



TOR VERGATA
UNIVERSITÀ DEGLI STUDI DI ROMA

TUTORIAL FOUNDATION COURSE

2026/2027
ACADEMIC YEAR



YOUR PATHWAY
TO UNIVERSITY



BEFORE YOU START

How this tutorial works

Read every step carefully

01

REGISTRATION

Steps 1–5

Create your Delphi account and save your login credentials.

02

ACCESS YOUR ACCOUNT

Steps 6–10

Log in, choose your applicant type and accept the privacy policy.

03

COMPLETE APPLICATION

Steps 11–20

Provide your data and upload all required documents.

PART 01

REGISTRATION

Create your personal Delphi account.

Use this page to complete all administrative procedures at Tor Vergata University of Rome.

1

Open the Delphi portal

WHAT TO DO

Click on “Registration” to start creating your personal account.

TIP

Access to the reserved section

Access to the Reserved Section

If you are not already signed up to, click on *Registration*

Reserved area for all courses provided by Tor Vergata University that do not lead to an academic degree.
If you wish to enroll in a Bachelor's degree, Specialization course, Master's degree, or similar programs, please consult the relevant announcements for the correct procedure.

New user?
Please click on *Registration* to create your account.

[Registration](#)
[Retrive Password](#)

FISCAL CODE

PASSWORD

ENTER

2

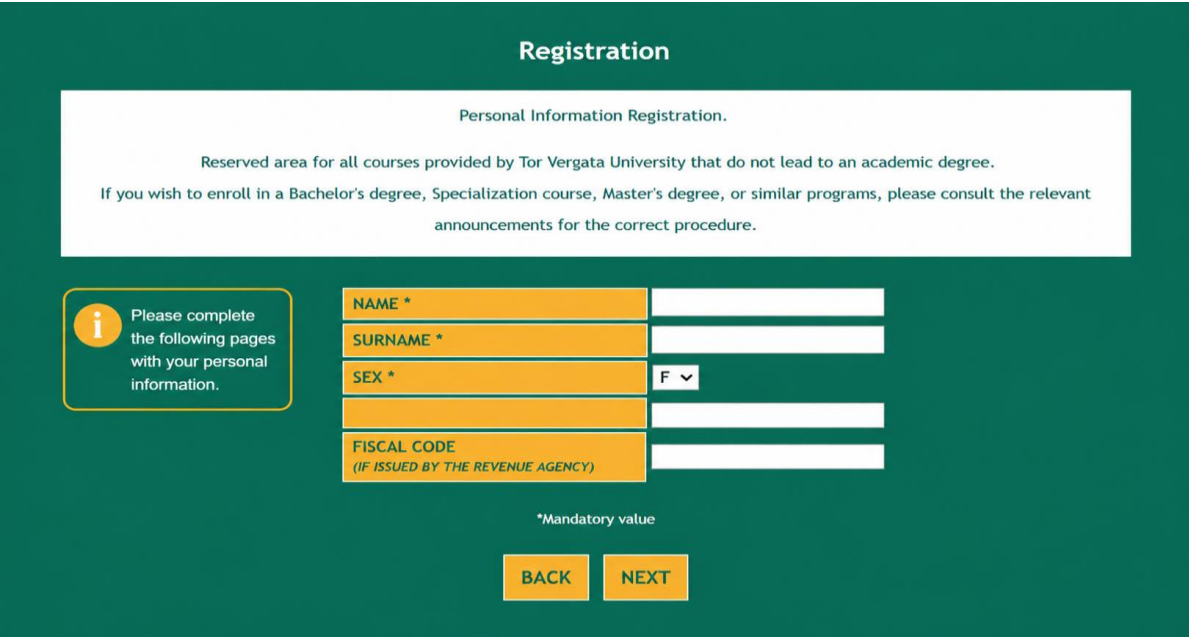
Personal information

WHAT TO DO

Fill in all required fields marked with an asterisk (*).

TIP

Use your legal name exactly as written on your passport. The fiscal code field is only for students who already hold an Italian fiscal code – leave it blank otherwise.



