

Tutorial for students who have obtained the final high school title

Step 1. Click on "Registration"

UNIVERSITÀ DEGLI STUDI DI ROMA TOR VERGATA

LOGOUT *Delphi* Welcome back

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* Welcome back

Registration

Personal Information Registration

NAME *

SURNAME *

SEX *

FISCAL CODE (ISSUED BY THE REVENUE AGENCY)

*Mandatory value

BACK NEXT

UNIVERSITÀ DEGLI STUDI DI ROMA TOR VERGATA

LOGOUT *Delphi* Welcome back

Registration

Personal Information Registration

DATE OF BIRTH *

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

COUNTRY: *

FOREIGN CITY OF BIRTH: *

E-MAIL *

PHONE NUMBER *

CITIZENSHIP *

*Mandatory value

BACK NEXT

Tutorial for students who have obtained the final high school title

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

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LOGOUT Delphi Versione: beta

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: _____

BACK CONFIRM DISPLAYED INFORMATION

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: xxxxxxx
Fiscal Code: xxxxxxxxxxx

OK

Tutorial for students who have obtained the final high school title

Step 5. Login with the credentials you received.

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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
Retrieve Password

FISCAL CODE

PASSWORD

ENTER

Step 6. Click on “Sign up for courses”

UNIVERSITÀ DEGLI STUDI DI ROMA TOR VERGATA

LOGOUT   *Delphi* Versione: test

Courses Section

Welcome

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

No registrations

Step 7. Select “Foundation Course – High school graduate” and click “Next”

UNIVERSITÀ DEGLI STUDI DI ROMA TOR VERGATA

LOGOUT   *Delphi* Versione: test

Courses Section

Welcome MIO MAO

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

Type of Course: (UNIVERSITA' DI TOR VERGATA - FOUNDATION COURSE (High school graduate) Next

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

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Delphi Versione: test

FOUNDATION COURSE (High school graduate)

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”

UNIVERSITÀ DEGLI STUDI DI ROMA TOR VERGATA
LOGOUT
Delphi Versione: test

FOUNDATION COURSE (High school graduate)

Student information

E-MAIL *

PHONE NUMBER *

CITIZENSHIP *

*Mandatory value

BACK NEXT

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

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LOGOUT
Delphi Versione: test

FOUNDATION COURSE (High school graduate)

Mailing address

ADDRESS *

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

COUNTRY: *

FOREIGN CITY *

ZIP CODE *

*Mandatory value

BACK NEXT

Tutorial for students who have obtained the final high school title

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"

UNIVERSITÀ DEGLI STUDI DI ROMA TOR VERGATA

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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

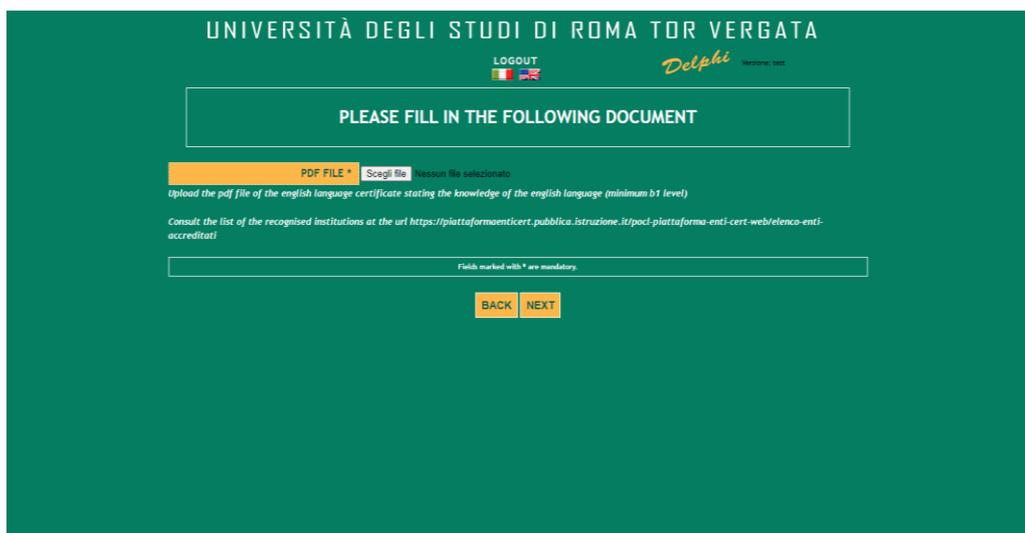
PDF FILE * Scegli file Nessun file selezionato
upload pdf file

Fields marked with * are mandatory.

