“HOW TO APPLY”
Candidates with foreign qualifications
A.Y. 2017-2018

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1 – FIRST OF ALL YOU NEED TO KNOW YOU NEED TO KNOW...

1.1 – Who are the “candidates with foreign qualifications”

- Italian citizens with a foreign educational qualification;
- Non-EU citizens living abroad;
- EU-citizens and Non-EU citizens legally resident in Italy.

1.2 – Places reserved to non-EU citizens living abroad

RESERVED TO
- Non-EU citizens living abroad who submitted a pre-enrollment application to Roma Tre for the A.Y. 2017-2018
- Chinese citizens of the Marco Polo Programme 2017-2018

CHECK: Attachment A “Reserved places and admission procedure”

1.3 – Pre-enrollment at Roma Tre

COMPULSORY ONLY FOR
Non-EU citizens living abroad.

WHERE TO APPLY
Italian Embassy/Consulate or Cultural Institute in the living Country.

1.4 – Admission requirements

WHAT YOU NEED IN ORDER TO APPLY FOR LAUREA (BACHELOR’S) AND LAUREA MAGISTRALE A CICLO UNICO (5-YRS MASTER’S) DEGREE COURSES

1. Original copy of the High School Diploma translated into Italian and legalized by the Italian Embassy/Consulate abroad;
2. Dichiarazione di valore (Statement of validity) concerning High School Diploma issued by the Italian Embassy/Consulate in the Country of the awarding institution.

Foreign educational qualifications are valid for admission to Laurea and Laurea magistrale a ciclo unico Degree courses only if awarded after at least 12 years’ school education.

a. For qualifications awarded after a period of study lasting 11 years, the original certificate of secondary education must be supplemented by an academic certificate confirming that all the examinations for the 1st year of university have been passed;

b. For educational systems which run for 10 years, the certificate must be supplemented by an academic certificate confirming that all the examinations for the first 2 years of university have been passed.

For further information:
- Visit the website of the Ministry of Education, University and Research: MIUR – STUDENTI STRANIERI
- Check the Titoli di studio esteri validi per l’accesso alle università – Allegato 1 e Allegato 2 recognized by the MIUR

WHAT YOU NEED IN ORDER TO APPLY FOR LAUREA MAGISTRALE (MASTER’S) DEGREE COURSES

1. Original copy of the High School Diploma translated into Italian and legalized by the Italian Embassy/Consulate abroad;
2. Dichiarazione di valore (Statement of validity) concerning High School Diploma issued by the Italian Embassy/Consulate in the Country of the awarding institution;
3. Original copy of the diploma awarded by a foreign university translated into Italian and legalized by the Italian Embassy/Consulate abroad;
4. Dichiarazione di valore (Statement of validity) concerning the university diploma issued by the Italian Embassy/Consulate in the Country of the awarding institution;
5. **Detailed syllabi** of passed examinations issued by the foreign university translated into Italian. Accepted also in English, French, Spanish and Portuguese.

⚠️ It is possible to submit school and university qualifications as statements/certificates issued by official foreign institutions or by ENIC-NARIC centres instead of the *Dichiarazione di valore* (Statement of validity). Visit: www.cimea.it

### 1.5 – Italian language test

**COMPULSORY ONLY FOR**
Non-EU citizens living abroad who submitted a pre-enrollment application for the degree course entirely taught in Italian.

⚠️ **NOTE: the students who fail the Italian language test** cannot apply for the admission / evaluation test provided for the chosen degree course, nor enroll for an open access Bachelor degree course or apply for admission request to Master degree courses.

**WHEN AND WHERE**
September 6th or 11th 2017, at the University Language Centre (CLA). You will be able to check the time of the test at [http://europa.uniroma3.it/progateneo/default.asp](http://europa.uniroma3.it/progateneo/default.asp), on “Avvisi”.

**WHO CAN BE EXEMPTED**

**EU-CITIZENS AND NON-EU CITIZENS LEGALLY RESIDENT IN ITALY**
They do not have to attend the Italian language test.

Level B2 or superior Italian language certificates issued by Università degli Studi Roma Tre, Università per Stranieri di Siena, Università per Stranieri di Perugia or Società Dante Alighieri, must be attached at the enrollment application online (see point 2 of this Guide).

### 1.6 – To continue your studies at Roma Tre if you are enrolled in a university abroad...

**IF YOU ARE A NON-EU CITIZENS LIVING ABROAD**
1. Submit the pre-enrollment application for the 1st year of the chosen degree course;
2. apply for the chosen degree course and follow the enrollment procedures for 1st year;
3. once regularly enrolled, apply through the Office for Students with Foreign Qualifications, for the recognition of the exams and credits earned abroad.