The screenshot shows a registration form titled "Registration" with a subtitle "Personal Information Registration." Below the title, there is a note: "Reserved area for all courses provided by Tor Vergata University that do not lead to an academic degree. If you wish to enroll in a Bachelor's degree, Specialization course, Master's degree, or similar programs, please consult the relevant announcements for the correct procedure." The form contains several input fields: "NAME *", "SURNAME *", "SEX *", and "FISCAL CODE (IF ISSUED BY THE REVENUE AGENCY)". The "SEX *" field has a dropdown menu with "F" selected. There is an information icon and text: "Please complete the following pages with your personal information." Below the form, there is a note: "*Mandatory value" and two buttons: "BACK" and "NEXT".

Registration

Personal Information Registration.

Reserved area for all courses provided by Tor Vergata University that do not lead to an academic degree.
If you wish to enroll in a Bachelor's degree, Specialization course, Master's degree, or similar programs, please consult the relevant announcements for the correct procedure.

Please complete the following pages with your personal information.

NAME *

SURNAME *

SEX *

FISCAL CODE
(IF ISSUED BY THE REVENUE AGENCY)

*Mandatory value

BACK NEXT

3

Date of birth & address

WHAT TO DO

Enter your date of birth **using the Italian format** (DD/MM/YYYY) and your residential address.

TIP

Foreign students: select your country of birth from the dropdown. The European format is mandatory even if it differs from your country's convention.

The screenshot shows a registration form titled "Registration" with the subtitle "Personal Information Registration." The form is set against a dark green background. At the top, there is a white box containing the text: "Reserved area for all courses provided by Tor Vergata University that do not lead to an academic degree. If you wish to enroll in a Bachelor's degree, Specialization course, Master's degree, or similar programs, please consult the relevant announcements for the correct procedure." Below this, the form fields are listed in orange boxes with white text. The fields are: "DATE OF BIRTH *" with a dropdown menu showing "dd/mm/yyyy" and a calendar icon; "STATE/PROVINCE OF BIRTH: (SELECT EE FOR FOREIGN COUNTRY) *" with a dropdown menu showing "EE"; "COUNTRY: *" with a dropdown menu; "FOREIGN CITY OF BIRTH: *" with a text input field; "E-MAIL *" with a text input field; "PHONE NUMBER *" with a text input field; and "CITIZENSHIP *" with a dropdown menu. A yellow callout box with a red exclamation mark icon and the text "Watch out! Insert correctly your date of birth (day/month/year) in the European system." points to the date of birth field. At the bottom of the form, there is a note "*Mandatory value" and two orange buttons labeled "BACK" and "NEXT".

4

Review your data carefully

WHAT TO DO

Check that every field is correct, then click “Confirm information displayed”. Wait for the page to load — do not press any other key.

TIP

If you spot any error, click “Back” and fix it now. Once confirmed, the data cannot be edited from this page.

The screenshot shows a registration form with a dark green background. At the top, there are two white boxes with green text providing instructions: "CHECK CAREFULLY THAT ALL THE ENTERED DATA ARE CORRECT" and "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." Below these instructions is a form titled "Personal Information" with fields for Fiscal Code, Name and Surname, Date of Birth, Country of Birth, City of Birth, E-Mail, Mobile Number, and Citizenship. At the bottom of the form are two buttons: "BACK" and "CONFIRM DISPLAYED INFORMATION". A yellow callout box with an information icon (i) contains the text: "Please click on 'Confirm Displayed Information' to proceed." An arrow points from this callout box to the "CONFIRM DISPLAYED INFORMATION" button.

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**

i Please click on "Confirm Displayed Information" to proceed.

