

## Transfers from other Italian Universities

Students who plan to transfer from other Italian Universities to the University 'Tor Vergata' must proceed (by entering into the website <http://delphi.uniroma2.it>) both with the mandatory evaluation of the exams and with the enrollment in the Entrance Test if they do not belong to the following exempted categories:

- Students who have already taken the Entrance Test;
- Engineering, Physics and Mathematics graduates.

Procedure for the evaluation of the exams (starting from July to the end of August)

go to the website <http://delphi.uniroma2.it>

select Area Studenti

from point **2**, select Trasferimento da altro Ateneo (in entrata)

from point **a**, select Richiesta nulla-osta al trasferimento (valutazione preventiva dei titoli)

from point **a**, select Compila la domanda

select FACOLTÀ DI INGEGNERIA, then click on AVANTI

select ENGINEERING SCIENCES, then click on AVANTI

fill in all the required fields with the exams taken and those to be taken during the recovery session at the University of origin.

**Note: print the pre-enrollment form, write down the codes generated by the system and validate the form with these codes and with the current date.**

The form will be evaluated by a Committee that will examine the career. The Committee will send this evaluation (together with the authorization to transfer) to the Student Office by the 15<sup>th</sup> of October.

The interested students will be informed by e-mail about the evaluation outcome and, if successful, the Student Office will communicate to them the procedure to be followed for the formalization of the transfer.

Moreover, students will go to the University of origin to submit the Transfer Request (outgoing).

Note: the decision will be final only after verification of conformity with the original documents.

The University of origin will send a copy of the Foglio di Congedo to our Student Office. Once obtained, the Office will inform the students by e-mail about the acquisition of this document and that they may proceed with the matriculation procedure.

After the student has completed the matriculation procedure, he must submit the following documents to the Student office:

1. matriculation request form
2. matriculation confirmation form (document generated by the payment validation process with the matriculation number attached). There is a part of this sheet marked "da consegnare alla segreteria studenti" that has to be delivered to the Student Office.
3. the paid 1<sup>st</sup> installment bulletin (printable during the enrollment procedure and to be paid at the bank)
4. a valid identification document
5. two passport photos

Note: before fill in the matriculation request form you must have the following information with you:

- name of chosen School (Facoltà di Ingegneria);
- name of chosen Course (Engineering Sciences);
- personal data (name, surname, sex, Fiscal Code/Codice Fiscale, date and place of birth, Comune and Provincia if born in Italy);
- telephone numbers, e-mail addresses;
- name of University of origin;
- name of the course attended at the University of origin;
- list of the taken and to be taken exams;
- First Enrollment Academic Year;
- High School Diploma and/or Graduation data.