

CALL FOR APPLICATIONS

ENGINEERING SCIENCES A.Y. 2021/2022

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.

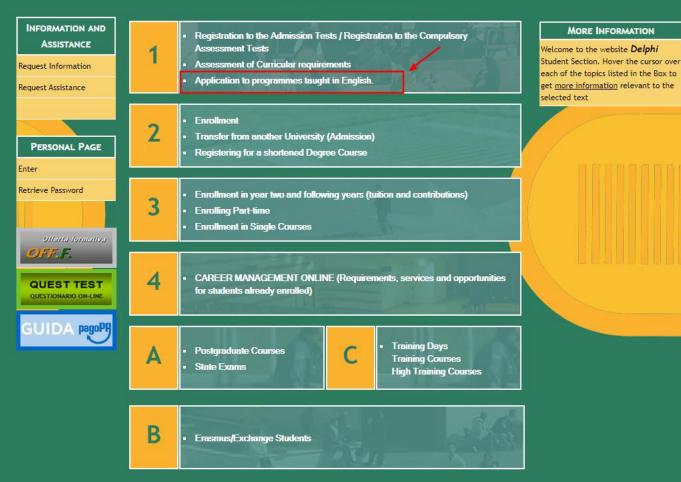
We hope you find this guide helpful and we look forward to receiving your application!

Best wishes,
The Admissions Committee



Homepage Teacher Section Student Section 🔲 🚟 Delphi

AREA STUDENTI



STEP 1 of 32:

➤ Go to Delphi via the link below:

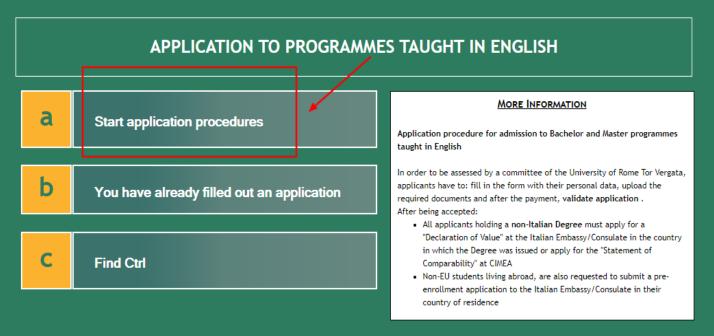
https://delphi.uniroma2.it/ totem/jsp/homeStudenti.js p?language=EN

Click on section 1Application toprogrammes taught inEnglish



Homepage Teacher Section Student Section 🔲 🚟 Delphi

AREA STUDENTI



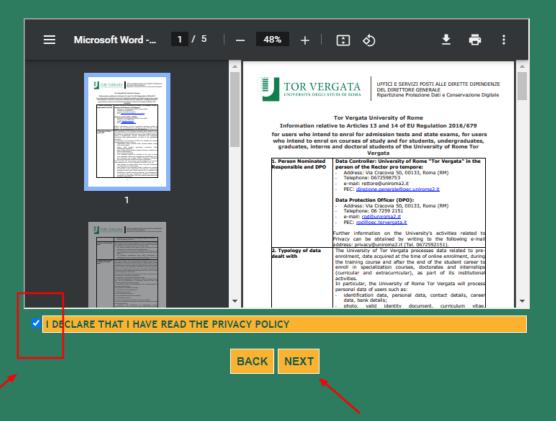
STEP 2 of 32:

Click on section A
Start application
procedures



Homepage Teacher Section Student Section 💷 🚟 Delphi

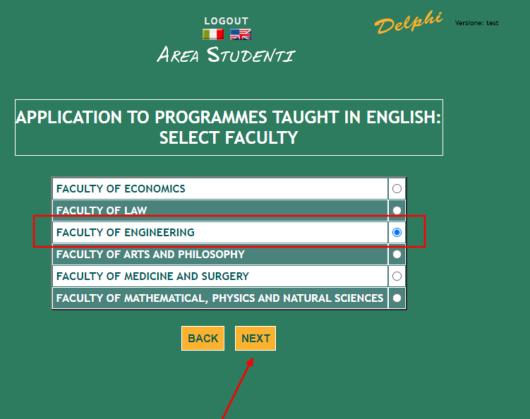
AREA STUDENTI



STEP 3 of 32:

