

Tutorial for applicants graduating from high school

Step 1. Click on “Registration”

UNIVERSITÀ DEGLI STUDI DI ROMA TOR VERGATA

LOGOUT

Delphi

Access to the Reserved Section

If you are not already signed up to, click on Registration

Registration

Retrieve Password

FISCAL CODE

PASSWORD

ENTER

Step 2. Insert your personal data

UNIVERSITÀ DEGLI STUDI DI ROMA TOR VERGATA

LOGOUT

Delphi

Registration

Personal Information Registration

NAME *

SURNAME *

SEX * F

FISCAL CODE
(IF ISSUED BY THE REVENUE AGENCY)

*Mandatory value

BACK NEXT

UNIVERSITÀ DEGLI STUDI DI ROMA TOR VERGATA

LOGOUT

Delphi

Registration

Personal Information Registration

DATE OF BIRTH * 22/06/2005

STATE/PROVINCE OF BIRTH:
(SELECT EE FOR FOREIGN COUNTRY) * EE

COUNTRY: *

FOREIGN CITY OF BIRTH: *

E-MAIL *

PHONE NUMBER *

CITIZENSHIP *


*Mandatory value

BACK NEXT

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Step 3. If your data is correct click “Confirm displayed information”

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LOGOUT  *Delphi* Versione: test

CHECK CAREFULLY THAT ALL THE ENTERED DATA ARE CORRECT

IF THEY ARE CORRECT, CLICK ON THE “CONFIRM INFORMATION DISPLAYED” BUTTON TO COMPLETE THE APPLICATION. WAIT FOR THE PROCESS TO FINISH WITHOUT PRESSING ANY ADDITIONAL KEYS.


IF DATA ARE INCORRECT, CLICK ON “BACK” TO CORRECT THEM.

Personal Information

Fiscal Code:	
Name and Surname:	
Date of Birth:	
Country of Birth:	
City of Birth:	
E-mail:	
Mobile Number:	
Citizenship:	

Step 4. Save the password and fiscal code which were generated by the system.

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The procedure has been successfully completed.
Save your fiscal code and password to log in and complete the procedure

Password: xxxxxxxx
Fiscal Code: xxxxxxxxxxxx

Tutorial for applicants graduating from high school
Step 5. Login with the credentials you received.

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Access to the Reserved Section

If you are not already signed up to, click on [Registration](#)

Registration
Retrieve Password

FISCAL CODE

PASSWORD

ENTER

Step 6. Click on “Sign up for courses”

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Courses Section

Welcome

[Sign up for courses](#)
[My courses](#)
[My contact information](#)
[Logout](#)
[Request Assistance](#)

No registrations

Step 7. Select “Foundation Course – Graduating high school”

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Courses Section

Welcome YUYU YAYA

[Sign up for courses](#)
[My courses](#)
[My contact information](#)
[Logout](#)
[Request Assistance](#)

Type of Course: UNIVERSITA' DI TOR VERGATA - FOUNDATION COURSE (graduating high school) **Next**

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Step 8. If you agree, click on “I have read and understood the privacy policy”

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FOUNDATION COURSE (graduating high school)

Read the Privacy Policy

 **TOR VERGATA**
UNIVERSITÀ DEGLI STUDI DI ROMA



UFFICI E SERVIZI POSTI ALLE DIRETTE DIPENDENZE
DEL DIRETTORE GENERALE
Ripartizione Protezione Dati e Conservazione Digitale

Information pursuant to Article 13 of the EU Regulation 2016/679 ("GDPR")
for the processing of personal data of users enrolling in FOUNDATION

BACK I HAVE READ AND UNDERSTOOD THE PRIVACY POLICY

Step 9. Confirm your data once again and click “Next”

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LOGOUT   *Delphi* Versione: test

FOUNDATION COURSE (graduating high school)

Student information

E-MAIL *

PHONE NUMBER *



CITIZENSHIP *

*Mandatory value

BACK NEXT

Step 10. Insert the requested data and click “Next”

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FOUNDATION COURSE (graduating high school)

Mailing address

ADDRESS *

STATE/PROVINCE:
(SELECT EE FOR FOREIGN COUNTRY) *

COUNTRY: *

FOREIGN CITY *

ZIP CODE *

*Mandatory value

BACK NEXT

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Step 11. Select the type of identification and insert the file then click “Next”

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LOGOUT  *Delphi* Versione: test

PLEASE FILL IN THE FOLLOWING DOCUMENT

TYPE * ☐ ID (only EU) ☐ PASSPORT


PDF FILE * Scegli file Nessun file selezionato
Upload Pdf file

Fields marked with * are mandatory.

