TOR VERGATA
UNIVERSITÀ DEGLI STUDI DI ROMA

ENROLMENT APPLICATION QUICK GUIDE

In case you have a previous academic career at the University of Rome Tor Vergata, the system will prevent a further enrolment. Please contact the office in charge for the previous career's completion before starting the enrolment in the PhD programme.

To START the ENROLMENT APPLICATION:

1. Visit: https://delphi.uniroma2.it/totem/jsp/homeStudenti.jsp then switch to English
2. Click Postgraduate Courses - Box A
3. Click Doctorate Degree Courses - Box 4
4. Click Doctorate (Dottorato) Registration - Box 2
5. Click Start application procedures - Box A
6. Tick the Privacy Policy acceptance and click NEXT
7. Edit the showed fields with your personal information. First Name and Last Name fields of the online form must be edited according to the those indicated in the passport: applicants must avoid the use of nicknames, shorts and term of endearment since this can result in the unmatching tax code. As regards the FISCAL CODE enter the official tax code assigned by the Revenues Agency. When required also include your mobile phone even if not mandatory.
8. As regards the tab "CHOOSE CAREER: CURRENT CAREER DATA"
   - Select "New Career" from the dropdown menu
   - Date of first registration refers to the date of your first enrolment to whatever programme of the Italian university system, including bachelor's and master's degrees. In case this is the very first time you join a programme here in Italy, set the current date
   - AY of first registration refers to the academic year of your first enrolment to whatever programme of the Italian university system, including bachelor's and master's degrees. In case this is the very first time you join a programme here in Italy, set 2024/2025.
9. As regards the tab "CHOOSE CAREER: HIGH SCHOOL CURRICULUM" it refers to the Higher/Secondary School. The score must be converted (min 60 – max 100). Then choose the first option "*Statement of Comparability issued by CIMEA or Declaration of Value and a validated translated copy of High School Diploma*"
10. As regards the tab "SCELTA CARRIERA: UNIVERSITY CURRICULUM" enter the Master's degree information only (Degree N. 1). The score must be converted (min 66 – max 110). Skip Degree N. 2
11. Skip the tabs "MEMBERSHIP CATEGORY" AND "PAYING BODY" as they cannot be edited
12. As regards the tab "INTERNATIONAL STUDENTS" tick the option indicated in the enrolment enabling email, set the expiration date and click Next
13. As regards the tab "BANK DETAILS REGISTRATION" select "CREDITED TO C/C", enter "INPS" in PROVIDENT INSTITUTION. Also enter your current bank account details (IBAN code required), this can be edited in case of future changes
14. Read carefully the summary and confirm the displayed information

STRONG RECOMMENDED: Print the enrolment form, store it for future references.

At the end of the enrolment
1. **Foreign students entitled to the scholarship** - the enrolment form includes the payment form with a total displayed amount of € 156,00:
   - €140,00 – regional tax for the right to university education;
   - €16,00 – stamp duties.

Further € 12,26 for the insurance for third parties liabilities and accidents will be deducted by the very first payment of the scholarship. **All amounts listed above must be paid each year**.

2. **Foreign students <u>not</u> entitled to the scholarship** - the enrolment form includes the payment form <u>with a total displayed amount of € 168,26</u>:
   o €140,00 – regional tax for the right to university education;
   o €16,00 – stamp duties;
   o €12,26 for the insurance for third parties liabilities and accidents.
   All amounts listed above must be paid each year.

The payment must be completed via PagoPA, a new mandatory system introduced in July 2020, according to the ministerial regulation in force.

Independently of the above cases 1 or 2, the enrolment validation is mandatory.

To VALIDATE the ENROLMENT:

1. Visit: https://delphi.uniroma2.it/totem/jsp/homeStudenti.jsp <u>then switch to English</u>
2. Click Postgraduate Courses - Box A
3. Click Doctorate Degree Courses - Box 4
4. Click Doctorate (Dottorato) Registration - Box 2
5. Click You have already filled out an application - Box B
6. Enter the fiscal code and the CTRL code, according to the enrolment form
7. Do not enter any information and Click VALIDATE PAGOPA

STRONG RECOMMENDED: Print the enrolment confirmation, store it for future reference.

To GET THE PASSWORD TO ENTER YOUR DELPHI'S PERSONAL PAGE:

1. Visit: https://delphi.uniroma2.it/totem/jsp/homeStudenti.jsp <u>then switch to English</u>
2. box A Postgraduate Courses
3. box 4 Doctorate Degree Courses
4. box 2 Doctorate (Dottorato) Registration
5. box d Retrieve Password enter the fiscal code indicated in the enrolment form along with the matricola.

To ENTER YOUR DELPHI'S PERSONAL PAGE:

1. Visit: https://delphi.uniroma2.it/totem/jsp/homeStudenti.jsp <u>then switch to English</u>
2. left menu/PERSONAL PAGE -> ENTER

After having completed the enrolment, validated the payment and paid for the regional fee the following documents must be emailed to concorso@phd.uniroma2.it:
1) The enrolment form signed
2) a passport copy
3) a photo (passport format)
4) ONLY SCHOLARSHIP HOLDER - form for acceptance of scholarship conditions

The email Subject must be: "Enrolment Form PhD Program in (PROGRAM NAME)".