**IF YOU ARE ITALIAN OR EU CITIZEN**
1. Apply for the chosen degree course and follow the enrollment procedures for 1st year;
2. once regularly enrolled, apply through the Office for Students with Foreign Qualifications, for the recognition of the exams and credits earned abroad.

### 2 –APPLICATION TO DEGREE COURSES

**2.1 – Registration to the Portale dello Studente**

1. Go to [http://portalestudente.uniroma3.it](http://portalestudente.uniroma3.it)
2. CLICK on "Accedi ai servizi online" then "Registrati " and follow the online procedure filling in the online form with the requested information;
3. At the end of the procedure, the system assigns a Nome utente (Username) and Password.

To access your Area Riservata (Personal account webpage) on the Portale dello Studente:
1. Go to [http://portalestudente.uniroma3.it](http://portalestudente.uniroma3.it)
2. CLICK on “Accedi ai servizi online” then on “Accedi ai servizi online” using your Nome utente e Password.

Need help?
Portale dello Studente > Servizi online > Assistenza online

2.2 – Laurea (Bachelor’s) and Laurea Magistrale a ciclo unico (5-yrs Master's) Degree courses

DATES OF ADMISSION / EVALUATION TESTS
Check Attachment B “Assessment testing calendar”.

Assessment testing
According to the chosen degree course rules, you may be requested to attend the following assessment tests:

✓ Admission test ("Prova di ammissione"): compulsory and selective;
✓ Evaluation test ("Prova di valutazione"): compulsory but not selective.

⚠️ IMPORTANT: The admission / evaluation test, other than the Italian language test of Sept. 6th or 11th 2017 must be attended by all types of candidates (Italian citizens with qualification earned abroad; Non-EU citizens living abroad; EU-citizens and non-EU citizens legally resident in Italy).

HOW TO APPLY FOR THE ASSESSMENT TEST:
1. LOG IN your Area Riservata on the Portale dello Studente (see step 2.1.4 above)
2. CLICK on “IMMATRICOLAZIONI, ISCRIZIONI, TEST D'INGRESSO, TASSE E PAGAMENTI”
3. SELECT the chosen degree course
4. CLICK on “Ammissione/valutazione e risultati” and print the PDF document containing also the fee note of 25,00 Euros
5. PAY the 25,00 Euros only at UNICREDIT Bank or online clicking this link
6. KEEP the receipt of the payment!

THE DAY OF THE TEST BRING WITH YOU
1. Your passport or a valid identification document (the same you indicated in the online registration procedure)
2. The 25,00 euros payment receipt.

Need help?
Send an e-mail to segr.stud.titoloestero@uniroma3.it with “PROBLEMI ISCRIZIONE PROVA” as email RE

TEST RESULTS
On your Area Riservata of the Portale dello Studente.
You will not receive any personal communication.

2.3 – Laurea Magistrale (Master's) Degree courses

ADMISSION TEST
Some Departments may require an admission test.
Check it on the Bando di Ammissione (Call for application) of the chosen Master Degree course.

YOU CAN APPLY FOR A LAUREA MAGISTRALE DEGREE COURSE ONLY IF...
You have been already awarded with a first cycle (equivalent to) academic qualification.

HOW TO APPLY FOR THE DOMANDA DI AMMISSIONE
1. LOG IN your Area Riservata of the Portale dello Studente (see step 2.1.4 above)
2. CLICK on “IMMATRICOLAZIONI, ISCRIZIONI, TEST D'INGRESSO, TASSE E PAGAMENTI”
3. SELECT the chosen degree course and SUPPLY all the requested data within Sept. 08th 2017
4. CLICK on “Domanda di valutazione della carriera” and fill in the online form within 08/09/2017
5. UPLOAD into a single PDF the detailed syllabi of passed examinations and the transcript of records in the same section.

Need help?
Send an e-mail to segr.stud.titoloestero@uniroma3.it with the object "PROBLEMI DOMANDA AMMISSIONE LM".

APPLICATION ASSESSMENT FOR MASTER DEGREE COURSES
The Departments are in charge of the assessment of candidates' curricular requirements. They evaluates the curricula only once the Office for Students with foreign qualification has verified the regularity of the documents submitted.

RESULT OF THE TEST
In your Area Riservata of the Portale dello Studente.
You will not receive any personal communications.

