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| **logo_def_blu-pc copia** | Direzione 7  Area Studenti  **Ufficio Studenti con titolo estero e Programmi di mobilità d’Ateneo** |

How To Apply

Guide to the Enrolment in Degree Courses for Holders of Foreign Qualifications

Academic Year 2023-2024

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# 1 – Before applying

* 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 2023-2024, available at page <https://www.studiare-in-italia.it/studentistranieri/>.
* Read the call for admission for A.Y. 2023-2024 for the chosen degree course

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 with reserved access is available in the notices of admission published on the Portale dello Studente at <http://portalestudente.uniroma3.it/iscrizioni/ammissione-e-immatricolazione/>.

Access to open-access study courses is permitted without place restrictions.

Please Note

Numerus clausus degree courses provide for a compulsory, selective admission test. A ranking is therefore drawn up reserved for non-EU candidates residing abroad and applying for visas.

Open-access study courses provide for a test that takes place in accordance with the call for admission for the degree course in question, but it is still possible to enrol.

# **2 – Pre-enrolment**

**For whom it is compulsory**

ONLY non-EU citizens living abroad applying for a visa.

**How to apply**

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

**When to apply**

It is recommended that you read the 2023-2024 [call for admission](https://portalestudente.uniroma3.it/iscrizioni/ammissione-e-immatricolazione/bando-di-ammissione-ai-percorsi-di-doppio-titolo-con-universita-estere-a-a-2023-2024/) for your chosen degree course in order to submit your pre-enrolment application in good 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.

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# **3 – Entry qualifications and documents required by Roma Tre**

In order to confirm and complete their enrolment, all students with a foreign qualification MUST upload their entry qualifications and all required documents onto the GOMP platform and submit the originals or certified copies to the Ufficio Studenti con titolo estero e Programmi di mobilità d’Ateneo.

The office is open by appointment which can be booked online via the link <http://servizivocali.uniroma3.it:8099/PrenotazioneColloqui/>.

Failure to submit the documents does not permit to enrol.

Common rules

* Documentation relating to foreign academic qualifications, as well as identity documents and details of residence permits, must be entered when registering and submitting applications for admission on the Gomp platform <https://portalestudente.uniroma3.it/accedi/area-studenti/>, in accordance with the instructions set out in the calls for admission published on the Student Portal at <https://portalestudente.uniroma3.it/iscrizioni/ammissione-e-immatricolazione/>;
* In order to finalise enrolment, all the required documents must subsequently be submitted in original or certified copy, together with a copy of all documentation that will be kept by the University;
* The access academic qualifications must be accompanied by the declaration of value issued by the Italian Diplomatic-Consular Representation competent for the territory in the State to which the qualification refers, or by the comparability and verification certificates issued by the ENIC-NARIC centres (statements of comparability and verification - CIMEA <https://www.cimea.it/EN/>);
* Unless explicitly indicated, a certified translation into Italian is not required for titles and documents issued in English, French, Spanish and Portuguese;
* Certificates of exams (Transcript of Records) with corresponding course syllabuses may be replaced by the Diploma Supplement, if adopted by the institution that awarded the qualification.

Please Note

Non-EU citizens residing abroad and applying for a visa must upload all the documentation required in the compulsory university pre-enrolment application via the [Universitaly](https://www.universitaly.it/index.php/) portal, including any Italian level B2 certification required by [national regulations](https://www.studiare-in-italia.it/studentistranieri/) and identity documents.

Specific documents required for the admission to corsi di laurea (bachelor’s degrees, 1st cycle) and corsi di laurea magistrale e a ciclo unico (5 years integrated bachelor’s and master’s degrees, 2nd cycle)

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

Please Note

At least **12 years** of schooling are required for admission to degree courses.

In the case of qualifications obtained after **less than 12 years** of schooling, academic certification of successful completion of all examinations must be presented in addition to the original secondary school diploma:

* for the first year of university studies, in the case of an 11-year local school system;
* for the first two academic years, in the case of a 10-year local school system.

For further information, please consult the interministerial provisions at[htttps://www.studiare-in-italia.it/studentistranieri/](https://www.studiare-in-italia.it/studentistranieri)

1. **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. **1st cycle-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 degree courses), with official translation into Italian and consular legalization for other languages than those indicated in “Common rules”;
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 or a certified copy of the documentation must be submitted to the Office of Students with Foreign Qualifications for completion and confirmation of enrolment.