BACK NEXT

Tutorial for students who have obtained the final high school title

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



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PLEASE FILL IN THE FOLLOWING DOCUMENT

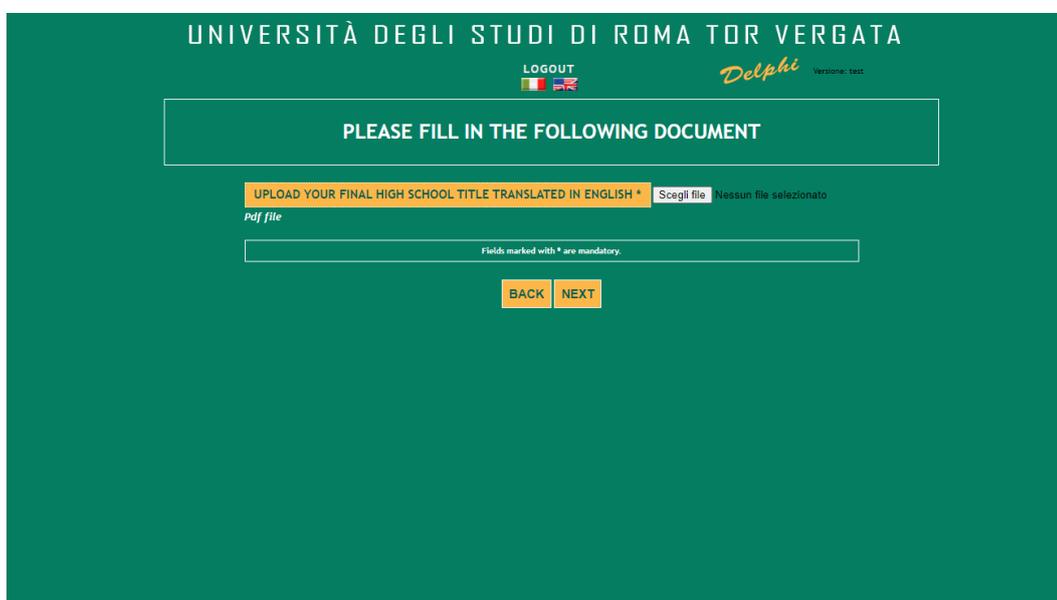
PDF FILE * Nessun file selezionato

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://piattaformaocert pubblica.istruzione.it/pocl-piattaforma-enti-cert-web/elenco-enti-accreditati>

Fields marked with * are mandatory.

Step 15. Upload the pdf file of your final high school diploma translated in english and then click "Next"



