TOR VERGATA
UNIVERSITÀ DEGLI STUDI DI ROMA

CALL FOR APPLICATIONS

ENGINEERING SCIENCES A.Y. 2023/2024

STEP BY STEP GUIDE DELPHI PORTAL

Dear Applicant,

Thank you for your interest in Engineering Sciences.

Please find in the following pages a step-by-step guide to support you in your application journey via Delphi.

Take your time to read each step carefully and make sure all the information provided is accurate.

We advise you to fill in and submit your application personally and to keep your credentials safe.

Due to the extreme high number of applications received, incomplete or incorrect applications will be deleted automatically without any further notice. So please make sure you double check your application before submitting it.

We hope you find this guide helpful and we look forward to receiving your application!

Best wishes,
The Chairperson of the B.Sc in Engineering Sciences

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STEP 1 of 32:

- Go to Delphi via the link below: https://delphi.uniroma2.it/totem/jsp/homeStudenti.jsp?language=EN

- Click on section 1 **Application to programmes taught in English**

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STEP 2 of 32 :

- Click on section A **Start application procedures**

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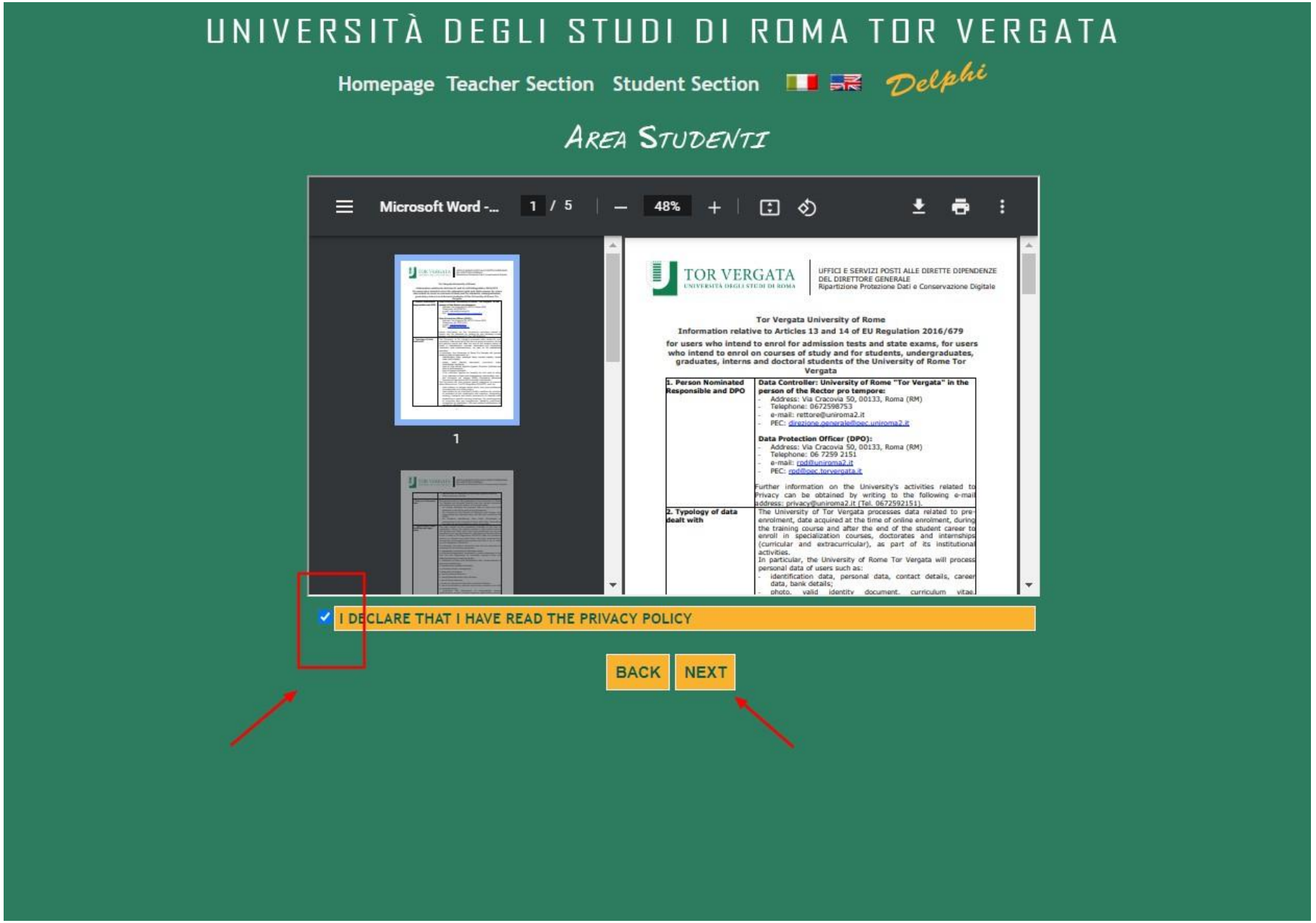

STEP 3 of 32 :

- Read the Privacy Policy
- Agree to the Policy by ticking the box on the left hand side
- Click **Next**

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STEP 4 of 32 :

- Select the Faculty of Engineering
- Click **Next**

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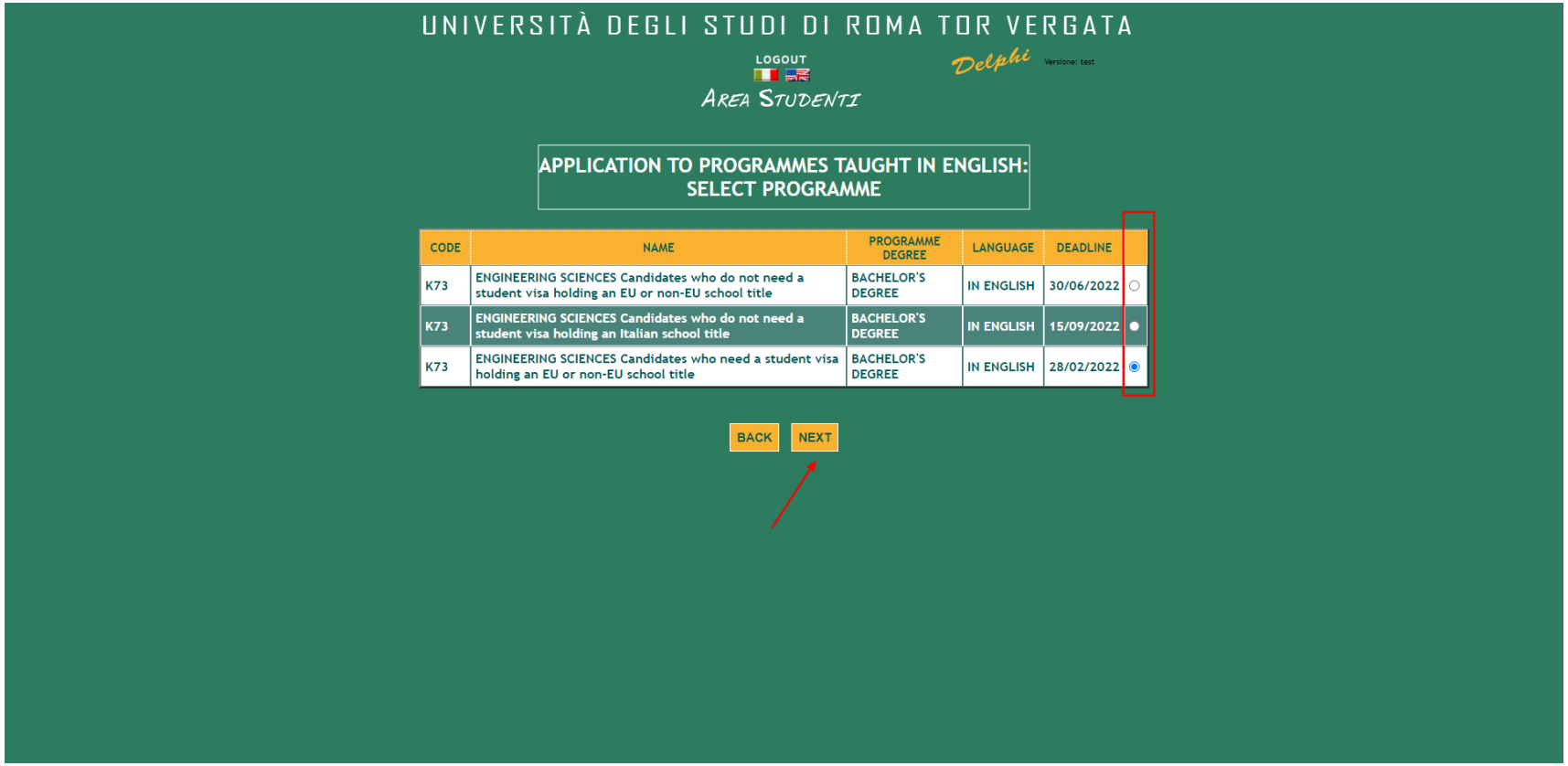

STEP 5 of 32 :

- Select the Procedure that applies to you
- Click **Next**

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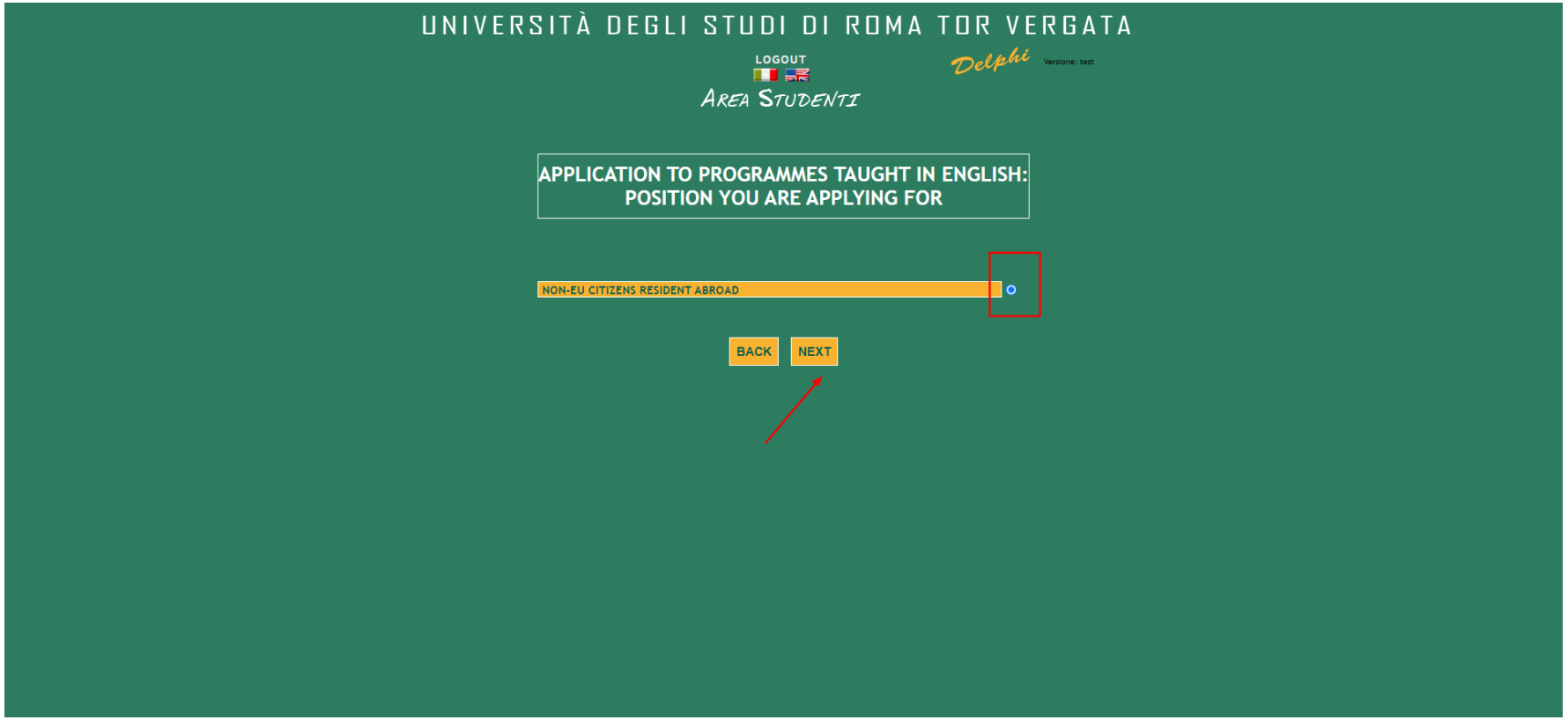

