

HOW TO APPLY

Enrolment of students with foreign qualifications

a.y. 2025/2026

Introduction

Before applying for admission to degree courses:

- take a careful look of the procedures for the entry, residency and enrolment of international students and the respective recognition of qualifications for higher education courses in Italy, valid for the academic year 2025-2026, published on the website: [universitaly-foreign students](#)
- review the admission notice for A.Y. 2025-2026 related to the chosen degree program at: [How to sign up](#)

Degree programs may be:

- **open access** with no admission cap: these programs include an assessment test according to the terms specified in the [bando di ammissione](#) (admission notice), but enrolment is permitted regardless of the outcome
- **restricted access:** these programs require a mandatory and selective admission test. The [bando di ammissione](#) admission notice also indicates the number of places reserved for non-EU citizens residing abroad and for Chinese citizens participating in the Marco Polo program. After the test a specific ranking list for non-EU candidates residing abroad applying for a study visa is prepared.

Schooling Requirements and Required Documentation

To be admitted to a bachelor's degree program (first cycle), at least **12 years of schooling** are required.

If the qualification was awarded after a school period **shorter than 12 years**, in addition to the original secondary school diploma it is necessary to submit an academic certificate showing completion of all the required exams:

- corresponding to the first year of university studies, in the case of a 11-year local school system;
- corresponding to the first two academic years, in the case of a 10-year local school system;
- for further information refer to the interministerial provisions on the following page: [universitaly-foreign students](#)

To apply for a bachelor's, master's or single cycle degree the following documents must be submitted:

1. **High school diploma**, legalized by the Italian consulate and officially translated if not in English.
2. **Certificate** confirming the passing of an **academic suitability exam** if required to access university in the country where the diploma was issued.
3. **CIMEA** verification statement of the diploma and exams certification or alternatively legalization of the qualification and exams certification.
4. Instead of the CIMEA documents, it is possible to submit the **Dichiarazione di Valore** (Declaration of Value) issued by the Italian Embassy in the country where the qualification was obtained. The qualification must be legalized by the Italian Embassy to ensure its authenticity. If the country where the qualification was obtained is a signatory of the [Hague Convention](#) (1961), legalization by the Embassy is not needed; instead, the apostille must be affixed to both the original and translated documents by the designated internal authority. You can consult the [list of the competent authorities](#) for each country.

To apply for a master's degree program, the following documents must also be submitted

- **A first cycle degree (bachelor's or equivalent) in a field linked with the chosen master's program** (take a view to the academic regulations in the admission notices), in original and with official Italian translation and consular legalization if not issued in English.
- **A transcript of records** issued by the university, showing **all exams passed** and a detailed course description for each subject legalized and translated or a Diploma Supplement if available
- CIMEA verification statement of the degree and transcript of records or alternatively legalization/apostille of the qualification and transcript.
- Instead of the CIMEA documents it is possible to submit the Declaration of Value (DoV) issued by the Italian Embassy in the country where the qualification was obtained. The qualification must be legalized by the Italian Embassy. If the country has signed the [Hague Convention](#), the Apostille must be affixed to the documents (both original and translated) by the internal authority designated for this purpose. You can consult the [list of the competent authorities](#) for each country.

Italian Language Proficiency for bachelor's and master's Degrees for non-EU students residing abroad, Via applicants

For non-EU citizens residing abroad applying for a study visa, it is mandatory to pass an Italian language proficiency test (minimum B2 level) to be admitted to a degree programme. [Circolare 2025/26 International students](#). Academic regulations of specific degree programs may require different language proficiency levels.

Exemption from the Italian Language Test

Exemption cases are described in Part I, Section 6. Language proficiency of ministerial provisions are available at the following link [Circolare 2025/26 International students](#).

