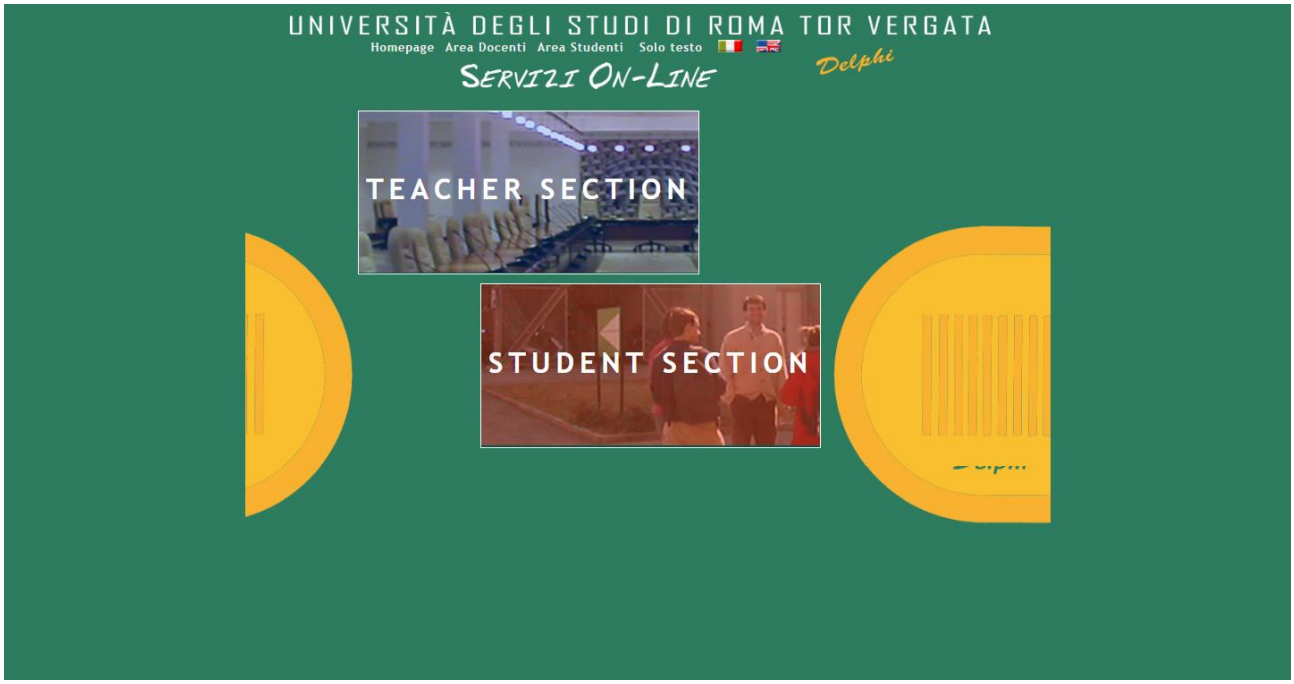
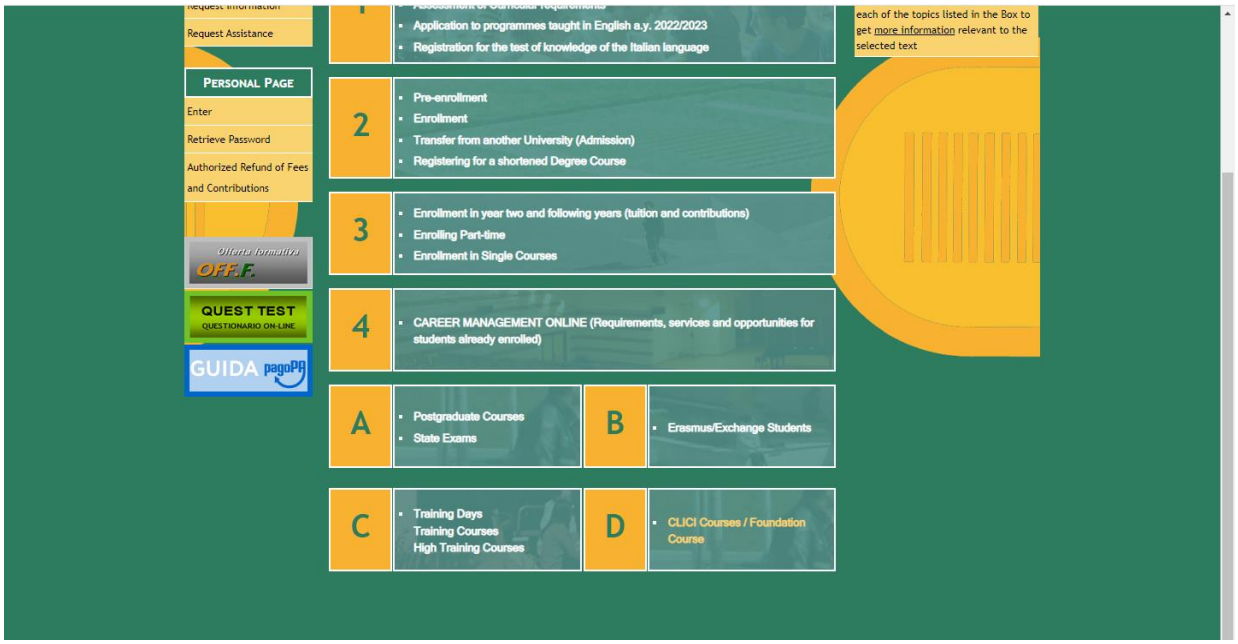
REGISTRATION PROCEDURE FOUNDATION COURSE

