A.Y. 2018-2019

HOW TO APPLY

Guide for candidates with foreign qualifications

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1 – FIRST OF ALL YOU NEED TO KNOW

1.1 – Places reserved for non-EU citizens living abroad and Chinese citizens participating in the Marco Polo Programme

WHERE CAN I FIND THIS INFORMATION?
Annex A "Posti disponibili e modalità d’accesso".

1.2 – Pre-enrollment at Roma Tre through Italian Embassy/Consulate or Cultural Institute in the country of residence

COMPULSORY ONLY FOR
Non-EU citizens living abroad.

WHERE TO APPLY
Italian Embassy/Consulate or Cultural Institute in the country of residence.

1.3 – Admission qualifications and documents

- All documents required may be submitted in their original form or in a certified copy;
- Admission qualifications must be accompanied by a declaration of value issued by the responsible Italian Embassy/Consulate in the State whose legal system the qualification refers to, or by a certificate issued by ENIC-NARIC centres;
- Unless explicitly indicated, no translation into Italian is required for titles and documents issued in English, French, Spanish and Portuguese;
- Exam certificates (transcripts) and related course programmes may be replaced by the Diploma Supplement, if adopted;
- Those who submit incomplete documentation or documentation that needs to be refined are conditionally registered and cannot take exams or carry out any career step until all the required documentation has been submitted.

WHAT YOU NEED IN ORDER TO APPLY FOR Laurea (BACHELOR’S) AND Laurea Magistrale A Ciclo Unico (5-YRS MASTER’S) DEGREE COURSES
1. High school diploma, with official translation into Italian and consular legalization by the Italian Embassy/Consulate abroad.

⚠️ The years of schooling for admission to degree courses must be at least 12.
For qualifications obtained at the end of a school period of less than 12 years, students must provide, in addition to the original diploma of secondary studies, also the academic certification attesting the passing of all the exams:
- of the first year of university studies, in the case of the local 11-year-old school system;
- of the first two academic years, in the case of a local school system of 10 years;

For more information:
- Visit the website of the Ministry of Education, University and Research: MIUR – STUDENTI STRANIERI
- consult the foreign qualifications valid for access to universities at the following link http://www.studiare-in-italia.it/studentistranieri/moduli/2018/allegato1.pdf Attachment 1 and Attachment 2
WHAT YOU NEED IN ORDER TO APPLY FOR LAUREA MAGISTRALE (MASTER’S) DEGREE COURSES

1. Bachelor’s degree in a field compatible with that of the chosen master’s degree course (see link to the didactic regulations in the calls for admission to study courses), with official translation into Italian and consular legalization;
2. Certificate issued by the competent University certifying the exams passed (transcript), as well as for each discipline, the programs (detailed description) for the achievement of the aforementioned degree.

1.4 – Italian language test

THE TEST IS COMPULSORY FOR:
Non-EU citizens residing abroad and EU citizens or non-EU citizens legally residing in Italy.

The test is selective ONLY for non-EU citizens resident abroad who intend to enrol in the study courses taught in Italian. They cannot take the admission/evaluation tests, nor submit the application for admission to the master’s degree courses, if they do not pass it.

THE DAY, PLACE AND TIME OF THE TEST
Date: Friday, August 31, 2018
Location: University Language Centre (CLA) - Via Ostiense 131/L - floor 7 - lift C/C1
The test time will be published on the Student Portal.

WHO MAY BE EXEMPTED
The cases of exemption are described in the interministerial provisions published on the link "Study in Italy" http://www.studiare-in-italia.it/studentistranieri/
In particular, point I.2 "Exemption from the Italian language test" of Part III of the document at the following link: http://www.studiare-in-italia.it/studentistranieri/moduli/2018/Circolare_2018_2019.pdf

Certificates of knowledge of the Italian language, level B2 or higher, issued by Università degli Studi Roma Tre, Università per Stranieri di Siena, Università per Stranieri di Perugia or Società Dante Alighieri, must be attached online at the time of submitting the application for admission (see point 2 of this Guide).

1.5 – Enrolled at a university abroad who intend to continue their studies at Roma Tre

IF NON-EU NATIONALS RESIDING ABROAD
1. Apply for pre-enrolment in the first year of the chosen degree course;
2. Submit an application for admission to the chosen degree course and follow the provisions for enrollment in the 1st year;
3. After regular registration, ask the Segreteria Didattica of your degree course to recognize the exams taken abroad.

IF ITALIAN OR EU NATIONALS
1. Submit an application for admission to the chosen degree course and follow the provisions for enrollment in the 1st year;
2. After regular registration, ask the Segreteria Didattica of your degree course to recognize the exams taken abroad.
2 – APPLICATION FOR DEGREE COURSES

2.1 – Registering with the Portale dello Studente

- To access all the procedures it is necessary to register in advance on the Student Portal by logging on to the [http://portalestudente.uniroma3.it](http://portalestudente.uniroma3.it).
- Once registration is completed, the system assigns the login credentials (a username and password) called Roma3Pass, which will allow access to the reserved area of the Student Portal and to all the online services activated by the University.
- In case of technical problems related to the access to the Student Portal or to online procedures, you can ask for the assistance through the link [http://portalestudente.uniroma3.it/index.php?p=assistance_onl](http://portalestudente.uniroma3.it/index.php?p=assistance_onl).