First-level academic programs and single-cycle degree courses are exempt from the Italian language test, regardless of the number of reserved places, for:

- a. students holding a five-year or four-year high school diploma obtained from Italian state or officially recognized schools abroad;
- b. students holding one of the final high school qualifications listed in Annex 2;
- c. holders of complementary certificates to the final middle school diploma obtained in Argentina, certifying attendance in a course of study that included the teaching of the Italian language for at least five years, pursuant to Law No. 210 of June 7, 1999 (Official Gazette No. 152 of July 1, 1999);
- d. students who have obtained a Diploma in Italian Language and Culture from the Universities for Foreigners of Perugia and Siena;
- e. students who have obtained Italian language proficiency certifications corresponding to levels C1 and C2 of the Council of Europe, issued within the CLIQ quality certification system (Certificazione Lingua Italiana di Qualità), including those in cooperation with Italian Cultural Institutes abroad or other accredited institutions.

Students holding the qualifications listed under letters d) and e) above, are exempt from the language proficiency assessment established independently by the University for enrolment in Master's degree programs/Second level Academic Diplomas or other study programs

Italian language certifications at **level B2 or higher**, issued by entities recognized by the Ministry (also in agreement with Italian Cultural Institutes abroad) are accepted. These certifications can be obtained in your home country at officially recognized examination centers around the world. In Italy: [Certification of European Languages - Foreign Affairs and International Cooperation Ministry](#).

Students holding a B2 Italian Language Certificate must upload it both to University and GOMP (student account).

Who must take the Italian language Test

All non- EU citizens applying for a visa who are not exempt must take the Italian language test.

[Circolare 2025/26 International students](#).

[Certification of European Languages - Foreign Affairs and International Cooperation Ministry](#).

Booking of the Italian language test is done through the GOMP system (student account) [Students personal account - Portale dello Studente](#) and can only be completed after registration and uploading all required documents (the same already submitted on University).

Instructions are available at the link: [Come presentare la domanda per la partecipazione alle prove di ammissione / valutazione - Portale dello Studente](#)

Date and procedure for the Italian Language Test

The test schedules will be announced in due time on the Student Portal, under the “Notices” section: [Homepage - Portale dello Studente](#) Any updates regarding the in-person tests or the possible addition of online sessions will be promptly communicated on the homepage of the Student Portal.

APPLICATION PROCEDURE

Pre-enrolment on University

Mandatory only for non-EU citizens residing abroad who require a study visa. Applications must be submitted online via the [University portal](#) by September 15, 2025.

Not mandatory for:

- Italian citizens holding a foreign qualification
- citizens of EU countries, regardless of their place of residence
- non-EU citizens legally residing in Italy, these categories may enroll without quota restrictions, provided they hold a qualification equivalent to the required Italian one. In such cases, the enrollment application must be submitted directly to the university.

All students, regardless of nationality, must register on the GOMP portal (Student Area): [students-personal-account](#)

Admission to Bachelor's Degree Programs or Single-Cycle Degree Programs

It is mandatory registration on GOMP [students-personal-account](#). Students must enter the following data:

- personal data: click on “*Dati Personali*” and fill in all required fields, including uploading a copy of passport and/or residence permit.
- educational qualifications: click on “*Immatricolazioni e test d'ingresso → Corsi di laurea triennali e ciclo unico → Titoli di accesso dichiarati*” and upload the required documents proving eligibility for the Bachelor's or single-cycle Master's Degree (see the educational requirements and documentation listed above). The same documents must be uploaded to both in University and GOMP.

Student must upload all the required documents both on University and GOMP. The Student Affairs Office will verify the documents: if they are complete, authentic, and valid, the pre-enrolment on University will be approved.

Once the study visa is issued and the student has arrived in Italy, he/she must book an appointment with the Student Affairs Office for foreign qualifications at [Roma Tre :: Prenotazione Appuntamenti](#) (Roma Tre Appointment Booking) where, the original documents (already uploaded to University and GOMP) must be submitted.

Upon successful verification of the original documents, the office will authorize you to complete the enrolment.

Admission to Master's Degree Programs (Laurea Magistrale)

At the same time as the [bando di ammissione \(admission notice\)](#) is published, you can register on GOMP and enter the following data:

- personal data: click on “*Dati Personali*”, fill in all required fields, and upload a copy of the passport and/or residence permit.
- educational qualifications: click on “*Immatricolazioni e test d’ingresso*” → *Corsi di laurea magistrale* → *Titoli di accesso dichiarati*” and upload the documents required for access to the Master's degree program (see schooling requirements and required documentation above). Select the desired program and submit the *Preliminary Evaluation of Previous Academic Career* (including detailed course syllabi for each subject, specifying the number of teaching hours, translations in Italian or English).