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



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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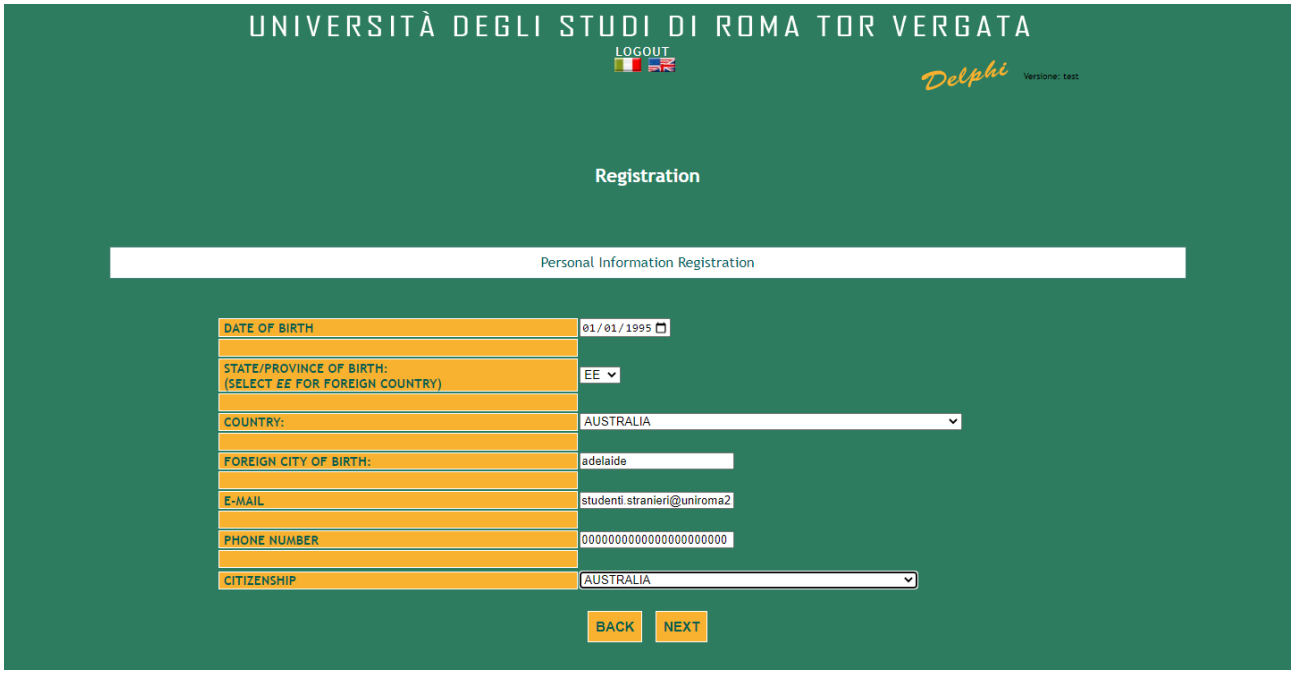
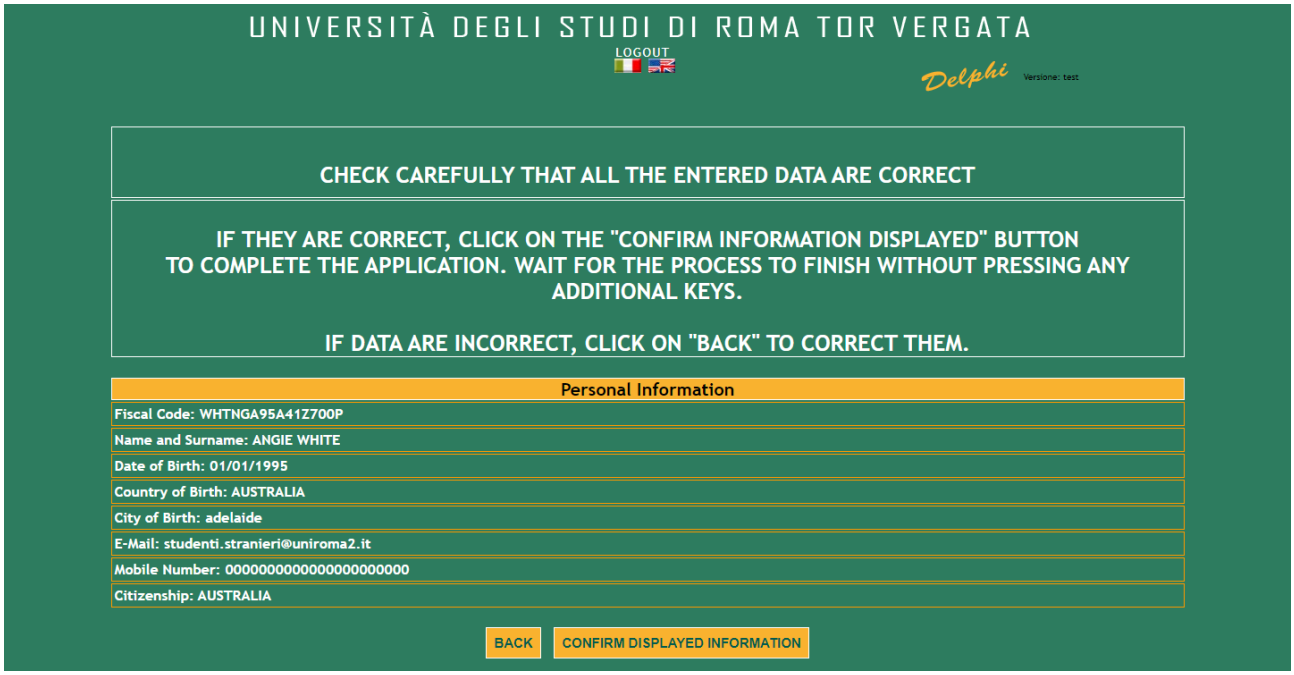
Step 5. Enter your personal data and click on “Next”