STEP 6 of 32 :

- Select the option that applies to you
- Click **Next**

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PLEASE READ THIS INFORMATION EXTREMELY CAREFULLY

STEP 7 of 32 :

- Fill in with your personal details
- DOUBLE CHECK the spelling of your name and surname
- Click **Next**

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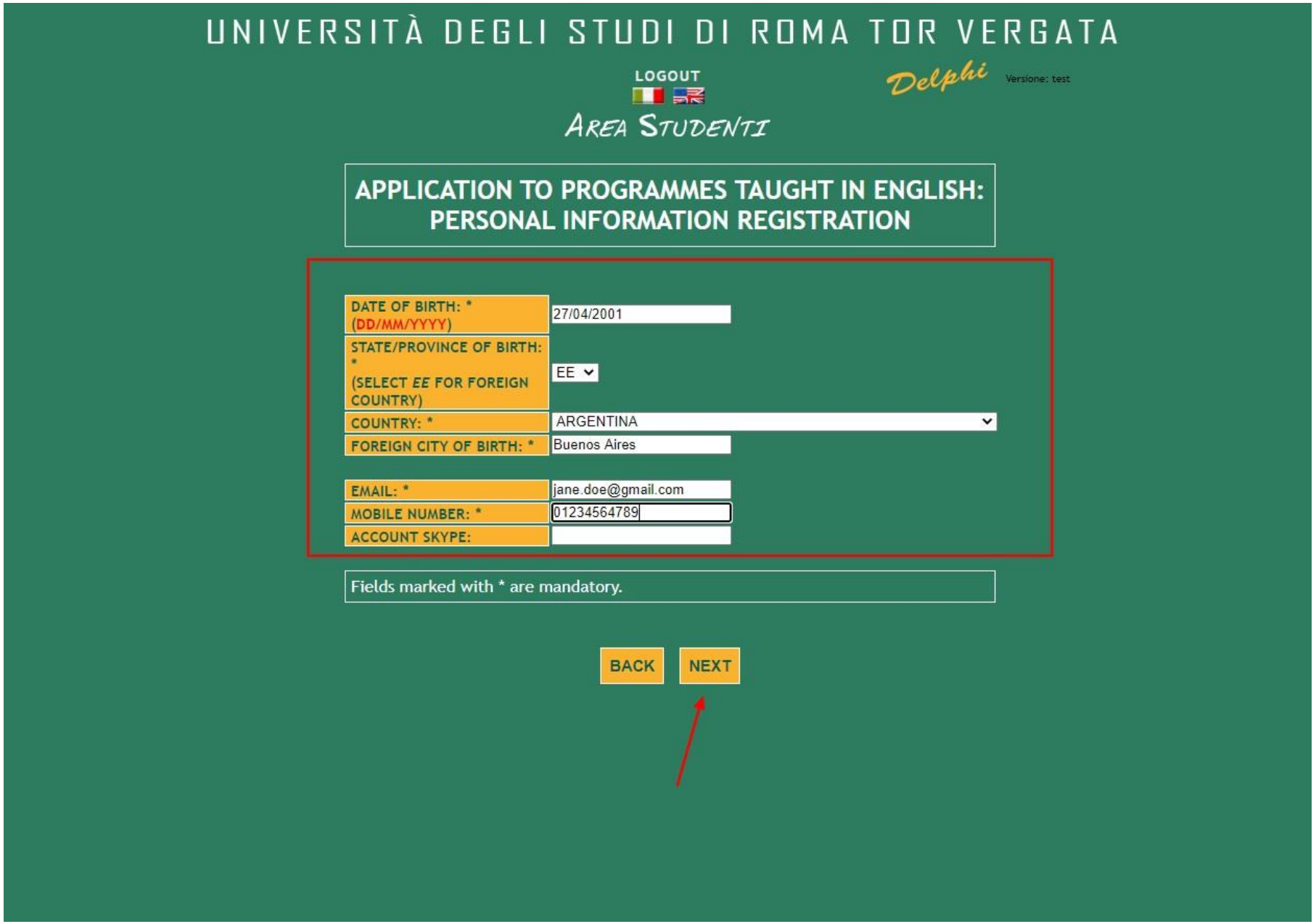

STEP 8 of 32 :

- Fill in with your personal details
- DOUBLE CHECK your date of birth
- MAKE SURE the email address is valid and that you have regular access to it
- Click **Next**

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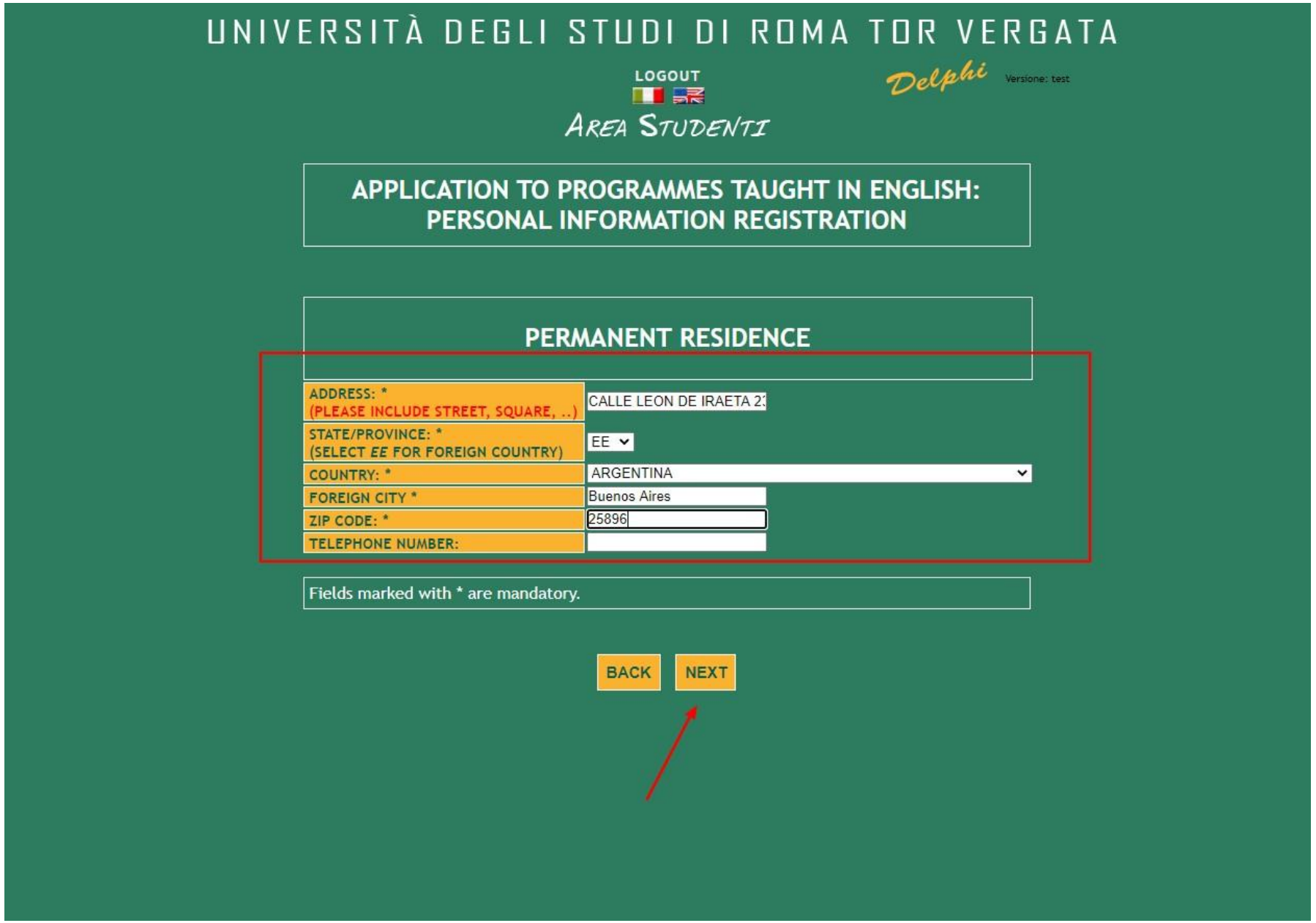

STEP 9 of 32 :

- Fill in with your personal details
- DOUBLE CHECK your spellings
- Click **Next**

