on a Master's degree programme**

A 10% reduction on the all-inclusive contribution in the first year for students who graduated at this or another Italian university with a mark of 110/110 and who enrol for the first time on a Master's degree programme.

**H. Maternity/Paternity/Adoption**

Students may choose whether or not to take a period of interruption of studies. If they choose to take a one-year interruption of studies, it will take effect at the time of the birth/adoption, and they will have three years from the date of birth/adoption to choose when to exercise this option. If, instead, they choose not to take the interruption, they may benefit from a 30% reduction in the contribution set for the degree programme, for one year. Please note that this benefit must be requested no later than 31 December 2026 and applies only to the person directly concerned. Furthermore, the interruption and/or the partial exemption on the all-inclusive contribution may only be requested by one person, in cases where the couple are both students enrolled on Bachelor's/Master's/single-cycle Master's degree programmes at the University.

**I. Student-athletes**

A 30% discount on the all-inclusive contribution is granted to students who are certified as having sporting achievements of particular national and international competitive significance, in accordance with the arrangements described in the Regulations on the dual career of athletes and students of Tor Vergata University of Rome.

**J. Caregiver students**

A 30% discount on the all-inclusive contribution is granted, which cannot be combined with other types of partial exemption; or, alternatively, at the applicant's choice, an extension of the expected duration for completing their university studies and a corresponding restructuring of contributions on the same terms and conditions already defined for part-time students (see the relevant Regulations).

**K. Universal civil service or European Voluntary Service:** a 20% discount on the all-inclusive contribution is granted, which cannot be combined with other types of partial exemption; or, alternatively, at the applicant's choice, an interruption for the academic year in which the service is carried out (without payment of the re-registration fee upon resumption of studies). Please note that if a student chooses to interrupt their studies for the academic year in which the service is carried out, they will not be able to sit examinations or print any certificates.

**L. Concurrent enrolment on two degree programmes:** students who enrol simultaneously on two degree programmes at this University may benefit from a 20% reduction on the all-inclusive contribution due for the second degree programme. This reduction applies only where the second programme is a Bachelor's, Master's or single-cycle Master's degree, and **is added to any applicable partial exemptions.**

**M. Students enrolled at AFAM institutions:** students currently enrolled at an AFAM institution who, under concurrent enrolment, also enrol on the Bachelor's Degree in Archaeological, Musical and Performing Arts Heritage at this University may benefit from a 20% reduction on the all-inclusive contribution. This reduction is added to any applicable partial exemptions.

**The benefits provided for partial exemptions under points A) to K) cannot be combined with one another. Please also note that these benefits cannot be combined with the 30% discount granted for part-time status.**

**1. Exemption from payment of the admission test fee**

Participation in the admission and assessment tests for degree programmes for the 2026/2027 academic year that use the University's platform (<https://ammissioneonline.uniroma2.it/>) is **free of charge**. For other programmes, a fee of €30 is set, except for programmes for which a different amount is set in the relevant notices or announcements.

The following categories of students are exempt from this fee:

- persons recognised as disabled under Article 3, paragraphs 1 and 3, of Law No. 104 of 5 February 1992, or with a disability rating of 66% or more (Rector's Decree No. 19161 of 2/07/2014);
- students who obtained a Bachelor's degree at this University with a mark of at least 100/110 and who intend to enrol on a Master's degree programme.

## Miscellaneous Fees

For the **2026/2027** academic year, the amount of the following fees is set out as shown below:

|                                                                                                                                                         |                                            |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|
| Duplicate degree certificate                                                                                                                            | €120 (including stamp duty)                |
| Fee for requesting recognition of an academic qualification obtained abroad, and, where applicable, issue of the related measure                        | €500 (including stamp duty)                |
| Students resuming after interrupting their studies                                                                                                      | €500 for resuming studies                  |
| Recognition of examinations for students who have forfeited their status/withdrawn                                                                      | €60 for the application + €500 if accepted |
| Fee for transfer to another university (by 31/12/2026)                                                                                                  | €166 (including stamp duty)                |
| Fee for internal transfer (by 31/12/2026)                                                                                                               | €66 (including stamp duty)                 |
| Issue of final qualification certificates for Specialisation Schools, University Master's programmes and equivalence of foreign academic qualifications | €130 (including stamp duty)                |

### Health Area Specialisation Schools

Students enrolled on Health Area Specialisation Schools are required to pay university fees and contributions for the 2025/2026 academic year in the following amounts:

#### Medical specialisation schools reorganised under EU legislation

##### Specialisation schools for non-medical graduates

- **First instalment:**
  - Minimum enrolment fee set by the State: €201.58
  - Stamp duty payable to the State: €16.00
  - Regional tax: €140.00

**TOTAL: €357.58 (rounded to €358.00)**

The **payment of the first instalment** must be made at the time of enrolment; for enrolment in subsequent years, within two months of the start date of the training activity.

– **Second instalment:**

**Enrolled from the 2017/18 academic year: €1,708.00**

**Enrolled in academic years before 2017/18: €1,558.00**

The **payment of the second instalment (balance)** must be made within eight months of the start date of the training activity.

- **Specialisation schools for non-medical graduates**
  - **First instalment:**
    - Minimum enrolment fee set by the State: €201.58
    - Stamp duty payable to the State: €16.00
    - Regional tax: €140.00

**TOTAL: €357.58 (rounded to €358.00)**

The **payment of the first instalment** must be made at the time of enrolment, and for enrolment in subsequent years, within two months of the start date of the training activity.

- **Second instalment:**

**First enrolment: €745.00**

**Enrolled in years after the first: €745.00**

The **payment of the second instalment** must be made within eight months of the start date of the training activity.

- ***Dentistry area specialisation schools***

- **First instalment:**

- Minimum enrolment fee set by the State: €201.58
    - Stamp duty payable to the State: €16.00
    - Regional tax: €140.00

**TOTAL: €357.58 (rounded to €358.00)**

The **payment of the first instalment** must be made at the time of enrolment, and for enrolment in subsequent years, within two months of the start date of the training activity.

- **Second instalment:**

**Enrolled from the 2017/18 academic year: €1,708.00**

**Enrolled in academic years before 2017/18: €1,558.00**

The **payment of the second instalment** must be made within eight months of the start date of the training activity.

**RULE COMMON TO ALL SPECIALISATION SCHOOLS**

Given the special nature of these schools, no exemption is available to students enrolled on health area specialisation schools.

For payments made after the relevant deadlines, a late-payment penalty is due, as follows:

- **€50.00** within 30 days of the deadline
- **€100.00** more than 30 days after the deadline

### **Specialisation School for Legal Professions**

Students enrolled on the Specialisation School for Legal Professions are required to pay university fees and contributions for the 2026/2027 academic year in the following amounts:

- Minimum enrolment fee set by the State, adjusted for the planned inflation rate of 0.6%: €201.58
- Stamp duty payable to the State: €16.00
- University contribution: €1,184.00

**TOTAL: €1,402.00**

The regional tax of €140.00 must be added to the above amount.

**First instalment: €702.00 + €140.00**

**Second instalment: €700.00**

The deadline for payment of the second instalment will be announced in the 2026/2027 admissions notice.

For payments made after the relevant deadlines, a late-payment penalty is due, as follows:

- **€50.00** within 30 days of the deadline
- **€100.00** more than 30 days after the deadline

## State Examinations

The professions for which current legislation requires a State Examination to be passed, in order to obtain a licence to practise, are as follows:

- State Examination for the profession of junior biologist; State Examination for the profession of specialist biologist
- State Examination for the profession of chartered accountant
- State Examination for the profession of accounting expert; State Examination for the profession of pharmacist
- State Examination for the profession of junior engineer; State Examination for the profession of specialist engineer
- State Examination for the profession of dentist
- Supplementary examination for statutory auditor.

The amounts of the admission fee for State Examinations, set by resolution of the Board of Directors at its meeting of 23/02/2021, are as follows:

- a fee of **€250.00**, to be paid via the PagoPA system;
- pursuant to Article 2, paragraph 3, of DPCM 21/12/1990, a separate payment of **€49.58**, to be made directly to the Agenzia delle Entrate (Revenue Agency) by those concerned.

For the supplementary examination for **statutory auditor**, the fee, as set by Ministerial Decree of 19 January 2016,

No. 63, is **€100.00**, to be paid via the PagoPA system.

With specific reference to obtaining the licence to practise as a

**medical doctor**, the contribution amount varies according to the circumstances:

- A) **Undertaking post-graduate traineeships qualifying for the profession of medical doctor, pursuant to Article 102, paragraph 2, of Decree-Law No. 18 of 17 March 2020, converted with amendments into Law No. 27 of 24 April 2020.**

The fee payable to the University is **€300.00**. This amount must be paid separately at the time of enrolment, via the PagoPA system.

- B) **Degree qualifying for the profession of medical doctor, class LM 41 (Ministerial Decree No. 58 of 09/05/2018).**

The fee payable to the University is **€100.00**. This fee will be included in the university fee for the final year of the programme, so no separate payment is required.

In both cases, **A) and B)**, pursuant to Article 2, paragraph 3, of DPCM 21/12/1990, a payment of **€49.58** is also required, to be made directly to the Agenzia delle Entrate by those concerned.

**The above fees are non-refundable and relate exclusively to the two State Examination sessions of the current academic year; they cannot be used for examination sessions in subsequent years.**

Please refer to the dedicated page, [https://web.uniroma2.it/it/percorso/esami\\_di\\_stato](https://web.uniroma2.it/it/percorso/esami_di_stato), for further information on administrative procedures.

## Fee Refunds

All refund requests must be **submitted exclusively** to the Student Affairs Office of the relevant Macro-area (2.2 Area Student Affairs Offices).

The office will:

- If the request is valid, send the student and the refunds office confirmation of the correct request and the refundable amount.
- If the request is not valid, send the student a communication explaining that the request is invalid.

**The refund request form can be downloaded from** <https://www.studenti.uniroma2.it/moduli-per-studenti/>

### **Refunds are permitted:**

- **In the event of a double payment or payment exceeding the amount due.** The refund request, with the payment receipt attached, must be submitted **within 30 days of the erroneous payment**.
- **For students who enrolled for the first time on a Bachelor's degree programme or a single-cycle Master's degree programme, who paid the first instalment of university fees but did not submit the documentation required for enrolment to the Student Affairs Office** (refund request for non-completion of enrolment). The refund request, giving reasons and supported by documentation, with the payment receipt for the amount concerned attached, must be submitted by **30 January 2027**.
- **For students who enrolled for the first time on a Master's degree programme, who paid the first instalment of university fees but did not submit the documentation required for enrolment to the Student Affairs Office** (refund request for non-completion of enrolment). The refund request, giving reasons and supported by documentation, with the payment receipt for the amount concerned attached, must be submitted **within 30 days** of the date of payment of the first instalment.
- **Students who did not make use of the favourable provision allowing deferral of enrolment deadlines and who therefore paid enrolment fees for the 2026/2027 academic year**, provided they request a refund by **30 January 2027**.

### **The University does not refund:**

- fees paid to take part in admission tests for degree programmes;
- fees for enrolment on single courses;
- university fees and contributions in the event of withdrawal or transfer to another university;
- amounts of fees and contributions paid through procedures other than those prescribed;

- the regional tax (€156), the refund of which must be requested directly from Lazio DiSCo ([www.laziodisco.it](http://www.laziodisco.it)).

**Refund requests for fees paid for the 2026/2027 academic year cannot be accepted after 31 October 2027.**

### **Penalties and Tax Assessments**

The University will apply the administrative penalties provided for by Article 23 of Law No. 390 of 2 December 1991 to anyone who submits false or misleading declarations, whether their own or those of their family members, without prejudice in any case to the application of criminal law provisions for acts constituting an offence.

Where a false declaration is established, the student is required to pay the amount due, equal to the difference between the second instalment resulting from the verification and the amount due based on the self-certification, plus an equivalent amount as an administrative penalty.

