

How To Apply

Guide to the enrolment in degree courses for holders of foreign qualifications

Academic Year 2021-2022

This Guide is constantly updated in relation to the containment and management measures of the epidemiological emergency from Covid-19 taken by the competent institutions.

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1 – Before applying

It is necessary to read the *Procedures for entry, residency and enrolment of international students and the respective recognition of qualifications, for higher education courses in Italy for the academic year 2021-2022* at the link <https://www.studiare-in-italia.it/studentistranieri/>

Attention

Students MUST submit all documents requested in their original form or in a certified copy to the Office for Students with Foreign Qualifications to proceed with their enrolment.

1.1 – PLACES RESERVED FOR NON-EU CITIZENS LIVING ABROAD AND CHINESE CITIZENS PARTICIPATING IN THE MARCO POLO PROGRAMME

The list of reserved places for each degree course is available in the notices of admission published on the *Portale dello Studente* at <http://portalestudente.uniroma3.it/iscrizioni/ammissione-e-immatricolazione/>

It is possible to enter in the degree course with free access without limits of places.

1.2 – PRE-ENROLMENT THROUGH THE ITALIAN EMBASSY/CONSULATE OR CULTURAL INSTITUTE IN THE COUNTRY OF RESIDENCE

MANDATORY ONLY for non-EU citizens living abroad.

WHERE TO APPLY

Online through the [UNIVERSITALY](http://www.universitaly.it/index.php/registration/firststep) portal. Registration available at page <https://www.universitaly.it/index.php/registration/firststep>

We recommend you to take note of the admission notice, procedures and deadlines, to apply through Universitaly at the right time.

Please Note

Italian citizens with a foreign qualification, citizens from European Union countries wherever they reside and from non-EU countries legally residing in Italy, have unlimited access to university courses if holders of a qualification corresponding to the Italian one required, provided that it is recognised as suitable according to the independent assessment carried out by the individual higher education institution. Applicants and candidates submit their application directly to the institution of higher education chosen.

1.3 – ADMISSION QUALIFICATIONS AND DOCUMENTS REQUIRED BY ROMA TRE

COMMON RULES

- 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 of records) and related course programmes may be replaced by the Diploma Supplement, if available;

- e. 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 they submit all the required documentation.

SPECIFIC DOCUMENTS REQUIRED FOR THE ADMISSION TO *CORSI DI LAUREA* (BACHELOR'S DEGREES, 1ST CYCLE) AND *CORSI DI LAUREA MAGISTRALE A CICLO UNICO* (5 YEARS INTEGRATED DEGREES, 2ND CYCLE)

1. **High school diploma**, with official translation into Italian and consular legalization by the Italian Embassy/Consulate abroad for other languages than those indicated in "Common rules", point c.;

Please Note

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 further information:

- Visit the website of the Ministry of Education, University and Research [MUR – STUDENTI STRANIERI](#)
- Consult the foreign qualifications valid for access to universities at the following link https://www.studiare-in-italia.it/studentistranieri/moduli/2021/Circolare_2021_2022_EN.pdf

2. Certificate stating the passing of the **national university entrance examination**, if required in the country of origin.

SPECIFIC DOCUMENTS REQUIRED FOR THE ADMISSION TO *CORSI DI LAUREA MAGISTRALE* (MASTER'S DEGREES, 2ND CYCLE)

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 for other languages than those indicated in "Common rules", point c.;
2. **Certificate** issued by the competent University certifying the exams passed (transcript of records), as well as for each discipline, the programs (detailed description) for the achievement of the aforementioned degree, or Diploma Supplement if available.

Please Note

The original documentation or certified copy must be submitted to the *Ufficio Studenti con titolo estero* after the enrolment, if not already done before.

In the case of enrolment in a master's degree course, documents must be submitted to the *Ufficio Studenti con titolo estero* after the submission of the application for admission. Admission will not be confirmed until the requested documentation on foreign qualifications has been submitted, and it is in any case subject to the verification of its validity.

The university may carry out checks at any time during a student's career and act appropriately in the event of any anomalies relating to the admission qualifications.

1.4 – ITALIAN LANGUAGE TEST

MANDATORY ONLY 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 enroll in the degree courses taught in Italian. They cannot take the admission/evaluation tests, nor enroll to the master's degree courses, if they do not pass it.