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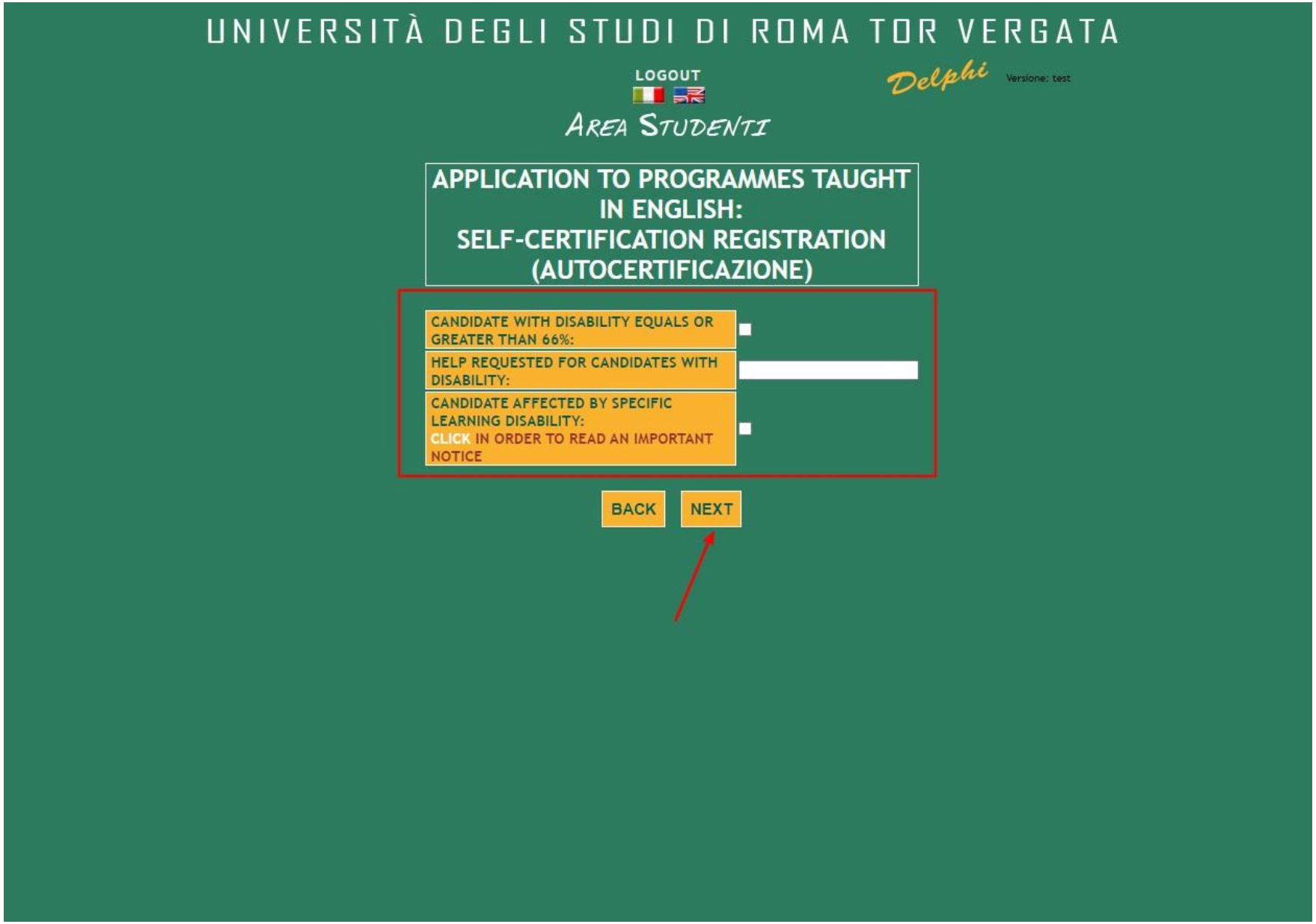

STEP 10 of 32 :

- Should this apply to you, please select accordingly
- Should this not apply to you, leave the spaces blank
- Click **Next**

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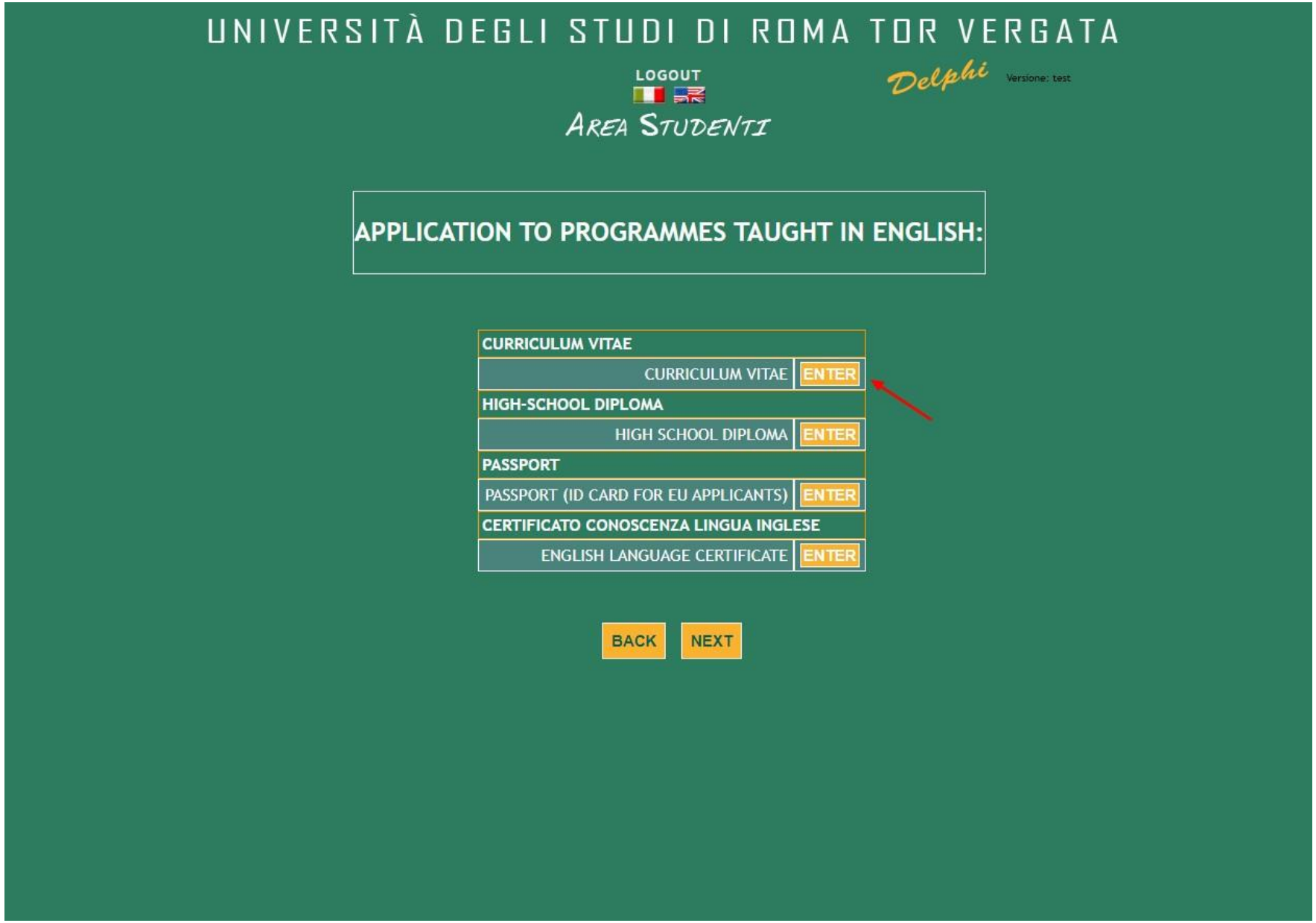

STEP 11 of 32 :

- Click Enter to upload your **Personal and School Profile**
- REMEMBER, you must use the format given in the Call for Applications. Personal and School Profiles sent with other formats will be ignored

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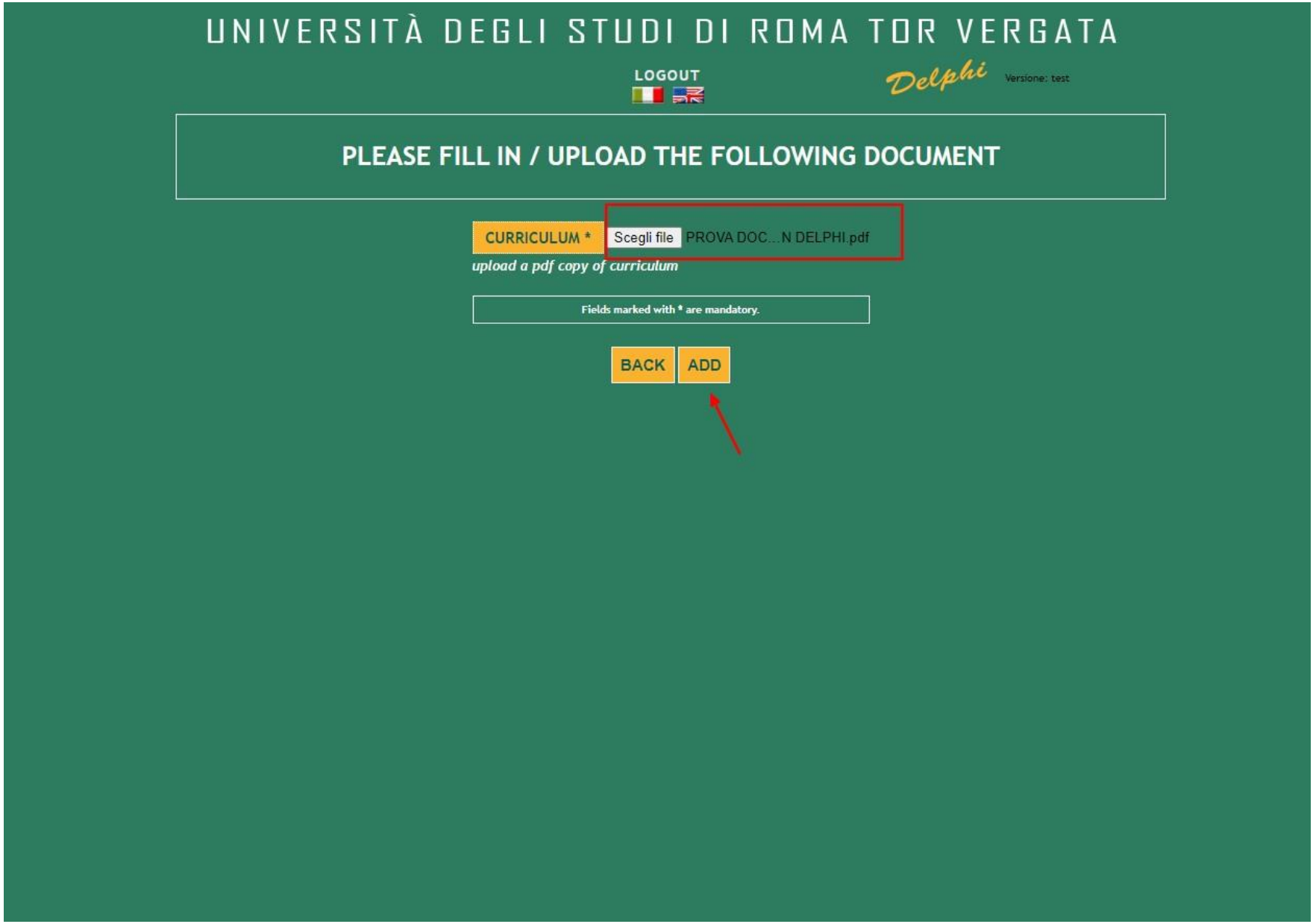

STEP 12 of 32 :

- Click on ***Scegli file*** to upload your Personal and School Profile in PDF format
- Click **Add**