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

WHEN TO TAKE THE ADMISSION / EVALUATION TEST
See Annex B " Calendario delle prove di accesso ".

ENTRANCE TESTS
One of the following tests may be required by the degree course:

- Admission test: compulsory and selective;
- Assessment test: compulsory but not selective.

⚠️ WARNING: The admission / evaluation test, other than the Italian language test of Aug. 31st 2018 must be taken by all types of candidates (Italians with a foreign qualification, non-EU resident abroad; EU or non-EU legally resident in Italy).

HOW TO SUBMIT YOUR APPLICATION TO THE TEST
Follow the procedures indicated in the admission call for your chosen degree course.

ON THE DAY OF THE TEST TAKE WITH YOU
1. A valid passport or identity document (the same is indicated online at the time of application);
2. The receipt of payment of 25 Euro.

Need help?
Send an e-mail to segr.stud.titoloestero@uniroma3.it writing as RE "PROBLEMI ISCRIZIONE PROVA".

RESULT OF TEST
In your Reserved Area of the Student Portal.
We do not send any personal communications.

2.3 – Laurea Magistrale (Master’s) Degree courses

ENTRANCE TEST
Some master’s degree courses require an entrance test.
Check the Admission Call of the chosen degree course if an admission test is required.

YOU CAN APPLY FOR A MASTER’S DEGREE ONLY IF...
In possession of an academic qualification equivalent to at least a first cycle.

HOW TO APPLY FOR ADMISSION
Follow the procedures indicated in the admission call for the chosen degree course.
1. Fill in the Domanda di valutazione della carriera by 07/09/2018;
2. Upload online PDF files with the detailed programs of the exams taken together with the transcript of records to obtain the necessary evaluation from the Segreteria Didattica.

Need help?
Send an e-mail to segr.stud.titoloestero@uniroma3.it writing as RE "PROBLEMI DOMANDA AMMISSIONE LM".

Assessment of the application for the master's degree course
The evaluation of a foreign career is in charge of the didactic structure (Department) of the chosen degree course.

Attention: the regularity of the documentation (see the documents for master's degrees referred to in point 1.4 of this Guide) delivered by the students to the Office is certified after the assessment, and only after the Office for Students with Foreign Qualifications, Via Ostiense 149 - ground floor, has verified its completeness and conformity.

Outcome of the assessment
From your Reserved Area of the Student Portal.
We do not send any personal communications.

The evaluation can be
- **Ammesso** (admitted): you can proceed with the registration process;
- **Ammesso sotto condizione** (conditionally admitted): you still have to obtain the first cycle degree or acquire some curricular requirements (single courses);
- **Non ammesso** (not admitted): you cannot enrol in the chosen master's degree course.

What to do if you are "AMMESSO SOTTO CONDIZIONE"
To be "Ammesso sotto condizione" (conditionally admitted) means that:

a. There are some missing curricular requirements; they must first be acquired in order to be admitted to the chosen master's degree course. It is therefore necessary to enrol in specific individual courses indicated by the didactic structure, attend the relative lessons and take the relative exam. If you pass by March 2019 all the exams of the individual courses assigned, you will be able to enrol in the master's degree course chosen by March 31, 2019. For assistance on enrolment in individual courses and enrolment under conditions to the degree course chosen, please contact the Office for Students with Foreign Qualifications;

b. the evaluation of your foreign qualification may not yet be complete.

3 – ENROLMENT IN DEGREE COURSES

When
After admission, according to the deadlines of the chosen degree course.

How to apply for enrolment
Follow the procedures indicated in the admission call for your chosen degree course.

Hand only to the Office for Student with Foreign Qualifications (Via Ostiense, 149 - ground floor):
- the original signed application for enrolment;
- the receipt for payment;
- 1 passport photo;
- the documents relating to the foreign qualification obtained, referred to in point 1.4 of this Guide, required by the chosen degree course;
- Photocopy of a valid identity document (passport, identity card, residence permit/card);
- certification of any disability with an indication of its percentage.
Need help?
Send an e-mail to segr.stud.titoloestero@uniroma3.it writing as RE "PROBLEMI IMMATRICOLAZIONE".

4 – UTILITIES

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

Roma Tre official accounts are also on FACEBOOK and TWITTER. Become a follower on Facebook of Area Studenti Roma Tre to be updated on all the news related to your university career.

UNIVERSITY FEES
Check the Portale dello Studente > Regolamento Tasse

ROMA TRE - SUMMER BREAK
University will be closed from August 4th to August 19th 2018 included. The Office for Students with Foreign Qualifications will be closed from August 6th to August 22nd 2018 included.

4.2 – Offices
Office for Students with Foreign Qualifications
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/studenti/studenti-futuri/international-students/

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 and DSA
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
After the enrolment at Roma Tre you will automatically be assigned an email address (nom.cognome@stud.uniroma3.it), which you can access using the username and password obtained after registering on the Student Portal. ALWAYS use this email to communicate with Roma Tre offices. To activate your mailbox: http://portalestudente.uniroma3.it/mail/.
4.4 – Privacy
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.