Tor Vergata University of Rome will carry out careful spot checks on the declarations submitted by students; in particular, it will check the accuracy of the family situation declared by the student, comparing the declared income and asset data with the data held by the Agenzia delle Entrate's information system. For this purpose, the University is authorised to have direct access to the Agenzia delle Entrate's Local Authority Tax Register Interchange System (SIATEL).

**Students who pay the maximum amount of fees and contributions are excluded from this check.**

**Please also note that, pursuant to Legislative Decree No. 68 of 29 March 2012, Article 10, paragraph 3, anyone who, without meeting the conditions established by state and regional provisions, submits false ISEE certifications, whether their own or those of household members, in order to obtain the relevant benefits, is subject to an administrative penalty consisting of payment of a sum equal to three times the amount received, or the value of the services improperly enjoyed, and loses the right to obtain further benefits for the duration of their studies.**

## Chapter 8 – During Your Academic Career

This chapter describes the events that are likely to occur during a student's studies, and the related administrative procedures.

### Interruption and Resumption of Studies

If a student does not renew their enrolment, pursuant to Legislative Decree No. 68/2012, and wishes to resume their studies, they must submit a specific application to resume studies.

- During the period of interruption of studies, and until the end of the extraordinary session of the academic year in which studies are resumed, no academic action relating to the interrupted programme may be taken: any such actions will be automatically annulled.
- A request for interruption cannot be revoked.
- The period of interruption is not considered for the purposes of the merit assessment.
- No more than two requests for interruption are permitted during each cycle of the degree programme.

There are 2 types of interruption:

- A. Standard interruption, with no requirement to certify the reasons for it
- B. Interruption due to serious and prolonged illness of the student

#### A. Standard interruption

This type of interruption occurs when a student does not renew their enrolment for at least two academic years. The student is required to pay a re-registration fee set at €500.00 in addition to the fees and contributions due for the academic year in which studies are resumed.

Before requesting to resume their studies, the student must regularise their contribution position (unpaid instalments and any related penalties) relating to the academic year of their last enrolment. They should then follow these instructions:

- a. Go to the Delphi online services website (<http://delphi.uniroma2.it>).
- b. Select Student Area, Button 4, Online career management, and enter your student ID number and password;
- c. Select “During your academic career” and then “Resumption of studies after interruption”;
- d. Complete the application to resume studies online and print it;
- e. Submit the following documentation to the Student Affairs Office (2.2 Area Student Affairs Offices):
  - Application to resume studies
  - €16.00 stamp duty
- f. The Student Affairs Office will authorise resumption of studies and issue a payment slip for the re-registration fee (€500.00).

- g. Pay the amount due through the PagoPA system, which allows payment to be made through a variety of channels, either in person or online. Links and further information on payment methods are available at the following web address: [studenti.uniroma2.it/pagamento/](http://studenti.uniroma2.it/pagamento/)
- h. Log back in to the Delphi website within 48 hours of payment and confirm by clicking the “Confirm PagoPA” button
- i. The student may then proceed to enrol for the new academic year in accordance with the procedure described in [Chapter 6, Enrolment in Subsequent Years](#)

**B. Other forms of interruption: due to serious and prolonged illness of the student; maternity/paternity/adoption; caregiver students; students performing civil or voluntary military service; students with student-athlete status**

A student compelled to interrupt their studies due to serious and prolonged illness duly certified, for at least one academic year, is fully exempt from paying university fees during that period.

In the case of maternity/paternity/adoption, a one-year interruption may be taken, with full exemption from paying university fees during that period.

Students with student-athlete status may request a temporary one-year interruption of studies for major sporting commitments. The same applies to students engaged in Civil Service.

Before requesting to resume their studies, the student must regularise their contribution position (unpaid instalments and any related penalties) relating to the academic year of their last enrolment.

## DEADLINE

**Please note that the application can be submitted from 1 September 2026 to 31 December 2026.**

They should then follow these instructions:

- a. Go to the Delphi online services website (<http://delphi.uniroma2.it>).
- b. Select Student Area, Button 4, Online career management, and enter your student ID number and password.
- c. Select “During your academic career” and then “Resumption of studies after interruption”.
- d. Complete the application to resume studies online and print it.
- e. Submit the following documentation to the Student Affairs Office ([2.2 Area Student Affairs Offices](#)):
  - Application to resume studies
  - €16.00 stamp duty
  - **Medical certificate, or birth certificate for maternity/paternity and/or adoption certificate, or documentation relating to sporting commitments, or certification of caregiver status, or certification of civil service status.**

After carrying out the relevant checks, the Student Affairs Office will enable the Delphi platform so that the student can enrol for the new academic year, as described in [Chapter 6, Enrolment in Subsequent Years](#)

## Alias Career for People in Gender Transition

Tor Vergata University of Rome, as resolved by the Board of Directors on 26 April 2016, has adopted regulations for the activation and management of an Alias career for people undergoing gender transition, in order to guarantee them a peaceful study environment in which interpersonal relationships are based on fairness and mutual respect for the freedom and inviolability of the person. The administrative procedure consists in the activation of an alias career through the assignment of a provisional, temporary and non-consolidatable identity, with the issue of a university record book showing the surname, the first name chosen by the person concerned, and their student ID number. The alias career represents an anticipation of the measures that will become necessary at the end of the gender transition process, with the subsequent correction of personal data as provided for by Law 164/1982. For further information, see [https://studenti.uniroma2.it/it\\_it/carriera-alias-per-persone-in-transizione-di-genere/](https://studenti.uniroma2.it/it_it/carriera-alias-per-persone-in-transizione-di-genere/)

## Withdrawal from Studies

Withdrawal from studies<sup>8</sup> is a formal and irrevocable act by which a student decides to end their university studies. It is important to know that a student:

- May withdraw at any time of year;
- Is not required to pay any outstanding instalments and cannot request a refund of any instalments already paid;
- **Please note that if any examinations appear on the student's academic record for years in which they were not up to date with university fees, these will be automatically annulled. However, before proceeding with withdrawal, the student has the possibility of regularising their position so as not to lose the credits already obtained.**
- Can still obtain certificates relating to their academic record, with a mandatory note recording the withdrawal.

### INSTRUCTIONS FOR THE WITHDRAWAL PROCEDURE

- a. Go to the Delphi online services website: <http://delphi.uniroma2.it>;
- b. Complete the withdrawal request;
- c. Pay the virtual stamp duty via the payment slip attached to the withdrawal application;

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N.B. International students holding a residence permit for study purposes: “Ministerial procedures for the entry, residence and enrolment of international students” (Ref. 18820 of 1 April 2025): *“If a foreign student, already enrolled at an Italian higher-education institution, has withdrawn from their studies and requests new enrolment at the same or another institution, they may not use the specific study visa and residence permit issued for their previous enrolment. Formalising withdrawal from studies results in the loss of the requirements needed to reside in Italian territory and, consequently, the revocation of the residence authorisation (see Article 5, paragraphs 3, 4 and 5, of Legislative Decree No. 286 of 25 July 1998, “Consolidated text of provisions concerning immigration regulations and rules on the status of foreign nationals”, as subsequently amended), as well as the obligation to leave national territory.”*

- d. Return to the Delphi page and confirm the application.

**Once confirmed, the withdrawal is effective and is equivalent to submission to the Student Affairs Office.**

### Forfeiture of Student Status

With regard to “forfeiture of student status”, please note that Article 5-bis of Decree-Law No. 202 of 27 December 2024, converted into Law No. 15 of 21 February 2025, provides as follows: “*The validity of examinations is extended to 10 years for students enrolled on non-licensing degree programmes”.*

For **licensing degree programmes**, however, the previous legislation remains in force, specifically the 8-year time limit set by Article 149 of Royal Decree No. 1592 of 31 August 1933.

Therefore, if the above number of consecutive academic years has elapsed since the date on which the student last sat a examination<sup>9</sup>, provided it was recorded, the student is considered to have forfeited their status.

The years are counted from the date of the last examination taken, or, if more favourable, from the academic year of the student’s last active enrolment.

For degree programmes in the health area, forfeiture does not run from the last examination taken; instead, students forfeit their status nine years after first enrolment.

**Forfeiture occurs even if the student continues to pay university fees.**

**Forfeiture does not occur if the student has passed all examinations and only has the final degree examination outstanding, except for programmes in the health area.**

### Resumption of Studies with Recognition of Examinations after Forfeiture/Withdrawal

If, after forfeiture or withdrawal, a student wishes to resume their studies, they are treated in every respect in the same way as students applying for first enrolment, and are subject to the rules governing enrolment in the first year. Any recognition of credits already obtained is carried out by the relevant Degree Programme Council, after verifying that they are not out of date.

#### **Instructions for resuming studies after forfeiture or withdrawal:**

- Download and complete the application form for reinstatement of academic record following forfeiture or withdrawal, at the following link: <https://studenti.uniroma2.it/moduli-per-studenti/>.
- Request the payment slip from the Macro-area Student Affairs Office (2.2 Area Student Affairs Offices). The payment slip can be requested in person or by sending an email request with a copy of an ID document, specifying: surname and first name, tax code, residential address, municipality and province, and the chosen degree programme.
- Pay the amount due through the PagoPA system, which allows payment to be made through a variety of channels, either in person or online. Links and further information on payment methods are available at the following web address: [studenti.uniroma2.it/pagamento/](https://studenti.uniroma2.it/pagamento/)
- Submit the following documentation to the Student Affairs Office (2.2 Area Student Affairs Offices):

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<sup>9</sup> eiExamination and/or integrated module: this applies only when the complete examination has been recorded, including with the notation “Failed”. Having passed portions of examinations/ partial assessments does not interrupt the forfeiture period.

- Application for reinstatement of academic record
  - €16.00 stamp duty
  - Receipt for payment of the €60.00 fee
  - Copy of an ID document
  - Self-certification/certification of previous academic record or of the qualifications for which recognition is requested, specifying: examinations taken (title, marks, dates, scientific-disciplinary sectors and credits); the university where the qualification was obtained, and any document considered useful for the recognition of examinations taken.
- e. The application submitted will be assessed by the Council of the chosen Degree Programme, for the purposes of
- full or partial recognition of examinations taken, converted into credits.
- f. The Student Affairs Office will inform the applicant of the outcome of the Council's decision, and only then will the
- new enrolment be authorised.

Following full or partial recognition of examinations, in addition to paying the fees and contributions for enrolment, *a one-off fixed fee of €500.00 must be paid within 15 days of receiving the communication* of the Degree Programme Council's decision.

**Requests for recognition following withdrawal/forfeiture must be made at the same time as the enrolment procedure for the new programme, and cannot be submitted in subsequent years.**

## Suspension

### Suspension

A student may request suspension of their academic record where the conditions for concurrent enrolment (see 8.10) do not apply.

- in order to enrol at a foreign university;
- military training institutions;
- a PhD programme;
- a first- or second-level University Master's programme;
- Specialisation Schools (until the relevant qualification is obtained);
- a Research Fellowship.

During the period of suspension, no academic actions may be taken (such as sitting examinations, amending or submitting a study plan, requesting recognition of learning activities, studying abroad under the Erasmus programme, or graduating) until the student's subsequent regular enrolment.

**Before requesting suspension, the student must be up to date with the payment of university fees.**

### INSTRUCTIONS FOR REQUESTING SUSPENSION OF ACADEMIC RECORD

- a. Go to the Delphi online services website (<http://delphi.uniroma2.it>).

- b. Select Student Area, Button 4 “Online career management” and enter your student ID number and password;
- c. Select “During your academic career – Suspension of studies”;
- d. Complete the application online and print it;
- e. Submit the following documentation to the Student Affairs Office ([2.2 Area Student Affairs Offices](#)):
  - Suspension application
  - €16.00 stamp duty
  - University record book (if one has been issued)

***The application must be submitted by the enrolment deadline for the new academic year and no later than 15 December 2026.***

In this case, the student is exempt from paying university fees and contributions for the relevant academic year.