DATE, PLACE AND TIME OF THE TEST

- ▶ **Date:** to be published on the [Portale dello Studente](#)
- ▶ **Procedures:** The instructions for accessing the test and for carrying out it will be published on the [Portale dello Studente](#)

WHO CAN BE EXEMPTED FROM THE TEST

The cases of exemption are described in **Parte III** of the interministerial provisions at the following link https://www.studiare-in-italia.it/studentistranieri/moduli/2021/Circolare_2021_2022_EN.pdf

Please Note

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 uploaded at the time of submitting the application online for admission (see [2 – Application for degree courses](#) of this Guide).

1.5 – STUDENTS ENROLLED AT A UNIVERSITY ABROAD WHO INTEND TO CONTINUE THEIR STUDIES AT ROMA TRE

1. Apply for pre-enrolment at the chosen degree course (ONLY for non-EU citizens living abroad who apply for a visa);
2. Apply for admission to the chosen degree course and follow the provisions for enrolment in the call for applications “per trasferimento, passaggio e abbreviazione di carriera” a.y. 2021-2022 published on the Portale dello Studente at the following link <http://portalestudente.uniroma3.it/iscrizioni/ammissione-e-immatricolazione/>.

2 – Application for degree courses

2.1 – REGISTRATION TO ONLINE SERVICES

- ▶ To access all online procedures, it is necessary to register in advance to online services through the following link: <https://gomp.uniroma3.it/PublicArea/Registrazione/Registrazione.aspx>.
- ▶ Once the registration is completed, the system assigns the login credentials (a username and password) called Roma3Pass, which will allow access to the online reserved area and to all the online services activated by the university;
- ▶ Follow the procedures indicated in the call for admission to degree courses published on the Portale dello Studente at the following link: <http://portalestudente.uniroma3.it/iscrizioni/ammissione-e-immatricolazione/>
- ▶ In case of technical problems related to the access to online services and procedures, you can ask for the assistance through the link <https://helpdesk.uniroma3.it/studenti/index.php>
- ▶ All instructions on online services are available in the [Istruzioni](#) section of the Portale dello Studente.

2.2 – Corsi di Laurea (Bachelor's degrees, 1st cycle) and Laurea Magistrale a Ciclo Unico (5 years Integrated degrees, 2nd cycle)

ENTRANCE TEST

The degree course may require alternatively an:

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

Please Note

Both admission and assessment tests are compulsory.

The admission to degree courses is subject to passing (numerus clausus degree courses) the entrance tests or participating (unlimited places degree courses) in the entrance tests, as well as to passing the Italian language test if non-EU citizens resident abroad.

Test dates and **procedures** are published on the Portale dello Studente at the following link:

<http://portalestudente.uniroma3.it/iscrizioni/ammissione-e-immatricolazione/>.

The definitive enrollment in the degree courses will take place only for those students who receive the Visa for study and have shown the documents of their foreign title to the Office.

REGISTRATION TO THE ENTRANCE TEST

The procedures for registration to the admission tests and the related deadlines are indicated in the calls for admission to the degree courses published at the following link:

<http://portalestudente.uniroma3.it/iscrizioni/ammissione-e-immatricolazione/>.

Please, follow the instructions for online procedures available in the Portale dello Studente at the following link:

<http://portalestudente.uniroma3.it/accedi/area-studenti/istruzioni/come-presentare-la-domanda-per-la-partecipazione-al-e-prove-di-ammissione-valutazione/>

If you need help, send an email to segr.stud.titoloestero@uniroma3.it with RE: "PROBLEMI ISCRIZIONE PROVA".

Please Note

The day of the test keep with you:

- ▶ A valid passport or identity document (the same is indicated online at the time of application);
- ▶ The payment receipt of the test registration fee (30 euros), only for courses that require such payment, as provided for in the [notices of admission to the degree courses](#).

TEST RESULT

Test result is available online in your online reserved area.

2.3 – Corsi di Laurea Magistrale (Master's degrees, 2nd cycle)

QUALIFICATION REQUESTED FOR THE ADMISSION

In order to access any *Corso di Laurea Magistrale* it is necessary to possess an academic qualification equivalent to at least a first cycle, as well as the curricular requirements requested by the didactic regulations of the courses themselves. Some courses may also include an entrance test. All indications are contained in the calls for admission published at the link <http://portalestudente.uniroma3.it/iscrizioni/ammissione-e-immatricolazione/>.

APPLICATION FOR ADMISSION

The procedures and deadlines for the submission of the application for admission to the degree courses are indicated in the calls for admission published at <http://portalestudente.uniroma3.it/iscrizioni/ammissione-e-immatricolazione/>.

For online procedures, please follow the instructions at <http://portalestudente.uniroma3.it/accedi/area-studenti/istruzioni/immatricolazione-alla-laurea-magistrale/>.