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

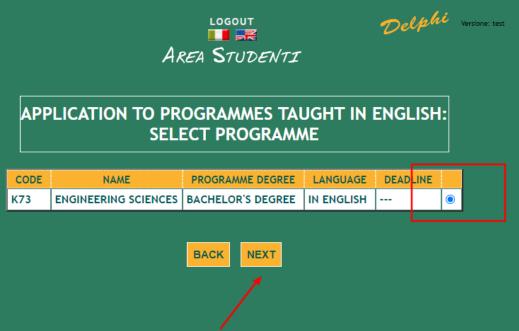




STEP 4 of 32:

- Select the Faculty of Engineering
- > Click Next





STEP 5 of 32:

- Select the course you are applying to
- > Click Next







APPLICATION TO PROGRAMMES TAUGHT IN ENGLISH: POSITION YOU ARE APPLYING FOR

CANDIDATES WHO DO NOT NEED A STUDENT VISA HOLDING AN ITALIAN SCHOOL TITLE

CANDIDATES WHO NEED A STUDENT VISA HOLDING AN EU OR NON-EU SCHOOL TITLE.

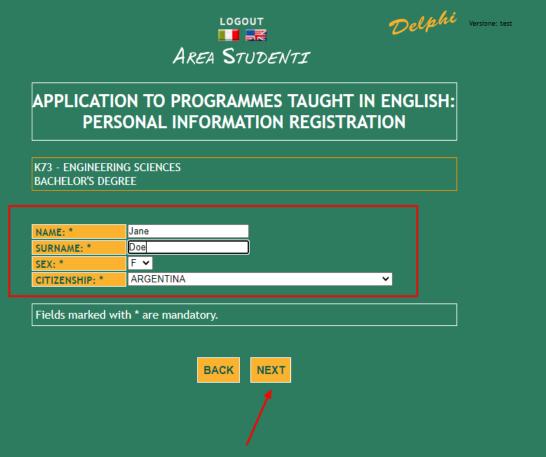
CANDIDATES WHO DO NOT NEED A STUDENT VISA HOLDING AN EU OR NON-EU SCHOOL TITLE



STEP 6 of 32:

- Select your student category
- > Click Next

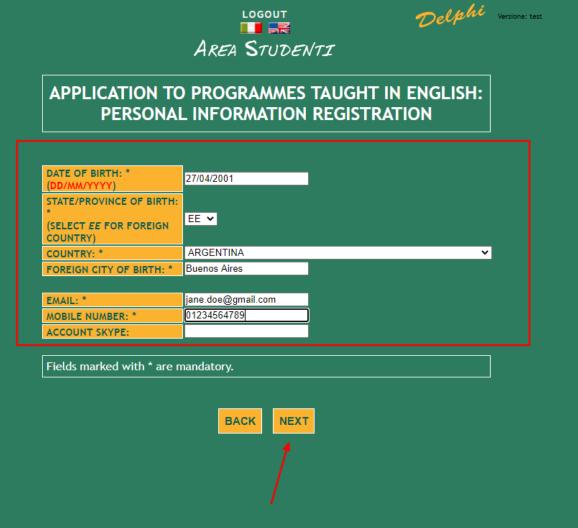




STEP 7 of 32:

