

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* 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

Step 2. Insert your personal data

UNIVERSITÀ DEGLI STUDI DI ROMA TOR VERGATA

LOGOUT   *Delphi* Versione: test

Registration

Personal Information Registration

NAME *

SURNAME *



SEX *

FISCAL CODE
(IF ISSUED BY THE REVENUE AGENCY)

*Mandatory value

BACK NEXT

UNIVERSITÀ DEGLI STUDI DI ROMA TOR VERGATA

LOGOUT   *Delphi* Versione: test

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

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

UNIVERSITÀ DEGLI STUDI DI ROMA TOR VERGATA

LOGOUT  *Delphi* Versione: 1.0.0

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.

UNIVERSITÀ DEGLI STUDI DI ROMA TOR VERGATA

LOGOUT  *Delphi* Versione: 1.0.0

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

Password: xxxxxxxx
Fiscal Code: xxxxxxxxxxxx

OK

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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](#)
[Retrive 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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LOGOUT 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”

UNIVERSITÀ DEGLI STUDI DI ROMA TOR VERGATA

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FOUNDATION COURSE (High school graduate)

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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LOGOUT Delphi Versione: test

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

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

The screenshot shows the Delphi portal interface for Step 14. At the top, the header includes 'UNIVERSITÀ DEGLI STUDI DI ROMA TOR VERGATA', a 'LOGOUT' button with Italian and English flags, and the 'Delphi' logo with 'Versione: test'. A central box says 'PLEASE FILL IN THE FOLLOWING DOCUMENT'. Below this, a yellow button 'PDF FILE *' is next to a grey button 'Scegli file' and the text 'Nessun file selezionato'. The instruction reads: 'Upload the pdf file of the english language certificate stating the knowledge of the english language (minimum b1 level)'. A link is provided: 'Consult the list of the recognised institutions at the url https://piattaformaenticert.pubblica.istruzione.it/poet-piattaforma-enti-cert-web/elenco-enti-accreditati/'. A note states 'Fields marked with * are mandatory.' At the bottom are 'BACK' and 'NEXT' buttons.

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

The screenshot shows the Delphi portal interface for Step 15. The header is identical to Step 14. The central box says 'PLEASE FILL IN THE FOLLOWING DOCUMENT'. Below this, a yellow button 'UPLOAD YOUR FINAL HIGH SCHOOL TITLE TRANSLATED IN ENGLISH *' is next to a grey button 'Scegli file' and the text 'Nessun file selezionato'. The instruction reads: 'Upload the pdf file of your final high school diploma translated in english'. A note states 'Fields marked with * are mandatory.' At the bottom are 'BACK' and 'NEXT' buttons.

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

The screenshot shows the Delphi portal interface for Step 16. The header is identical to the previous steps. The central box says 'PLEASE FILL IN THE FOLLOWING DOCUMENT'. Below this, a yellow button 'FILE PDF *' is next to a grey button 'Scegli file' and the text 'Nessun file selezionato'. The instruction reads: 'Upload the pdf file of your school report of the final year translated in English'. A note states 'Fields marked with * are mandatory.' At the bottom are 'BACK' and 'NEXT' buttons.

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

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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

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Step. 19 Check your personal data and if 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 "BACK" TO CORRECT THEM.

Course: FOUNDATION COURSE (High school graduate)

Personal Information	
Fiscal Code:	XXXXXXXXXX
Name and Surname:	XXXXXXXXXX
Date of Birth:	xx/xx/xxxx
Country of Birth:	XXXXXX
City of Birth:	XXXXXXXX
E-Mail:	XXXXX@XXXX.XXX
Mobile Number:	XXXXXXXX
Citizenship:	XXXXXXXXXXXX
Address (Chosen Mailing Address)	
Address: XXXXXXXX	

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

UNIVERSITÀ DEGLI STUDI DI ROMA TOR VERGATA

LOGOUT   *Delphi* 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

UNIVERSITÀ DEGLI STUDI DI ROMA TOR VERGATA

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

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Step 22. Click on “Manage”



Step 23. Registration complete