# **4 – Knowledge of the Italian language**

* A knowledge of Italian of at least level B2 is required for enrolment on all university courses.
* The didactic regulations of the degree courses may require different language levels.
* For non-EU citizens residing abroad and applying for a visa, the ministerial regulations require a minimum level of B2 for enrolment on first-cycle and single-cycle courses (laurea and laurea magistrale a ciclo unico).

Italian language test for non-eu citizens applying for visas

**For whom it is compulsory**

The test is compulsory and selective only for non-EU citizens applying for visas.

Dates and format of the test

* **Dates**: the test will be held in June and July 2023 according to the schedule to be published in the[Portale dello Studente](http://portalestudente.uniroma3.it/)
* **Test format**: the University adopts the CISIA TEST ITA-L2 test in the online distance mode (ITA L-2@CASA); instructions for accessing the test and for its execution will be published on the[Portale dello Studente](https://portalestudente.uniroma3.it/)

Please Note

Only those who register according to the instructions that will be provided on the [Portale dello Studente](https://portalestudente.uniroma3.it/) can access the test.

Who can be exempted from the italian language 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/>.

Certificates of knowledge of the Italian language, level B2 or higher, issued by the Università degli Studi Roma Tre, Università per Stranieri di Siena, Università per Stranieri di Perugia and Società Dante Alighieri, must be uploaded when submitting the application for admission (see section 3 of this Guide).

# **5 – Students enrolled at a university abroad who intend to continue their studies at Roma tre**

It is necessary to submit an application for admission to the degree course of interest and follow the provisions of the call for admission for transfer, passage and career shortening a.y. 2023-2024 to the chosen degree course, which will be published by the end of June on the Student Portal at the link <http://portalestudente.uniroma3.it/iscrizioni/ammissione-e-immatricolazione/>.

Please Note

Non-EU citizens applying for visas must first also pre-enrol in the degree course of interest.

# 6 – Application for degree courses

In order to carry out all procedures, it is necessary to obtain access to online services by registering with the Student Portal from the link <http://portalestudente.uniroma3.it/accedi/area-studenti/>.

Once registration has been completed, the system assigns login credentials (a user name and a password) called Roma3Pass, which will enable access to the reserved area of the Student Portal and to all the online services provided by the University.

It is therefore necessary to follow the procedure indicated in the calls for admission published on the Student Portal at the link <http://portalestudente.uniroma3.it/iscrizioni/ammissione-e-immatricolazione/>.

If you have technical problems accessing the Student Portal or carrying out online procedures, you can request assistance at the link <https://help.uniroma3.it> which can also be accessed as an external user.

The [Instructions](https://portalestudente.uniroma3.it/accedi/area-studenti/istruzioni/) section of the Student Portal describes all main online procedures.

# **7 – Corsi di Laurea (Bachelor’s degrees, 1st cycle) and Laurea Magistrale a Ciclo Unico (5 years Combined Bachelor’s and Master’s degrees, 2nd cycle)**

Entry requirements

A high school diploma is required for admission to any Bachelor's or Combined Bachelor's and Master's degree. The courses require an entrance test. All indications can be found in the calls for admission published at the link <http://portalestudente.uniroma3.it/iscrizioni/ammissione-e-immatricolazione/>.

An English adaptation of the calls for admission will be available on the Student Portal at <https://portalestudente.uniroma3.it/en/enrollment/admission/>.

Entrance test

The degree course may require alternatively an:

* **Admission test**: compulsory and selective, for the admission to national or local numerus clausus degree courses;
* **Assessment test**: compulsory but not selective, for open access degree courses.

Please Note

Admission to numerus clausus courses is subject to passing the admission test.

The assessment test for open access study courses is compulsory, but not selective. Those who do not take the test are assigned additional training obligations (OFA) to be fulfilled within the first year of the degree course.

The timetables and test procedures for the various types of degree courses are published in the calls for admission page at the following link: <https://portalestudente.uniroma3.it/iscrizioni/ammissione-e-immatricolazione/>.

An English adaptation of the admission notices will be available on the Student Portal at <https://portalestudente.uniroma3.it/en/enrollment/admission/>.

In both cases, enrolment in the degree course is subject to the issuance of a visa and confirmed only after the presentation and validation of the entry qualifications.

Registration to the entrance test

Procedures and deadlines are indicated in the degree course calls for admission published at the link <http://portalestudente.uniroma3.it/iscrizioni/ammissione-e-immatricolazione/>.

For online procedures, please follow the instructions in the Student Portal at the 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, open a ticket at the link <https://help.uniroma3.it/> (which you can also access as an external user) indicating in the subject line "PROBLEMS IN THE TEST REGISTRATION".