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





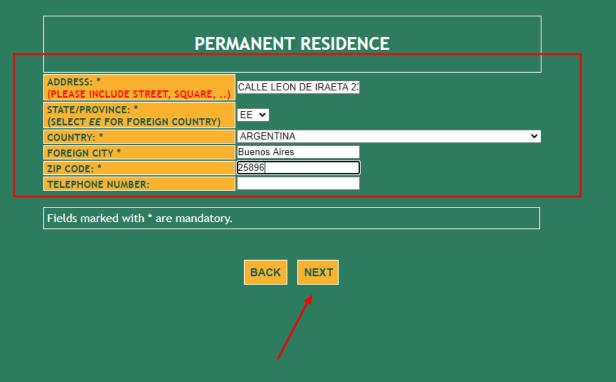
STEP 8 of 32:

- 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





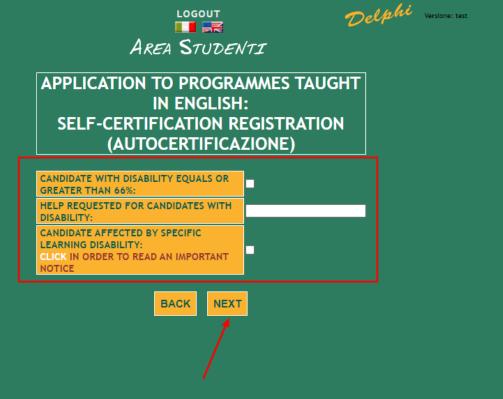
APPLICATION TO PROGRAMMES TAUGHT IN ENGLISH: PERSONAL INFORMATION REGISTRATION



STEP 9 of 32:

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





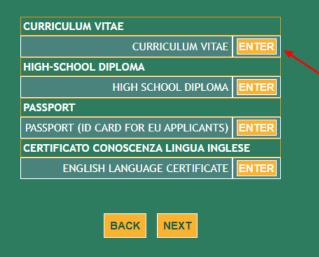
STEP 10 of 32:

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





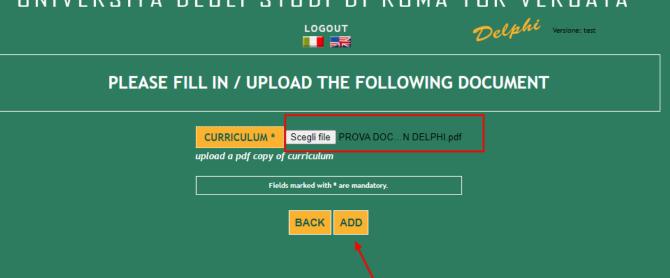
APPLICATION TO PROGRAMMES TAUGHT IN ENGLISH:



STEP 11 of 32:

- Click Enter to upload your CV
- must use the format given in the Call for Applications. CVs sent with other formats will be ignored





STEP 12 of 32:

- Click on Scegli file to upload your CV in PDF format
- > Click Add



UNIVERSITÀ DEGLI STUDI DI ROMA TOR VERGATA Delphi Versione: test AREA STUDENTI APPLICATION TO PROGRAMMES TAUGHT IN ENGLISH: **CURRICULUM VITAE CURRICULUM VITAE HIGH-SCHOOL DIPLOMA** HIGH SCHOOL DIPLOMA **PASSPORT** PASSPORT (ID CARD FOR EU APPLICANTS) CERTIFICATO CONOSCENZA LINGUA INGLESE **ENGLISH LANGUAGE CERTIFICATE** Student Record: **CURRICULUM VITAE**

Curriculum
PROVA DOCUMENTO TEST APPLICATION DELPHI.pdf

STEP 13 of 32:

