CALL FOR APPLICATIONS

ENGINEERING SCIENCES A.Y. 2024/2025

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
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
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

UNIVERSITÀ DEGLI STUDI DI ROMA TOR VERGATA

APPLICATION TO PROGRAMMES TAUGHT IN ENGLISH: PERSONAL INFORMATION REGISTRATION

Please make sure you check ALL mandatory documents listed in the Call for Applications before uploading your documents. Your documents MUST be in the format and MUST be named as indicated in the Call for Applications. Any minor discrepancies will affect your application. Please read the Call for Applications at the following link: https://engineering-sciences.uniroma2.it/how-to-apply/

NAME: *
SURNAME: *
SEX: *
CITIZENSHIP: *

Fields marked with * are mandatory.

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 **documents**

- **REMEMBER**, you must use the format given in the Call for Applications. Personal and School Profiles sent with other formats will be ignored.
STEP 12 of 32:

- Click on Scegli file to upload your document in PDF format.

- MAKE SURE YOUR PHOTO IS CLEARLY VISIBLE AND YOUR PERSONAL DATA AS WELL.
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
### APPLICATION TO PROGRAMMES TAUGHT IN ENGLISH:

#### PASSPORT
- PASSPORT (ID CARD FOR EU APPLICANTS)

#### HIGH-SCHOOL DIPLOMA
- HIGH SCHOOL DIPLOMA

#### ENGLISH LANGUAGE CERTIFICATE
- ENGLISH LANGUAGE CERTIFICATE

#### PERSONAL AND SCHOOL PROFILE
- PERSONAL AND SCHOOL PROFILE

#### Student Record:

**PASSPORT (ID CARD FOR EU APPLICANTS)**
- Copy of passport
  - TEST DOCUMENT.pdf

#### HIGH SCHOOL DIPLOMA

<table>
<thead>
<tr>
<th>Type of High School Diploma</th>
<th>Total number of education years</th>
<th>Nationality</th>
<th>Granted</th>
<th>Final grade</th>
<th>Date</th>
<th>PDF High School Diploma</th>
<th>PDF Grades transcript obtained in the last entire attended school year</th>
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</thead>
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<td>ARGENTINA</td>
<td>NO</td>
<td>PDF High School Diploma</td>
<td>TEST DOCUMENT.pdf</td>
<td>DELETE</td>
<td></td>
</tr>
</tbody>
</table>

**STEP 15 of 32:**

- Click Enter to upload your English Language Certificate
STEP 16 of 32:

- Fill in the fields required
- Click on **Scegli file** to upload your Language Certificate in PDF format
- Click **Add**
STEP 17 of 32:

- Click Enter to upload your Personal and School Profile document
APPLICATION TO PROGRAMMES TAUGHT IN ENGLISH:

CURRICULUM VITAE
HIGH-SCHOOL DIPLOMA
PASSPORT
CERTIFICATO CONOSCENZA LINGUA INGLESE
ENGLISH LANGUAGE CERTIFICATE

PASSPORT (ID CARD FOR EU APPLICANTS)

Student Records:

PASSPORT (ID CARD FOR EU APPLICANTS)
Copy of passport

HIGH SCHOOL DIPLOMA

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</tr>
</thead>
<tbody>
<tr>
<td>SCIENCES SCHOOL</td>
<td>12</td>
<td>ARGENTINA</td>
<td>NO</td>
<td></td>
<td></td>
<td>PROVA DOCUMENTO TEST APPLICATION DELPHI.pdf</td>
<td>DELETE</td>
</tr>
</tbody>
</table>

STEP 17 of 32:

- Click Enter to upload your Language Certificate
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
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.
STEP 26 of 32:

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

We look forward to reading it.