Please Note

On the day of the test, you must have your passport or a valid identity document with you (the same as indicated online when submitting your application).

Test result

The result of the test is available online in your reserved area.

# **8 – Corsi di Laurea Magistrale (Master’s degrees, 2nd cycle)**

Entry requirements

Admission to any Master's degree courses requires an academic qualification equivalent to at least a Bachelor's degree and curricular requirements that are prescribed by the didactic regulations of the courses themselves. Some courses may also require an entrance test. All indications can be found in the calls for admission published at the link <http://portalestudente.uniroma3.it/iscrizioni/ammissione-e-immatricolazione/>.

An English adaptation of the calls for admission will be available on the Student Portal at <https://portalestudente.uniroma3.it/en/enrollment/admission/>.

Application

The timetables and application procedures for are published in the calls for admission page at the following link: <http://portalestudente.uniroma3.it/iscrizioni/ammissione-e-immatricolazione/>.

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

Please Note

It is MANDATORY to complete the online application for admission by uploading a PDF copy of:

* Final examination certificate (Transcript of Records)
* Detailed syllabus of exams taken

These two documents may be replaced by the Diploma Supplement.

If you need help, open a ticket at the link <https://help.uniroma3.it/> (which you can also access as an external user) indicating in the subject line "PROBLEMS IN THE APPLICATION LM”

Result of application

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:

* 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](http://portalestudente.uniroma3.it/iscrizioni/corso-singolo/)) 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 2024, you can enroll in the chosen degree course by 31 March 2024. 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.
* Verification of foreign academic qualification must be completed.

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

# 9 – Enrolment in degree courses

Enrolment is subject to the issuance of a visa for study purposes for the A. Y. 2023-2024.

Enrolment procedures and 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 in the Student Portal at the 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, open a ticket at the link <https://help.uniroma3.it/> (which you can also access as an external user) indicating in the subject line "PROBLEMS IN THE ENROLMENT”.

Please Note

Enrolment is not permitted until the documentation on entry qualifications has been submitted, and is in any case subject to the University's verification of the validity of said qualifications.

The University may carry out checks at any time in the course of the student's career and take the appropriate measures if anomalies emerge regarding access qualifications.

# 10 – Information and useful contacts

##### Online information

Official information are available ONLY on:

* UNIVERSITY WEBSITE: [www.uniroma3.it](file:///C:/Users/revangelista/AppData/Local/Microsoft/Windows/Temporary%20Internet%20Files/Content.Outlook/HGSVDDSE/www.uniroma3.it)
* PORTALE DELLO STUDENTE: <http://portalestudente.uniroma3.it/>

##### Relevant offices

**Ufficio Studenti con Titolo Estero e Programmi di Mobilità d’Ateneo**

Address: Via Ostiense, 129

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

Online and in-presence Front office by appointment:

<http://servizivocali.uniroma3.it:8099/PrenotazioneColloqui/>

To find out how to access the Front-Office Service and all other contact details, see <https://portalestudente.uniroma3.it/chi-siamo/area-studenti/>

**Piazza Telematica d’Ateneo**

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](mailto:ufficio.disabili@uniroma3.it)

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

# **11 – 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 do not reply to personal addresses.

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

# **12 – University fees**

All tax rules are contained in the [Regolamento Tasse](http://portalestudente.uniroma3.it/regolamenti/) (Tax Regulations) published on the Portale dello Studente.

Fees are calculated on the basis of the ISEE value. It is necessary to present the ISEE University Benefits declaration within the deadlines indicated in the Fees Regulation. At the time of enrolment, you must authorise the university to acquire the declaration from the INPS database. Failure to submit the declaration will result in automatic classification in the maximum bracket.

Please Note

Foreign students not resident in Italy or with income produced abroad, whose family unit includes persons not in possession of a tax code issued by the Italian Revenue Agency, must submit the ISEE declaration at the structures indicated by the university on the Student Portal at the link <http://portalestudente.uniroma3.it/tasse/presentazione-isee/>.

The ISEE declaration must also be submitted in the same way by EU and non-EU students with income produced abroad who have been awarded a DiscoLazio grant.

# 13 - Scholarships, accommodation, canteen and other services

Every year, the regional body for the right to study and the promotion of knowledge, DiSCo Lazio, offers a number of competitive services, in particular scholarships, accommodation, international mobility grants and degree awards. The call for applications is published each year on the DiSCo Lazio website <http://www.laziodisco.it/>.

In addition to the competition services, DiSCo Lazio provides the canteen service and other general services, all of which are described on its website.