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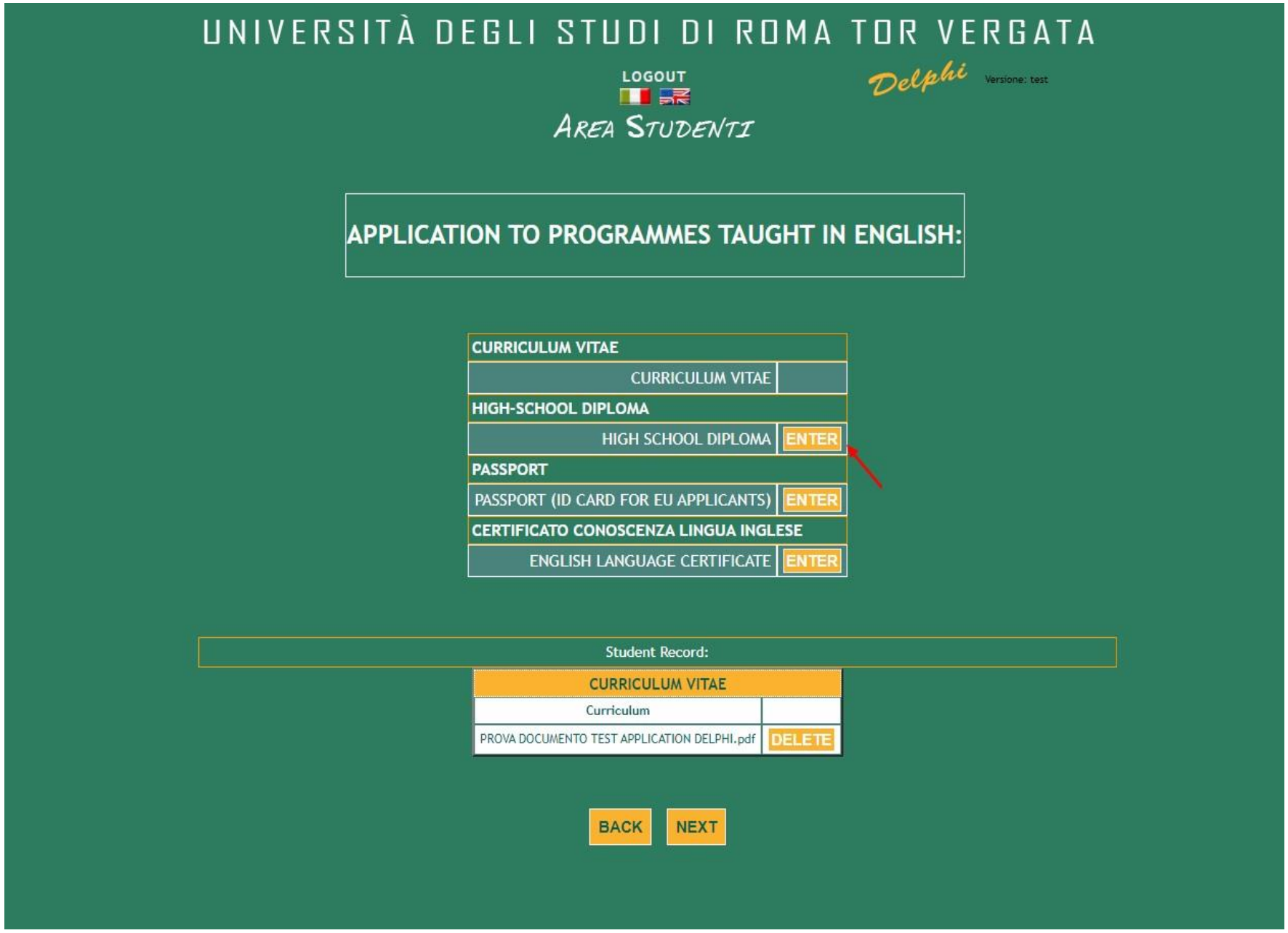

STEP 13 of 32 :

- Click Enter to upload your High School Diploma or most recent School Transcript

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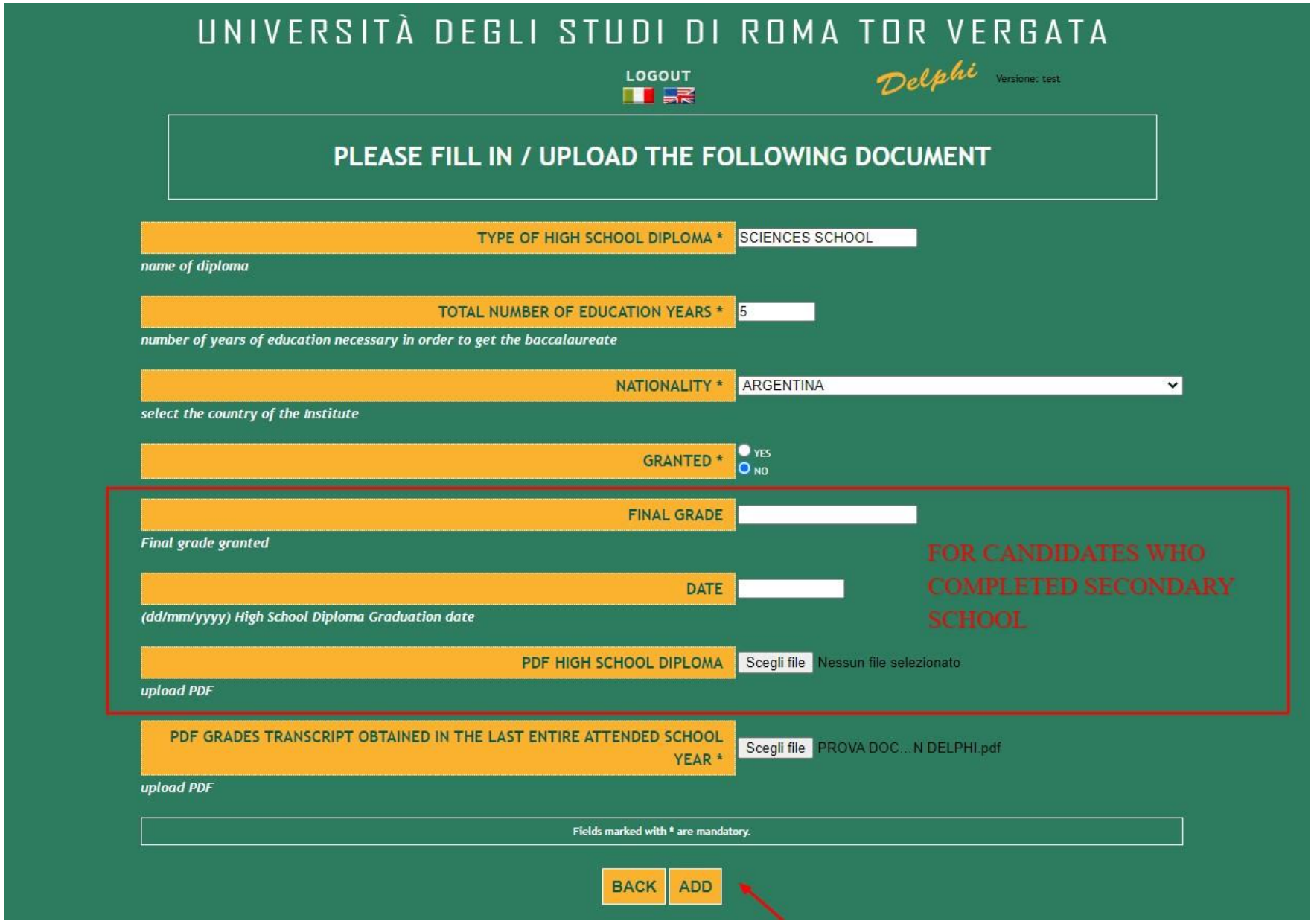

STEP 14 of 32 :

- Fill in all mandatory sections
- Click **Add**

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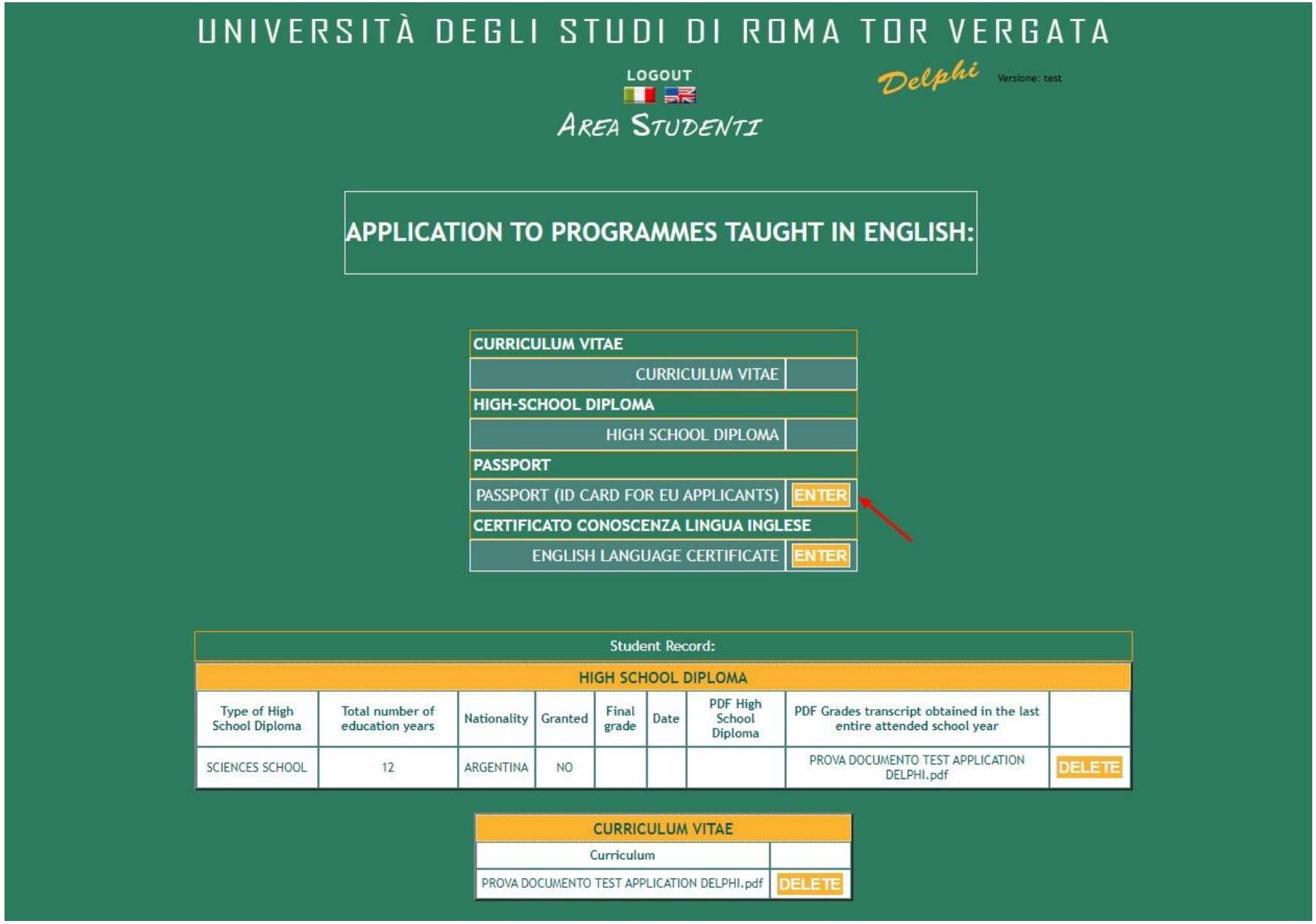