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



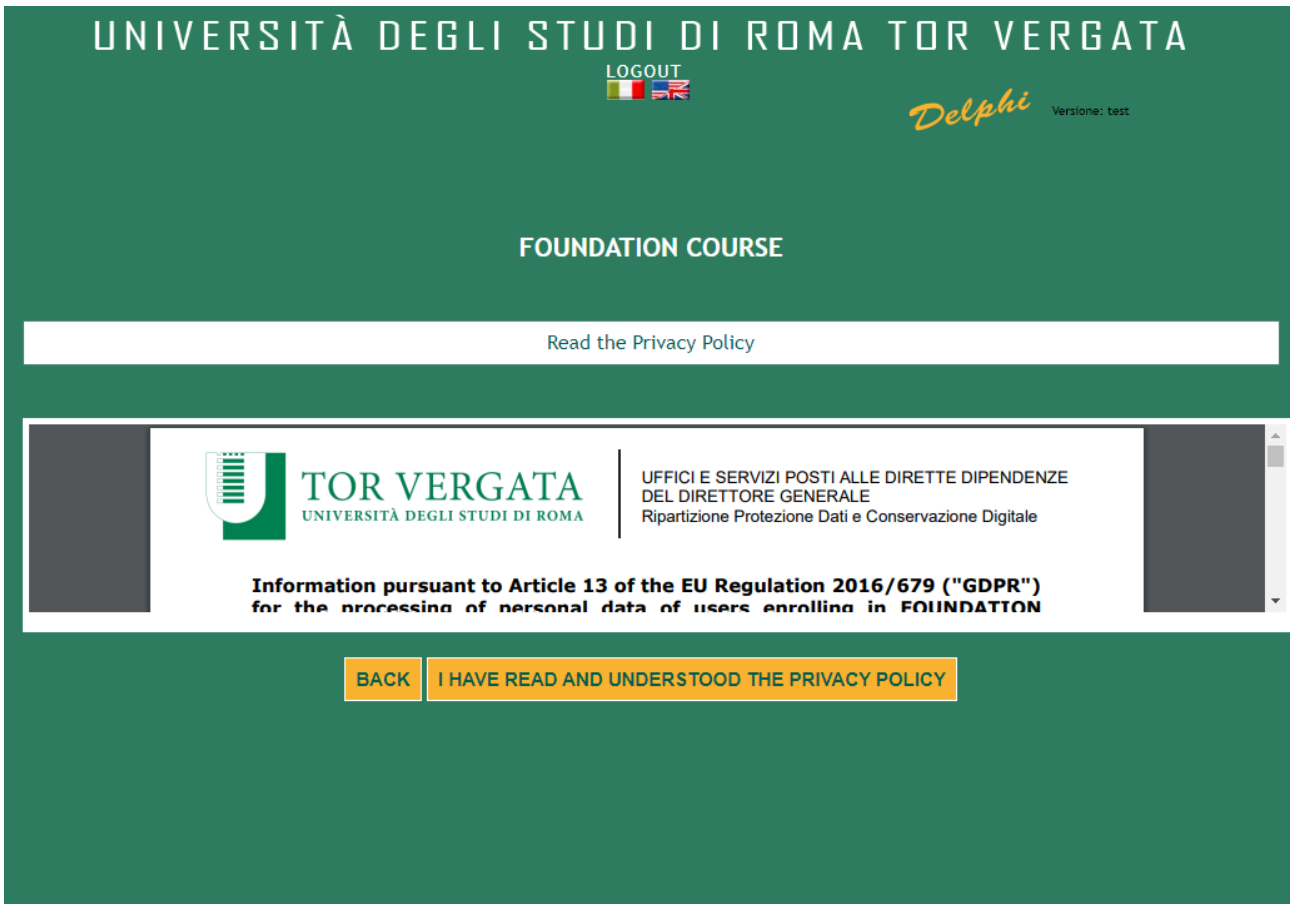
Step 7. The system will provide you with a password and a fiscal code (if you didn’t enter it). They will also be sent to your email address.