If, instead, suspension is requested after 15 December 2026, it is necessary to pay all university fees and contributions for the 2026/2027 academic year.

#### **INSTRUCTIONS FOR RESUMING SUSPENDED STUDIES**

- a. Go to the Delphi online services website (<http://delphi.uniroma2.it>);
- b. Select Student Area, Button 4 – Online career management;
- c. Enter your student ID number and password;
- d. Select “Resumption after suspension” using the credentials relating to the suspended academic record;
- e. Complete the application to resume studies online and print it;
- f. Submit the following documentation to the Student Affairs Office ([2.2 Area Student Affairs Offices](#)):
  - Application to resume studies;
  - **self-certification of the qualification obtained** or, failing that, **of the years of enrolment** on the programme followed (except for qualifications/programmes completed **abroad**, in which case a **CERTIFICATE** must be submitted);
  - €16.00 stamp duty;

The Student Affairs Office will print the payment slip for the fees due and return the university record book (if one had been issued).

**For the benefits available for reducing the amount of fees, see [Chapter 7 – Fees and Contributions](#)**

#### **Internal Programme Changes**

An internal programme change refers to the possibility of enrolling on a different programme from the one on which the student is currently enrolled. This can be done either between programmes within the same Macro-area or between two different Macro-areas at our University.

Changing to degree programmes under the previous system is not permitted, where these have been discontinued.

Students may submit a programme change request from 1 September 2026 to 31 December 2026, or by the deadline given in the relevant notices/announcements, or as specifically provided for by the teaching regulations of each degree programme.

Before requesting a programme change, depending on the degree programme and the relevant admission notices, it may be necessary to pass the admission test or undergo an assessment of qualifications. Only after the requirements of the degree programme have been verified may the student submit the programme change application.

It is also necessary to be up to date with fee payments for previous years.

## DEADLINE

**Students may submit a programme change request from 1 September 2026 to 31 December 2026.**

## INSTRUCTIONS FOR THE PROGRAMME CHANGE PROCEDURE

- a. Go to the Delphi online services website: <http://delphi.uniroma2.it>;
- b. Select Student Area – Button 4, “Online career management” and log in with your credentials;
- c. Select “During your academic career” “Programme change request”;
- d. Complete the programme change application and print it, together with the €66.00 payment slip (€50.00 + €16.00 stamp duty, paid virtually and non-refundable if the programme change is not completed);
- e. Pay the amount due through the PagoPA system, which allows payment to be made through a variety of channels, either in person or online. Links and further information on payment methods are available at the following web address: [studenti.uniroma2.it/pagamento/](http://studenti.uniroma2.it/pagamento/)
- f. Log back in to the Delphi website within 48 hours of payment and confirm by clicking the “Confirm PagoPA” button
- g. Once the Student Affairs Office has received the programme change application online, it will forward the documentation relating to the student’s academic record to the destination Macro-area/degree programme;
- h. Periodically check the status of the programme change on the Delphi online services website and, once it has been completed, proceed to enrol on the degree programme chosen;
- i. **Enrolment must be paid for the destination degree programme, with no late-payment penalty.**

Please note that a student who has submitted a “programme change application”, in order to obtain a reduction in fees and contributions based on income, must in any case, through their personal area on the Delphi portal, authorise the University to obtain the ISEE-Università certification from the INPS database.

## Incoming Transfers

An incoming transfer refers to a transfer from a degree programme at another university to the same, or a different, degree programme at this university. Transfer to degree programmes under the previous system is not permitted, where these have been discontinued.

### DEADLINE

**Students may submit an incoming transfer request from 1 August 2026 to 31 December 2026, or by the deadline given in the relevant notices/announcements, or as specifically provided for by the teaching regulations of each degree programme.**

Before requesting an incoming transfer, depending on the teaching regulations of the chosen degree programme, it may be necessary to:

- A. request a **TRANSFER CLEARANCE**, which will be granted by the degree programme following a prior assessment of the qualifications held (i.e. examinations taken at another university), by following the instructions below:
  - a. Go to the Delphi online services website: <http://delphi.uniroma2.it>
  - b. Select Student Area Button 2 – Transfer from another University (incoming)
  - c. Select “Request TRANSFER CLEARANCE (prior assessment of qualifications)”
  - d. Select “Complete the application” for assessment of qualifications for transfer clearance

for an incoming transfer;
- e. Select the chosen degree programme;
- f. Complete the application, entering the required information and listing all examinations taken;
- g. Click “next” and, on the following page, note down the CTRL code, which will be needed to return to the menu
- and amend, cancel or reprint the application;
- h. Click to print: the application will be printed showing what has been declared, together with a payment slip for a ZERO amount and the automatic confirmation receipt with the assigned reference number.

The application will be sent online to the degree programme for transfer authorisation.

It is necessary to wait for the degree programme to assess the examinations and qualifications indicated in the application: the outcome of the assessment can be checked by entering the tax code and CTRL code at the “check application status” link.

Students must in any case sit the **admission test** and be successful in the relevant competition (for degree programmes with restricted numbers), or sit the assessment test: in these cases, it is necessary to return to the homepage of the Delphi online services website: <http://delphi.uniroma2.it> and select Button 1 enrolment for admission tests/assessment tests.

Only once the transfer clearance has been issued by the chosen degree programme, or the student has been successful in the relevant competition for a degree programme with restricted numbers, or, if a degree programme with open access that does not require prior clearance has been chosen, may the student complete the incoming transfer application and, at the same time, submit the outgoing transfer application to the university of origin, following the relevant procedures and in any case no later than 31 December 2026.

The university of origin will send the student's leave certificate relating to their academic record to this University.

### **INSTRUCTIONS AFTER TRANSFER CLEARANCE**

- a. Go to the Delphi online services website: <http://delphi.uniroma2.it>
- b. Select Student Area Button 2 – Transfer from another University (incoming) select “incoming transfer application” and complete the application, selecting the Macro-area and relevant degree programme;
- c. Enter your personal details (if the CTRL code from the previous “qualifications assessment application for transfer clearance” is entered, all previously entered data will be retrieved);
- d. Print the incoming transfer application with its CTRL code and keep it carefully;
- e. Confirm the incoming transfer application by clicking button b.2 “confirm transfer application”: IF THIS STEP IS NOT COMPLETED, THE TRANSFER APPLICATION WILL NOT BE FORWARDED TO THE STUDENT AFFAIRS OFFICE;
- f. Submit the outgoing transfer application to the university of origin, in accordance with the deadlines and procedures of the university of origin.

Check the STATUS OF THE TRANSFER by logging back in to the Delphi online services website: <http://delphi.uniroma2.it> - Student Area Button 2 Transfer from another University select button b “Incoming transfer application” select button b.5 “Check the status of the transfer application” and enter the tax code and CTRL code.

When the message “your transfer application has been accepted” appears, this means that the Student Affairs Office has received the leave certificate by post from the university of origin and that the transfer clearance/assessment of qualifications has been issued, and it is then possible to proceed with the FINAL STAGE of enrolment.

### **ENROLMENT FOLLOWING AN ACCEPTED TRANSFER**

- a. Go to the Delphi online services website: <http://delphi.uniroma2.it>
- b. Select Student Area Button 2 – Transfer from another University (incoming) select “c. Enrolment application following accepted transfer” and complete the application, following the instructions.

If transferring from another university, all university fees and contributions required for enrolment at this University must be paid, even if the student has already paid enrolment fees at the university of origin.

**For further information on contributions for enrolment on degree programmes, see [Chapter 7 – Fees and Contributions](#)**

## **Outgoing Transfers**

To transfer from a degree programme at this University to the same, or a different, degree programme at another

university, always check the teaching regulations of the destination university.

**Students may submit an outgoing transfer request from 1 August 2026 and no later than 31 December 2026.**

Conditions for submitting a transfer request:

- Being up to date with fee payments for previous years.
- There is no need to renew enrolment, which must instead be completed at the university to which the student intends to transfer, taking care to consult the relevant regulations of the destination university.
- For transfer to a programme with restricted numbers, the clearance of the destination university must be attached.

### INSTRUCTIONS FOR THE OUTGOING TRANSFER PROCEDURE

- Go to the Delphi online services website (<http://delphi.uniroma2.it>);
- Select Student Area, Button 4 “Online career management” and enter your student ID number and password;
- Select “During your academic career” “outgoing transfer”;
- Complete the transfer application online;
- Print it together with the €166.00 payment slip (€150.00 + €16.00 stamp duty, paid virtually, non-refundable if the transfer is not completed);
- Pay the amount due through the PagoPA system, which allows payment to be made through a variety of channels, either in person or online. Links and further information on payment methods are available at the following web address: [studenti.uniroma2.it/pagamento/](http://studenti.uniroma2.it/pagamento/)
- Log back in to the Delphi website within 48 hours of payment and confirm by clicking the “Confirm PagoPA” button
- Only after confirmation, go in person to the Student Affairs Office ([2.2 Area Student Affairs Offices](#)) to submit:
  - Signed transfer application
  - Copy of the paid payment slip

As soon as the documents are received, the Student Affairs Office will forward **the leave certificate** to the destination university.

### Concurrent Enrolment

Under Law No. 33 of [12 April 2022](#) and Ministerial Decrees No. [930 of 29 July 2022](#) (Provisions allowing concurrent enrolment on two university programmes) and Ministerial Decree No. [933 of 02-08-2022](#) (Provisions allowing concurrent enrolment on two AFAM programmes or on one AFAM programme and one university programme) and the resolution of the Academic Senate of Tor Vergata University of Rome of 20 September 2022, from the 2022/2023 academic year it is possible to enrol on two degree programmes at the same university, or at two different universities, one of which may also be abroad, or at Italian or foreign Institutions of Advanced Artistic and Musical Training (AFAM).

Concurrent enrolment is possible<sup>10</sup> for:

- two Bachelor's, Master's or single-cycle Master's degree programmes belonging to different degree classes and differing by at least two-thirds of their learning activities, with reference to the scientific-disciplinary sectors of basic, core and related activities for Bachelor's/Master's degrees, and with reference to scientific-disciplinary sectors for other programmes;
- a Bachelor's degree programme and a Master's degree programme;
- a Bachelor's or Master's degree programme and a PhD programme;
- a Bachelor's or Master's degree programme and a University Master's programme;
- a Bachelor's or Master's degree programme and a non-medical specialisation course;
- two University Master's programmes, provided they are not the same programme even at two different universities, subject to assessment by the respective collegiate bodies, which will verify whether the conditions exist for acquiring the knowledge and skills needed to achieve the learning objectives of each programme;
- a PhD programme and a University Master's programme (subject to assessment by the respective collegiate bodies, which will verify whether the conditions exist for acquiring the knowledge and skills needed to achieve the learning objectives of each programme);
- a PhD or University Master's programme and a specialisation course (subject to assessment by the respective collegiate bodies, which will verify whether the conditions exist for acquiring the knowledge and skills needed to achieve the learning objectives of each programme; in the case of concurrent enrolment on a PhD programme and a medical specialisation course, see the relevant admission notices).

Students must in any case hold the **academic qualifications** required by national legislation and by University regulations for enrolment at the various levels of degree programmes.

Concurrent enrolment on two programmes that both require **compulsory attendance** is **not permitted** (unless the attendance requirement applies only to laboratory and internship activities).

Concurrent enrolment on two programmes that do not differ by at least two-thirds of their learning activities is also **not permitted**: for the purposes of assessing whether programmes differ by at least two-thirds of their learning activities – given that the calculation must be based on the objective characteristics of the programme in relation to its planned curriculum, and in particular the scientific-disciplinary sectors (SSD) assigned to basic, core, related, supplementary and other activities, as well as the related credits – the relevant teaching structure will refer to the sum of the absolute values of the differences in credits for each disciplinary sector. Where necessary, the relevant teaching structure is responsible for identifying the mandatory SSDs to be used for this calculation. Where the differentiation must be calculated between programmes of different duration, the two-thirds calculation refers to the programme of shorter duration.