5

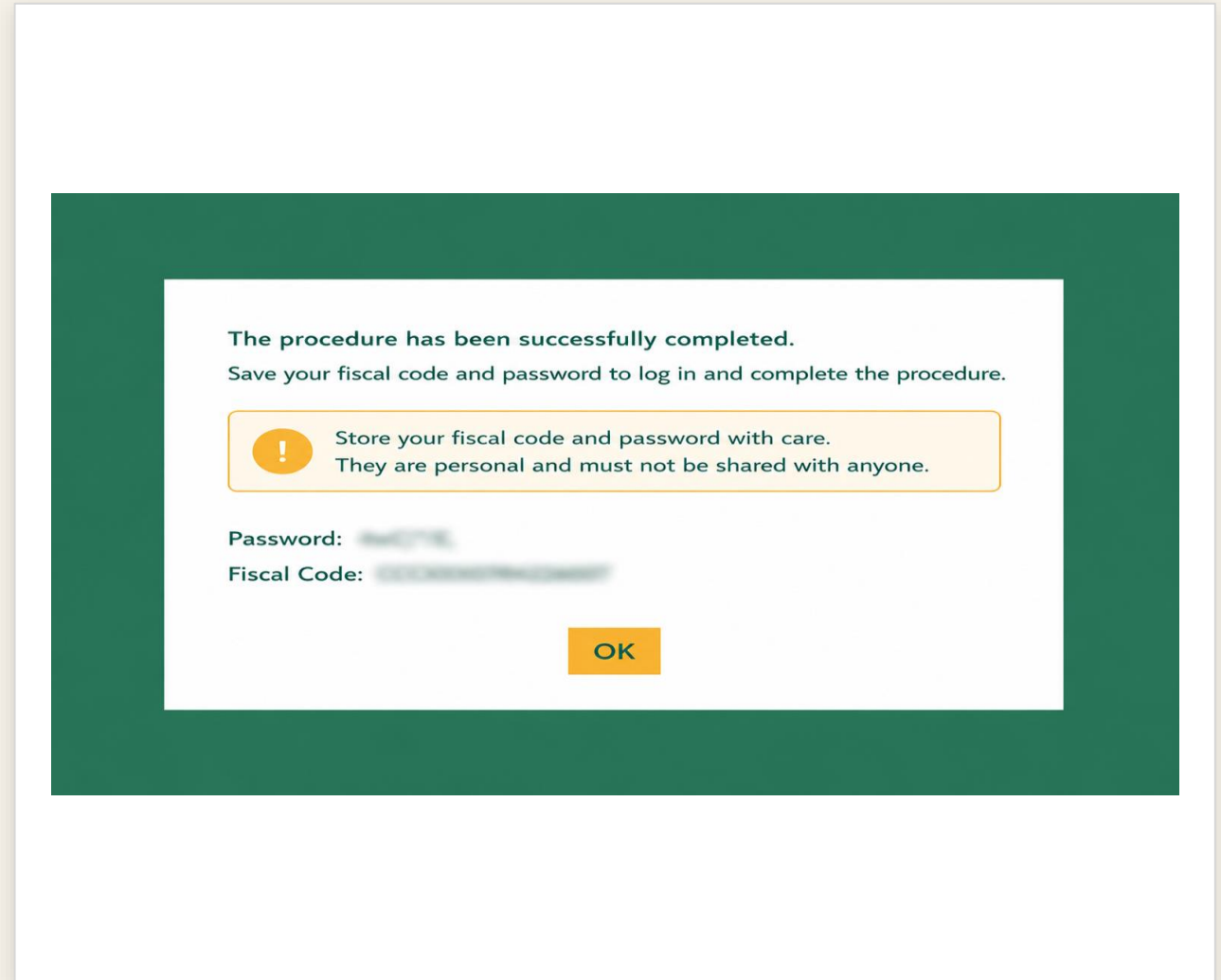
Save your credentials

WHAT TO DO

The system will display your fiscal code and password. Save them somewhere safe — you will need them at every login.

TIP

These credentials are personal. Never share them with anyone, including agencies or third parties claiming to help with the application.



PART 02

ACCESS YOUR ACCOUNT

Log in to the reserved area, choose your applicant profile and accept the data-protection terms.

1

Go to the Reserved Section

WHAT TO DO

Open the Delphi portal and enter the fiscal code and password you received in the previous step.