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”

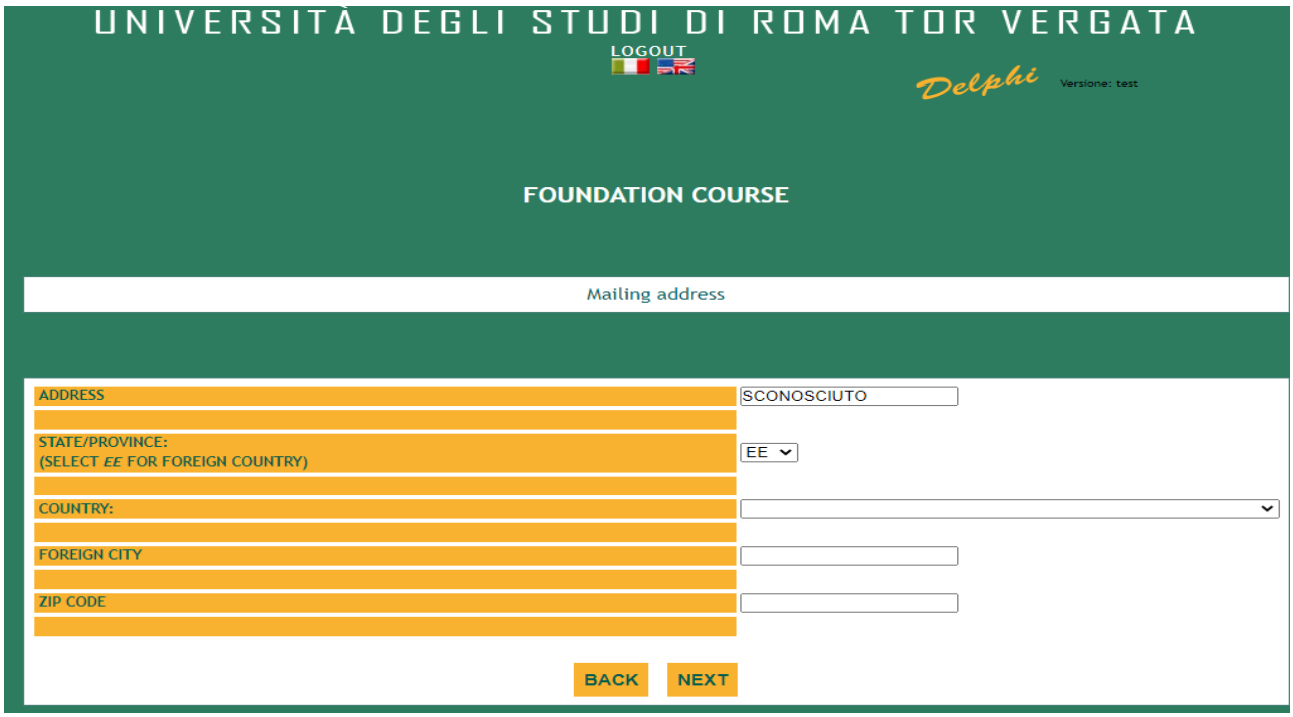
Step 10. Select from the drop-down menu “Foundation Course”