BACK NEXT

Step 12. Select a study path (Natural Sciences/Social Sciences) and click “Next”

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LOGOUT  *Delphi* Versione: test

PLEASE FILL IN THE FOLLOWING DOCUMENT

SUBJECTS CHARACTERIZING THE SOCIAL SCIENCES CURRICULUM

Italian literature and culture
Geography and history
Principles of economics
Political institutions
Mathematics

SUBJECTS CHARACTERIZING THE NATURAL SCIENCES CURRICULUM

Biology
Chemistry
Mathematics
Physics
Political Institutions


SELECTED COURSE OF STUDY * Select ...

Fields marked with * are mandatory.

BACK NEXT

Step 13. Select the type of residence document (residence permit, Visa...) and then click “Next”

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PLEASE FILL IN THE FOLLOWING DOCUMENT

PERMIT OF STAY * ☐ No permit of stay required (only for EU) ☐ Permit of stay renewal ☐ Visa ☐ Permit of stay ☐ I will request a VISA for registration of Foundation Course

RELEASE DATE

If renewal insert the date of payment on the request receipt

EXPIRATION DATE

If renewal insert the date of appointment for finger prints

TYPE OF PERMIT

write the type of permit in your possession

PDF FILE Scegli file Nessun file selezionato
upload pdf file

Fields marked with * are mandatory.

BACK NEXT

Tutorial for applicants graduating from high school

Step 14. Upload the english language certificate in pdf file and click “Next”

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PLEASE FILL IN THE FOLLOWING DOCUMENT

FILE PDF * Scegli file Nessun file selezionato

Upload the pdf file of the english language certificate stating the knowledge of the english language (minimum b1 level)

Consult the list of the recognised institutions at the url <https://piattaformaentcert.pubblica.istruzione.it/pocl-piattaforma-enti-cert-web/elenco-enti-accreditati>

Fields marked with * are mandatory.

BACK NEXT

Step 15. Upload the pdf file of your school reports from your previous years until now

UNIVERSITÀ DEGLI STUDI DI ROMA TOR VERGATA

LOGOUT Delphi Versione: test

PLEASE FILL IN THE FOLLOWING DOCUMENT

FILE PDF * Scegli file Nessun file selezionato

Upload the pdf file of your school reports from your previous years until now.

Fields marked with * are mandatory.

BACK NEXT

Step 16. Upload the pdf file of the enrollment certificate of your last year of high school

UNIVERSITÀ DEGLI STUDI DI ROMA TOR VERGATA

LOGOUT Delphi Versione: test

PLEASE FILL IN THE FOLLOWING DOCUMENT

FILE PDF * Scegli file Nessun file selezionato

Upload the pdf file of the enrollment certificate of your last year of high school

Fields marked with * are mandatory.

BACK NEXT

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Step 17. Check your personal data and if correct click “Confirm displayed information”

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IF THEY ARE CORRECT, CLICK ON THE "CONFIRM INFORMATION DISPLAYED" BUTTON TO COMPLETE THE APPLICATION.
WAIT FOR THE PROCESS TO FINISH WITHOUT PRESSING ANY ADDITIONAL KEYS!

IF DATA ARE INCORRECT CLICK "BACK" TO CORRECT THEM.

Course: FOUNDATION COURSE (graduating high school)

Personal Information

Fiscal Code: 00000000000000000000

Name and Surname: 000000 000000

Date of Birth: 00/00/0000

Country of Birth: 00000000

City of Birth: 0000000000

E-Mail: 000000@000000.000

Mobile Number: 000000000


Citizenship: 00000000

Address (Chosen Mailing Address)

Address: 00000000

Step 18. Click on print invoice to pay the registration fee

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To complete the registration click on "print invoice" and pay the fee through the pagoPA system


PRINT REGISTRATION

PRINT INVOICE

BACK

Step 19. Login once again to complete the registration

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LOGOUT  *Delphi* Versione: test

Access to the Reserved Section

If you are not already signed up to, click on Registration

Registration

Retrive Password

FISCAL CODE

PASSWORD

ENTER

Tutorial for applicants graduating from high school
Step 20. Click on “Manage”



Step 21. Registration complete