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



UNIVERSITÀ DEGLI STUDI DI ROMA TOR VERGATA Delphi Versione: test LOGOUT PLEASE FILL IN / UPLOAD THE FOLLOWING DOCUMENT TYPE OF HIGH SCHOOL DIPLOMA * SCIENCES SCHOOL name of diploma TOTAL NUMBER OF EDUCATION YEARS * number of years of education necessary in order to get the baccalaureate **NATIONALITY** * ARGENTINA select the country of the Institute **GRANTED FINAL GRADE** Final grade granted DATE (dd/mm/yyyy) High School Diploma Graduation date Scegli file Nessun file selezionato PDF HIGH SCHOOL DIPLOMA upload PDF PDF GRADES TRANSCRIPT OBTAINED IN THE LAST ENTIRE ATTENDED SCHOOL Scegli file PROVA DOC...N DELPHI.pdf YEAR * upload PDF Fields marked with * are mandatory. BACK ADD

STEP 14 of 32:

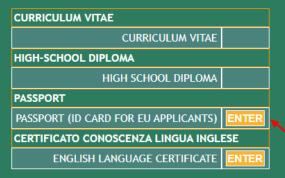
- Fill in all mandatory sections
- > Click Add







APPLICATION TO PROGRAMMES TAUGHT IN ENGLISH:



	Student Record:							
	HIGH SCHOOL DIPLOMA							
Type of High School Diploma	Total number of education years	Nationality	Granted	Final grade	Date	PDF High School Diploma	PDF Grades transcript obtained in the last entire attended school year	
SCIENCES SCHOOL	12	ARGENTINA	NO				PROVA DOCUMENTO TEST APPLICATION DELPHI.pdf	DELETE

CURRICULUM VITAE	
Curriculum	
PROVA DOCUMENTO TEST APPLICATION DELPHI.pdf	DELETE

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





STEP 16 of 32:

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

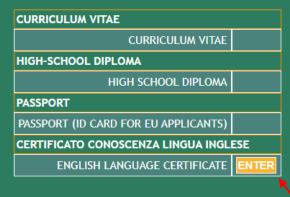
> Click Add







APPLICATION TO PROGRAMMES TAUGHT IN ENGLISH:



Student Record:

PASSPORT (ID CARD FOR EU APPLIC	ANTS)
Copy of passport	
PROVA DOCUMENTO TEST APPLICATION DELPHI.pdf	DELETE

	HIGH SCHOOL DIPLOMA							
Type of High School Diploma	Total number of education years	Nationality	Granted	Final grade	Date	PDF High School Diploma	PDF Grades transcript obtained in the last entire attended school year	
SCIENCES SCHOOL	12	ARGENTINA	NO				PROVA DOCUMENTO TEST APPLICATION DELPHI.pdf	DELETE

STEP 17 of 32:

Click Enter to upload your LanguageCertificate







PLEASE FILL IN / UPLOAD THE FOLLOWING DOCUMENT



STEP 18 of 32:

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







APPLICATION TO PROGRAMMES TAUGHT IN ENGLISH:



Student Record: PASSPORT (ID CARD FOR EU APPLICANTS) Copy of passport PROVA DOCUMENTO TEST APPLICATION DELPHI.pdf DELETE

	HIGH SCHOOL DIPLOMA							
Type of High School Diploma	Total number of education years	Nationality	Granted	Final grade	Date	PDF High School Diploma	PDF Grades transcript obtained in the last entire attended school year	
SCIENCES SCHOOL	12	ARGENTINA	NO				PROVA DOCUMENTO TEST APPLICATION DELPHI.pdf	DELETE

ENGLISH LANGUAGE CERTIFICATE					
Certificate name		Copy of certification			
ielts	26/06/2019	PROVA DOCUMENTO TEST APPLICATION DELPHI.pdf	DELETE		

CURRICULUM VITAE		
Curriculum		
PROVA DOCUMENTO TEST APPLICATION DELPHI.pdf	DELETE	

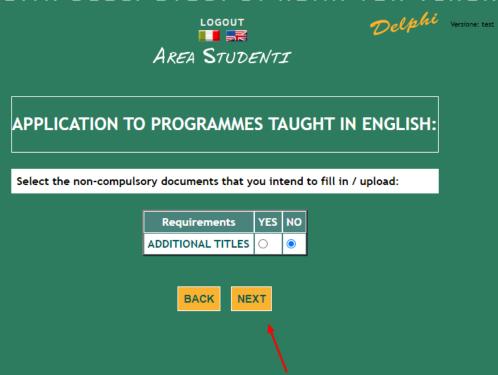
BACK

VEXT

STEP 19 of 32:

Click Next to proceed with your application





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







APPLICATION TO PROGRAMMES TAUGHT IN ENGLISH:

Choose NEXT to continue or BACK to add other optional requirements choosing YES in the menu proposed



STEP 21 of 32:

Click Next to proceed with your application







APPLICATION TO PROGRAMMES TAUGHT IN ENGLISH: HOW DID YOU FIND US?

O STUDYPORTALS
O EDUCATIONAL FAIR IN YOUR COUNTRY
PRESENTATION (PLEASE WRITE HERE WHERE IT TOOK PLACE)
PORTE APERTE AT TOR VERGATA
○ FACEBOOK
O GOOGLE
○ MYCAMP
O I PREVIOUSLY ATTENDED A COURSE AT THE UNIVERSITY OF TOR VERGATA
O PROFESSOR AT TOR VERGATA
O STUDENT AT TOR VERGATA
O AGENT (PLEASE WRITE THE NAME OF THE AGENCY)
OTHER (PLEASE SPECIFY)
BACK NEXT

STEP 22 of 32:

- Complete accordingly
- > Click Next







CHECK CAREFULLY THAT ALL ENTERED DATA IS CORRECT.

IF CORRECT, CLICK THE BUTTON "CONFIRM DISPLAYED INFORMATION"
TO COMPLETE THE REGISTRATION.
WAIT FOR THE PROCEDURE TO END WITHOUT PRESSING
ANY ADDITIONAL KEYS!

IF INCORRECT CLICK "BACK" TO CORRECT.

Facolty/School: FACOLTA' DI INGEGNERIA
Course: ENGINEERING SCIENCES
Personal Information
Fiscal Code: DOEJNA01D67Z600C
Name and Surname: JANE DOE
Date of Birth: 27/04/2001
Country of Birth: ARGENTINA
City of Birth: BUENOS AIRES
E-Mail: jane.doe@gmail.com
Mobile Number: 01234564789
Skype Account:
Permanent Address
Address: CALLE LEON DE IRAETA 23
Town: ARGENTINA - BUENOS AIRES
Province: EE
Zip Code: 25896
Telephone Number:
Current Address
Address: CALLE LEON DE IRAETA 23
Town: ARGENTINA - BUENOS AIRES
Province: EE
Zip Code: 25896
Telephone Number:
Self-Certification
Nationality: ARGENTINA
With Disability (equal to or greater than 66%): NO
Declared Titles
CURRICULUM VITAE
ENGLISH LANGUAGE CERTIFICATE
HIGH SCHOOL DIPLOMA
PASSPORT (ID CARD FOR EU APPLICANTS)