Instructions are available at the following link: [Valutazione preventiva della carriera pregressa - Portale dello Studente \(Preliminary Evaluation of Previous Academic Career – Student Portal\)](#)

The documents uploaded to GOMP must match those submitted on University. The student must upload all the required documents to University and GOMP, and the academic department must verify and approve the application for evaluation of the academic career. After the academic department approves the application, the Student Office checks the documents. If they are complete and their authenticity and academic value can be verified, the pre-enrollment is validated on University.

After obtaining a study VISA, candidates who arrive in Italy must book an appointment with the Student Office for foreign qualifications at Roma Tre through the platform ([Roma Tre Appointment Booking](#)) here they must submit the original versions of the same documents previously uploaded on University and GOMP.

Following a successful verification of the original documentation, the Student Office will enable the student to finalize enrolment.

Admission to single cycle and master's degree with course abbreviation for completed degree

Students requesting evaluation of previous studies at a foreign university for the purpose of course abbreviation or recognition of previously passed university exams must consult the [bando di ammissione \(admission notice\)](#) (admission notice for transfers/passages/abbreviations).

The student must register in GOMP and enter the following information:

- personal data: click on “*Dati Personali*” and fill in all required fields, also uploading a copy of the passport and/or residence permit.

After entering personal data in GOMP, those requesting abbreviation based on a completed degree must submit the course abbreviation request as follows:

- select “*Immatricolazioni e test d’ingresso*” – “*Corsi di laurea triennali e ciclo unico*” or “*Corsi di laurea magistrale*” (depending on the desired course) – “*Valutazione preventiva della carriera pregressa*” – “*Domanda di Abbreviazione carriera per titolo già conseguito*” – “*Titoli di accesso dichiarati*” and upload documents related to previously obtained degrees required for admission to bachelor's and master's degrees (see schooling requirements and required documentation below), including detailed descriptions and translations for each subject, the number of teaching hours all translated in Italian or English . The instructions are published on the following link :

[Valutazione preventiva della carriera pregressa - Portale dello Studente](#) (Assessment of the previous academic career). The documents uploaded on GOMP must match those on University.

Required documents for course abbreviation for completed degree:

- **First-cycle degree diploma in a field compatible with the chosen master's degree program** (see academic regulations in the course admission calls), original and officially translated into Italian, with consular legalization if not issued in English.
- **Transcript of Records** issued by the competent university, and for each subject, detailed course descriptions with legalized translations for the attainment of the title or the Diploma Supplement if adopted.
- Verification certificate of the qualification and transcript of records issued by CIMEA or alternatively, legalization/apostille of the degree and transcripts.
- Instead of CIMEA certificate, it is possible to submit the "Dichiarazione di Valore (DoV)" issued by the Italian Representation in the country to whose order the title refers. Italian Embassy in the country of origin. The qualification must be legalized by the Italian Embassy to guarantee authenticity. If the country is a signatory to the Hague Convention (1961), legalization can be replaced by an Apostille on both the original and translated versions, issued by the designated national authority. Check [the list of the competent authorities](#) for each country.

Student must upload all the required documents on University and GOMP, and the academic department must verify and accept the career evaluation request. After approval by the Department, the Student Office checks the documents for completeness and authenticity and validates the pre-enrolment on University.

After obtaining the study VISA, candidates must book an appointment with the Roma Tre Office for Students with Foreign Qualifications through [Roma Tre Appointment Booking](#) and submit the original versions of the same documents uploaded on University and GOMP.

After successful verification of original documents, the Student Office will enable the student to finalize enrolment.

Requesting course abbreviation for partial foreign academic studies (no final degree obtained)

After entering personal data in GOMP, those requesting a course abbreviation based on partial university studies without a final degree must proceed as follows:

- Click on: *“Immatricolazioni e test d’ingresso”* – *“Corsi di laurea triennali e ciclo unico”* or *“Corsi di laurea magistrale”* (depending on the destination course) – *“Valutazione preventiva della carriera pregressa”* – *“Domanda di Abbreviazione di corso per riconoscimento di attività pregresse”* – *“Titoli di accesso dichiarati”*. Upload the documents related to previous studies required for access to the bachelor’s or master’s program (see below). Also upload detailed course descriptions with the number of teaching hours, translated into Italian or English.