TIP

Bookmark this URL — you will use it at every step of your application:
delphi.uniroma2.it/totem/jsp/corsiErogati/accedi.jsp

The screenshot shows the 'Access to the Reserved Section' page on the Delphi portal. At the top right, there are flags for Italy and the UK, the 'Delphi' logo, and the text 'Version: test'. The main heading is 'Access to the Reserved Section'. Below this, a white box contains the text: 'If you are not already signed up to, click on *Registration*'. Another white box below that states: 'Reserved area for all courses provided by Tor Vergata University that do not lead to an academic degree. If you wish to enroll in a Bachelor's degree, Specialization course, Master's degree, or similar programs, please consult the relevant announcements for the correct procedure.' A yellow callout box with an exclamation mark icon contains the text: 'To access the Reserved Section, log in again at <https://delphi.uniroma2.it/totem/jsp/corsiErogati/accedi.jsp>. Enter your fiscal code and the password generated by the system.' At the bottom, there are two links: 'Registration' and 'Retrive Password'. To the right of these links are two input fields: 'FISCAL CODE' and 'PASSWORD', each with a yellow label. Below the input fields is a yellow 'ENTER' button.

2

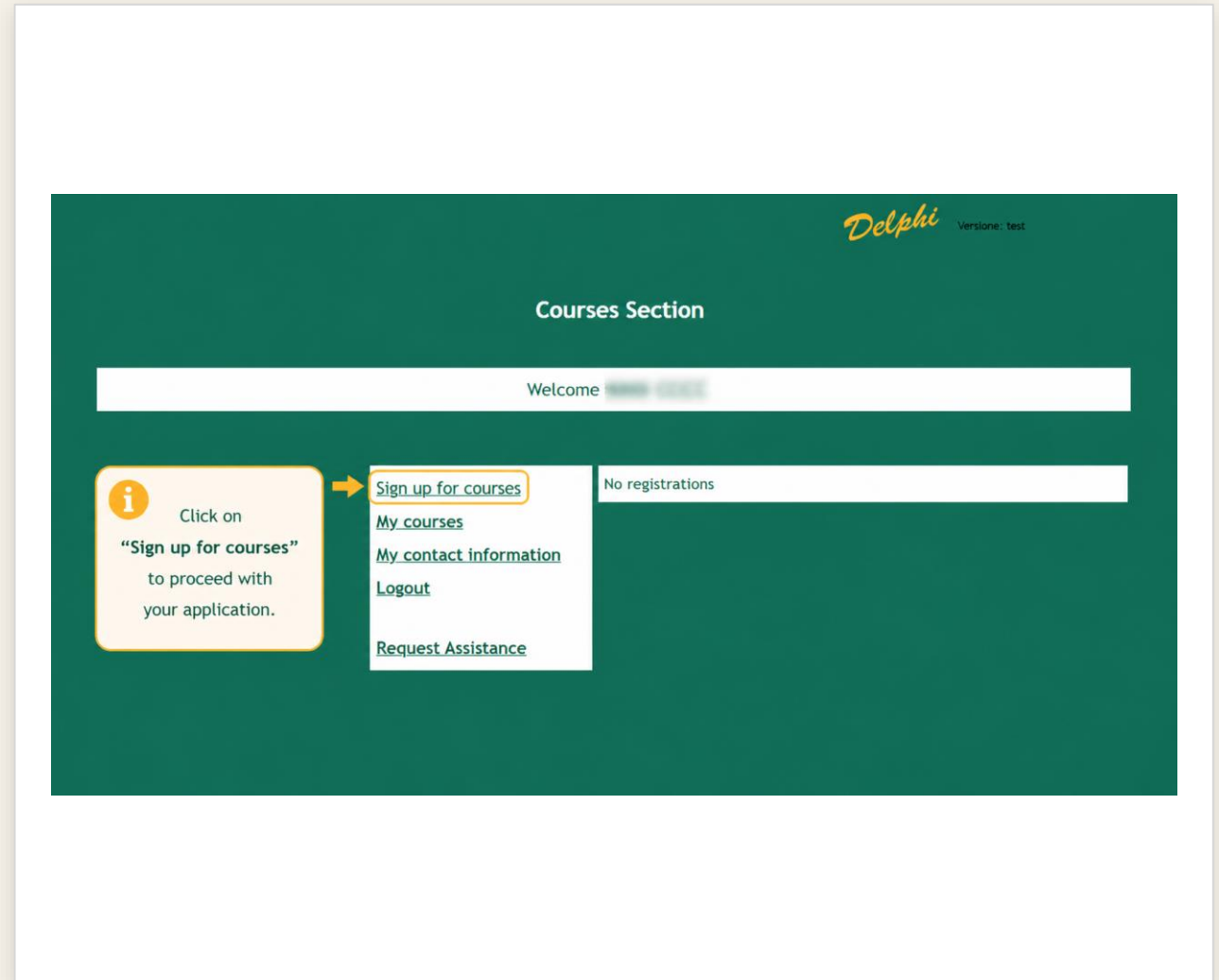
Open the Courses Section

WHAT TO DO

Once logged in, click “Sign up for courses” to begin your Foundation Course application.

TIP

If you don't see this option, check that you are in the Courses Section and not in another menu (Contact Information, Logout, etc.).



3

Choose your applicant type

WHAT TO DO

From the “Type of Course” dropdown, select one of two options based on your situation.

TIP

- "High school graduate" → you have already completed secondary school.
- "Graduating high school" → you will graduate within this academic year.

The screenshot displays the 'Courses Section' of a web application. At the top, there is a green header with the text 'Courses Section'. Below the header, a white bar contains the text 'Welcome XXXX CCCC'. The main content area is a white box with a green border. On the left side of this box, there is a vertical menu with the following links: 'Sign up for courses', 'My courses', 'My contact information', 'Logout', and 'Request Assistance'. To the right of the menu is a form with a 'Type of Course:' label, a dropdown menu showing 'Select...', and a 'Next' button. An orange arrow points from the dropdown menu to a callout box that lists the two options: 'High school graduate' and 'Graduating high school'. Below the form, there is an information box with an 'i' icon and the text: 'In the “Type of Course” menu, you can choose between two options:' followed by a bulleted list of the two options.

