How to Submit Graduation Application

Procedure Steps

▪ Access to your personal account
▪ Submit the Graduation Application
▪ Payment of the Final Diploma Fee
▪ Update the Application
▪ Upload the thesis

Accessing your personal account

To submit the degree achievement request online, you need to access the GOMP system by logging into your Personal Account using your Roma3Pass credentials obtained during registration or using the SPID system, or CIE system (Electronic Identity Card).

(https://gomp.uniroma3.it)
Submitting the Graduation Application

Select the "Degree achievement" (Conseguimento del titolo) option from the Career, Study Plans, and Exams menu, as shown in the image below.
Select the “Graduation Application/ Degree achievement” (Conseguimento del titolo) option from the Degree achievement menu, as shown in the image below.
Note: as a preliminary step, you will be asked to complete, but it is not compulsory, a questionnaire from the University Evaluation Unit, *while completing the AlmaLaurea questionnaire is necessary to submit the application.*

The page displays, at the top, the details of the application:
If any academic activities are not displayed correctly in your career, you can report them to the Student Office by opening a ticket. The academic activities (with respective CFUs) not yet completed for degree completion are automatically listed.
### Esami sostenuti in carriera

<table>
<thead>
<tr>
<th>N.</th>
<th>Tipo</th>
<th>Esame</th>
<th>Anno accademico</th>
<th>Data</th>
<th>Crediti</th>
<th>Voto</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>C</td>
<td>C002: TEST 2 (TEST 2) 11 ct</td>
<td>2020/2021</td>
<td>6/5/2021</td>
<td>11</td>
<td>I</td>
</tr>
<tr>
<td>2</td>
<td>C</td>
<td>test: TEST</td>
<td>2020/2021</td>
<td>7/4/2021</td>
<td>146</td>
<td>30/30</td>
</tr>
<tr>
<td>3</td>
<td>S</td>
<td>2022/000: GENERE, COSTITUZIONE E PROFESSIONI 4 ct</td>
<td>2020/2021</td>
<td>17/3/2021</td>
<td>4</td>
<td>26/30</td>
</tr>
</tbody>
</table>

**TOTALE** 151

#### Tipo

- S: Esame sostenuto
- C: Esame convalidato
- I: Isolano
- C/E: Esame convalidato ERASMUS
- D: Esame disperduto

#### Voto

- Esame convalidato con integrazione (la data si riferisce all’integrazione)

### Esami da sostenere

<table>
<thead>
<tr>
<th>Esame</th>
<th>Crediti</th>
</tr>
</thead>
</table>

*NON CI SONO ESAMI DA POTER AGGIUNGERE*
In the next section, you can update the information regarding the thesis.

<table>
<thead>
<tr>
<th>Titolo (in italiano)</th>
<th>443251234</th>
</tr>
</thead>
<tbody>
<tr>
<td>Titolo (in inglese)</td>
<td>234567890</td>
</tr>
</tbody>
</table>

At the bottom of the screen, you can select the graduation session of interest and consent to the communication of some personal data to third parties in order to receive job, internship, or traineeship offers.

<table>
<thead>
<tr>
<th>Tipi relazione</th>
<th>Roma</th>
</tr>
</thead>
<tbody>
<tr>
<td>Relatore</td>
<td>Robie Diego</td>
</tr>
</tbody>
</table>
After entering the information, click on "Confirm" on the next screen. Final Screen:

**Payment of the Final Diploma Fee**

After completing the graduation application process, you can view any fee to be paid to complete the process by clicking on the "Graduation Fee Payment" (Pagamento Tassa di Laurea) button in the Degree achievement menu.
On the next page, select the fee you intend to pay and click on one of the two options at the bottom of the page. You can refer to the payment methods guide published on the Tuition Fees menu (INSERIRE IL FILE TRADOTTO METODI DI PAGAMENTO)

**Thesis Upload**

Once you have completed the *degree achievement request* submission, you will need to upload your thesis, after paying the final diploma fee, using the "Upload Thesis File" link in the *Degree achievement* (Conseguimento del titolo) section.
The screen for submitting the data and file for the thesis will appear, and you can modify the thesis title if needed. The "Allow Thesis Consultation" (Consenti consultazione tesi) field is not mandatory, but if selected, you will need to fill in the Abstract and Abstract ENG fields. In the last part of the form, there is a tool to select the file containing the thesis from your device; the file must strictly be in PDF format, and the maximum limit is 50Mb. To avoid exceeding the maximum allowed limit, it is recommended to use images with lower resolution.

Once selected, the file name will be visible in the box. After completing the data entry, click on "Confirm."

The system will then display a summary of the entered data. Click the "Confirm" button to submit the application.
After submitting the **application**, the system will return an informative message about the submission outcome.
Impact on the Final Examination Discussion

Candidates who no longer wish to graduate do not need to communicate anything.

Candidates who, by the deadline set by the Departments, have not fulfilled the final requirements, specifically: payment of the final diploma fee, attainment of all exams required by the study plan, completion of the AlmaLaurea questionnaire, and upload of the final paper, will be considered as having waived graduation.