

Guide for Prospective Students in Engineering Sciences A.Y. 2021/2022





This guide is for Prospective Students in Engineering Sciences A.Y. 2021/2022 who have successfully:

- ✓ submitted their CIMEA Statement of Comparability via their Delphi account
- ✓ received their final Admission Letter via their Delphi account
- ✓ submitted their pre-enrolment request via **Universitaly** (only for students who need a VISA)
- ✓ submitted their VISA request to the Italian Diplomatic Authorities in their home countries

If you have any doubts or questions about the four points mentioned above, please contact immediately: applications-es@ing.uniroma2.it including in your email: your full name (family name + name) and your fiscal code from your Delphi application.

The **International Students Office** will review all **pre-enrolment requests via Universitaly** and get back to candidates with further instructions. The Office is processing hundreds of pre-enrolment requests on a weekly basis, so please be patient and wait for them to contact you. Rest assured that all candidates will be contacted in due course.

Similarly, please wait for the **Italian Diplomatic Authorities** in your home countries to release your VISA. This may take a long time, so we strongly advise all candidates to submit their **VISA application** as soon as possible.

If you have any **queries about your VISA**, you must contact the Italian Diplomatic Authorities in your home country. Please note that the University does not have any jurisdiction on this matter, as the Italian Embassies are the only legal authorities who have the right to decide upon the release of your VISA. So please do not contact the University for any queries or issues related to your VISA.

So, what are the next steps? In this guide, you will find vital information about:

- Enrolment procedure
- Transfer requests and Credit Recognition
- Welcome Weeks 2021
- Tuition Fees
- Scholarships
- Lessons and Exams
- MS Teams account (online platform to attend lessons)
- Accommodation
- Italian Language Courses
- Useful Contacts



**This guide contains a lot of information,
take your time to read it thoroughly and carefully.**

Due to the extreme high number of incoming emails, emails whose answers are contained in this guide will be ignored.

All Prospective Students must ensure to send their emails to the correct contact addresses. Emails sent to multiple email addresses or wrong email addresses will be ignored.

So in order to provide an efficient service and make your experience at Tor Vergata University as comfortable and smooth as possible, we kindly ask all students to read this guide and follow the instructions given.

We thank you for your understanding and cooperation.

**So let's get you all set up to start
your studies in Engineering Sciences!**

ENROLMENT PROCEDURE:

To become a full student of the University of Tor Vergata, you must complete your **enrolment**. At the end of the procedure, you will get your **matricola** number which is your ID number as a Student.

You must memorise and keep this number safe at all times as you will need it throughout your studies.



The Enrolment Procedure is structured into **three steps**:

STEP 1 SUBMIT your enrolment request online via Delphi

- You can complete this step online from your home country
- The Welcome Office will provide Enrolment Support Meetings online to assist you in the process from 2nd August 2021
- You must book a place to take part in these meetings. To book a place, follow the instructions given at the following link: <https://en.uniroma2.it/news/utv-students-welcome-2021-starting-this-august/>
- If you have any queries, please contact the Welcome Office: welcome@uniroma2.it

STEP 2 WAIT for the International Students Office to review and approve your enrolment

- This step may take a few days as the International Students Office will be processing hundreds of requests
- Please be patient. Rest assured that all students will be contacted
- The International Students Office will contact you via email to schedule an appointment onsite to bring all your original documents
- Make sure you include a valid and correct email address in your enrolment application
- **IMPORTANT**: incorrect information provided in your enrolment request cannot be modified under any circumstances. So please double check all the information provided before submitting your enrolment.

STEP 3 **COME ONSITE** to complete your enrolment and get your matricola number

- Once you receive your VISA, come onsite on the date and at the time assigned to you by the International Students Office
- Bring all your documents in original copy. The list of all documents required can be found at this link: <https://en.uniroma2.it/admissions/how-to-enroll/>
- The International Students Office will check all your documents and validate your enrolment
- You will receive your matricola number and password.

Your enrolment has been completed successfully and you are now officially a student of the University of Rome Tor Vergata!





TRANSFER REQUESTS and CREDIT RECOGNITION:

All transfer requests and credit recognitions must be addressed to the Didactic Office of Engineering Sciences at the following email address: info@engineering-sciences.uniroma2.it

WELCOME WEEKS 2021:

The Welcome Office organises a series of Welcome Weeks between September and October to help incoming first year students settling in Rome. The Welcome Weeks are a unique opportunity to meet your future coursemates and start living the Campus life.