4

Read the Privacy Policy

WHAT TO DO

Read the privacy notice in full and then click “I HAVE READ AND UNDERSTOOD THE PRIVACY POLICY” to proceed.

TIP

Acceptance is mandatory to continue with your application. Take a moment to review your rights as a data subject (Article 15 GDPR).

FOUNDATION COURSE (High school graduate)

Read the Privacy Policy

You must read and accept the Privacy Policy.
This is mandatory to proceed with your application.

	period	the achievement of the purposes for which they are processed (Article 5 of the GDPR). In particular, for the pursuit of the purpose of processing referred to in point 4, the retention time of personal data, including the special categories of personal data mentioned above, is set at a maximum of ten years from the conclusion of the educational course undertaken and/or the cultural activity carried out.
	7. Rights of the data subjects	The data subject has the right to: - request from the Data Controller (by writing to e-mail privacy@uniroma2.it), pursuant to Articles 15, 16, 17, 18, 19, 20 and

BACK I HAVE READ AND UNDERSTOOD THE PRIVACY POLICY

5

Confirm your student information

WHAT TO DO

Verify that the personal information shown is correct. This is the data that will appear on your final application.

TIP

If anything is wrong, go back and correct it now. After this step, your information will be locked for the remainder of the application.

The screenshot shows a web form titled "FOUNDATION COURSE (High school graduate)" with a sub-header "Student information". It features an information banner at the top stating, "This is the first step of your application. Please check that your data are correct. They will be used for the rest of the application." Below this are three mandatory fields: "E-MAIL *", "PHONE NUMBER *", and "CITIZENSHIP *". The "E-MAIL" field contains "studentfourtytwo@gmail.com", "PHONE NUMBER" contains "765-333-3333", and "CITIZENSHIP" is a dropdown menu set to "AMERICAN". A note below the fields reads "*Mandatory value". At the bottom right are "BACK" and "NEXT" buttons. A second information banner at the bottom says, "Review your information and click 'NEXT' to continue."

