**How to Upload Educational Qualification Documents**

Access the GOMP system at <https://gomp.uniroma3.it> by logging into your [Students personal account](https://portalestudente.uniroma3.it/en/enter/students-personal-account/) using the **Roma3Pass credentials** you previously registered with or via the **SPID system** or the **CIE system** (Electronic Identity Card).

From the main page, select the option: **ENROLMENT AND ADMISSION TEST** (Immatricolazione e test d’ingresso)



Then, depending on your needs, select one of the following options: **BACHELOR’S AND SINGLE-CYCLE DEGREE COURSES** or **MASTER’S DEGREE COURSES.** Once inside the submenu, you will find the button **DECLARED ENTRY QUALIFICATIONS** (Titoli di accesso dichiarati):



In the page, at the top right, select the **OTHER ACTIONS** option and click the **ADD QUALIFICATION** button to open the upload form:



Fill in the descriptive fields and **CONFIRM**



At any time, you can return to the same path and select OTHER ACTIONS – EDIT TITLE to make any necessary corrections.