Concurrent enrolment on two degree programmes with **restricted numbers at national level** will be governed by a specific ministerial decree, as provided for by Law No. 33 of 12 April 2022.

## 1. Administrative procedures

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See also the Ministry's guidance, with FAQs available at the following link:  
<https://www.mur.gov.it/it/atti-e-normativa/decreto-ministeriale-n-930-del-29-07-2022>

To formalise concurrent enrolment, the procedure described below must be followed, depending on whether the concurrent enrolment involves two different universities or takes place within the same university.

**A) STUDENTS ALREADY ENROLLED ON A DEGREE PROGRAMME AT ANOTHER UNIVERSITY WHO WISH TO ENROL ON ANOTHER DEGREE PROGRAMME AT THE UNIVERSITY OF ROME “TOR VERGATA”**

Students currently enrolled on a programme at another university may enrol on a programme at the University of Rome “Tor Vergata” after obtaining eligibility or admission to the programme of interest, as required by the relevant admission notice. In particular, in order to correctly complete the concurrent enrolment procedure – on pain of exclusion – the student must send an email as described at the following link: <https://studenti.uniroma2.it/procedura-di-iscrizione-per-uno-studente-attualmente-iscritto-in-un-corso-di-studio-di-un-altro-ateneo/>

No discounts are available for enrolment as a second programme from another university. **The student must also inform the other university of the concurrent enrolment.**

For dual enrolment at different universities, the application must be submitted at both universities.

**B) STUDENTS ALREADY ENROLLED ON A DEGREE PROGRAMME AT THE UNIVERSITY OF ROME “TOR VERGATA” WHO WISH TO ENROL ON ANOTHER DEGREE PROGRAMME AT THE SAME UNIVERSITY.**

Students currently enrolled on a programme at the University of Rome “Tor Vergata” may enrol on another programme at the same university after obtaining eligibility or admission to the programme of interest, as required by the relevant admission notice. In particular, in order to correctly complete the concurrent enrolment procedure – on pain of exclusion – the student must send an email as described at the following link: <https://studenti.uniroma2.it/procedura-di-iscrizione-per-uno-studente-attualmente-iscritto-in-un-corso-del-nostro-ateneo/>. After sending the email, the student will be contacted with instructions for enrolment.

Students who enrol concurrently on two degree programmes at our University **benefit from a 20% reduction** on the all-inclusive contribution due for the second programme. The reduction applies **only where the second programme is a Bachelor’s, Master’s or single-cycle Master’s degree**. This discount is added to any applicable partial exemptions.

The criteria and procedures for recognising, at the student’s request, learning activities completed on one of the degree programmes on which the student is concurrently enrolled will be duly publicised, in accordance with the University Teaching Regulations and the teaching regulations of the individual degree programmes.

Students who enrol concurrently on two degree programmes must designate one of the two enrolments as the reference enrolment for accessing benefits available under current legislation on the right to study (**scholarships**), for the entire period of concurrent enrolment on the two programmes. Students already enrolled on a degree programme in a year after the first may not designate the second enrolment as the reference enrolment for the purposes of right-to-study benefits.

Full or partial exemption from payment of the annual all-inclusive contribution applies to both enrolments, where the relevant requirements are met, as self-certified by the student, in cases where the degree programmes are not part of the same university’s range of programmes.

## **Enrolment in Single Courses**

For the purposes of professional development, supplementing their curriculum, or cultural enrichment, the following may apply to enrol on single courses taught as part of a Bachelor’s or Master’s degree

programme at the University, without being enrolled on the programme itself, sitting the relevant examination and receiving formal certification:

- those enrolled at foreign universities;
- students enrolled at other universities in Italy;
- graduates, or holders of the qualification required for enrolment on the University's degree programmes (secondary school graduates);
- graduates who do not hold the curricular requirements needed for admission to a Master's degree programme, in order to fulfil such requirements as prescribed by the relevant programme committee;
- international students residing abroad who require a visa.

Single courses may be taken depending on whether the student holds the entry qualification for the level of the course.

The University's governing bodies set the amount of fees due for enrolment on courses each year, excluding international students taking part in inter-university mobility programmes.

Students enrolled on a degree programme at the University are permitted to concurrently enrol on fee-paying courses under this section, **subject to the opinion of the programme coordinator, who may authorise or refuse its recognition within the curriculum.**

Single courses are subject to the same general or special rules set out in the regulations of the relevant Department, in particular with regard to attendance.

Any exemptions from prerequisite requirements may be authorised by the competent teaching structures. The number of courses that may be taken each year by the persons referred to above is decided on the basis of a reasoned proposal from the degree programmes, following an assessment of the sustainable teaching workload.

For degree programmes with restricted numbers, enrolment is subject to a favourable opinion from the relevant programme council, based on available facilities, sustainable teaching workload and the requirements involved.

Benefits available to students enrolled on the University's degree programmes do not apply to students enrolled on single courses, except for students with disabilities and as provided for under inter-university mobility programmes for international students.

**The procedure for enrolling on single courses, which involves submitting an enrolment application, paying and confirming the payment slip for the cost of the courses issued by the Student Affairs Office upon receipt of the application, can be completed:**

- **for courses starting in the first semester, from 1 September 2026 to 30 November 2026**
- **for courses starting in the second semester, from 15 February 2027 to 16 April 2027**

**For courses with compulsory attendance, the enrolment application must be submitted before the course begins, or in accordance with the provisions of the degree programme.**

#### **INSTRUCTIONS FOR ENROLLING ON SINGLE COURSES**

- Go to the online services website: <http://delphi.uniroma2.it>
- Student Area;
- Section 3 – enrolment on single courses;

- d. Complete the application and print it;
- e. Pay the amount due through the PagoPA system, which allows payment to be made through a variety of channels, either in person or online. Links and further information on payment methods are available at the following web address: [studenti.uniroma2.it/pagamento/](http://studenti.uniroma2.it/pagamento/)
- f. Log back in to the Delphi website within 48 hours of payment and confirm by clicking the “Confirm PagoPA” button
- g. Go to the Student Affairs Office ([2.2 Area Student Affairs Offices](#)) at which the student intends to take the single courses, before the start of the teaching period in which the chosen course is due to take place, and submit:
  - Application to enrol on single courses
  - Copy of the paid payment slip
  - Clearance from the degree programme at the university of origin, if enrolled at other universities not covered by an agreement.

The Student Affairs Office will issue the payment slip for the single courses, calculated as follows:

- for the Humanities Macro-area, and for the Faculties of Economics and Law:
  - €150.00 per examination up to 6 credits
  - €300.00 per examination over 6 credits
- for the Engineering and Science Macro-areas, and for the Faculty of Medicine:
  - €200.00 per examination up to 6 credits
  - €400.00 per examination over 6 credits
- for each examination needed to supplement students’ curricula for enrolment on the University’s Master’s degree programmes: €100.00. In this case, no certification of examinations taken can be issued.

Students recognised as disabled under Article 3, paragraphs 1 and 3, of Law No. 104 of 5 February 1992, or with a recognised disability, are only required to pay the stamp duty of €16 and are exempt from paying fees for enrolment on Single Courses.

**Up to a maximum of 36 credits may be obtained per academic year.**

**The activation of single courses may be subject to specific rules set by the relevant Programme Councils, taking into account available space, prerequisites and required qualifications.**

## 1. PROCEDURE FOR ENROLLING ON SINGLE COURSES FOR

### INTERNATIONAL STUDENTS HOLDING A FOREIGN QUALIFICATION

- Choose which single courses to enrol on and contact the Student Affairs Office of the relevant degree programme by email to check that they are actually available.
- Follow the procedure for enrolling on single courses described above.
- Prepare the following documentation:
  1. Final qualification;

2. If the country that issued the final qualification is on the list of signatories to the Lisbon Recognition Convention<sup>11</sup>, it is possible to submit the Certificate of Correspondence, which the candidate can download independently and free of charge from the ARDI platform: <https://ardi.cimea.it/it>, or a Declaration of Value with an Italian translation and legalisation issued by the Italian diplomatic representation abroad;
3. If the country that issued the qualification is not on the list of signatories to the Lisbon Recognition Convention\*, it is mandatory to submit the Certificate of Comparability and Verification issued by CIMEA – <https://cimea-diplome.it/page-diplome>
4. Certificate of Italian language proficiency at level B2 (for single courses taught in Italian).
  - Send the documentation described above by email to the International Students Office ([international.students@uniroma2.it](mailto:international.students@uniroma2.it)), specifying “single course enrolment request” in the subject line.
  - Wait for the application to be enabled on the Delphi system by the International Students Office, once the documentation has been checked.
  - Contact the office of the degree programme and request that the payment slip for one or more requested single courses be issued by email.

Non-EU students residing abroad who require a visa, having completed the above procedures, must also:

- Submit the online pre-enrolment application via the University portal ([www.universitaly.it](http://www.universitaly.it)), selecting Tor Vergata University of Rome, indicating the single courses they wish to enrol on and uploading the documentation listed above.
- For single courses starting in the first semester, the pre- enrolment application deadline is 31 July 2026; for single courses starting in the second semester, the deadline is 30 November 2026.
- The pre-enrolment application will be checked by the University of Tor Vergata and forwarded to the relevant Embassy/Consulate.

### **Upon arrival in Italy**

- Apply for a residence permit.
- Go to the International Students Office with the original study documentation, passport and entry visa.
- Submit the single course enrolment application to the Student Affairs Office of the degree programme associated with the chosen single course.

### **RESIDENCE PERMIT RENEWAL**

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<sup>11</sup> Albania, Andorra, Armenia, Australia, Austria, Azerbaijan, Belarus, Belgium, Bosnia and Herzegovina, Bulgaria, Canada, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Georgia, Germany, Greece, Iceland, Ireland, Israel, Italy, Kazakhstan, Latvia, Liechtenstein, Lithuania, Luxembourg, North Macedonia, Malta, Moldova, Monaco, Montenegro, New Zealand, Norway, Netherlands, Poland, Portugal, Romania, Russia, San Marino, Holy See (Vatican), Serbia and Montenegro, Slovakia, Slovenia, Spain, Sweden, Switzerland, Turkey, Ukraine, Hungary, United Kingdom, United States of America.

It is not possible to obtain renewal of a residence permit for the purpose of continuing studies on a further single course other than the one for which entry into Italy was granted. **Renewal for the continuation of studies is only permitted in the case of enrolment on a degree programme.**

**In the case of an application for admission to a degree programme with restricted numbers at national or local level, the candidate will be treated in the same way as EU citizens.**

**Please note: renewal of a residence permit is the exclusive responsibility of the Questura (Police Headquarters).**

## Foundation Course

Also for the 2026/2027 academic year, the Foundation Course in English is being run at the IaD School, pursuant to Article 6, paragraph 1, of Ministerial Decree No. 270 of 22 October 2004, which allows universities to organise preparatory learning activities ahead of entry to academic degree programmes.

The Foundation Course is an English-language programme designed to prepare international students to study at Italian universities. It is aimed both at those who have completed secondary school but do not have the twelve years of schooling required for enrolment at Italian universities, or the formal qualification needed for access to university in their own country and in Italy, and at those who, although they already have twelve years of schooling, wish to improve their preparation and language skills. The courses offered allow students to complete their language and subject preparation, become familiar with the specialist terminology of individual subjects, and acquire the skills needed to sit admission tests for the University's Bachelor's degree programmes.

The Foundation Course is organised into two study pathways, **Social Sciences** and **Natural Sciences**, each totalling 60 equivalent credits, of which 20 are for Italian language, 10 for English language and 30 for examinations in the chosen pathway. The pathway must be chosen at the time of enrolment and cannot be changed afterwards. Credits obtained cannot be recognised for the purposes of any subsequent enrolment on a degree programme.

Admission requires a certificate of English language proficiency at level B2 of the CEFR or higher<sup>12</sup>; native English speakers, or candidates with English as a second language, may be exempted from this requirement on presentation of suitable official documentation. Candidates must also hold a final secondary school diploma which, in the country where it was obtained, allows access to an academic-level programme.