PART 03

COMPLETE YOUR APPLICATION

*Provide your details and upload every required document.
Double-check before submitting. Applications cannot be edited later.*

1

Mailing address

WHAT TO DO


Provide a valid mailing address where you can receive official correspondence.

TIP

Foreign students: select your country and enter the full postal address. Make sure the ZIP / postal code is correct — it is required for delivery.

FOUNDATION COURSE (High school graduate)

Mailing address

 Please fill out all the fields below with your personal address. This information is necessary to proceed with your application.

ADDRESS *


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

COUNTRY: *

FOREIGN CITY *

ZIP CODE *

*Mandatory value

 Make sure all the information is correct, then click "NEXT" to continue.

2 Upload identity document

WHAT TO DO

Upload your ID document in PDF format. EU citizens may use an ID card; non-EU citizens must upload a passport.

TIP

The document must be valid (not expired) and clearly readable. Both sides must be included if it's an ID card.

The screenshot shows a web interface for uploading an identity document. The page title is '2 UPLOAD IDENTITY DOCUMENT' with the instruction 'Select the type of document you want to upload and proceed.' The interface is in Italian and features a dark green header with 'LOGOUT' and 'Dolphi' branding. The main content area is titled 'PLEASE FILL IN THE FOLLOWING DOCUMENT' and contains two mandatory fields: 'TYPE *' with radio buttons for 'ID (only EU)' and 'PASSPORT', and 'PDF FILE *' with a file selection button and the text 'Scegli file' and 'Nessun file selezionato'. Below these fields is a note 'Fields marked with * are mandatory.' and two buttons: 'BACK' and 'NEXT'. Two informational boxes at the bottom provide instructions: the first explains the document type options, and the second instructs to select the document type, upload the file, and click 'NEXT'.

2 UPLOAD IDENTITY DOCUMENT
Select the type of document you want to upload and proceed.

LOGOUT *Dolphi* 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

i Choose the relevant option:
• ID (only EU): for EU citizens
• PASSPORT: for non-EU citizens

i Select your document type, upload the file in PDF format and click "NEXT" to continue.

3

Choose your study path

WHAT TO DO

Select one of the two academic paths offered by the Foundation Course: Social Sciences or Natural Sciences.

TIP

Your choice cannot be changed later, after enrolment in the Foundation Course. Try to pick the path that is consistent with your intended Bachelor's degree.

The screenshot shows a web form titled "3 CHOOSE YOUR PATH" with the instruction "Choose one of the two academic paths below and proceed." The form is set against a dark green background with the "Delp" logo in the top right corner. It contains two main sections: "SUBJECTS CHARACTERIZING THE SOCIAL SCIENCES CURRICULUM" and "SUBJECTS CHARACTERIZING THE NATURAL SCIENCES CURRICULUM". The social sciences section lists: Italian literature and culture, Geography and history, Principles of economics, Political institutions, and Mathematics. The natural sciences section lists: Biology, Chemistry, Mathematics, Physics, and Political institutions. Below these sections is a dropdown menu labeled "SELECTED COURSE OF STUDY" with a "Select..." option. A note states "Fields marked with * are mandatory." At the bottom of the form are "BACK" and "NEXT" buttons. Below the form, two information boxes provide additional guidance: the first states "Choose one of the two paths: • Social Sciences • Natural Sciences" and the second states "As stated in the Call for Admission, the chosen path cannot be changed after enrollment in the Foundation Course."

4

Residence permit (if applicable)

WHAT TO DO

If you already hold an Italian residence permit, upload it here. Otherwise, indicate that you will apply for one upon arrival.

TIP

Watch out: this step is key!

4 RESIDENCE PERMIT (IF APPLICABLE)
Select the relevant option and provide the requested information.
If you have a valid residence permit, fill in all the required details and upload the requested document.

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
upload pdf file

Fields marked with * are mandatory.

i Choose the option that applies to you:

- 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

i If you have a valid residence permit (permit of stay or visa):

- Enter the required information (release date, expiration date, type of permit).
- Upload the PDF file of your residence permit.

5

English language certificate

WHAT TO DO


Upload your English certificate (minimum B1 level required) issued by one of the recognised international bodies.

