

# How to Submit Graduation Application

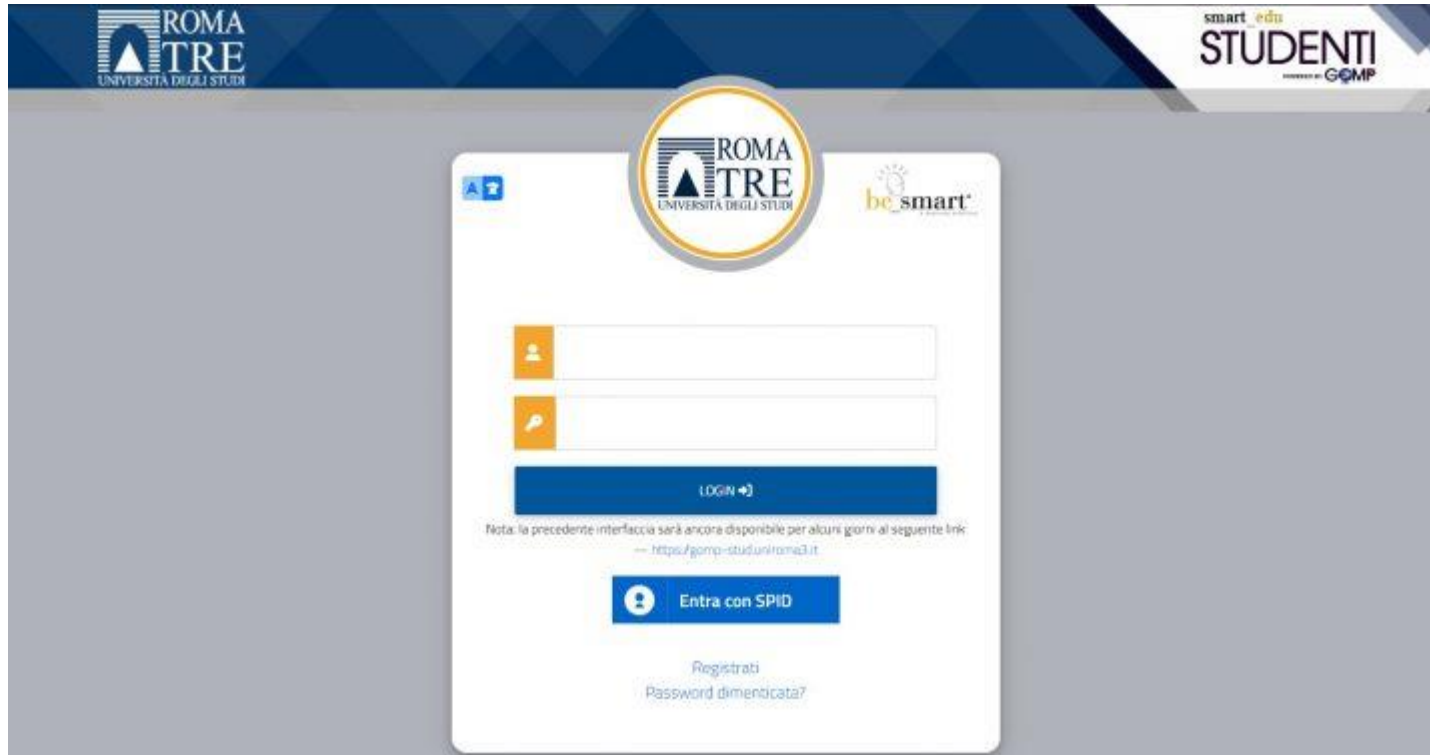
## Procedure Steps

- 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.

## Carriera, Piano di Studi, Esami



Carriera



Piano di studi



Questionari  
valutazione della  
didattica



Prenotazione Prova  
Intermedia



Prenotazione Appelli



Prenota il posto in  
aula, biblioteca, sala  
studio



Materiale didattico



Domande



Conseguimento del  
titolo

Select the "Graduation Application/ Degree achievement" (Conseguimento del titolo) option from the Degree achievement menu, as shown in the image below.