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

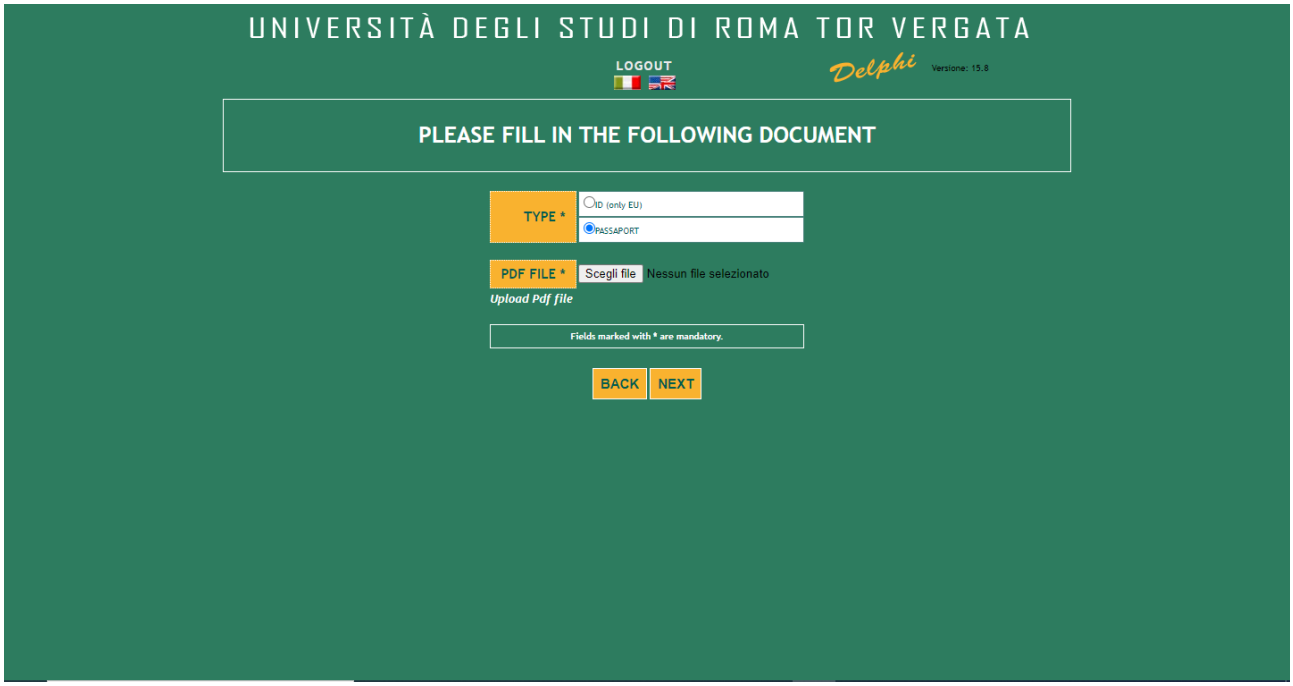


Step 12. Your personal data will be displayed, click on “Next”

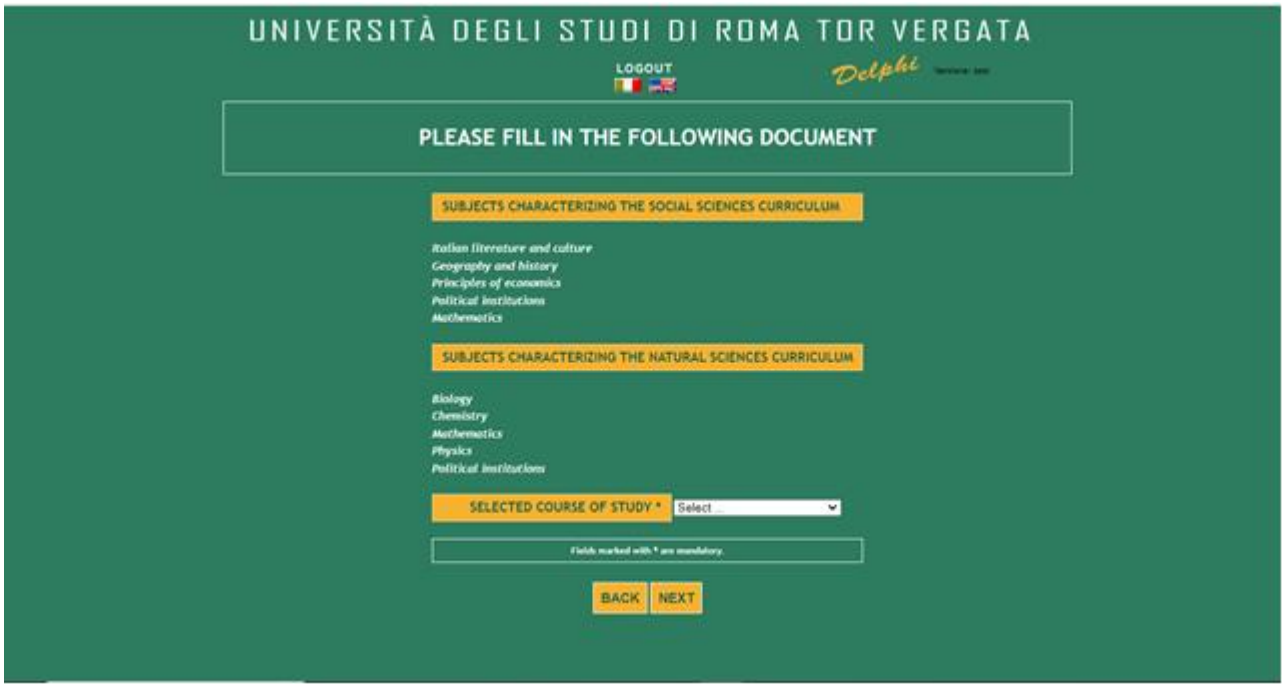
Step 13. Enter your current address and click on “Next”