THE ASSESSMENT RESULTS CAN BE AS THE FOLLOWING
- “ammesso” (= admitted): you can go to the enrollment procedure
- “ammesso sotto condizione” (=conditionally admitted): you have yet to be awarded first cycle qualification or must fulfill any curricular requirements (single course units);
- “non ammesso” (= not admitted): you cannot enroll in the chosen degree course because you did not meet eligibility requirements.

WHAT TO DO IF YOU ARE “AMMESSO SOTTO CONDIZIONE”
“Ammesso sotto condizione” means that:
  a. You are conditional admitted. You need to take and pass some single course units in order to fulfill the curricular requirements and enroll at the first year of the chosen Master Degree. You must pass all the exams of the single courses assigned within March 2018 to enroll in the chosen Master's Degree by 31 March 2018. To get support for the registration and enrollment procedures for single course units and conditional admission to Masters’ Degree courses, contact the Office for Students with foreign qualification;
  b. The assessment procedure of your foreign qualification might not be completed.

3 – ENROLLMENT
WHEN
Once admitted, according to fixed deadlines and procedures for the chosen Degree Course.

HOW TO APPLY FOR THE DOMANDA DI IMMATRICOLAZIONE
1. LOG IN your Area Riservata of the Portale dello Studente
2. CLICK on "IMMATRICOLAZIONI, ISCRIZIONI, TEST D'INGRESSO, TASSE E PAGAMENTI"
3. SUBMIT the domanda di immatricolazione to the chosen degree course
4. PRINT the first instalment fee note of university fees
5. PAY the university fees only in the branches of UNICREDIT Bank or online clicking this link
6. BRING, ONLY to the Office for Students with foreign qualification (Via Ostiense, 149 - ground floor):
   a. The signed domanda di immatricolazione
   b. The payment receipt
   c. 1 passport-size photo
   d. the documents on foreign qualification (see step 1.4 of this Guide)
   e. a copy of a valid identification document (passport, ID card, Italian permit of stay )
   f. certification of any possible disability, stating the relative percentage.

Need help?
Send an e-mail to segr.stud.titoloestero@uniroma3.it with the object "PROBLEMI IMMATRICOLAZIONE."
4 – UTILITIES

4.1 – Online information

Official information about your studies in Rome Tre University are available ONLY on:
- UNIVERSITY WEBSITE: www.uniroma3.it
- PORTALE DELLO STUDENTE: http://portalestudente.uniroma3.it/

Roma Tre official accounts are also on FACEBOOK and TWITTER. Become follower on Facebook of Area Studenti Roma Tre to be updated on all news about your academic career. Do not trust any fake web pages.

UNIVERSITY FEES
Check the Portale dello Studente > Regolamento Tasse e Contributi Studenti

ROMA TRE - SUMMER BREAK
University will be closed from August 7th to August 18th 2017 included.
The Office for Students with foreign qualification will be closed from August 7th to August 23rd 2017 included.

4.2 – Offices

Office for Students with foreign qualification
Ufficio Studenti con Titolo Estero e Programmi di Mobilità d'Ateneo
Address: Via Ostiense, 149 – ground floor.
Opening hours: Monday 14-16.30 and Thursday 10-13 (appointments at the weblink)
E-mail: segr.stud.titoloestero@uniroma3.it
Website: http://www.uniroma3.it/page.php?page=studenti_57

Piazza Telematica d’Ateneo (University computer lab)
Address: Via Ostiense, 139.
Website: http://host.uniroma3.it/laboratori/piazzatelematica/

University Language Centre (Centro Linguistico d’Ateneo - CLA)
Address: Via Ostiense, 131/L – lift C or C1 – 7th floor
Website: http://www.cla.uniroma3.it/

Office for disabled students
Address: Via Ostiense, 169 – ground floor
Phone: (+39) 06.5733.2703
E-mail: ufficio.disabili@uniroma3.it
Website: http://host.uniroma3.it/uffici/ufficiodisabili/

4.3 – Institutional e-mail

Roma Tre gives each student an e-mail box (nom.cognome@stud.uniroma3.it), working with the Portale dello Studente login credentials.
All the communications between the student and the offices of Roma Tre will occur via this official email. To activate you institutional e-mail box after the enrollment are available at http://portalestudente.uniroma3.it/mail/.

4.4 – Informative report according to art.13 Legislative Decree 30/06/2003 no. 196

The informative on privacy is available in the call for application for the chosen degree course.

4.5 – Responsible for the administrative procedure

According to Law 7 August 1990 no. 241, the Responsible for the administrative procedure is Ms. Roberta Evangelista – Head of Students Office.
Guide issued by Rector's Decree no. 687/2017, reg. 53041 of 26/06/2017