STEP 15 of 32 :

- Click Enter to upload your passport or ID card
- MAKE SURE all your personal details and profile picture are clearly legible

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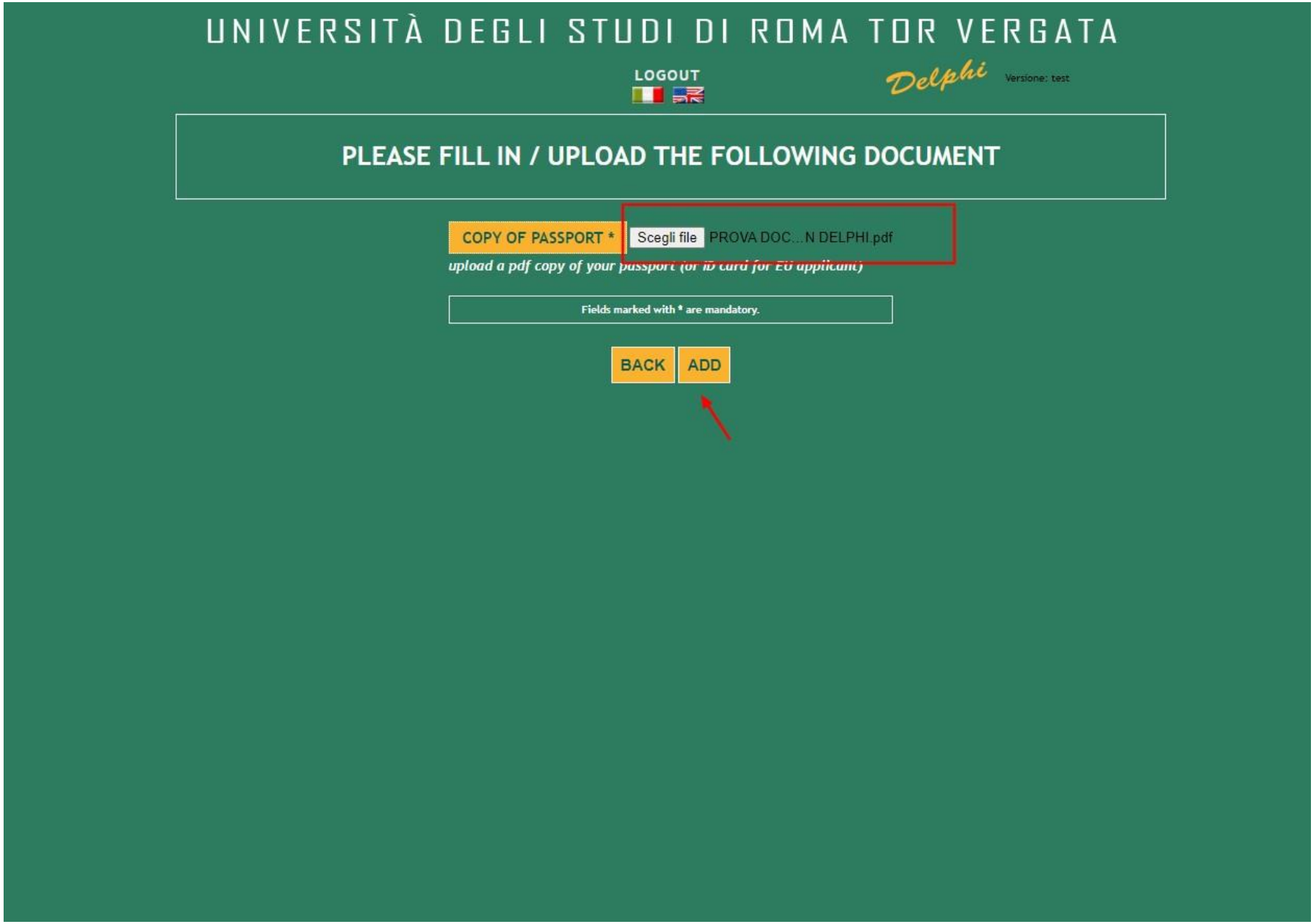

STEP 16 of 32 :

- Click on ***Scegli file*** to upload your passport or ID card in PDF format
- Click **Add**

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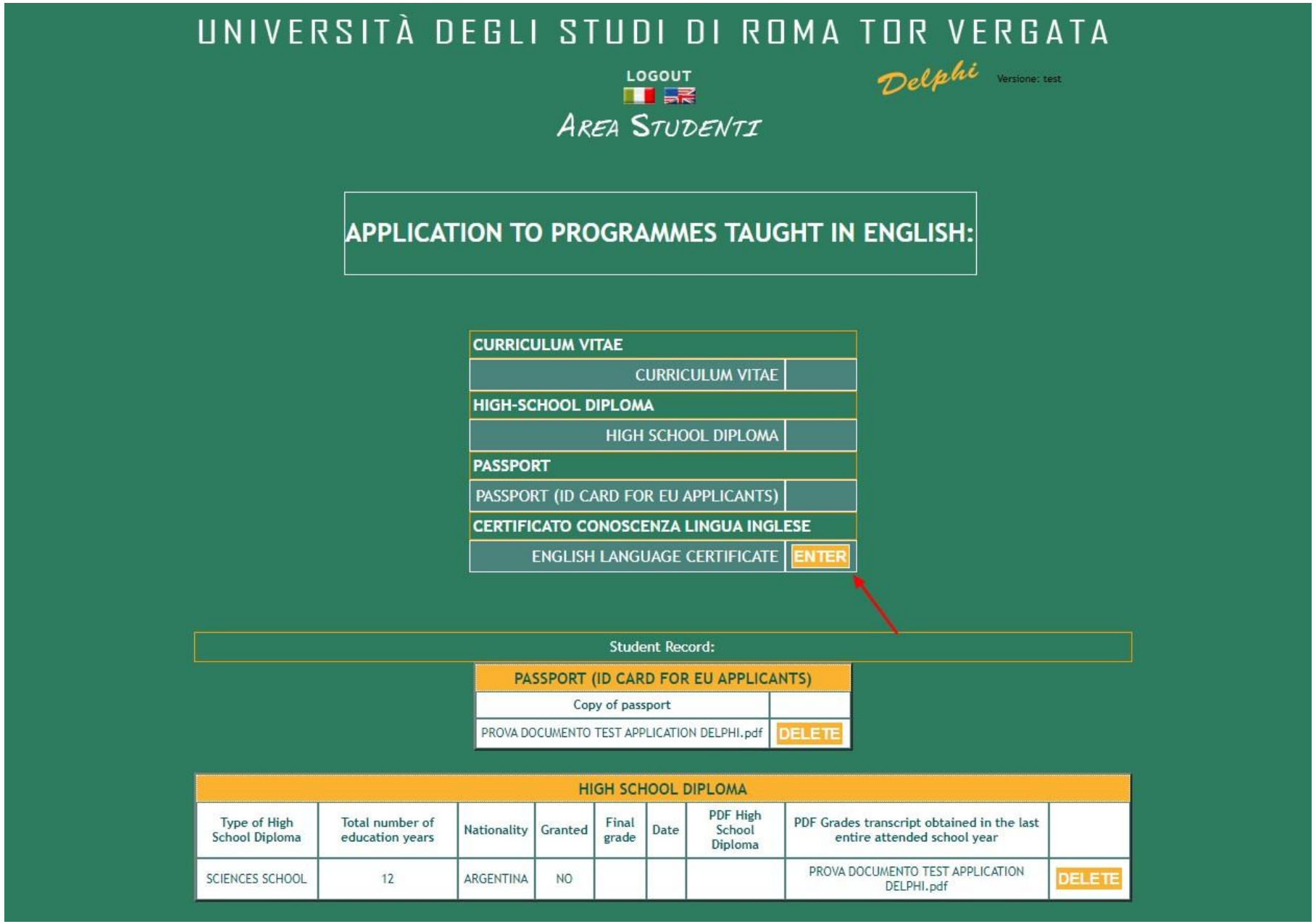

STEP 17 of 32 :

- Click Enter to upload your Language Certificate

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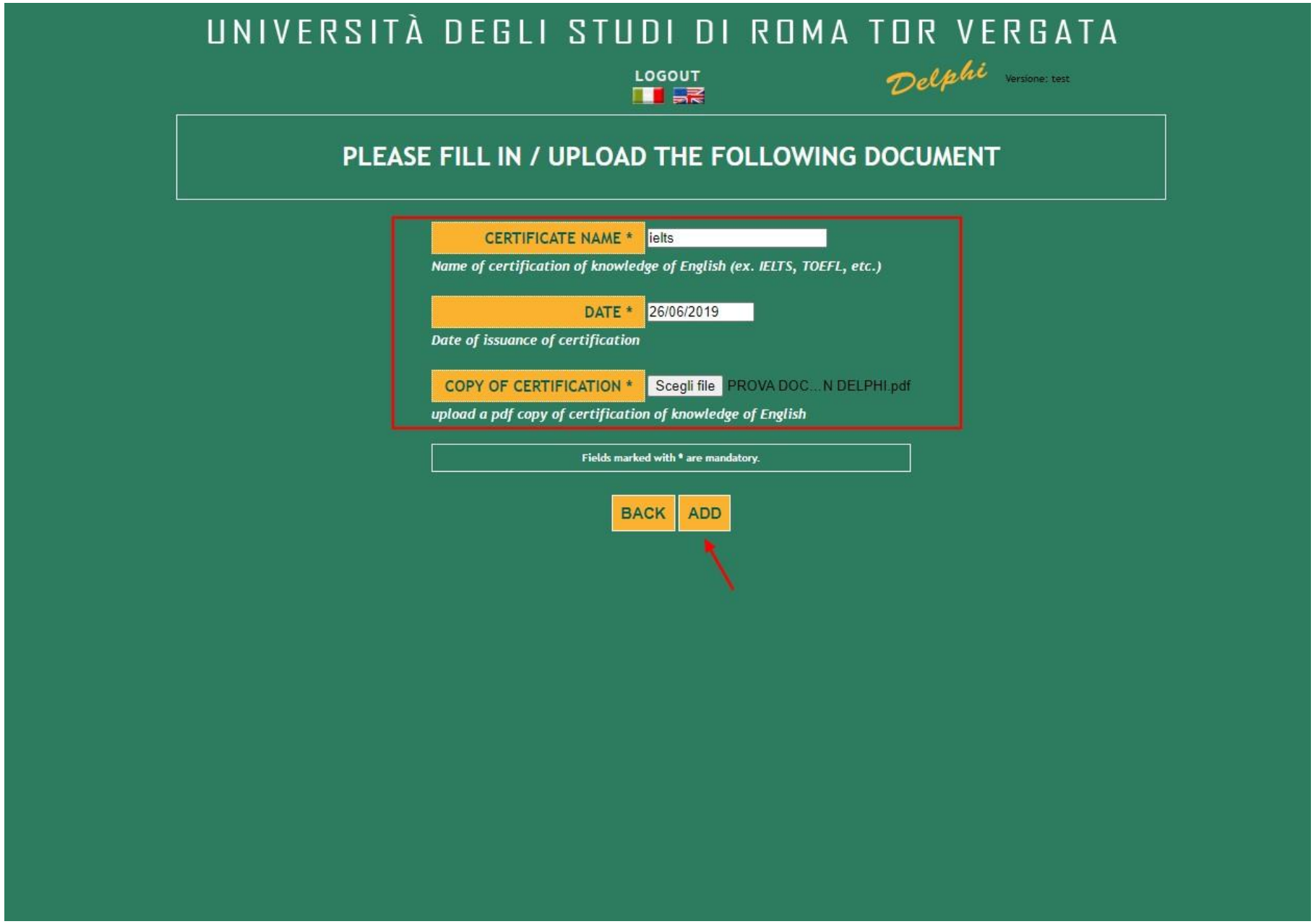