A maximum of 250 places are available; the course is activated once a minimum of 25 students have enrolled. Applications are assessed in chronological order of receipt, according to two application windows (29 April to 16 July 2026, and 31 August to 30 September 2026).

The fee is divided into three instalments, the amounts of which will be set out in the annual notice.

Amounts paid are non-refundable, even if a visa is not issued. Students holding political refugee status or temporary protection status are exempt from paying the three instalments, on presentation of a valid residence permit.

Classes begin in November 2026 and are held online for the entire first semester; from the second semester (March 2027), teaching activities take place exclusively in person. Attendance of at least 60% of classes is required in order to sit end-of-module examinations.

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<sup>12</sup> Ministerial procedures set a minimum language proficiency requirement for Foundation Courses of at least level B1 of the CEFR.

Non-EU citizens residing abroad who are admitted and hold a letter of acceptance must submit their pre-enrolment application and visa request via the University portal by 30 November 2026, selecting the 2026/2027 academic year, Tor Vergata University of Rome, and the Foundation Course.

Passing all the examinations in the pathway entitles students to a final certificate, recognition of the minimum entry requirements for Bachelor's degree programmes and single-cycle Master's degree programmes, and exemption from assessment tests for admission to the University's open-access Bachelor's degree programmes. For programmes with restricted numbers (national or local), it remains compulsory to sit the relevant admission test. The certificate obtained does not automatically guarantee access to other Italian universities.

For admission requirements, registration and assessment procedures and further details, please see the notice published at the following link:

[https://web.uniroma2.it/it/percorso/campus/sezione/foundation\\_courses\\_\\_\\_corsi\\_propedeutici\\_](https://web.uniroma2.it/it/percorso/campus/sezione/foundation_courses___corsi_propedeutici_).

For further information, please contact [foundation@uniroma2.it](mailto:foundation@uniroma2.it).

### **Dual Career for Athlete-Students**

The University of Rome "Tor Vergata", together with the University Sports Centre – Roma Tor Vergata A.S.D., in order to pursue the aim of spreading sporting culture as part of the broader promotion of personal development, in compliance with the principles set out in Article 2 of the Constitution and in accordance with the European Sport Charter and the European Guidelines on Dual Careers, provides for athletes, coaches and referees of national and international standing to be admitted to the "Dual Career" Programme each academic year.

Rector's Decree No. 1031 of 5/04/2022 issued the "REGULATIONS ON THE DUAL CAREER OF ATHLETES AND STUDENTS OF THE UNIVERSITY OF ROME 'TOR VERGATA'",

available at the following link:

[https://web.uniroma2.it/it/contenuto/regolamento\\_sulla\\_doppia\\_carriera\\_di\\_atleti\\_e\\_studenti](https://web.uniroma2.it/it/contenuto/regolamento_sulla_doppia_carriera_di_atleti_e_studenti)

The University of Rome "Tor Vergata" grants student-athletes the following benefits:

- a) a 30% partial exemption on university fees, which cannot be combined with other types of partial exemption;
- b) the possibility of a reduction in compulsory attendance for recognised events of major national and/or international importance, certified by the relevant federation, following consultation with the Roma Tor Vergata University Sports Centre and subject to authorisation from the relevant Degree Programme, compatibly with legal obligations;
- c) authorisation not to count absences, for courses and modules with compulsory attendance, in relation to recognised events of major national and/or international importance, certified by the relevant federation, following consultation with the Roma Tor Vergata University Sports Centre and subject to authorisation from the relevant Degree Programme, compatibly with legal obligations;
- d) the possibility of temporarily suspending studies for one year for major sporting commitments;
- e) recognition of university credits, *on a one-off basis*, for up to a maximum of 6 credits, for activities recognised as being of major national and/or international importance, certified by the relevant federation, following consultation with the Roma Tor Vergata University Sports Centre and set in number by the relevant Degree Programme, compatibly with legal obligations.

### **Procedure for activating a dual career**

Students wishing to request recognition of student-athlete status and obtain benefits for sporting achievements must:

- complete the form available at the following link: <https://studenti.uniroma2.it/carriera-studente-atleta/>;
- by 15 March of each year, send the completed and signed form, together with a copy of an ID document and documentation certifying their sporting achievements, to [studenteatleta@uniroma2.it](mailto:studenteatleta@uniroma2.it) for assessment by the specially appointed Committee.

The Committee will then assess the student's application, and the outcome will be communicated to the student by the administrative offices; if the assessment is positive, the student-athlete dual career will be activated, along with the resulting benefits.

### Universal Civil Service or European Voluntary Service

If regularly enrolled on a Bachelor's, Master's or single-cycle Master's degree programme at Tor Vergata University of Rome and taking part in Universal Civil Service or European Voluntary Service, students may choose one of the following options:

1. Benefit from a partial exemption of 20% on the all-inclusive contribution. In this case, the request for partial exemption for the academic year in which the Universal Civil Service or European Voluntary Service is carried out must be submitted no later than 31/12/2026, by presenting the relevant Student Affairs Office, by email or in person, with official certification of the Universal Civil Service or European Voluntary Service undertaken. With this option, the student remains regularly enrolled for the academic year and may carry out all actions relating to their academic record (for example, sitting examinations);
2. Temporarily interrupt their studies for the academic year in which the service is carried out, and suspend payment of the all-inclusive contribution (please note that the regional tax of €156 must still be paid by the relevant deadline in order to formalise enrolment for the academic year). At the time of enrolment for the following year, students must present the relevant Student Affairs Office (2.2 Area Student Affairs Offices), by email or in person, with official certification that the Universal Civil Service or European Voluntary Service has been carried out and completed. If this option is chosen, it is NOT possible to sit examinations for the academic year for which the temporary interruption was requested.

### 8.15 Student Caregivers

In pursuing the aims of its Code of Ethics, Tor Vergata University of Rome seeks to provide study support and full inclusion for students who act as family caregivers, i.e. who care for a family member with a disability who is unable to carry out daily activities independently.

Caregivers face commitments and difficulties that can have a significant impact on their university studies: less time available for study, difficulty being away from home, and situations of worry, anxiety, *mental load* and psychophysical symptoms of distress resulting from the burden of responsibility.

To support these students, the University works with them to define a study pathway that recognises their commitment to their family and acknowledges the social value of the caregiving work they provide, in order to ensure their full inclusion and enable them to make the most of their university experience.

Rector's Decree No. 259/2023 introduced the "Regulations for supporting the studies and inclusion of students who act as family caregivers – SOIN Project".

### **Who can request activation of a SOIN Pathway as a family caregiver?**

Students on Bachelor's, Master's and single-cycle Master's degree programmes, regardless of income, who meet the definition set out in Law No. 205 of 27 December 2017, Article 1, paragraph 255: "...a *Family Caregiver* is defined as a person who assists and cares for their spouse, the other party to a same-sex civil union, or their *de facto* partner under Law No. 76 of 20 May 2016, a family member or relative up to the second degree, or, only in the cases indicated in Article 33, paragraph 3, of Law No. 104 of 5 February 1992, a family member up to the third degree who, due to illness, infirmity or disability, including chronic or degenerative conditions, is not self-sufficient and able to care for themselves, is recognised as disabled and in need of comprehensive and continuous long-term assistance under Article 3, paragraph 3, of Law No. 104 of 5 February 1992, or is in receipt of a companionship allowance under Law No. 18 of 11 February 1980."

### **How do I request activation of a SOIN Pathway as a family caregiver?**

Students wishing to request activation of a study pathway as a family *caregiver* must complete the SOIN form (available at the following link, <https://www.studenti.uniroma2.it/caregiver/>) and send it by email to [soin@cug.uniroma2.it](mailto:soin@cug.uniroma2.it). The application must be submitted by students enrolled in the current academic year between 1 September and 30 September each year. For students enrolling for the first time, the deadline is 1 September to 30 November.

The request will be handled by a special Committee within the C.U.G. – the University's Single Guarantee Committee for equal opportunities, wellbeing and combating discrimination.

The following documentation, certifying the family caregiver situation, must be attached to the form:

- A declaration under Presidential Decree No. 445/2000 stating that the applicant meets the conditions set out in the law (Article 1, paragraph 255, of Law No. 205/2017);
- Recognition of disability under Article 3, paragraph 3, of Law 104/2015 relating to the family member indicated, or recognition of entitlement to a companionship allowance under Law No. 18 of 11 February 1980 relating to the family member indicated;
- A declaration under Presidential Decree No. 445/2000 certifying that no other member of the applicant's household benefits from the same entitlements relating to the family member being cared for.

### **What does the SOIN Pathway provide for *caregiver* students?**

Activation of the study pathway as a family *caregiver* takes place following:

- an initial assessment by the CUG of the documentation received via the SOIN form, and an introductory interview aimed at understanding the specific needs of the applicant;
- if the applicant wishes, a further interview with the psychological support service available at the Policlinico Tor Vergata;
- joint signature of a confidential agreement between the applicant and the head of the "Teaching and Student Services" Directorate;
- registration of the student in the Register of *Caregiver* Students, specifically established within the C.U.G.

The individual support and inclusion plan may include one or more of the following services, depending on the outcome of the initial interview and the applicant's needs:

- Psychological counselling;
- Asynchronous distance lessons, subject to agreement between the C.U.G. and lecturers, through recording of lessons and access to them using University credentials;
- a 30% partial exemption on university fees, *which cannot be combined with other types of partial exemption*, **or**, alternatively, at the applicant's choice, an extension of the expected duration for completing university studies and a corresponding restructuring of contributions on the same terms and conditions already defined for part-time students (see the relevant Regulations);
- Remote examinations (in exceptional cases, where the applicant can demonstrate that they cannot in any way be replaced in their caregiving role, and in any case subject to agreement with each individual lecturer and explicit consent from the Deputy Rector for Teaching);
- Restructuring, where possible and always subject to agreement with the lecturer, of any laboratory activities according to the student's specific needs (except for the degree in Medicine and Surgery, degree programmes in health professions, and all degree programmes for which attendance is compulsory by law);
- Support from the University during job placement, through the involvement of the relevant Office, including through events and initiatives aimed at raising employers' awareness of *caregiving* issues.

The individual agreement signed by the parties takes effect from the date of signature and is renewed at the start of each academic year at the CUG's request, in order to verify that the conditions justifying its continuation are still met.

Following signature of the agreement, the student who has activated the SOIN Pathway will receive a certificate, valid for one year, demonstrating – without the need to provide any further information – their status as a family *caregiver*.

Applicants undertake to promptly inform the University of any situation that may affect the content or validity of the individual agreement signed.

When the agreement is signed, the University's D.P.O. will carry out an assessment of the impact of the intended processing on personal data protection, define the security measures to be applied to the data processed, set the retention periods for personal data, prepare the appropriate information notices to be provided to the data subject, and carry out the resulting obligations, first and foremost updating the University's Register of Processing Activities.

## Scholarships – Opportunities

### Lazio DiSCo Scholarships

The Lazio DiSCo scholarship, awarded through a competitive process, is intended to cover the cost of maintaining students during their studies at the University.

The overall amounts are updated annually and vary according to income bracket and whether the student is classified as “in-town”, “commuter” or “out-of-town”.

For further information, see: Lazio DiSCo <http://www.laziodisco.it/>

### Other Scholarships and Study Awards

The list of scholarships and study awards can be consulted at the following website:

[http://web.uniroma2.it/module/name/Content/newlang/italiano/navpath/STD/section\\_parent/845](http://web.uniroma2.it/module/name/Content/newlang/italiano/navpath/STD/section_parent/845)

## Student Collaboration Activities

Students may be assigned collaboration roles in activities related to services provided by the University, excluding teaching activities, conducting examinations, and taking on administrative responsibilities, generally involving up to 150 hours of work in total, to be allocated according to the internal needs of the structure where the collaboration takes place. Students who are regularly enrolled on degree programmes may apply for these collaboration roles.