UNIVERSITÀ DEGLI STUDI DI ROMA TOR VERGATA

LOGOUT  *Delphi* Versione: test

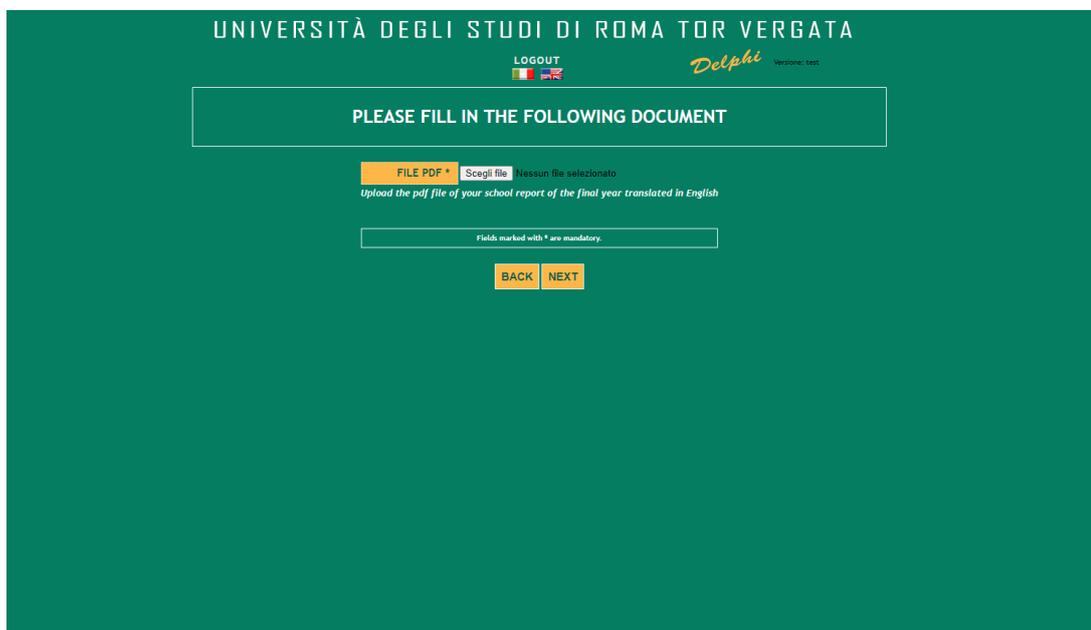
PLEASE FILL IN THE FOLLOWING DOCUMENT

UPLOAD YOUR FINAL HIGH SCHOOL TITLE TRANSLATED IN ENGLISH * Nessun file selezionato

pdf file

Fields marked with * are mandatory.

Step 16. Upload the pdf file of your final school report translated in english and then click "Next"



UNIVERSITÀ DEGLI STUDI DI ROMA TOR VERGATA

LOGOUT  *Delphi* Versione: test

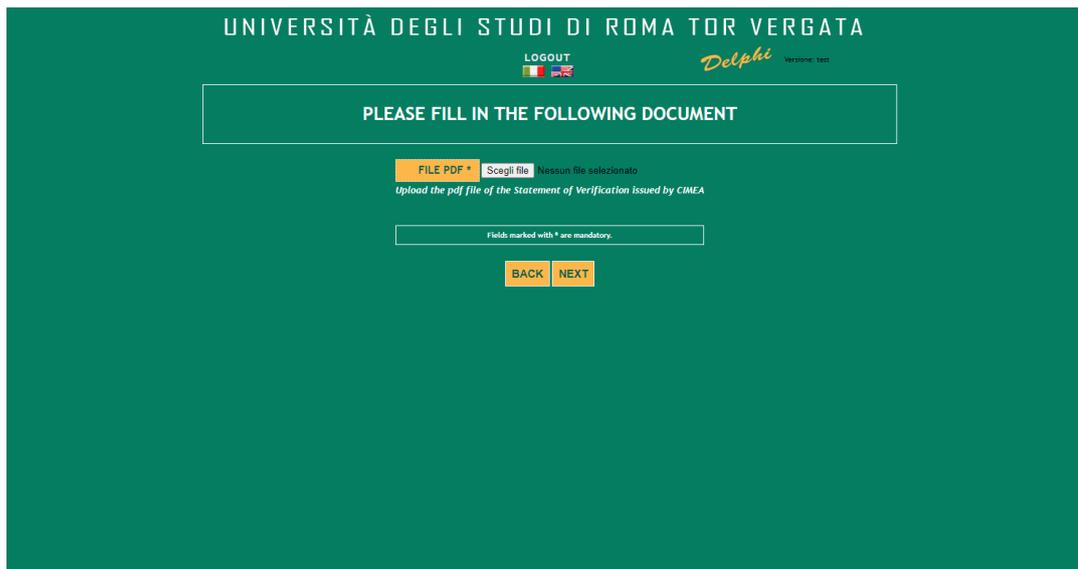
PLEASE FILL IN THE FOLLOWING DOCUMENT

FILE PDF * Nessun file selezionato

Upload the pdf file of your school report of the final year translated in English

Fields marked with * are mandatory.