TIP

Accepted certificates include IELTS, TOEFL, Cambridge English, and other officially recognised exams. See the Call for Admission for the full list.

Duolingo's English test as a prove of English proficiency is never accepted.

5 ENGLISH LANGUAGE CERTIFICATE
Upload your English language certificate.
The certificate must attest a minimum B1 level of English.

 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)

Fields marked with * are mandatory.

BACK **NEXT**

i Upload a PDF file of your English language certificate.
The certificate must attest a minimum **B1 level** of English.

i The certificate must be issued by one of the recognised institutions.
See the call for applications for the list of accredited bodies.

6

School reports


WHAT TO DO

Upload the PDF of your school reports from your previous years until now.

TIP

Watch out, it is necessary to upload the documentation requested.

- 6 **SCHOOL REPORTS (PREVIOUS YEARS) (TRANSLATED INTO ENGLISH)**
Upload the PDF file of your school reports from your previous years until now, translated into English. This document is **mandatory** to proceed with your application.


PLEASE FILL IN THE FOLLOWING DOCUMENT

FILE PDF * Nessun file selezionato

Upload the PDF file of your school reports from your previous years until now, translated into English.

Fields marked with * are mandatory.

[BACK](#) [NEXT](#)

-  Upload the PDF file of your school reports from your previous years until now, translated into English. This document is **mandatory** to proceed with your application.

7

Proof of enrolment


WHAT TO DO

Upload the PDF of your enrolment certificate of the last year of high school

TIP

This certification is mandatory and must be translated into English. It is **essential** it is issued by your institution.

7 ENROLMENT CERTIFICATE (TRANSLATED INTO ENGLISH)
Upload the PDF of your enrolment certificate of the last year of high school, translated into English. This document is mandatory to proceed with your application.




PLEASE FILL IN THE FOLLOWING DOCUMENT

FILE PDF * Scegli file Nessun file selezionato

Upload the PDF of your enrolment certificate of the last year of high school, translated into English

Fields marked with * are mandatory.

BACK **NEXT**

 Upload the PDF of your enrolment certificate of the last year of high school, translated into English. This document is **mandatory** to proceed with your application.

8

Review and submit

WHAT TO DO

Carefully review every piece of information on the summary page. When everything is correct, submit your application.

TIP

After submission, you will receive a confirmation. Keep a copy for your records. The Welcome Office will contact you regarding the next steps.

10
REVIEW YOUR INFORMATION

Please review all the information you have entered and the documents you have uploaded.

i ANY ADDITIONAL CHANGES?
 If any information is incorrect, click "BACK" to edit it.

Course: FOUNDATION COURSE (High school graduate)	
Fiscal Code:	Personal Information
Name and Surname:	
Date of Birth:	
Country of Birth:	
City of Birth:	
E-Mail:	
Mobile Number:	
Citizenship:	
Address (Chosen Mailing Address)	
Address:	
Town:	
Country:	
Identification	
Type:	
PDF File:	
Selected Course of Study	
Selected Course of Study:	
Permit of Stay	
Permit of Stay:	
Release Date:	
Expiration Date:	
Type of Permit:	
PDF File:	
English Proficiency Level	
PDF File:	
High School Title	
Uploaded Final High School Title (Translated in English):	
School Report of the Final Year	
PDF File:	
Statement of Verification / Translation and Legalization of the Qualification / Apostille	
PDF File:	
Statement of Comparability / Attestation of Correspondence (ARDI) / Declaration of Value	
PDF File:	

i Please check that all the information above is correct.
 Click "**CONFIRM DISPLAYED INFORMATION**" to conclude your application process.

BACK
CONFIRM DISPLAYED INFORMATION

YOU'RE ALL SET

Need help?

If you run into any issue during the application, the Foundation Course Admission Office is here to help you.

EMAIL

foundationcourse@uniroma2.it

Reply within 2 working days

WEBSITE

<https://web.uniroma2.it/en/percorso/admissions/sezione/foundation-course-in-english>

OFFICE HOURS

**Mon; Wed; Fri: 9:00 -12:00;
Wed: 14:00-16:00**

In-person