Please note

It is MANDATORY to complete the online application with the upload of the PDF copy of:

1. **Transcript of records**
2. **Detailed programmes** of the courses related to passed exams

The **Diploma Supplement**, if available, may replace both documents.

If you need help, send an email to segr.stud.titoloestero@uniroma3.it with RE: "PROBLEMI DOMANDA AMMISSIONE LM".

APPLICATION RESULT

There are two possible outcomes:

- ▶ **Ammissione sotto condizione** (conditioned admission)
- ▶ **Non ammissione** (non-admission): you cannot enroll in the chosen master's degree course.

The **ammissione sotto condizione** (conditioned admission) occurs when:

- a. Verification of foreign academic qualification must be completed.
- b. Some curriculum requirements for access are lacking and must be acquired before enrolment in the chosen master's degree program. To do so, you can enroll in specific single courses ([corsi singoli](#)) indicated by the degree course, attend the relevant lessons and take the relevant exams. If you pass all the exams of the single courses assigned by March 2022, you can enroll in the chosen degree course by 31 March 2022. For assistance on enrolment in single courses and for enrolment under condition in the chosen master's degree course, please contact the Ufficio Studenti con Titolo Estero;

The application result is available online in your online reserved area.

3 – Enrolment in the degree courses

Enrolment is subject to the issuance of a visa for study purposes for the A. Y. 2021-2022.

Enrolment procedures and the related deadlines are available in the calls for admission published at <http://portalestudente.uniroma3.it/iscrizioni/ammissione-e-immatricolazione/>

For online procedures, please follow the instructions at <http://portalestudente.uniroma3.it/accedi/area-studenti/istruzioni/immatricolazione-alla-laurea-magistrale/>.

If you need help, send an email to segr.stud.titoloestero@uniroma3.it with RE: "PROBLEMI IMMATRICOLAZIONE".

4 – Useful contacts and information

4.1 – ONLINE INFORMATION

Official information are available ONLY on:

- ▶ UNIVERSITY WEBSITE: www.uniroma3.it
- ▶ PORTALE DELLO STUDENTE: <http://portalestudente.uniroma3.it/>
- ▶ Facebook [Area Studenti Roma Tre](#)

4.2 – RELEVANT OFFICES

Ufficio Studenti con Titolo Estero e Programmi di Mobilità d'Ateneo

Address: Via Ostiense, 129

E-mail: segr.stud.titoloestero@uniroma3.it

Online Front Office through Teams at the webpage <http://servizivocali.uniroma3.it:8099/PrenotazioneColloqui/>
Information on how to access the Front-Office Teams Service and all other ways to contact us are available at the webpage <https://portalestudente.uniroma3.it/chi-siamo/area-studenti/segreterie-studenti/>

Information: <https://help.uniroma3.it>

Piazza Telematica d'Ateneo

Address: Via Ostiense, 139

Website: <http://host.uniroma3.it/laboratori/piazzatelematica/>

Centro Linguistico d'Ateneo (CLA)

Website: <http://www.cla.uniroma3.it/>

Ufficio Studenti con disabilità e DSA

E-mail: ufficio.disabili@uniroma3.it

Website: <https://www.uniroma3.it/ateneo/uffici/ufficio-studenti-disabilita-dsa/>

4.3 – UNIVERSITY EMAIL BOX

After enrolment in Roma Tre, a free of charge email address (nom.cognome@stud.uniroma3.it) is automatically assigned. To access the email box, use the username and password obtained after registration at the online services. You must ALWAYS use this email to communicate with Roma Tre offices, because they cannot reply to personal addresses.

Instructions for activating the e-mail address are available on the Portale dello Studente at <http://portalestudente.uniroma3.it/accedi/area-studenti/istruzioni/mail/>

4.4 – UNIVERSITY FEES

All tax rules are contained in the [Regolamento Tasse](#) (*Tax Regulations*) published on the Portale dello Studente.

Fees are calculated based on the ISEE value. It is necessary to submit the ISEE statement for University within the deadlines indicated in the *Tax Regulations*. During registration, the university must be authorized to obtain the declaration from the INPS database. Failure to submit the declaration will result in the charging the maximum fee rate.

Please Note

Foreign students not resident in Italy or with income earned abroad, whose family unit includes persons not in possession of a tax code issued by the *Agenzia delle Entrate*, must submit the ISEE statement following the instructions published on the Student Portal at <http://portalestudente.uniroma3.it/tasse/presentazione-isee/>. EU and non-EU students with income produced abroad winners of DiscoLazio scholarship must submit the ISEE statement as well.

4.5 – UNIVERSITY SUMMER CLOSURE

The university is closed from **7th to 22nd August 2021**.