

**Annex 1**  
**Academic Year 2025/2026**  
**SINGLE-CYCLE MASTER'S DEGREE PROGRAM IN PHARMACY**  
*(Courtesy English translation)*

**TRANSFER PROCEDURES FROM OTHER UNIVERSITIES OR PROGRAM CHANGES  
WITHIN TOR VERGATA UNIVERSITY OF ROME**

Candidates who have earned a place on the ranking list (successful candidates) and are currently enrolled at another university or in a different degree program at Tor Vergata University must confirm their place by following the procedures outlined below, depending on whether they participated in the **first** or **second selection round**.

---

**FIRST SELECTION ROUND**

**POINT A**

**Inbound Transfer from Another University**

*(For students who took the test and were successfully admitted)*

Successful candidates must:

1. Complete the **pre-enrollment process** and then finalize their **enrollment** by the deadlines specified in the Call for applications.

**Additional Required Steps:**

**By the pre-enrollment deadline (2 July 2025):**

- Email the completed form (attached to this document), along with a copy of a valid ID, to:
  - **Student Affairs Office at the School of Mathematics, Physics, and Natural Sciences:** [segreteria-studenti@scienze.uniroma2.it](mailto:segreteria-studenti@scienze.uniroma2.it)
  - **International Students Office** (only for students with foreign qualifications): [international.students@uniroma2.it](mailto:international.students@uniroma2.it)

**By the enrollment deadline (29 August 2025):**

- Request an **outbound transfer** request from your current university.
- Email proof of the transfer request to:
  - **Student Affairs Office at the School of Mathematics, Physics, and Natural Sciences:** [segreteria-studenti@scienze.uniroma2.it](mailto:segreteria-studenti@scienze.uniroma2.it)

- **International Students Office** (only for students with foreign qualifications): [international.students@uniroma2.it](mailto:international.students@uniroma2.it)

## POINT B

### **Internal Program Transfer within Tor Vergata University**

*(For students who took the test and were successfully admitted)*

Successful candidates must:

**By the pre-enrollment deadline (2 July 2025):**

- Email the form (attached to this document), along with a copy of a valid ID, to:
  - **Student Affairs Office at the School of Mathematics, Physics, and Natural Sciences:** [segreteria-studenti@scienze.uniroma2.it](mailto:segreteria-studenti@scienze.uniroma2.it)
  - **International Students Office:** [international.students@uniroma2.it](mailto:international.students@uniroma2.it)

**By the enrollment deadline (29 August 2025):**

- Submit a program change request to your current program's student office.
- Email proof of the request to:
  - **Student Affairs Office at the School of Mathematics, Physics, and Natural Sciences:** [segreteria-studenti@scienze.uniroma2.it](mailto:segreteria-studenti@scienze.uniroma2.it)

**Note:** Students already enrolled at Tor Vergata University cannot submit a pre-enrollment application due to technical restrictions.

**Submission of the above documents WITHIN THE SPECIFIED DEADLINES guarantees confirmation of your position on the ranking list.**

## SECOND SELECTION ROUND

## POINT A

### **Inbound Transfer from Another University**

*(For students who took the test and were successfully admitted)*

Candidates who participated in the second selection round and earned a place on the ranking list must submit an **inbound transfer application** as follows:

1. Access the online services portal: <http://delphi.uniroma2.it>.
2. From the **Student Area**, select **Box 2**: "Inbound Transfer from Another University"
3. Choose:
  - **b. "Inbound Transfer Application"**
  - **b.1 "Complete Transfer Application" → "On-Campus Degree Program" → "Science" → "Degree Program."**
4. Enter your details.

5. Print the inbound transfer application with the assigned **CTRL code**.
6. Repeat the process and select **b.2 “Confirm Transfer”**, entering your tax code and **CTRL code**.