Instructions are available at: [Valutazione preventiva della carriera pregressa - Portale dello Studente \(Assessment of the previous academic career\)](#). The documents uploaded on GOMP must be the same as those uploaded to University.

Required documents for course abbreviation for partial foreign studies:

- **High school diploma**, with consular legalization and official translation if not in English, French, Spanish, or Portuguese, if applying for a bachelor’s or single-cycle degree.
- **First-cycle degree diploma in a compatible field with the chosen master’s degree course of study**, original and officially translated into Italian, with consular legalization if not issued in English, if applying for a master’s degree.
- **Transcript of Records** from the competent university, for the exams to be recognized, and detailed course descriptions for each subject with legalized translation or Diploma Supplement if adopted.
- Verification certificate of the qualification and transcript of records issued by CIMEA or alternatively, legalization/apostille of the degree and transcripts.
- Instead of CIMEA certificate, it is possible to submit the “Dichiarazione di Valore (DoV)” issued by the Italian Representation in the country to whose order the title refers. Italian Embassy in the country of origin. The qualification must be legalized by the Italian Embassy to guarantee authenticity. If the country is a signatory to the Hague Convention (1961), legalization can be replaced by an Apostille on both the original and translated versions, issued by the designated national authority. Check the [list of the competent authorities](#) for each country.

The student must upload all required documents to University and GOMP, and the academic department must approve the career evaluation request. After that, the Student Office will check the documents and, if complete and verifiable, will validate the pre-enrolment on University.

After obtaining the study VISA, candidates must book an appointment with the Roma Tre Office for Students with Foreign Qualifications through [Roma Tre Appointment Booking](#) and submit the original versions of the same documents uploaded on University and GOMP.

After successful verification of original documents, the Office for Students with Foreign Qualifications will enable the student to finalize enrolment.

University Tuition Fees and Useful Information

Have a look at the rules regarding [tuition fees](#) on the Student Portal. Tuition fees are calculated on the [ISEE value](#). It is necessary to submit the ISEE declaration for university services within the deadlines indicated. During the enrolment process, the university must be authorized to acquire the declaration from the INPS database. Failure to submit the declaration will result in automatic placement in the highest fee bracket. Foreign students who are not residents in Italy or whose family income is earned abroad, and whose family members do not have a tax code issued by the Italian Revenue Agency must submit the equivalent ISEE declaration at the offices specified by the university on the Student Portal at the link: [ISEE declaration submission](#). The ISEE or equivalent ISEE declaration must also be submitted in the same manner by EU and non-EU students with foreign income who are recipients of the DiscoLazio scholarship.

Useful Contacts

Piazza Telematica d'Ateneo (*University Telematics Plaza*)- [Piazza Telematica](#) -

Centro Linguistico d'Ateneo (CLA - *University Language Center*) [Homepage - Centro Linguistico di Ateneo \(CLA\)](#)

Ufficio Studenti con Disabilità (*Office for Students with Disabilities and Learning Disabilities -DSA*) [Ufficio Studenti con disabilità e con DSA](#)

Useful Links

University: procedure and regulations for 2025–2026: [universality foreign students Ministerial Circular for international students 2025-2026](#) (Italian Version)

Official website of Roma Tre University to explore the academic offerings: [Course catalogue - Università Roma Tre](#)

The following are links where you can find the information about:

- notices: [Homepage - Student Portal](#)
- registration instructions: [students personal account](#)
- admission calls: [Corsi di studio e iscrizioni - Università Roma Tre](#)
- tuition fees: [tuition fees](#)
- GOMP procedure to register and obtain credentials to access to the own personal Area: [smart_edu](#)
- Office for Students with Foreign Qualifications: Ufficio Studenti con Titolo Estero - [Helpdesk](#)
- Appointment booking for the student area: [Roma Tre :: Prenotazione Appuntamenti](#)