Website: [http://web.uniroma2.it/module/name/Content/newlang/italiano/navpath/STD/section\\_parent/3293](http://web.uniroma2.it/module/name/Content/newlang/italiano/navpath/STD/section_parent/3293)

## Erasmus+

International mobility is available to students at all levels under Erasmus+, the European Programme for education, training, youth and sport 2021-2027.

If you are interested in Erasmus+ mobility and current projects, visit: <https://mobint.uniroma2.it/erasmus/welcome/>

For further information on the Programme's administrative procedures, you can write to the University's Erasmus+ Office at [erasmus@uniroma2.it](mailto:erasmus@uniroma2.it). For information on partner universities and examinations to be taken abroad under Erasmus+ mobility, you can contact the Erasmus+/international mobility offices of the various Faculties/Macro-areas:

- **SCHOOL OF ECONOMICS**  
[erasmus@economia.uniroma2.it](mailto:erasmus@economia.uniroma2.it) Tel. 06 72595752
- **SCHOOL OF LAW**  
[erasmus@juris.uniroma2.it](mailto:erasmus@juris.uniroma2.it) Tel. 06 7259 2355
- **SCHOOL OF HUMANITIES**  
[erasmus@lettere.uniroma2.it](mailto:erasmus@lettere.uniroma2.it) Tel. 06 7259 5186
- **SCHOOL OF ENGINEERING**  
[erasmus@ing.uniroma2.it](mailto:erasmus@ing.uniroma2.it) Tel. 06 7259 7256
- **SCHOOL OF MEDICINE AND SURGERY**  
[erasmus@med.uniroma2.it](mailto:erasmus@med.uniroma2.it) Tel. 06 7259 6376
- **SCHOOL OF SCIENCE**  
[erasmus@scienze.uniroma2.it](mailto:erasmus@scienze.uniroma2.it) Tel. 06 7259 4471

## Internships and Traineeships

The **Business Relations, Internships and Placement Office** of Tor Vergata University of Rome carries out activities aimed at facilitating contact between its students and graduates and the world of work. To this end, it maintains relationships with companies and institutions with the aim of supporting them through the transition from university to professional life.

Through recruiting and career guidance initiatives, students and graduates have the opportunity to make direct contact with companies and learn about the professional world even before completing their degree. This also allows them to undertake internships and traineeships, apply for graduation prizes or scholarships, and learn about employment opportunities offered in Italy and abroad by national and international companies and institutions.

For the procedures required for curricular traineeships, students can contact the [Faculty/Macro-area representatives](#)

- [www.placement.uniroma2.it](http://www.placement.uniroma2.it)
- [placement@uniroma2.it](mailto:placement@uniroma2.it)
- 06 72592627/3066/3650/3206

## Examinations, Assessments and Issuing of Certificates

### Examinations

An examination is the assessment you must take and pass for each module in your degree programme's official and/or individual study plan.

**The minimum mark is 18/30** and the **maximum is 30/30**: honours (*lode*) may be added to the maximum mark as a special distinction. The final assessment also takes into account the results of any **periodic tests** used in certain degree programmes.

Passing the examination allows the student to **obtain the credits** assigned to each module of the programme.

Examinations take place at the end of the relevant modules, at spaced and publicised intervals, according to arrangements set by the relevant teaching structures for each degree programme, which, depending on the specific nature of each study pathway, may also provide for a limited number of **examination sessions** linked to the module, and a requirement to **retake the module** if the examination is not passed within those sessions.

Written tests may consist of **essays, quizzes, multiple-choice tests, etc.** Oral examinations are public.

**To be admitted to examinations/assessment tests, you must:**

- have included the relevant modules in your approved study plan;
- have obtained the attendance certificate, where compulsory;
- have met all compulsory prerequisites;
- be up to date with the payment of fees and contributions.

Examinations taken without meeting even one of the above requirements are null and void, both in fact and in law. Written notice of the annulment will be given to those concerned.

It is not permitted to retake a examination already passed.

A failing result does not result in a mark being awarded, only a note recorded in the register (as applicable: withdrawn or failed), which will not be entered on the transcript and will therefore not affect the final grade average.

In order to sit an examination, students must have their university record book, if one has been issued, and, where required, their approved study plan.

### Study Plan and Examination Booking

The study plan is the pathway comprising all the learning activities (modules, laboratories, etc.) that must be completed in order to graduate.

Each degree programme includes a certain number of examinations: some are compulsory and are set by institutional bodies, while others may be chosen by students. The sum of compulsory and elective examinations makes up each student's individual study plan, until the credits required for the degree are obtained.

When completing their study plan, students choose some of their examinations, some from a preset list (optional) and others completely freely (free choice). It is possible to book examinations online for many degree programmes across the Macro-areas. The service is available between 30 days and 4 working days before the examination date.

An electronic examination record management service is available, closely linked to Examination Booking, which is a functional prerequisite for it.

The electronic record management service allows entries to be made in the student career management system through an entirely automated sequence of procedures, and significantly reduces the time needed to record examinations taken by students and, consequently, the related certifications.

Credits obtained for modules in addition to those required to complete the study pathway remain recorded on the student's academic record and may later be recognised in accordance with current regulations. Marks obtained in additional modules are not included in the calculation of the average mark for examinations, but are included in the diploma supplement and can be certified.

### *Degree Examination*

In order to sit the Bachelor's or Master's Degree examination, students must have passed all examinations for their modules and any eligibility tests, and obtained all the credits for the learning activities set out in their study plan.

Students must also be in order administratively; in particular, they must have paid all instalments of university fees and contributions due for their year of enrolment, even where the second instalment has not yet fallen due.

It is, however, possible not to pay university fees for the 2026/2027 academic year if the student intends to graduate by the last session of the 2025/2026 academic year (for which they are already enrolled), by submitting a PRECAUTIONARY APPLICATION, requesting deferral of enrolment for the 2026/2027 academic year. For further information, see [Section 6.3, "Deferral of enrolment deadlines for graduating students \(precautionary application\)"](#)

The University has joined the **AlmaLaurea Inter-University Consortium**, a service created to connect companies and graduates and to act as a point of reference, from within the university world, for all those (scholars, professionals, etc.) who deal, at various levels, with issues relating to university studies, employment and young people's circumstances.

The AlmaLaurea Consortium aims in particular to:

- facilitate access to the labour market and improve employment outcomes for young people, help companies in their search for staff, and reduce the time needed to match demand and supply of skilled labour;
- ensure that human resources are properly valued through continuous updating of graduates' professional records;
- monitor students' study pathways and analyse the characteristics and performance of graduates, allowing comparison between different programmes, campuses and Macro-areas;
- analyse the internal effectiveness of universities' educational offerings;
- assess the needs and professional profiles required by public and private companies, both Italian and foreign;
- analyse the external effectiveness of study programmes by monitoring employment outcomes;

- develop synergies with secondary schools to guide school leavers towards university studies and the labour market;
- promote all initiatives aimed at achieving the above objectives, both nationally and at European level.

### INSTRUCTIONS FOR THE ADMISSION PROCEDURE FOR THE DEGREE EXAMINATION

- Go to the Delphi website <http://delphi.uniroma2.it>;
- Select Student Area, Button 4, “Online career management”;
- Select “Degree examination” “Degree application management”;
- Print the form for declaring assignment of the thesis/final project**, which must be completed and signed by your supervisor;
- Complete the “application for admission to the degree examination” online**, entering the information already contained in the “declaration of thesis/final project assignment”;
- Students obtaining their qualification under the teaching systems set out in Ministerial Decrees 509/99 and 270/2004 may request, at the same time as the degree application, issue of the Diploma Supplement. Issue of the Diploma Supplement can in any case also be requested later, using the form available online.*
- Print the degree application**: the system generates the degree application and a €16 payment slip for the application;
- Select the “Registration on AlmaLaurea” link**, which becomes active in your personal area only once step 4 above has been completed. On registration, the system will issue personal credentials (username and password), which can be used to complete the electronic AlmaLaurea questionnaire;
- Go to the **AlmaLaurea** website (<http://www.AlmaLaurea.it>) – select “Students and Graduates” – “AlmaLaurea Questionnaires”. Once completed, the completion receipt for the AlmaLaurea questionnaire can be printed. For any issues with registering on the AlmaLaurea website, please call the **toll-free number 800.720.772**

Please note: this receipt does not need to be submitted to the Student Affairs Office

- Pay the amount due through the PagoPA system, which allows payment to be made through a variety of channels, either in person or online. Links and further information on payment methods are available at the following web address: [studenti.uniroma2.it/pagamento/](http://studenti.uniroma2.it/pagamento/)
- Log back in to the Delphi website within 48 hours of payment and confirm by clicking the “Confirm PagoPA” button
- At this stage, the system will check whether the AlmaLaurea questionnaire has been completed: if it has not been completed, or is incomplete, it will not be possible to finish the admission procedure for the Degree Examination.

**Only students who, under the rules of their Macro-area, need only submit the degree application may also send this document by email (attaching a copy of an ID document), without going to the Student Affairs Office in person.**

The office will check the documentation submitted.

Further information on degree regulations, as well as instructions for submitting the degree thesis, is available on the Macro-area websites.

|                           |                                                                                                                                                           |
|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| Economics                 | <a href="http://economia.uniroma2.it/">economia.uniroma2.it/</a>                                                                                          |
| Law                       | <a href="http://giurisprudenza.uniroma2.it/">giurisprudenza.uniroma2.it/</a>                                                                              |
| Medicine and Surgery      | <a href="http://www.med.uniroma2.it/">[www.med.uniroma2.it]</a>                                                                                           |
| Humanities and Philosophy | <a href="http://www.lettere.uniroma2.it/">[www.lettere.uniroma2.it]</a> ( <a href="http://www.lettere.uniroma2.it/">http://www.lettere.uniroma2.it/</a> ) |
| Engineering               | <a href="http://www.ing.uniroma2.it/">[www.ing.uniroma2.it]</a>                                                                                           |
| Science                   | <a href="http://www.scienze.uniroma2.it/">[www.scienze.uniroma2.it]</a> ( <a href="http://www.scienze.uniroma2.it/">http://www.scienze.uniroma2.it/</a> ) |

**IMPORTANT: if, for any reason, a student postpones the discussion of their degree thesis after having applied, they must submit a new application with a further €16 stamp duty.**

Bachelor's and Master's Degree examinations are public. The final mark is expressed out of 110. The minimum mark is 66/110 and the maximum is 110/110; honours (*lode*) may be added to the maximum mark as a special distinction.

### *Collection of the Degree Certificate*

When the degree certificate is ready, graduates must attend the Student Affairs Office (2.2 Area Student Affairs Offices), during opening hours, with:

- Where applicable, the receipt for payment of the fee for issuing the certificate, paid at the time the degree application was submitted;
- A valid ID document. If collecting on behalf of someone else, the representative must bring: an authorisation letter from the graduate on plain paper, a photocopy of the graduate's ID document, and a valid ID document of the person authorised to collect it.

For further information, see the website [www.uniroma2.it](http://www.uniroma2.it) Students [Press Office Degree Certificates](#)

### *The Diploma Supplement*

The University issues, in a bilingual (Italian-English) edition, to graduates who request it, the Diploma Supplement, which is supplementary certification for the academic qualification obtained at the end of a university programme.

The Diploma Supplement is not issued to graduates of degree programmes under the university system predating Decree 270/04.

#### **HOW IT IS ISSUED**

The Diploma Supplement was designed by the European Commission, the Council of Europe and Unesco/Cepes, with the aim of providing independent data to improve the international transparency of academic qualifications, promoting student mobility and the academic and professional recognition of qualifications abroad.

It is a certificate containing only official data on the student's academic record, excluding discretionary assessments, declarations of equivalence or recommendations relating to recognition, and describes the nature, level, context, content and status of the studies undertaken and completed by the student.

*In particular, the request can be submitted online together with the degree application (see*

*the section on the Degree Examination) or at any time after graduation, as indicated in the following section, “Issuing of Certificates”.*

### *Issuing of Certificates*

To obtain any type of certificate relating to your university record, you must have paid the fees due for the period covered by the certificate request.