STEP 18 of 32 :

- Fill in the fields required
- Click on ***Scegli file*** to upload your Language Certificate in PDF format
- Click **Add**

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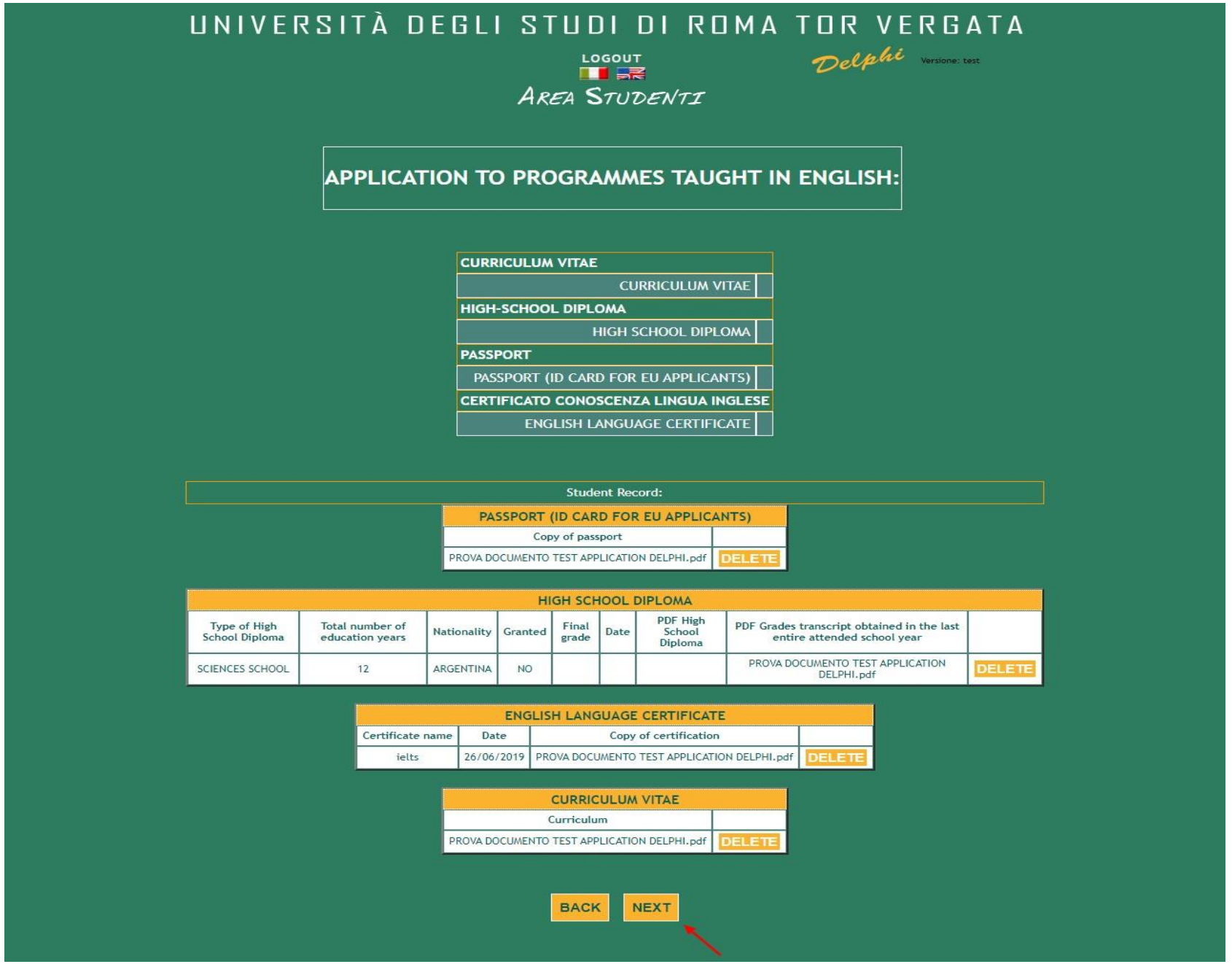

STEP 19 of 32:

- Click **Next** to proceed with your application

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STEP 20 of 32 :

- If you wish to upload additional documents select YES and continue
- Alternatively, select NO and click **Next** to proceed with your application

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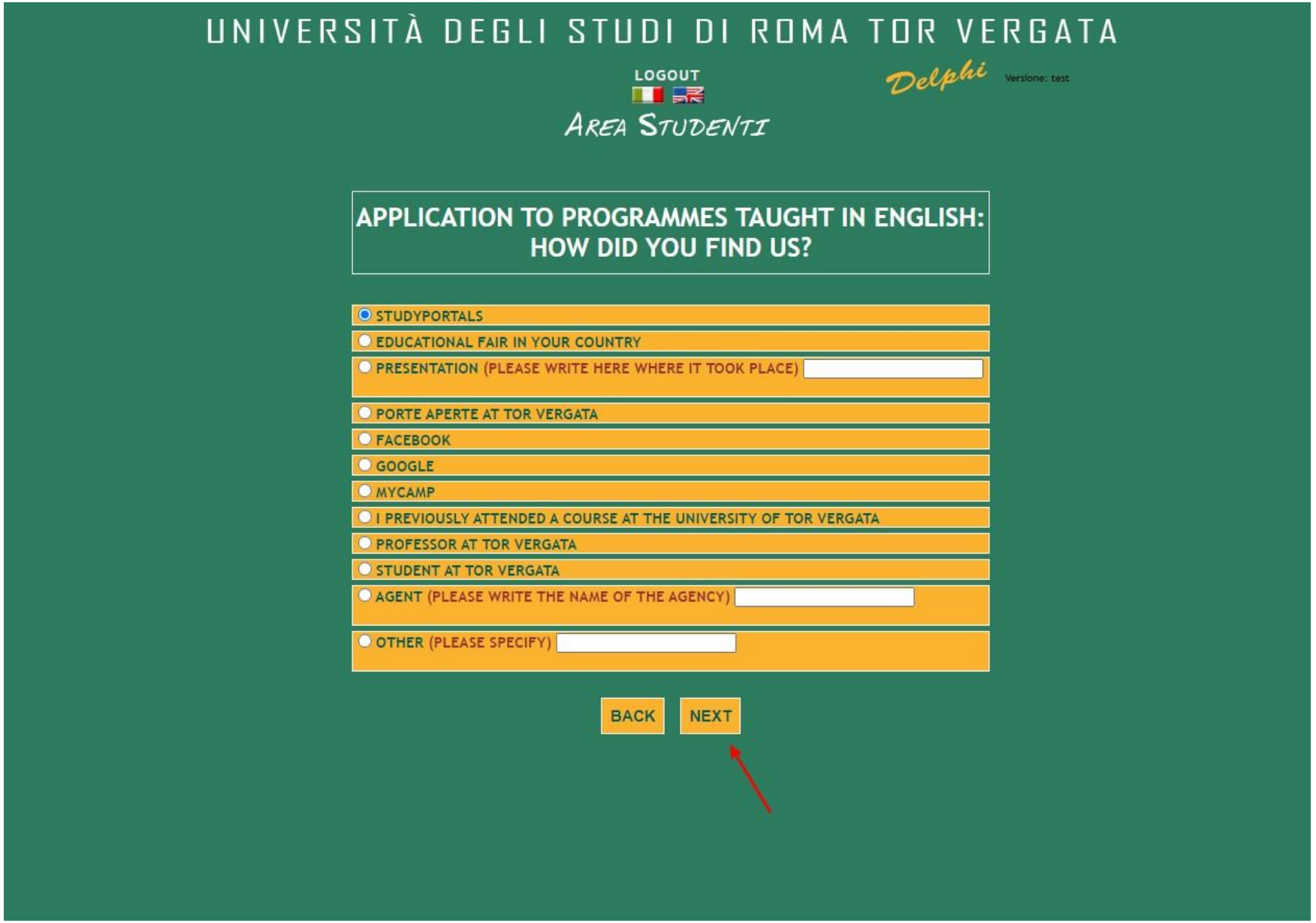
STEP 21 of 32 :

- Click **Next** to proceed with your application



STEP 22 of 32 :

- Complete accordingly
- Click **Next**

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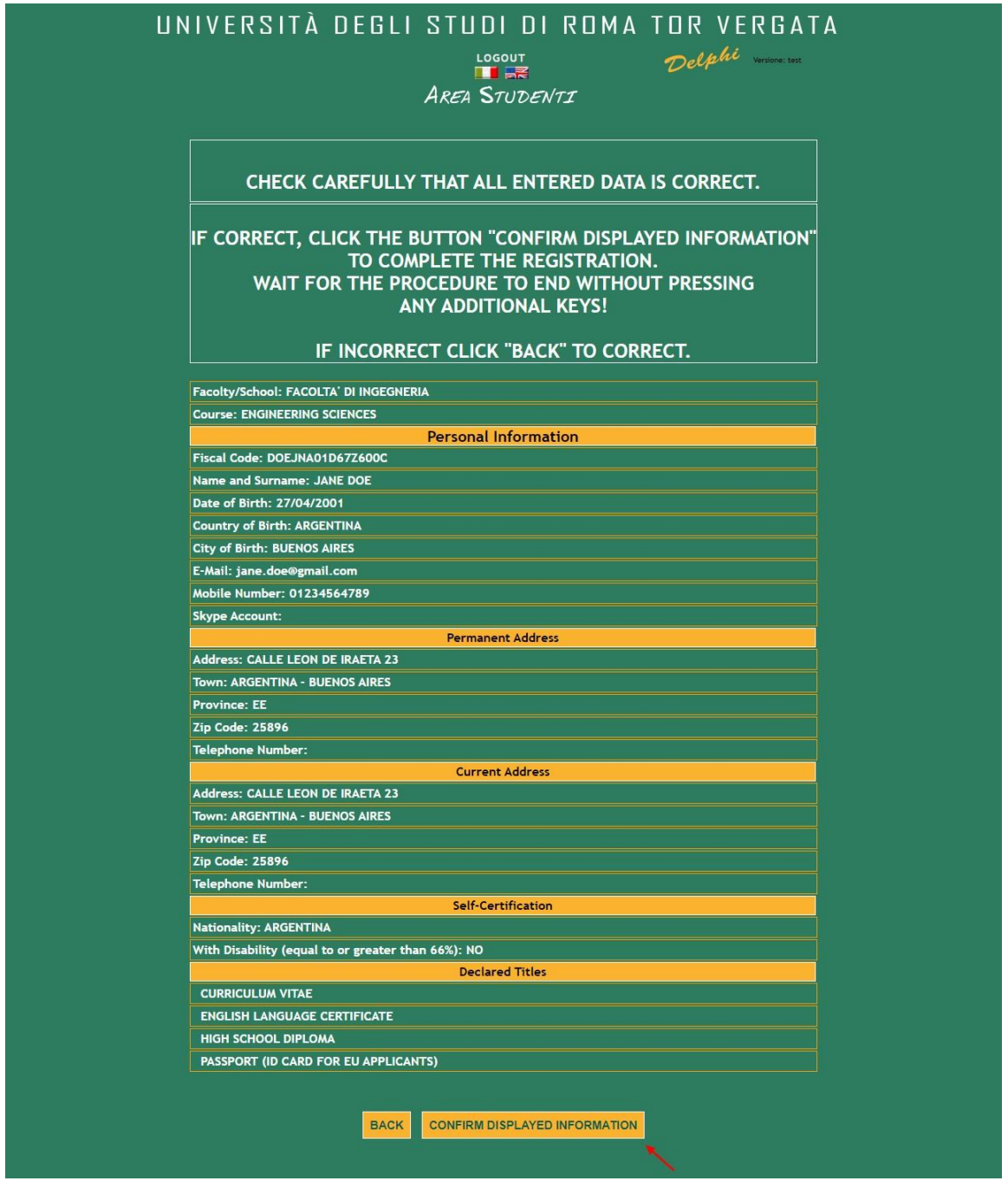

