CALL FOR APPLICATIONS

ENGINEERING SCIENCES A.Y. 2022/2023

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
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
STEP 2 of 32:

➢ Click on section A
Start application procedures
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 Procedure that applies to you
- Click Next
STEP 6 of 32:

- Select the option that applies to you
- Click Next
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
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
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
STEP 11 of 32:

- Click Enter to upload your CV
- **REMEMBER**, you must use the format given in the Call for Applications. CVs sent with other formats will be ignored
Please fill in / upload the following document

- Click on **Scegli file** to upload your CV in PDF format
- Click **Add**
STEP 13 of 32:

- Click Enter to upload your High School Diploma or most recent School Transcript
STEP 14 of 32:

- Fill in all mandatory sections
- Click Add
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**.
Click Enter to upload your Language Certificate
STEP 18 of 32:

- Fill in the fields required
- Click on Scelgli file to upload your Language Certificate in PDF format
- Click Add
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.
STEP 21 of 32:

- Click **Next** to proceed with your application.
STEP 22 of 32:

- Complete accordingly
- Click Next
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
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
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:

<table>
<thead>
<tr>
<th>Fiscal Code</th>
<th>DOEJNA01D67Z600C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ctrl</td>
<td>65358412</td>
</tr>
<tr>
<td>Purpose of the payment</td>
<td>203</td>
</tr>
<tr>
<td>Amount to be paid</td>
<td>Euro 30.00</td>
</tr>
</tbody>
</table>

**STEP 26 of 32:**

- Click **Logout** to end your procedure
- Now move on to the payment of the € 30 application fee
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/totem/jsp/homeStudenti.jsp?language=EN](https://delphi.uniroma2.it/totem/jsp/homeStudenti.jsp?language=EN)

- Click on section 1 Application to programmes taught in English
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
STEP 31 of 32:

- Select **Request Validation**
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.