All certificates must be replaced by **self-certifications made pursuant to Articles 75 and 76 of Presidential Decree No. 445 of 28 December 2000** where intended for public administration bodies or private providers of public services.

Under Article 15 of Law No. 183/2011, in fact, from 1 January 2012 public administration bodies and providers of public services may no longer request or accept certificates issued by other public offices from private individuals; certificates therefore carry the wording **“this certificate may not be submitted to public administration bodies or to private providers of public services.”**

Absence of this wording would render the certificate void.

The only exceptions are:

- certificates to be submitted to judicial authorities in the exercise of judicial functions, in which case the certificate will carry the wording “Pursuant to Article 40 of Presidential Decree No. 445 of 28 December 2000, this certificate is issued only to be filed in judicial case files”.
- certificates issued for the renewal/issue of a residence permit/EC permit for foreign nationals, in which case the certificates will carry the wording “certificate issued for procedures governed by immigration legislation” (residence permit certificate request).
- certificates to be submitted abroad, issued in both Italian and English, which will carry the wording “Pursuant to Article 40 of Presidential Decree No. 445 of 28 December 2000, this certificate is issued for use abroad only”.

**Procedure:** Certificates can be requested by submitting a specific request using the form provided by the Student Affairs Office or downloadable from the Delphi online services website: <http://delphi.uniroma2.it>, select Student Area, Button 4, Online career management request certificates.

**Please note:** Under Legislative Decree No. 196 of 30 June 2003, certificates are issued exclusively to the person concerned, or to third parties holding a valid ID document and a signed authorisation, accompanied by a copy of the requesting student’s ID document.

### **STAMPED / UNSTAMPED CERTIFICATES**

Under current legislation, only stamped certificates are issued (a €16.00 stamp must be attached for each certificate requested), and in this case the application itself is also subject to €16.00 stamp duty.

Only where one of the exemptions from stamp duty provided for by current legislation applies ([Annex “B” to Presidential Decree 642/72](#)) can the certificate be issued unstamped. In this case, the applicant must state the reason for exemption at the time of the request (e.g. for welfare purposes, residence permit, etc.).

- **Certificates issued by the University:**

#### **Certificates for STUDENTS**

- Enrolment\*
- Enrolment with examinations taken\*

- Full academic transcript
- Examinations taken
- Certificate with examinations taken (for students enrolled on single courses)

#### **Certificates for GRADUATES**

- Degree\*
- Degree with final mark\*
- Degree with final mark and details of examinations taken\*
- Degree with final mark, examinations taken and thesis title\*

**\* New: The University has made it possible to issue the above certificates marked with an asterisk in English as well, and via self-service.**

#### *8.17.7 Self-Certifications*

On 12 November 2011, Law No. 183/2011 was enacted, which, among other provisions, includes further measures on administrative simplification under Article 15.

From 1 January 2012, public administration bodies and private providers of public services may no longer request or accept certificates issued by public administration offices from private individuals. In these cases, users must self-certify that they meet the required conditions.

Where, instead, a student needs to declare personal status, qualities or facts to the University, they may use the self-certification form (Article 46, Presidential Decree No. 445 of 28.12.2000), downloadable from the website [http://web.uniroma2.it/module/name/Content/newlang/italiano/navpath/SEG/section\\_parent/6000](http://web.uniroma2.it/module/name/Content/newlang/italiano/navpath/SEG/section_parent/6000)

Such declarations are exempt from stamp duty (pursuant to Article 37 of Presidential Decree No. 445/2000). The following documents cannot be replaced by self-certification:

- medical, health or veterinary certificates;
- certificates of origin and compliance with EU standards;
- patents and trademarks.

Verification of declarations made through self-certification will therefore no longer take place by requesting the original certificate from the applicant; instead, administrative bodies will carry out official checks.

Severe criminal penalties apply to anyone making false declarations (pursuant to Article 76 of Presidential Decree No. 445/2000).

#### **Additional Services Available to Students**

##### *Libraries*

Tor Vergata University of Rome Library System is based mainly on the Area Libraries and their print and electronic catalogues.

The Area Libraries were established according to criteria of scientific and cultural homogeneity and are located within the University's Macro-areas.

Access to these facilities is guaranteed to all members of the university community. Each Area Library independently regulates access for other scholars and members of the public.

### **Area Libraries**

#### **Vilfredo Pareto Economics Area Library**

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Via Columbia, 2 - 00133 Rome

Tel. 06 7259 5526 Fax 06 2040 236

e-mail: [v.pareto@economia.uniroma2.it](mailto:v.pareto@economia.uniroma2.it)

Opening hours: Monday to Friday 8:30am-midnight, Saturday and Sunday 10:00am-8:00pm

website: <http://economia.biblio.uniroma2.it>

#### **Law Area Library**

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Via Cracovia, 50 - 00133 Rome

Tel. 06 7259 2121/19 Fax 06 7259 2115

Opening hours: Monday-Friday 8:30am-6:30pm

website: <http://juris.biblio.uniroma2.it>

#### **Paolo M. Fasella Biomedical Area Library**

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Via Montpellier, 1 (2nd floor of Building D, Faculty of Medicine and Surgery) - 00133 Rome

Tel. 067259 5413 Fax 067259 5421

e-mail: [mazzitelli@biblio.uniroma2.it](mailto:mazzitelli@biblio.uniroma2.it)

Opening hours: Monday to Friday 8:15am-midnight, Saturday and Sunday 10:00am-8:00pm

website: [biomedica.biblio.uniroma2.it](http://biomedica.biblio.uniroma2.it)

#### **Engineering Area Library**

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Via del Politecnico, 1 - 00133 Rome

Tel. 067259 7109-7108-7106 Fax 06.7259 7109

e-mail: [ingegneria@biblio.uniroma2.it](mailto:ingegneria@biblio.uniroma2.it)

Opening hours: Monday to Thursday 9:30am-6:30pm, Friday 9:30am-3:00pm

website: [ingegneria.biblio.uniroma2.it](http://ingegneria.biblio.uniroma2.it)

#### **Literature, History and Philosophy Area Library**

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Via Columbia, 1 – 00133 Rome

Tel. +39 06 7259 5226 Fax +39 06 7259 5178 / 5238

e-mail: [Lettere@biblio.uniroma2.it](mailto:Lettere@biblio.uniroma2.it)

Opening hours: Monday to Friday 8:30am-midnight, Saturday and Sunday 10:00am-8:00pm

website: [lettere.biblio.uniroma2.it](http://lettere.biblio.uniroma2.it)

### Science and Technology Area Library

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Via della Ricerca Scientifica, 1 (1st floor, orange area) - 00133 Rome

Tel. +39 067259 4281 - Fax +39 067259 4499

e-mail: [dicicco@biblio.uniroma2.it](mailto:dicicco@biblio.uniroma2.it)

Opening hours: Monday to Friday 9:00am-midnight, Saturday and Sunday 10:00am-8:00pm

website: [scientifica.biblio.uniroma2.it](http://scientifica.biblio.uniroma2.it)

### Digital Library

The Tor Vergata Digital Library aims to provide detailed information on all the electronic resources available to the University's institutional users and to ensure simple, direct access to them. See the Digital Library website at: <http://docs.ccd.uniroma2.it/library-search/>

### Welcome Office

If you are a prospective first-year student, get in touch with the Welcome Office to discover the opportunities and services your University offers you.

You will discover all the services and opportunities available at the University throughout your studies: the organisation of your faculty/macro-area, services (free digital services such as Office 365, libraries, online journals, the University Language Centre, the Botanical Garden, Agevola discount agreements, CARIS, CUS, UniRadio, etc.), opportunities (part-time collaboration or tutoring, curricular traineeships, study abroad, internships and traineeships, etc.), and how to take part in the running of the University.

There will be various events and channels for staying in touch, such as the Welcome Weeks organised for all degree programmes at the start of the academic year.

[https://web.uniroma2.it/it/percorso/futuri\\_studenti/sezione/accoglienza](https://web.uniroma2.it/it/percorso/futuri_studenti/sezione/accoglienza)

### Student Ambassador Program

The Student Ambassador Program aims to promote integration, welcome and cultural exchange. The ambassadors are students enrolled on our degree programmes from different parts of the world, who play a key role in dialogue, integration and inclusion.

Student ambassadors play multiple roles: welcoming, guiding and promoting our University, as well as offering concrete support by sharing their experiences to help other students adapt and integrate.

Student ambassadors create content, both in English and in their own native language, for dedicated social media channels (Instagram, Facebook and YouTube), aiming not only to share information but also to connect students from different backgrounds, including through chat.

Ambassadors are also active on the Unibuddy platform, interacting with and answering questions, doubts and requests for information at [www.unibuddy.com](http://www.unibuddy.com). This platform, integrated into the University's website, is an important tool for facilitating communication and strengthening a sense of community among students. Operational management of the programme is entrusted to the Global Engagement and Mobility Division, in particular the Welcome Office.

Instagram: <https://www.instagram.com/sapuniroma2?igsh=MWZpa2ozNnozdzcycg%3D%3D>

Facebook: @sapuniroma2

YouTube: [sap.uniroma2](https://www.youtube.com/user/sap.uniroma2)

Unibuddy: <https://web.uniroma2.it/it/percorso/unibuddy>

For more information: [https://web.uniroma2.it/it/percorso/area\\_internazionale/sezione/student-ambassador-program](https://web.uniroma2.it/it/percorso/area_internazionale/sezione/student-ambassador-program)

### *University Sports Centre*

**CUS ROMA TOR VERGATA (CUS)** pursues the following aims:

- the practice, promotion and development of physical education and university sporting activity, within the context of amateur sporting activities, as well as the organisation of amateur sporting activities, including teaching activities;
- the organisation, within the regional territory, of local, national and international sporting events and participation in them, within CONI, FISU and other bodies, in accordance with Article 1, paragraph 4;
- the promotion of sport, in collaboration with families, institutions and educational establishments, as a recognised social right requiring the establishment and expansion of related services for students, whether or not enrolled at university, including students with disabilities, as well as for teaching and non-teaching university staff;
- the development and organisation of sporting events, meetings and activities, including non-competitive ones, training and refresher courses for coaches, officials and students, and motor and sports training centres, in the field of sport for all and leisure, in agreement with the universities within which it operates and in accordance with current legislation, including in coordination with faculties and degree programmes in sports science, local authorities and bodies operating in fields of interest to the Federation;
- the funding, participation and conduct, locally and otherwise, of research and training projects and programmes in sport-related disciplines, carried out in agreement with the relevant university, independently or at public or private research institutions, Italian or foreign, with a view to interdisciplinary training and school-university integration within an open and continuous training process, including through sports culture; the sustainable provision of study grants, fellowships, scholarships, traineeship or training contracts, PhD programmes and equivalent support, in disciplines relating to motor and sporting activities of an educational, school or university nature, in agreement with the relevant universities;
- the dissemination of cultural and publishing activities, including through a dedicated research centre or similar body.