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

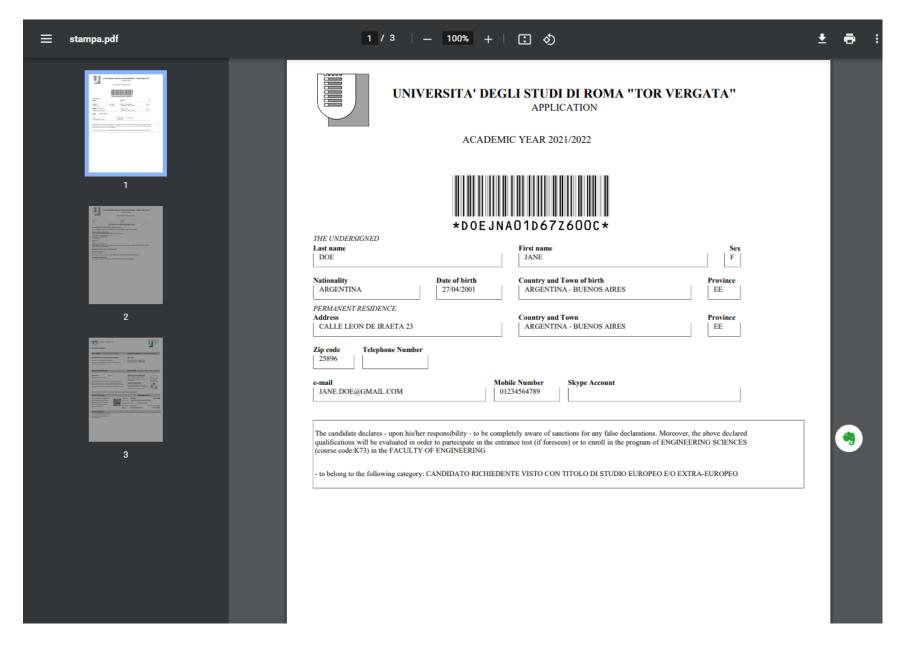


UNIVERSITÀ DEGLI STUDI DI ROMA TOR VERGATA Delphi Versione: test ARFA STUDENTT For further information about the payment and to complete the application procedure, you can consult the following link: https://delphi.uniroma2.it/totem/pdf/APPLICATION_2021_22.pdf -Please take note of the following codes. Fiscal Code DOEJNA01D67Z600C Ctrl 65358412 Purpose of the payment 203 Amount to be paid Euro 30.00 PRINT APPLICATION

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





This is how your application receipt will look like







AREA STUDENTI

For further information about the payment and to complete the application procedure, you can consult the following link: https://delphi.uniroma2.it/totem/pdf/APPLICATION 2021 22.pdf

Please take note of the following codes.

Fiscal Code DOEJNA01D67Z600C

Ctrl 65358412

Purpose of the payment 203

Amount to be paid Euro 30.00

PRINT APPLICATION

STEP 26 of 32:

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





Italian Website

■ MEN



PagoPA: Public Administration ePayment System

The regulations relating to payments to the Public Administration oblige public administrations, including Universities, to receive relevant payments through the system called PagoPA promoted by the Agency for Digital Italy (AGID) of the Presidency of the Council of Ministers (www.governo.it).

PagoPA is an electronic payment system designed to make any payment to the Public Administration easier, safer and more transparent. PagoPA payment can be carried out through various channels (credit card, at bank branches, tobacco stores, etc.).

Payment Notification

Student will receive a payment notification at the end of the normal immatriculation / enrollment / subsequent installments / competitions / access tests.

The PagoPA notice contains the Psyment Notice Code, the QR Code and the Interbank Code (CBILL circuit) that allow you to pay easily.

PagoPa allows you to make the payment through a plurality of channels physical or online.

Payment Methods

Once the PagoPA notice has been obtained, it is possible to pay with different methods:

- online with a credit card by connecting to the site http://utov.it/pagopa
- · via PAgoPA's APP IO if you have SPID credentials
- via home / mobile banking through CBILL circuit or members of the PagoPA system
- at all bank branches or ATMs that allow you to pay through the CBILL circuit or members of the PagoPA system
- in Sisal / Lottomatica ticket offices
- it is not possible to pay the PagoPA bulletin at the Poste Italiane counters

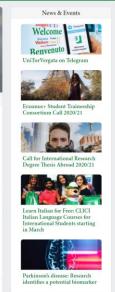


Attached is a special guide (in Italian and English).

PagoPA EN Guide.pdf

 \leftarrow The Laziodisco 2020/21 English Guide is online

Download the 2020/21 Brochure →



Uniformation for Prospective Undergraduates Prospective Undergraduates Prospective Undergraduates Prospective Conducts Search Diple System Student Goate Student Goate Student Goate Privincy Social Information About First Privincy Social Information About **Vinite** **

NOTICE: We use cookies to ensure that we give you the best experience on our website. If you continue to use this site we will assume that you are happy with it.