STEP 23 of 32 :

- DOUBLE CHECK ALL SECTIONS
- SPELLING MISTAKES AND ANY MINOR INACCURACIES WILL DETERMINE THE AUTOMATIC DELETION OF YOUR APPLICATION
- Click **Confirm displayed information** to continue

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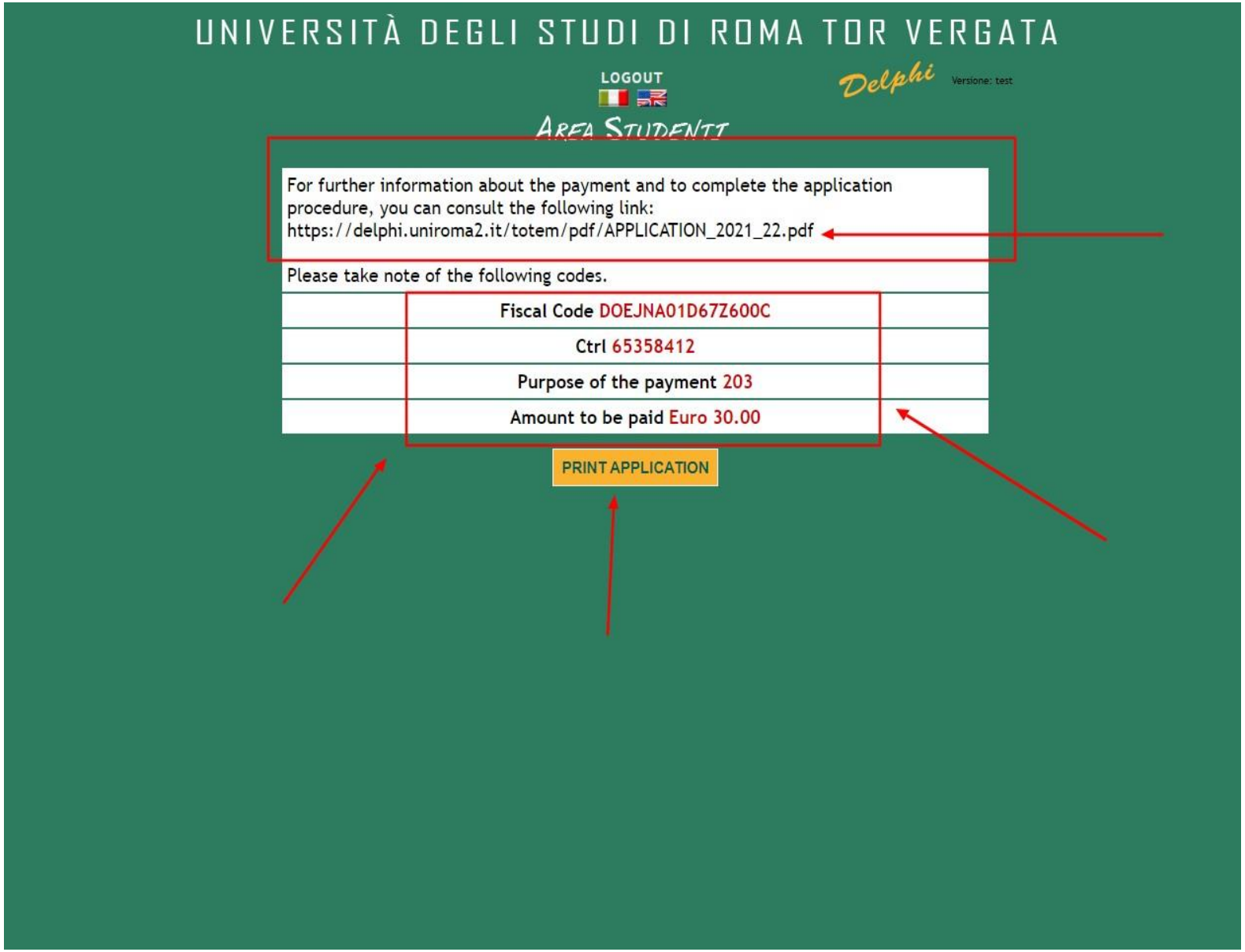

STEP 24 of 32 :

- Download PDF file with your application receipt and a recap of your information
- MAKE A NOTE AND KEEP YOUR FISCAL CODE AND CTRL SAFE. YOU WILL NEED YOUR FISCAL CODE AND CTRL TO ACCESS THE PLATFORM LATER ON
- Click **Print Application** to continue

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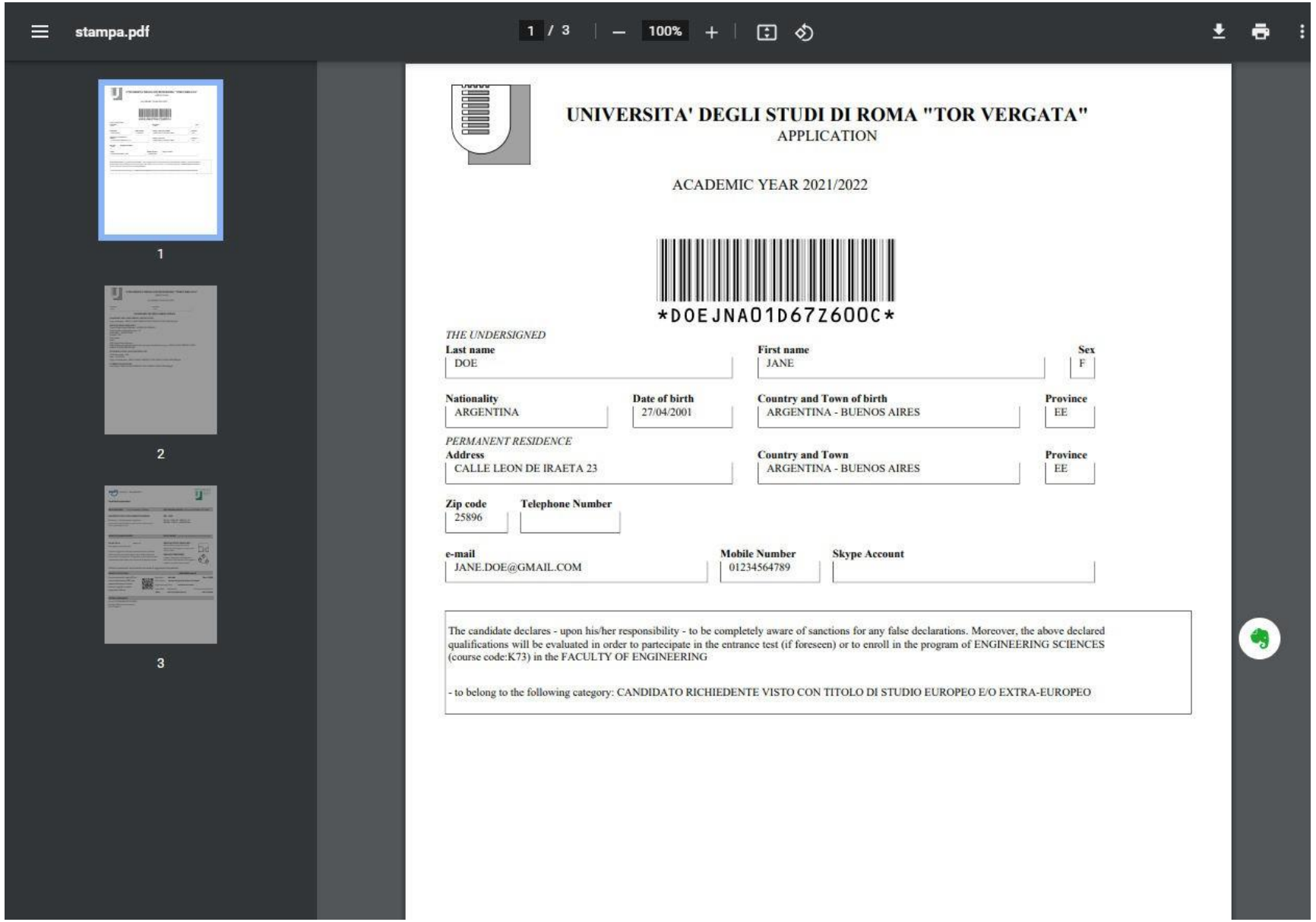

This is how your application receipt will look like

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STEP 26 of 32 :

- Click **Logout** to end your procedure
- Now move on to the **payment of the € 30** application fee