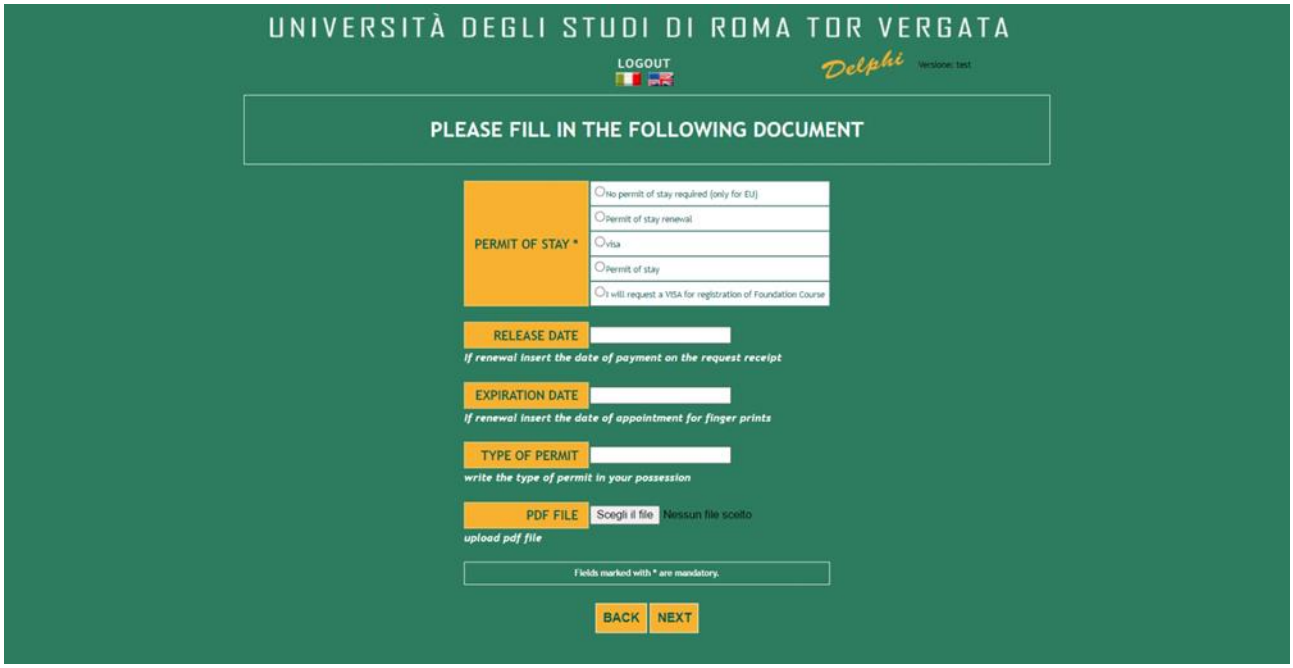
Step 14. Enter the data of your ID document or Passport , upload it and click on “Next”



Step 15. Choose the course of study you prefer.



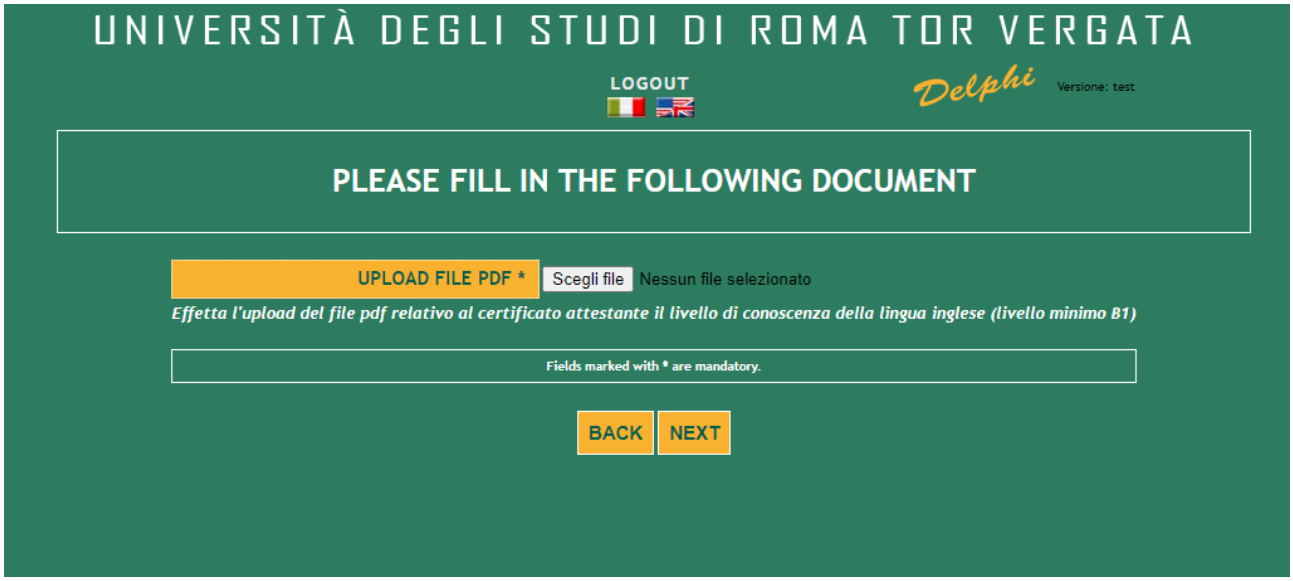
Step 16. Enter the data and upload the required documents and click on “Next”