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





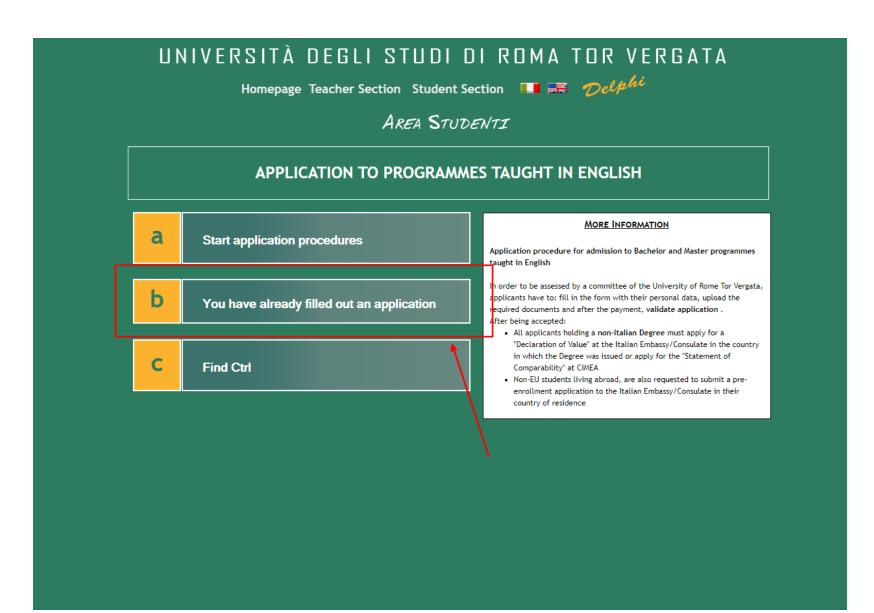
STEP 28 of 32:

To conclude your application

access Delphi again:
https://delphi.uniroma2.it/tot
em/jsp/homeStudenti.jsp?lan
guage=EN

Click on section 1 Applicationto programmes taught inEnglish

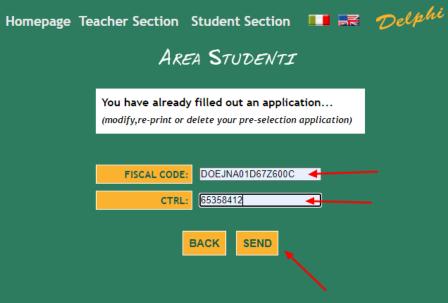




STEP 29 of 32:

Select option b You have already filled out an application





STEP 30 of 32:

- ➤ Enter your Fiscal Code and CTRL
- > Click Send



Homepage Teacher Section Student Section 💷 🔜 Delphi

AREA STUDENTI

ASSESSMENT

AY 2021/2022 K73 - Engineering Sciences Bachelor's Degree

- Delete pre-selection application
- Modify pre-selection application
- Request validation
- Re-print pre-selection application
- View uploaded file

STEP 31 of 32:

Select Request
Validation







CONFIRM APPLICATION FOR ASSESSMENT

Having paid with pagoPa does not require the auth code insertion, please leave the space blank and click on CONFIRM PAGOPA

AUTH CODE:	
PAYMENT DATE (DD/MM/YYYY):	
COURSE:	ENGINEERING SCIENCES
PURPOSE:	203
AMOUNT:	30.00

I undersigned under my responsibility, aware that falsified acts and false declarations are punished under the Penal Code and special laws in this matter (Article 76 of D.P.R. 445 dated December 28th 2000)

BACK	NEXT	CONFIRM PAGOPA
		N.

STEP 32 of 32:

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



END OF PROCEDURE

Best of luck with your application!

We look forward to reading it.