## Conseguimento del titolo



Richiesta di  
assegnazione della  
tesi



Domanda di  
laurea/conseguiment  
o del titolo



Upload file tesi



Pagamento Tassa di  
Laurea

**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:

Estremi della domanda						
Anno accademico 2020/2021						
Data della domanda 07/07/2021						
Corso di studio 22/S [TEST] GIURISPRUDENZA (CORSO RIFORMATO) regolamento 2006/2007						
Tipologia della tesi Altro						
Attività formativa 2041027B - MICROBIOLOGIA AMBIENTALE						
Esami sostenuti in carriera						
#	Tipo	Esame	Anno accademico	Data	Crediti	Esito

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

#	Tipo	Esame	Anno accademico	Data	Crediti	Esito
1	C	0002 - TEST 2 (TEST 2) 11 cfu	2020/2021	6/5/2021	11	I
2	C	test - TEST 140 cfu in AGR/01	2020/2021	7/4/2021	140	30/30
3	S	20202020 - GENERE, COSTITUZIONE E PROFESSIONI 4 cfu in 0	2020/2021	17/2/2021	4	26/30
TOTALE					155	

Tipo

Voto

S: Esame sostenuto

C: Esame convalidato

I: idoneo

C/E: Esame convalidato ERASMUS

D: Esame dispensato

I: Esame convalidato con integrazione (la data si riferisce all'integrazione)

Esami da sostenere

Esame	Crediti
NON CI SONO ESAMI DA POTER AGGIUNGERE	

In the next section, you can update the information regarding the thesis.

**Dati della Tesi**

Titolo (in italiano)  
4423234

Titolo (in inglese)  
234234

Consenti la consultazione

Parole chiave in italiano

Parole chiave in inglese

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.

**Informazioni relative la tesi**

Sessione/Voppello di laurea  
sessione asi test

Autorizzo l'Università degli Studi Roma Tre a comunicare a terzi i miei dati personali (quali ad esempio il nominativo, i recapiti telefonici, email, ecc.) e il relativo curriculum accademico, al fine di ricevere proposte di lavoro, stage o tirocinio

Tipo relatore	Nome
Relatore	Nobile Diego

CONFERMA

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.



Conseguimento del titolo 

			
Richiesta di assegnazione della tesi	Domanda di laurea/conseguimento del titolo	Upload file tesi	Pagamento Tassa di Laurea

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.

Conseguimento del titolo 

			
Richiesta di assegnazione della tesi	Domanda di laurea/conseguimento del titolo	Upload file tesi	Pagamento Tassa di Laurea

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 screenshot shows a web form titled "Dati della Tesi" with a blue header. It contains several input fields: "Titolo (in italiano)" with the text "La mia fantastica tesi", "Titolo (in inglese)" with the text "Super", and a checkbox labeled "Consenti la consultazione" which is currently unchecked. Below these are two yellow-highlighted sections for "Parole chiave in Italiano" and "Parole chiave in Inglese", each with an empty text box and a green square icon on the right. At the bottom, a "File Caricato" section shows a light blue box containing the text "La Mia Tesi.pdf ( 140197 ) byte" and a red 'X' icon. A blue "CONFERMA" button is centered below the form.

The system will then display a summary of the entered data. Click the "**Confirm**" button to submit the application.

**Dati della Tesi**

Titolo In Italiano  
Alto

Titolo In Italiano  
La mia fantastica tesi

Titolo In Inglese  
Super

File allegato alla dichiarazione:

- Guida per Commissari (1160516) byte

**Relatore**

Relatore

Sezione: Appello di laurea  
sessione asi test / inizio della sessione: 31/07/2021

[TORNA INDIETRO](#) [CONFERMA](#)

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.