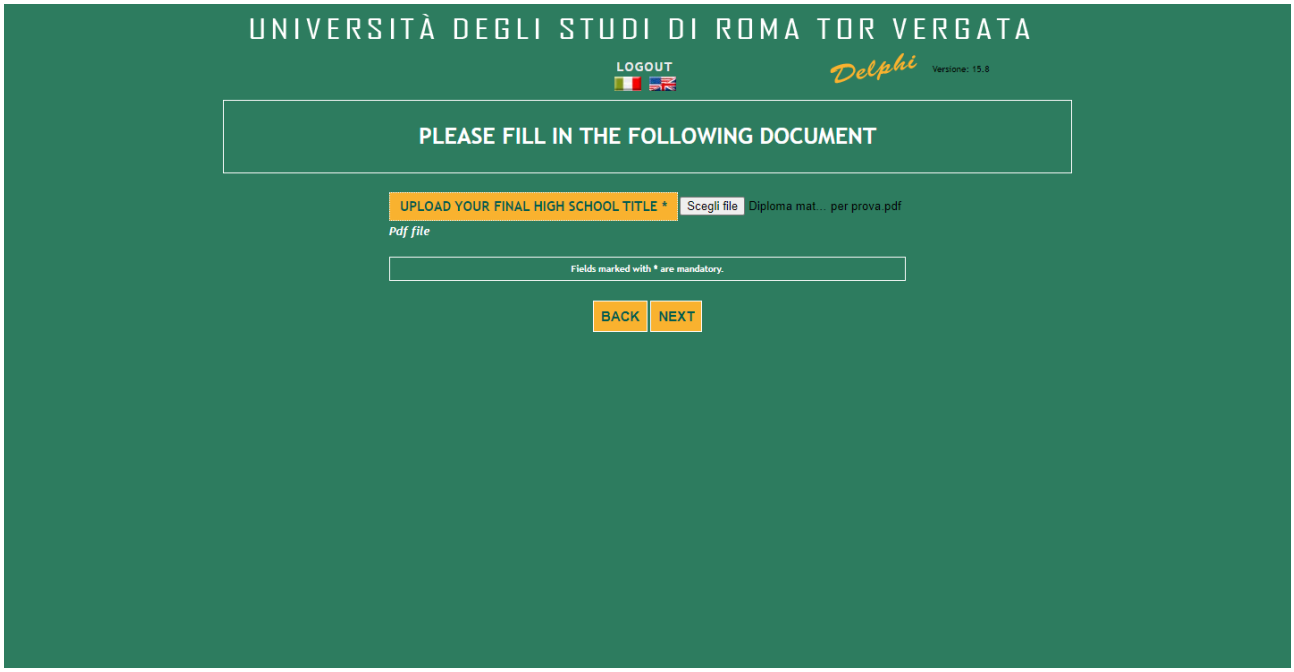
Step 17. upload the required document and click on “Next”

Upload the pdf file of the statement of comparability of your final title, issued by CIMEA pr, in alternative, the declaration of value issued by the italian diplomatic representation.

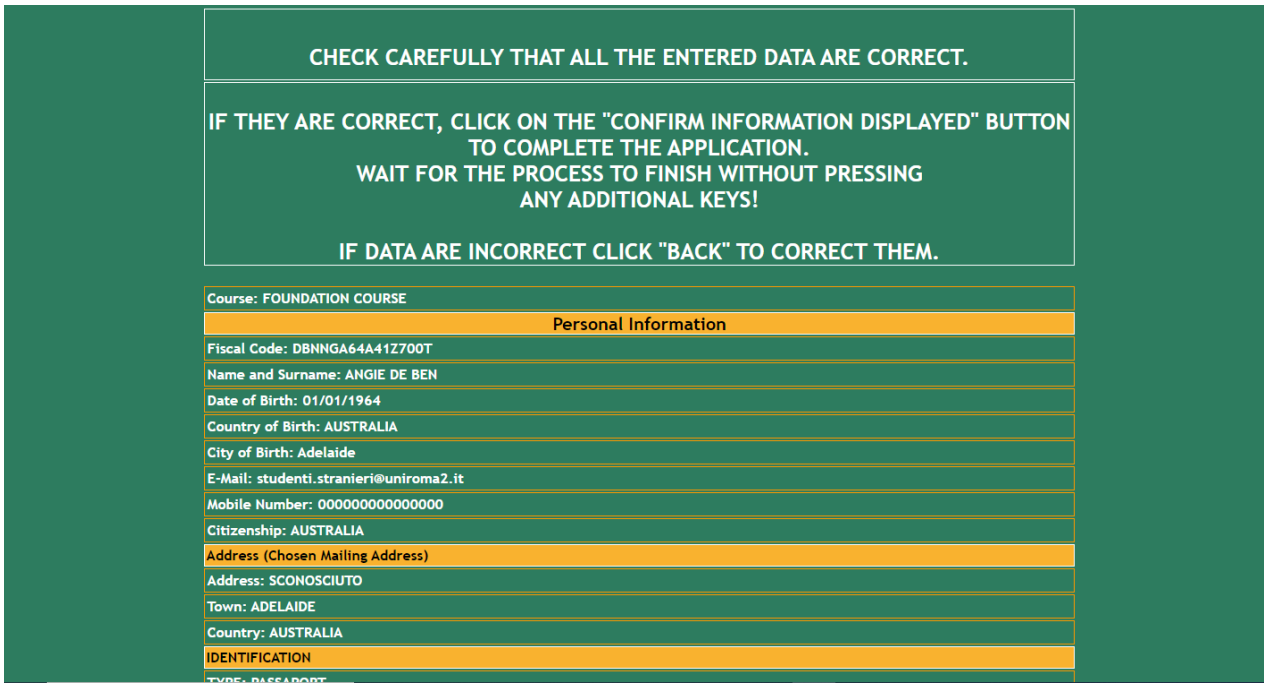
Step 18. Upload the pdf file of the english language certificate stating the knowledge of the english language (minimum b1 level) and click on “Next”