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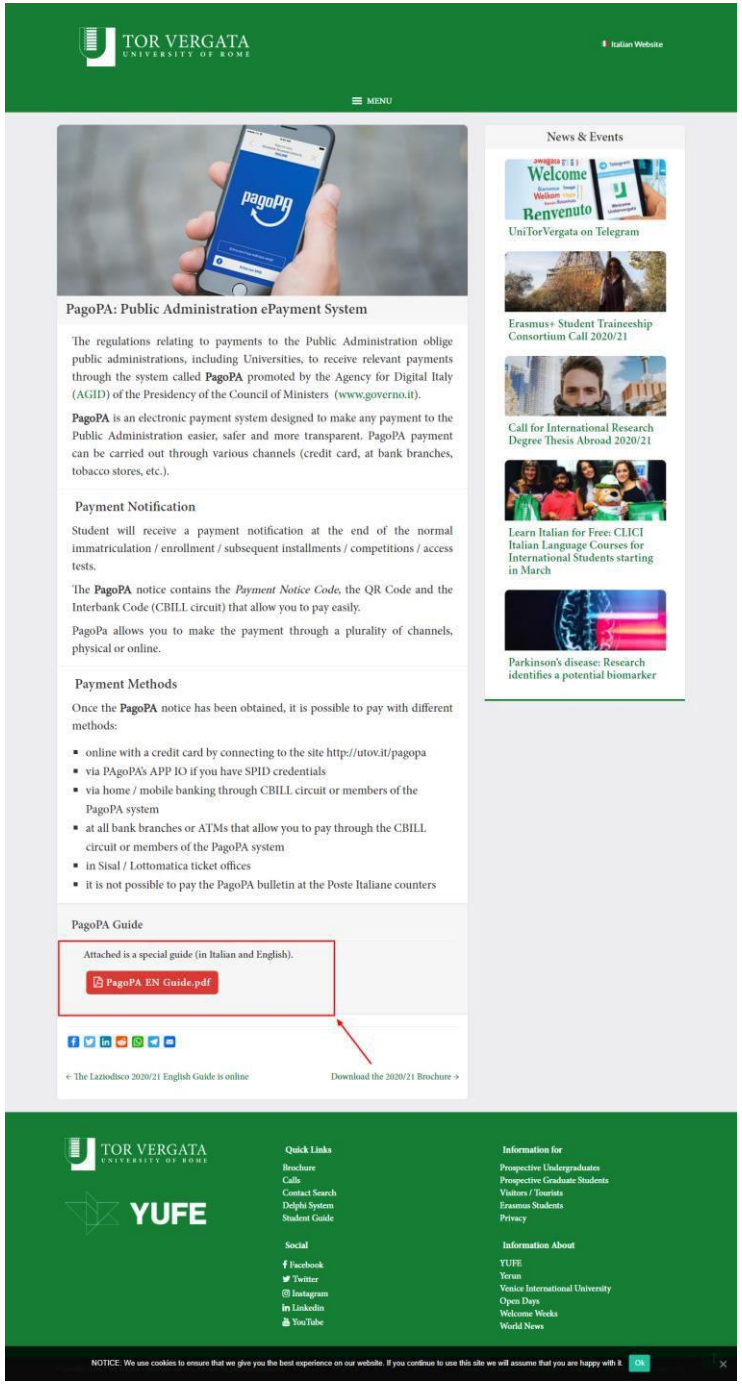

STEP 27 of 32 :

- To make the payment read the instructions available at: https://en.uniroma2.it/news/pagopa-public-administration-epayment-system/

- Download the PDF guide at the bottom of the page and follow the instructions

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STEP 28 of 32 :

To conclude your application

- access Delphi again: https://delphi.uniroma2.it/totem/jsp/homeStudenti.jsp?language=EN

- Click on section 1 **Application to programmes taught in English**

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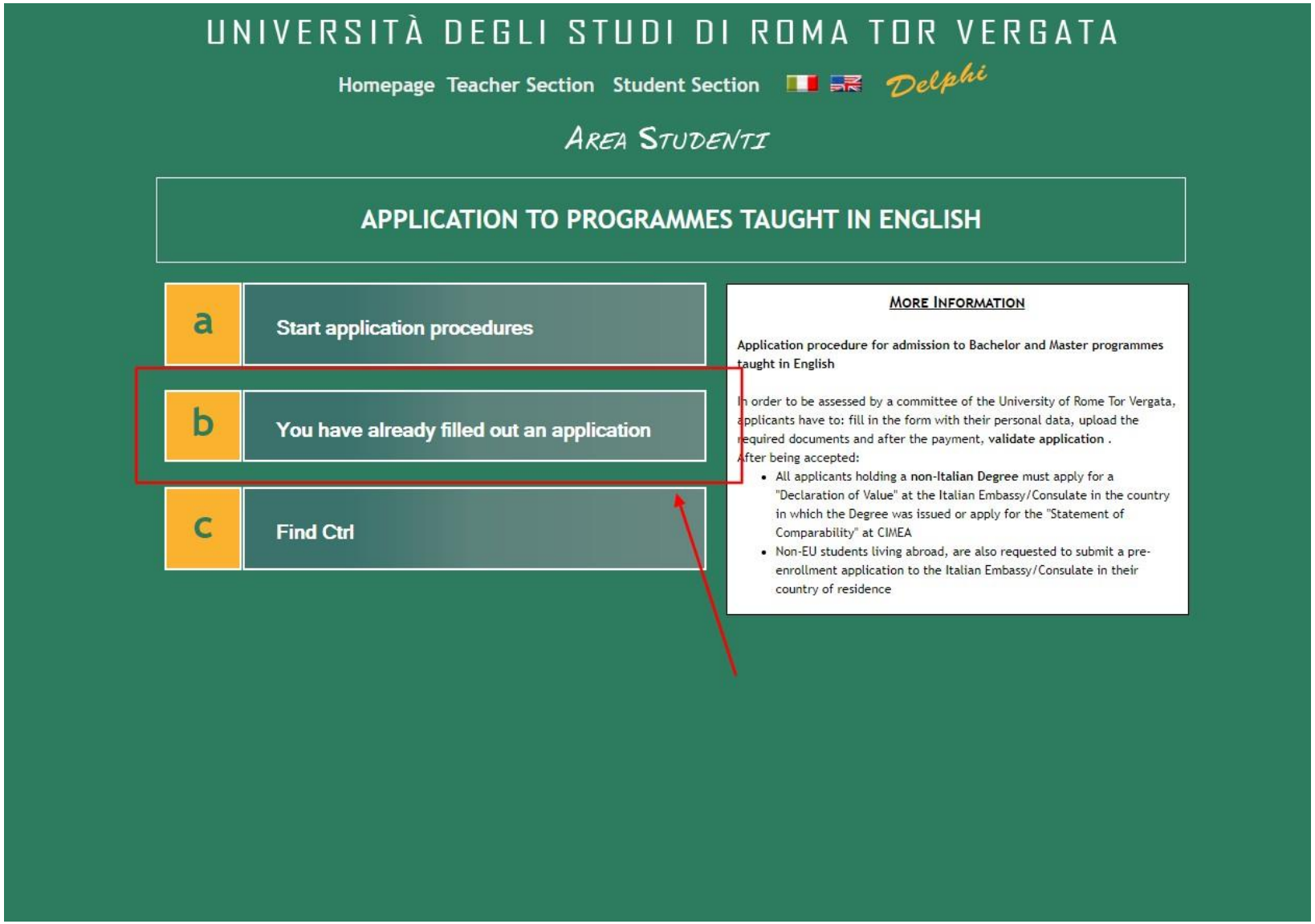

STEP 29 of 32 :

- Select option b **You have already filled out an application**

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STEP 30 of 32 :

- Enter your Fiscal Code and CTRL
- Click **Send**

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STEP 31 of 32 :

- Select **Request Validation**

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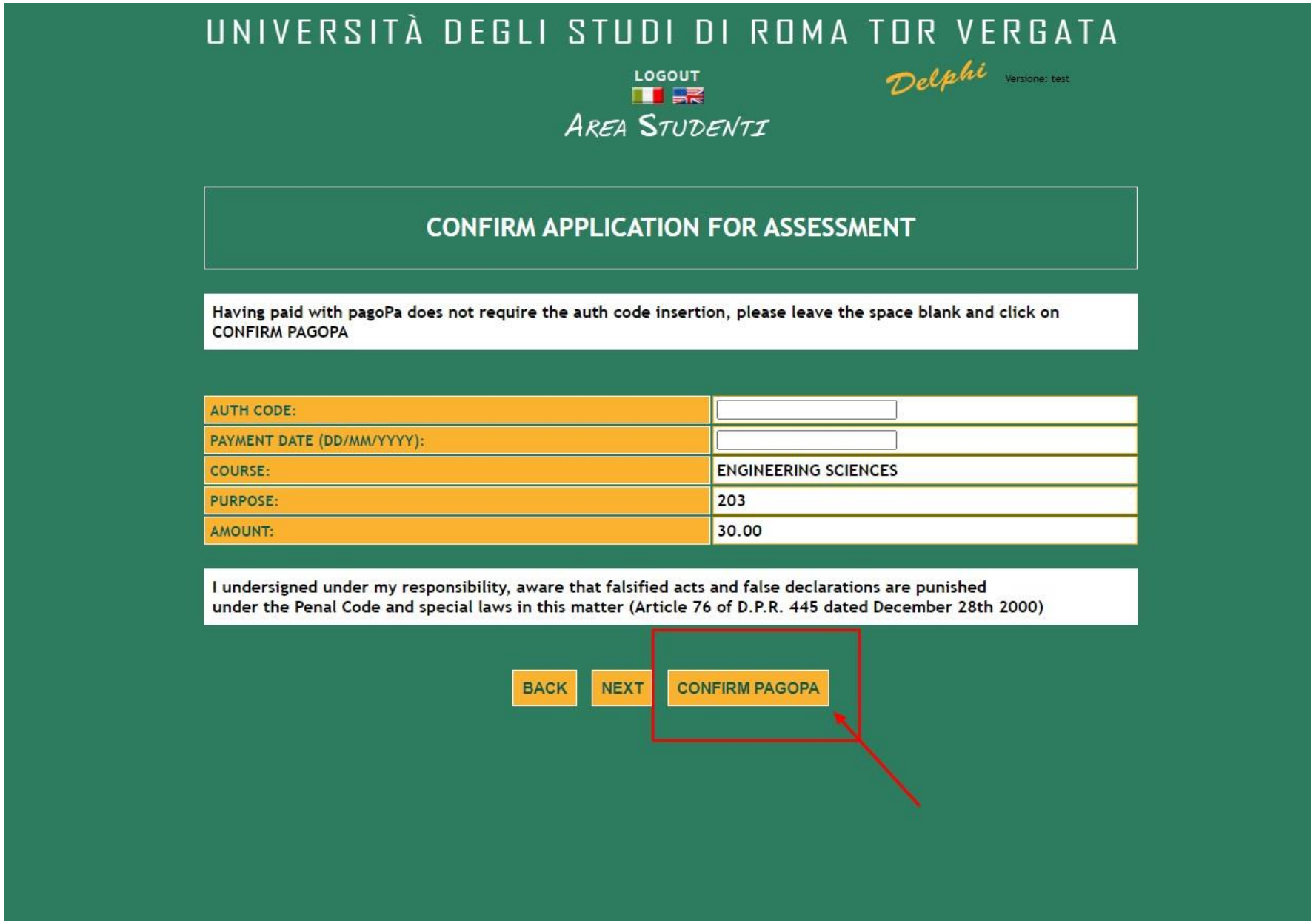

STEP 32 of 32 :

- Click **Confirm PAGOPA**
- PLEASE NOTE: after confirming your payment you will not be allowed to modify your application

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END OF PROCEDURE

Best of luck
with your application!

We look forward to reading it.

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