### *Sporting activities:*

- |                                    |                            |
|------------------------------------|----------------------------|
| ✓ <b>Athletics</b>                 | ✓ <b>Karate</b>            |
| ✓ <b>Beach volleyball</b>          | ✓ <b>Swimming</b>          |
| ✓ <b>Wellness (Massage centre)</b> | ✓ <b>Male basketball</b>   |
| ✓ <b>Men's 5-a-side Football</b>   | ✓ <b>Female basketball</b> |
| ✓ <b>Women's 5-a-side Football</b> | ✓ <b>Weight lifting</b>    |
| ✓ <b>11-a-side Football</b>        | ✓ <b>Boxing</b>            |
| ✓ <b>Canoeing /Kayaking</b>        | ✓ <b>Fencing</b>           |
| ✓ <b>Boating</b>                   | ✓ <b>Skiing</b>            |
|                                    | ✓ <b>Surfing</b>           |

- |                                                          |                       |
|----------------------------------------------------------|-----------------------|
| ✓ <b>Cycling</b>                                         | ✓ <b>Taekwondo</b>    |
| ✓ <b>Running</b>                                         | ✓ <b>Tennis</b>       |
| ✓ <b>Criterium (Greco-Roman Wrestling)</b>               | ✓ <b>Table-tennis</b> |
| ✓ <b>Dance sport</b>                                     | ✓ <b>Shooting</b>     |
| ✓ <b>Dragonboat</b>                                      | ✓ <b>Archery</b>      |
| ✓ <b>Horse riding</b>                                    | ✓ <b>Sailing</b>      |
| ✓ <b>Fitness (gym, weights room and fitness courses)</b> |                       |
| ✓ <b>Golf</b>                                            |                       |
| ✓ <b>Judo</b>                                            |                       |

E-mail: [info@cusromatorvergata.it](mailto:info@cusromatorvergata.it)

Social media: CUS ROMA TOR VERGATA (Facebook, Twitter, Instagram) Website: <http://www.cusromatorvergata.it/>

### *Student Ombudsperson*

The Student Ombudsperson is the body responsible for receiving complaints, comments and proposals to safeguard every student, and also to promote the improvement of the University's teaching activities and services.

Students contacting the Student Ombudsperson are entitled, on request, to anonymity.

e-mail: [garantestudenti@uniroma2.it](mailto:garantestudenti@uniroma2.it)

### *Housing Opportunities*

#### **A. Housing search support office**

Tor Vergata University of Rome has set up a housing search support service dedicated to Tor Vergata students.

For information, write to [alloggi@uniroma2.it](mailto:alloggi@uniroma2.it)

The service operates through the Welcome Office (Hours: Monday and Friday 9:00am-12:00pm, and Wednesday 9:00am-12:00pm and 2:00pm-4:00pm).

To find out more about housing opportunities: [https://web.uniroma2.it/it/percorso/campus/sezione/opportunitr\\_di\\_alloggio](https://web.uniroma2.it/it/percorso/campus/sezione/opportunitr_di_alloggio)

#### **B. Lazio DiSCo Housing Places**

In order to reduce the difficulty of living far from the place of study and to facilitate attendance at university courses, the Lazio DiSCo regional agency allocates, within the limits of its availability, housing places at its facilities for a period of 11 months (excluding August) to enrolled students.

For further information, visit: <http://www.laziodisco.it/>

#### **C. Campus X: student housing at Tor Vergata**

Set among the greenery of the Tor Vergata district, CampusX Roma allows its residents to walk to their faculty. It is also close to Fiumicino and Ciampino airports, and just a few metres from the Tor Vergata Policlinico hospital.

The facility can house around 1,200 people, with 718 rooms available as singles or doubles, and offers a wide range of services designed for an outstanding university living experience.

For information:

- [info@campusxroma.it](mailto:info@campusxroma.it)
- <http://www.campusx.it/>

#### D. University Residences – Fondazione Rui

Thanks to an agreement with the University of Rome “Tor Vergata”, Fondazione Rui (International University Residences) provides 10 places at a reduced fee (a €1,000 discount on the residence fee, which can be combined with other benefits and scholarships offered by Fondazione Rui) for the most deserving students.

Fondazione Rui’s University Residences are merit-based colleges hosting Italian and foreign students. In addition to board and lodging, they offer students training and personal development pathways to complement their university studies.

**To find out more about the agreement, visit** <http://www.rui.it>

- **Collegio Rui**

Rui is one of the University Merit Colleges recognised by the Ministry of Education. Since 1959 it has hosted over 3,000 students from all five continents and every university discipline. It is located near the LAURENTINA stop on Metro Line B; the University’s campuses can be reached by public transport in around 30 minutes.

**To find out more about the agreement, visit** <http://www.collegiorui.it>

- **Residenza Universitaria Porta Nevia**

Porta Nevia is an international university residence offering young female out-of-town students high-quality housing in a family environment.

**To find out more about the agreement, visit** <http://www.collegioportanevia.it>

- **Residenza Universitaria Celimontano** (<http://www.celimontano.it>):

Celimontano is a Fondazione Rui college in the heart of Rome (at Via Palestro 7): a stimulating environment rich in cultural and social experiences.

**To find out more about the agreement, visit** <http://www.celimontano.it/>

#### E. Project: “Insieme Siamo Migliori / Together We Are Better”

“Insieme Siamo Migliori / Together We Are Better” is an **intergenerational solidarity initiative** aimed at matching the needs of out-of-town students looking for affordable housing with those of **families, couples and elderly people** who wish to make underused or unused space in their homes available in exchange for a contribution towards household expenses, some help around the house, and/or companionship. Tor Vergata University of Rome’s project was created to address the problem of university housing in a structured way that is unique in the Lazio Region, with a view to **strengthening the University’s ties with the local area**.

##### How to take part

***I am a student.*** Are you looking for affordable accommodation and want a new experience? Access the Platform and fill in all the fields with your details:

**LINK TO THE REGISTRATION PLATFORM:** <https://convivicon.uniroma2.it/>

***I am a host.*** Do you have a free room or space in your home? Access the platform and register your details. University staff will contact you to arrange an appointment to assess your needs.

**LINK TO THE REGISTRATION PLATFORM:** <https://convivicon.uniroma2.it/>

*(Before accessing the platform, please read the Privacy Notice under Article 13 of EU Regulation 2016/679 “GDPR”, concerning the processing of personal data of students and hosts as part of the “Insieme siamo i migliori” Housing project)*

### **How does it work?**

Once you have registered as a student/host, your request will be assessed and a match will be proposed. The process is managed by a team of staff who will monitor each potential living arrangement on a case-by-case basis.

**For further information:** [info@convivicon.uniroma2.it](mailto:info@convivicon.uniroma2.it) - 06-72592565

<https://web.uniroma2.it/it/contenuto/insieme-siamo-migliori-un-progetto-delluniversit-degli-studi-di-roma-tor-vergata8247>

### **Housing Discounts and Benefits**

The following discounted rates for hotels and B&Bs are available to the entire Tor Vergata university community through the AGEVOLA platform.

For the full list, click here: <https://www-2022.agevola.uniroma2.it/alberghi-e-alloggi/>

### *Single Guarantee Committee (CUG)*

With the entry into force of Law No. 183 of 2010, which introduced important amendments to Articles 1, 7 and 57 of Legislative Decree No. 165 of 2001, public administration bodies were required to set up a “Single Guarantee Committee for equal opportunities, wellbeing and combating discrimination”.

This is a body that brings together, streamlines, extends and strengthens the functions previously carried out by “Equal Opportunities Committees” and “Joint Committees against Mobbing”.

Aimed at ensuring the formal and substantive equality enshrined in Article 3 of the Italian Constitution, the CUG works to combat any form of direct and/or indirect discrimination, including gender discrimination.

In this respect, the CUG works to remove any factors that may adversely affect equality, wellbeing and safety in the workplace and that create gaps in treatment, pay and career progression.

As a supervisory and guarantee body, and a promoter of equality, non-discrimination, wellbeing, health and safety, the CUG is an essential point of reference for all University bodies, committees and commissions, and for the entire university community.

**For information on how to get involved and for further information:**

- **visit** **the** **website**  
[http://web.uniroma2.it/module/name/Content/navpath/CUG/newlang/italiano/action/showpage/content\\_id/20861/section\\_id/](http://web.uniroma2.it/module/name/Content/navpath/CUG/newlang/italiano/action/showpage/content_id/20861/section_id/)
- **e-mail** [cug@uniroma2.it](mailto:cug@uniroma2.it)

### *Committee for the Inclusion of Students with Disabilities and SLD (CARIS)*

CARIS is the University structure that coordinates, monitors and supports all activities aimed at promoting the integration into university life of students with disabilities, specific learning disorders (dyslexia, dysgraphia, dysorthographia, dyscalculia) or temporary difficulties. Since it was established in January 2000, the Committee’s work has taken the form of a series of integrated actions aimed at overcoming technological and IT barriers, as well as organisational and management barriers, and at analysing and promoting measures to overcome architectural barriers. Its ultimate goal is to help create an increasingly “friendly”, welcoming and supportive Campus that guarantees the right to study for all students. Further information is available at [www-2024.caris.uniroma2.it](http://www-2024.caris.uniroma2.it)

- Location:  
Engineering Macro-area, New Teaching Buildings, ground floor, Via del Politecnico, 1 - 00133 Rome.
- Tel. 062022876, 067259 7483-7761-3652
- e-mail: [segreteria@caris.uniroma2.it](mailto:segreteria@caris.uniroma2.it)
- Opening hours: Monday, Wednesday and Friday 9:00am-12:00pm; Wednesday also 2:00pm-4:00pm.

### *Delphi Online Platform*

Tor Vergata University of Rome offers its students a range of online services, allowing them to be completed remotely without having to go to the Student Affairs Office in person.

The online services portal is called DELPHI and can be accessed at the following link:

<http://delphi.uniroma2.it/>

Once logged in to the system as a student, different services are available depending on whether the user is a regularly enrolled student or a prospective student.

The main activities that can be carried out online are:

- [Enrolment for admission tests;](#)
- [First enrolment;](#)
- [Enrolment in subsequent years;](#)
- [Examination management;](#)
- [Transfers;](#)
- [Password management.](#)

**IMPORTANT: All information relating to a student's academic record is published within the personal area and is considered to have been officially notified for all legal purposes. Students are therefore required to check their personal area regularly.**

### *Online Services for Students of Tor Vergata University of Rome*

The University provides all enrolled students with a range of important online tools/services that can be used free of charge, including:

- 1) Office 365: a Microsoft application provided free of charge to students, who can use it both as an online platform and as a package downloadable to a PC. Using the same login details, each user can install Office on 5 PCs or Macs, 5 tablets (Windows, iPad and Android) and 5 phones.

**A 1,000 GB cloud storage allowance is also activated for students.**

- 2) Matlab
- 3) University email: the University provides all students with an email service
- 4) MLOL: **MediaLibraryOnLine** is a digital library project bringing together public libraries for digital lending. Through this portal, it is possible to access, free of charge, scientific articles, music, films, e-books, images, databases, online training courses (e-learning), magazines and newspapers. This service can be accessed both from library workstations and conveniently from home, or, thanks to the MLOL Reader app (downloadable from Google Play or the App Store), from mobile devices such as tablets and phones.

5) Wi-Fi: a wi-fi signal covering the entire Campus is available to students.

Several networks are available with different service levels:

- eduroam (the recommended access method, with no bandwidth limitations and also working abroad)
  - uniroma2-CP-NG (legacy technology based on a captive portal)
  - WIFImetropolitano (rebroadcast of the network managed by the Rome Metropolitan City)
  - uniroma2-ccd (managed network reserved for the Computing Centre)
  - uniroma2-sensor-network (reserved for IoT applications)
- 6) National Instruments: software including LabVIEW with its toolkits, VeriStand, Multisim and everything included in the Academic Site License. Access to training courses, both online and in person, is also available.
- 7) Microsoft ImagineX
- 8) Fee and contribution simulator

**To find out about all the services available to users, visit:** <https://digitale.uniroma2.it/>

### *Regulations*

For University regulations, please refer to the following webpage: <https://web.uniroma2.it/it/percorso/campus/sezione/regolamenti> where, for example, the following regulations can be found:

- Charter of Rights of Students of Tor Vergata University of Rome
- Teaching Regulations
- Regulations on Guidance and Tutoring
- Regulations on the activation and management of an alias career for people in gender transition
- Electoral Regulations
- Regulations of the Equal Opportunities Committee
- Regulations on the application of disciplinary sanctions to students
- Regulations on the dual career of athletes and students

### *Benefits and Discounts*

The University has selected a number of shops and businesses that offer immediate discounts on purchases. As well as being a concrete source of support for staff, students and their families, this initiative embodies the strength and cohesion of our University.

Please see the website <http://agevola.uniroma2.it/> for further information.