All the information that you need can be found at the link below:

<https://en.uniroma2.it/news/utv-students-welcome-2021-starting-this-august/>

TUITION FEES:

All the information that you need about tuition fees can be found at the link below:

<https://en.uniroma2.it/admissions/tuition-fees/>

Any queries about Tuition Fees must be addressed to the Welcome Office only at:

welcome@uniroma2.it

SCHOLARSHIPS:

There are a number of Scholarships available to both national and international students. The full list of Scholarships available can be found at the link below:

<https://en.uniroma2.it/admissions/scholarships/>

Any queries about Scholarships must be addressed to the Body issuing the Scholarship, not to the University. So please click on each Scholarship section, choose the one(s) that suit your needs and contact the relevant Scholarship Office. Do not email the University about Scholarships.

LESSONS and EXAMS:

Following the outbreak of coronavirus in Italy all universities on national soil must adapt to the continuously changing legislation. Please monitor our Coronavirus page frequently to be updated on the organisation of didactics, events, libraries, graduation sessions etc.

<https://en.uniroma2.it/coronavirus-updates/>

Lessons for the A.Y. 2021/2022 will probably be delivered in dual mode.

❖ **What does this mean?**

- Teachers will be giving lessons onsite
- Lessons will be simultaneously live streamed via MS Teams
- Students can choose to attend lessons either online or onsite



❖ **What do students need to do to attend lessons?**

Lessons are open to all students who have completed or are in the process of completing step 3 in the enrolment procedure described above:



STUDENTS **HOLDING**
A **MATRICOLA** NUMBER

- ✓ Students can attend lessons **online and onsite** as they prefer
- ✓ To attend **lessons onsite** students **must register via Delphi** using their matricola number and password
- ✓ Students not registered via Delphi will not be allowed inside the classroom
- ✓ There will be a limited number of seats available for each lesson depending on classroom size



STUDENTS **NOT HOLDING**
A **MATRICOLA** NUMBER YET

- ✓ Students can attend lessons **online only**
- ✓ To attend lessons online, students must request a **temporary MS Teams Account** following the procedure given at the link below:
<https://en.uniroma2.it/news/coronavirus-update-14-procedure-for-temporary-teams-account-request/>
- ✓ Any queries or issues about your temporary MS Teams account must be addressed to the Welcome Office at:
welcome@uniroma2.it

Lessons should start in the last week of September. Updates on the **beginning of lessons**, your **lesson timetable**, and **access codes to the virtual classrooms** in MS Teams will be published on the following page: <https://engineering-sciences.uniroma2.it/students/class-schedule/>



Any queries related to your timetable and access codes to the virtual classrooms in MS Teams must be addressed to the Didactic Office of Engineering Sciences at:

info@engineering-sciences.uniroma2.it

Information about the organisation of **exams** will be given during the 1st semester.

IMPORTANT: students **without** a matricola number **will not** be allowed to take exams.

MS TEAMS:

Online lessons will take place using MS Teams. Please refer to the link below to:

1. Request your temporary MS Teams if you do not have a matricola number yet
2. Activate your MS Teams account with your matricola number

<https://en.uniroma2.it/online-didactics/>

As a remind, any questions about setting up your temporary or permanent MS Teams account must be addressed to the Welcome Office at: welcome@uniroma2.it

ACCOMMODATION:

The University of Tor Vergata does not provide accommodation. The closest accommodation to Campus is *CX Rome Student Place* – please find at the link below all the information that you need:

<https://en.uniroma2.it/campus-life/accommodation/>

For any queries about Accommodation, please contact *CX Rome Student Place*.

ITALIAN LANGUAGE COURSES:

CLICI – the Centre for Italian Language and Culture – offers international students Italian language courses. For information on dates, levels and bookings, visit the link below:

<https://en.uniroma2.it/news/clici-italian-language-courses-from-october-to-december-2021/>

USEFUL CONTACTS:

WELCOME OFFICE

welcome@uniroma2.it

Queries about:

- Tuition Fees
- Support with Enrolment in Delphi Step 1
- Setting up your MS Teams Account
- Welcome Weeks 2021

APPLICATIONS OFFICE ENGINEERING SCIENCES

applications-es@ing.uniroma2.it

Queries about:

- Call for Applications A.Y. 2021/22

INTERNATIONAL STUDENTS OFFICE

international.students@uniroma2.it

Queries about:

- Enrolment in Delphi Steps 2 and 3
- Release of matricola number and password

DIDACTIC OFFICE ENGINEERING SCIENCES

info@engineeringosciences.uniroma2.it

Queries about:

- Lessons timetable
- Access Codes to virtual classrooms
- Transfer requests and credits recognition



Thank you for the time taken to read this guide.

We appreciate your cooperation in referring to this guide frequently.

All our offices are working extremely hard to make your arrival as comfortable and smooth as possible.

To help us helping you, please use this guide and contact the relevant offices only.



***We are very much
looking forward to
meeting you!***