Step 19. Upload your final High School title and click on “Next”



Step 20. Check that all the entered data are correct and click on “Confirm displayed information”



Step 21. Click on “Print” if you want to download a pdf file of the application.

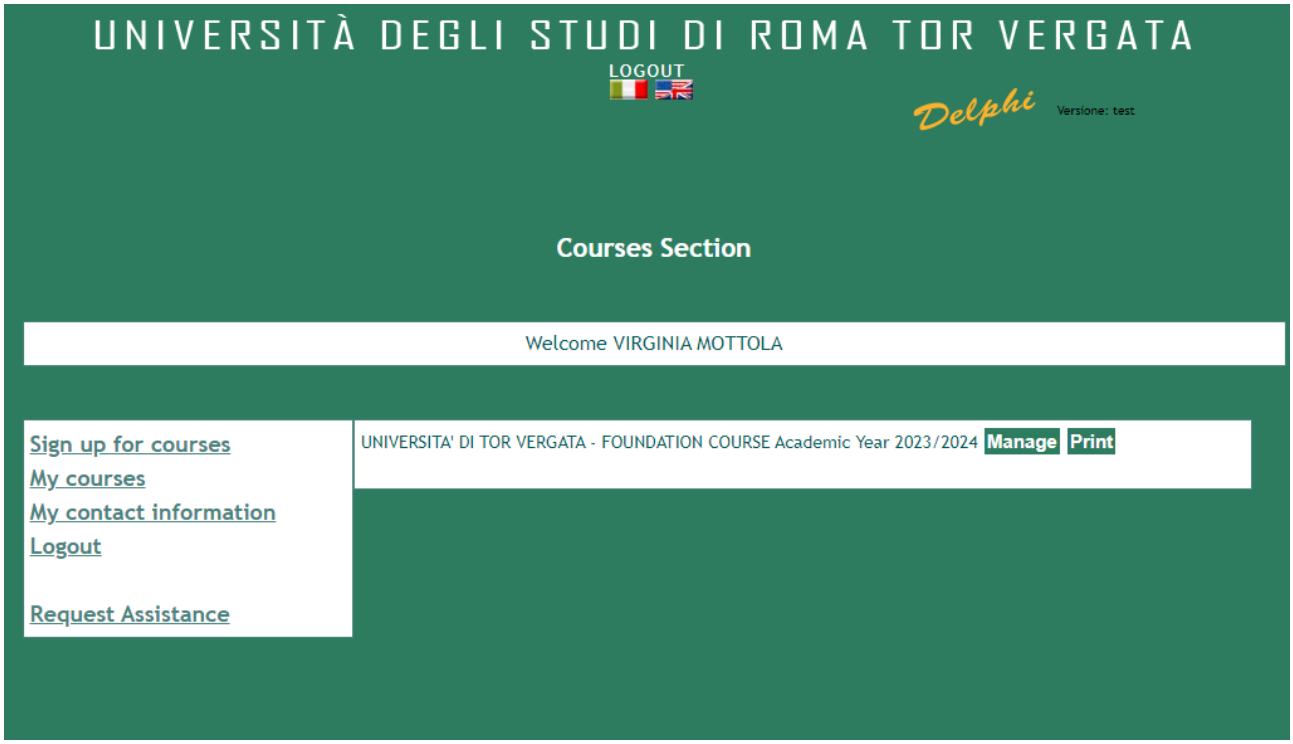
To complete the registration click on “print invoice” and pay the fee through the pagoPA system

Step 22. 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 confirm the application you submitted.

Step 23. Now you can confirm your registration by clicking on “Manage”

Step 24. Click on “Back”

Step 25. If you want to print the application or print the bulletin for the payment or print the payment invoice, Click on “print”



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