REGISTRATION PROCEDURE FOUNDATION COURSE

Step 1. Access Delphi https://delphi.uniroma2.it/totem/jsp/index.jsp?language=EN and click on "Student Section"

Step 2. Select "FOUNDATION COURSE" in section D

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Step 3. Select "Registration"

Step 4. Insert your name and surname. If you already have an Italian fiscal code (codice fiscale) you can enter it; if you don't have it, click directly on "Next"

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Step 5. Enter your personal data and click on "Next"

Step 6. Check that all the entered information is correct and click on "confirm displayed information"

Step 7. The system will provide you with a password and a fiscal code (if you didn't enter it). They will also be sent to your email address.

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Step 8. You will have to access delphi again (step 3) and enter the fiscal code and password provided

Step 9. Select "Sign up for courses"

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Step 10. Select from the drop-down menu "Foundation Course"

Step 11. Read the privacy policy and, if you agree, click on "I have read and understood the privacy policy"

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Step 12. Your personal data will be displayed, click on "Next"

Step 13. Enter your current address and click on "Next"

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Step 14. Enter the data of your ID document or Passport , upload it and click on "Next"

Step 15.   Enter the data and upload the required documents and click on "Next"

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Step 16. Select the required document, upload it and click on "Next"

Step 17. Select your Italian and English proficiency level and click on "Next"

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Step 18. Upload your final High School title and click on "Next"

Step 19. Check that all the entered data are correct and click on "Confirm displayed information"

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Step 20. Click on "Print" if you want to download a pdf file with the entered data: Please be reminded that you will have to confirm your registration

Step 21. Clicking on "Back" you will log out. Then, you will have to enter your fiscal code and password again (Step 3) in order to be able to manage the application you submitted.

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Step 22. Now you can confirm your registration by clicking on "Manage"

Step 23. Confirm your registration or delete

Step 24. In order to complete the registration click on "confirm"

UNIVERSITÀ DEGLI STUDI DI ROMA TOR VERGATA

LOGOUT

Delphi Versione: test

Do you intend to confirm your registration?

CONFIRM

BACK

Step 25. Click on "Ok"

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LOGOUT

Delphi Versione: 15.8

Your subscription has been confirmed.
Wait for the verification of your documents from International Students Office.

OK

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Step 26. Click on "print"

Step 27. click on "Print your registration", wait for the verification of your documents from the International Students Office and the instructions on the payment of the registration fee