ENROLMENT APPLICATION QUICK GUIDE

In case you have a previous academic career at the University of Rome Tor Vergata, the system will prevent a further enrolment. Please contact the office in charge for the previous career's completion before starting the enrolment in the PhD programme.

To START the ENROLMENT APPLICATION:

1. Visit: https://delphi.uniroma2.it/totem/jsp/homeStudenti.jsp then switch to English
2. Click Postgraduate Courses - Box A
3. Click Doctorate Degree Courses - Box 4
4. Click Doctorate (Dottorato) Registration - Box 2
5. Click Start application procedures - Box A
6. Tick the Privacy Policy acceptance and click NEXT
7. Edit the showed fields with your personal information. First Name and Last Name fields of the online form must be edited according to the those indicated in the passport: applicants must avoid the use of nicknames, shorts and term of endearment since this can result in the unmatching tax code. As regards the FISCAL CODE enter the official tax code assigned by the Revenues Agency. When required also include your mobile phone even if not mandatory.
8. As regards the tab "CHOOSE CAREER: CURRENT CAREER DATA"
   - Select "New Career" from the dropdown menu
   - Date of first registration refers to the date of your first enrolment to whatever programme of the Italian university system, including bachelor's and master's degrees. In case this is the very first time you join a programme here in Italy, set the current date
   - AY of first registration refers to the academic year of your first enrolment to whatever programme of the Italian university system, including bachelor's and master's degrees. In case this is the very first time you join a programme here in Italy, set 2024/2025.
9. As regards the tab "CHOOSE CAREER: HIGH SCHOOL CURRICULUM" it refers to the Higher/Secondary School. The score must be converted (min 60 – max 100). Then choose the first option "*Statement of Comparability issued by CIMEA or Declaration of Value and a validated translated copy of High School Diploma*"
10. As regards the tab "SCELTA CARRIERA: UNIVERSITY CURRICULUM" enter the Master's degree information only (Degree N. 1). The score must be converted (min 66 – max 110). Skip Degree N. 2
11. Skip the tabs "MEMBERSHIP CATEGORY" AND "PAYING BODY" as they cannot be edited
12. As regards the tab "INTERNATIONAL STUDENTS" tick the option indicated in the enrolment enabling email, set the expiration date and click Next
13. As regards the tab "BANK DETAILS REGISTRATION" select "CREDITED TO C/C", enter "INPS" in PROVIDENT INSTITUTION. Also enter your current bank account details (IBAN code required), this can be edited in case of future changes

TOR VERGATA
UNIVERSITÀ DEGLI STUDI DI ROMA

Direzione II – Ricerca, Terza missione, Procedure Elettorali
Divisione I – Ricerca Nazionale
Ripartizione III – Scuola di Dottorato

14. Read carefully the summary and confirm the displayed information

STRONG RECOMMENDED: Print the enrolment form, store it for future references.

At the end of the enrolment

1. For foreign students entitled to the scholarship the system will provide the enrolment form including a payment form with no displayed amount. The total amount (€28,26 stamp and insurance for third parties liabilities and accidents + €35 application fee) will be deducted by the very first payment of the scholarship. The application form is *una tantum*, the stamp for third parties liabilities and accidents must be paid each year.

2. For foreign students not entitled to the scholarship the system will provide the enrolment form including a payment form with a total amount of €63,26 (€28,26 stamp and insurance for third parties liabilities and accidents + €35 application fee). The application form is *una tantum*, the stamp for third parties liabilities and accidents must be paid each year. The payment must be completed via PagoPA, a new mandatory system introduced in July 2020, according to the ministerial regulation in force.

   o Strongly recommended for students abroad: PagoPA is available for online payments at http://utov.it/pagopa, you can pay by credit card. You can either create an account or go on under "anonymous access". In both cases, from the drop down you will have to select "Numero Avviso" and enter the code included in the payment form under "Codice avviso" (at the bottom right side of the payment form) **WITHOUTSPACES**.

Independently of the above cases 1 or 2, the enrolment validation is mandatory.

To VALIDATE the ENROLMENT:

1. Visit: https://delphi.uniroma2.it/totem/jsp/homeStudenti.jsp then switch to English
2. Click Postgraduate Courses - Box A
3. Click Doctorate Degree Courses - Box 4
4. Click Doctorate (Dottorato) Registration - Box 2
5. Click You have already filled out an application - Box B
6. Enter the fiscal code and the CTRL code, according to the enrolment form
7. FOR STUDENTS ENTITLED TO THE SCHOLARSHIP - enter the current date and the AUTH included in the enrolment form, Click VALIDATE OTHERWISE
8. FOR STUDENTS NOT ENTITLED TO THE SCHOLARSHIP – do not enter any information and Click VALIDATE PAGOPA

STRONG RECOMMENDED: Print the enrolment confirmation, store it for future reference.

To GET THE PASSWORD TO ENTER YOUR DELPHI'S PERSONAL PAGE:

Via Cracovia 50, 00133 Roma
web.uniroma2.it

Tel. 06 7259 - 2582
giovanni.larosa@uniroma2.it

C.F. 80213750583
P.I. 02133971008

1. Visit: https://delphi.uniroma2.it/totem/jsp/homeStudenti.jsp then switch to English
2. box A Postgraduate Courses
3. box 4 Doctorate Degree Courses
4. box 2 Doctorate (Dottorato) Registration
5. box d Retrieve Password enter the fiscal code indicated in the enrolment form along with the matricola.

To ENTER YOUR DELPHI'S PERSONAL PAGE:

1. Visit: https://delphi.uniroma2.it/totem/jsp/homeStudenti.jsp then switch to English
2. left menu/PERSONAL PAGE -> ENTER

The enrolment form only must be emailed to concorso@phd.uniroma2.it along with a passport copy and a photo (passport format). The email Subject must be: "Enrolment Form PhD Program in (PROGRAM NAME)".