Next, email the following documents in PDF format to [segreteria-studenti@scienze.uniroma2.it](mailto:segreteria-studenti@scienze.uniroma2.it):

- a) A signed and scanned copy of the transfer application submitted via Delphi.
- b) A copy of the outbound transfer request, stamped by your current university's office.
- c) A copy of a valid ID.

**Submission of the above documents WITHIN THE ENROLLMENT DEADLINES SPECIFIED IN THE CALL FOR APPLICATIONS** guarantees confirmation of your place on the ranking list. Once confirmed, you may proceed with enrollment as per Article 9 of the Call for Applications.

**Note:** Students with foreign qualifications must complete enrollment through the *International Students Office*.

---

## POINT B

### Internal Program Transfer within Tor Vergata University

*(For students who took the test and were successfully admitted)*

Candidates who earned a place on the ranking list must submit a **program transfer application** by the enrollment deadline as follows:

1. Access the online services portal: <http://delphi.uniroma2.it>.
2. From the *Student Area*, select **Box 4**: “Online Career Management”
3. Select **“Program Transfer Request”** from the menu and follow the instructions. Include any exams passed but not yet recorded in TOTEM.
4. Print the transfer application and payment slip.
5. Pay the fee via **PagoPA** (multiple payment channels available). For details: <http://studenti.uniroma2.it/pagamento/>.
6. Return to the online portal and validate the payment via the **“Validate PagoPA”** button. **Only after validation** will your current program's office receive the transfer request.

**Note:** After payment and validation, email a signed and scanned copy of the transfer application, along with a valid ID (PDF format), to [segreteria-studenti@scienze.uniroma2.it](mailto:segreteria-studenti@scienze.uniroma2.it) by the enrollment deadline.

**Submission of the above documents WITHIN THE ENROLLMENT DEADLINES SPECIFIED IN THE CALL FOR APPLICATIONS** guarantees confirmation of your place on the ranking list.

Once the Student Affairs Office at the School of Mathematics, Physics, and Natural Sciences receives confirmation of your transfer from your previous program, you will be notified via email to finalize enrollment.

**To complete enrollment:**

1. Access <http://delphi.uniroma2.it>.
2. Select *Student Area* → *Box 3* → “*Enrollment in Years Beyond the First*”.
3. Enroll for the 2025/2026 academic year.

---

**INFORMATION ON RECOGNITION OF PRIOR STUDIES ABROAD**

**IMPORTANT:** Students transferring from another university or changing programs who hold academic qualifications or credits from foreign institutions must request recognition **immediately after enrollment** by submitting a dedicated application. Instructions for credit recognition applications can be found on the Pharmacy Degree Program website:

<https://farmacia.uniroma2.it/apply-transfer/transfers-course-abbreviations/>

**Requests for credit recognition not submitted immediately after enrollment will not be considered.**

**CONFIRMATION OF POSITION IN RANKING**  
**(FIRST SELECTION ROUND – Candidates requesting a transfer or a change of degree program)**

I, the undersigned

First name: \_\_\_\_\_

Last name: \_\_\_\_\_

Place of birth: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Phone/mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Hereby declare that:

**A) I am currently enrolled in:**

☐ Bachelor's Degree Program

☐ Master's Degree Program

in \_\_\_\_\_ at this

University;

or at the University of \_\_\_\_\_

**B) I will proceed to request a transfer or change of degree program from the course in which I am currently enrolled by the enrollment deadline for the Single-Cycle Degree Program in Pharmacy, 2025/2026 academic year, as set for candidates selected in the first selection round.**

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**Instructions for Submission:**

- Send the completed form by **2:00 PM on July 2, 2025**, via email to:  
[segreteriastudenti@scienze.uniroma2.it](mailto:segreteriastudenti@scienze.uniroma2.it)  
(and for students with a qualification obtained abroad:  
[international.students@uniroma2.it](mailto:international.students@uniroma2.it))
- Subject line of the email: **“Confirmation of position in ranking – Pharmacy”**
- Attach a copy of a **valid identification document**
- Submit the documentation **as a single PDF file**