Step 17. Upload the pdf file of the Statement of Verification issued by CIMEA and then click “Next”



UNIVERSITÀ DEGLI STUDI DI ROMA TOR VERGATA

LOGOUT  *Delphi* Versione: test

PLEASE FILL IN THE FOLLOWING DOCUMENT

FILE PDF * Scegli file Nessun file selezionato

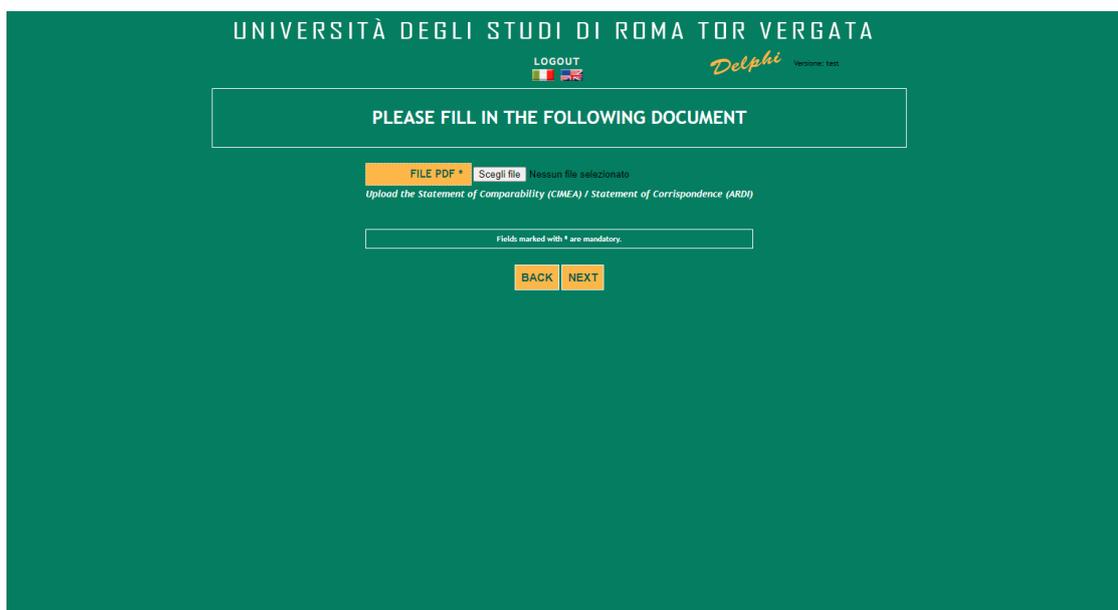
Upload the pdf file of the Statement of Verification issued by CIMEA

Fields marked with * are mandatory.

BACK NEXT

Step 18. Upload the pdf file of the:

1. Statement of Comparability (if the country that issued your title is NOT in the list of signatories of the Lisbon convention)
2. Statement of Correspondence (if the country that issued your title IS in the list of signatories of the Lisbon convention)



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 Statement of Comparability (CIMEA) / Statement of Correspondence (ARDI)

Fields marked with * are mandatory.

BACK NEXT

Tutorial for students who have obtained the final high school title

Step. 19 Check your personal data and if correct click “Confirm displayed information”

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LOGOUT  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 "BACK" TO CORRECT THEM.

Course: FOUNDATION COURSE (High school graduate)

Personal Information	
Fiscal Code:	XXXXXXXXXX
Name and Surname:	XXXXXXXXXXXX
Date of Birth:	15/04/2000
Country of Birth:	XXXXXXXX
City of Birth:	XXXXXXXX
E-Mail:	XXXXX@XXXXXXX
Mobile Number:	XXXXXXXXXX
Citizenship:	XXXXXXXXXXXX
Address (Chosen Mailing Address)	
Address:	XXXXXXXXXX

Step 20. Click on print invoice to pay the registration fee

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LOGOUT  Versione: test

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

[PRINT REGISTRATION](#)

[PRINT INVOICE](#)

[BACK](#)

Step 21. Login once again to complete the registration

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LOGOUT  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](#)

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Step 22. Click on "Manage"

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Courses Section

Welcome HHH GGG

Sign up for courses
My courses
My contact information
Logout
Request Assistance

UNIVERSITÀ DI TOR VERGATA - FOUNDATION COURSE (High school graduate) Academic Year 2024/2025 **Manage**
Print

Step 23. Registration complete

UNIVERSITÀ DEGLI STUDI DI ROMA TOR VERGATA

LOGOUT  *Delphi* Versione: test

FOUNDATION COURSE (High school graduate)

Registration confirmed

BACK