ATTACHMENT 1

PROCEDURES RELATING TO TRANSFERS FROM OTHER UNIVERSITIES OR TRANSFERS FROM OTHER DEGREE COURSES

To confirm the place in the ranking, the transfer or course change procedure must be carried out according to the procedures described below, <u>by the deadline set for enrolments.</u>

POINT A

TRANSFER FROM ANOTHER UNIVERSITY
(Students who took the test and were elegible)

Students who took part in the Selection and were included in the ranking,
must proceed with the forwarding of the entry transfer application according to the following mode:

    1. Connect to the online services site: http://delphi.uniroma2.it ;
    2. Select from the Student Area, Box **2** "transfer from another University (incoming)"
    3. Select **b** "incoming transfer application" => **b.1** "fill in the transfer application " => "Presence study course" => "Science" => "Degree course";
    4. Enter the data;
    5. Print the incoming transfer request with the assigned CTRL;
    6. Repeat the process and carry out **b.2** "transfer confirmation" by entering the tax code and the assigned CTRL;

NB A copy of the incoming transfer application (first being signed and then scanned, accompanied by a copy of a valid identification document, all in PDF format), must be sent by email to the Science Student Secretariat within the deadlines for enrollments envisaged by the Call, at the following address:

segreteria-studenti@scienze.uniroma2.it

> ➤ **The delivery of the copy of the transfer request within the indicated term guarantees the confirmation of the place in the ranking. The student can then regularize the enrollment by following the instructions below.**

After submitting the transfer application to the University of origin, calculating the processing time of the file and its subsequent transmission, it will be possible to check the status of the transfer:

    1. Connect to the Online Services site: http://delphi.uniroma2.it ;
    2. Select from the Student Area, Box **2** "transfer from another University (incoming)"

3. Select **b** "incoming transfer request" => **b.5** "check   transfer status" => enter the tax code and the CTRL.

When the Student Secretariat has received the dismissal slip from the University of origin, it will inform the candidate via email that he/she will be able to proceed with enrollment in the manner indicated in art. 7 of the Notice.

POINT B

TRANSFER FROM ANOTHER DEGREE COURSE
OF TOR VERGATA
(Students who took the test and were elegible)

Students who took part in the Selection and were included in the ranking,
must proceed with the forwarding of the application for entry passage according to the following mode:

1. Connect to the online services site: http://delphi.uniroma2.it ;
2. Select from the Student Area Box 4 "online career management"
3. Select the "course transfer request" link from the available menu and execute the procedure by reporting any exams already passed that have not yet been acquired on totem
4. Print the transfer application and the relative slip;
5. Pay the amount due through the PagoPa system , a method that allows you to make the payment through a plurality of channels, physical or online. Learn more about payment methods are available at the following link:
http://studenti.uniroma2.it/pagamento/
6. Connect again to the Online Services site, then proceed with the validation of the payment through the "Validate PagoPA " button. Only after validating the payment the Student Secretariat can receive the transfer application online.

The Student Secretariat of the course of origin, having received the application for transfer, will proceed to:
forward the documentation relating to the student's career to the Science Student Secretariat.

NB Once payment has been made and the payment slip relating to the course transfer request has been validated, a copy of the transfer application (first signed and then scanned, accompanied by a copy of a valid identification document, all in PDF format) must be sent by email to the Science Student Secretariat, within the deadlines for enrollment set out in the Call, at the following address:

segreteria-studenti@scienze.uniroma2.it

> ➢ **The delivery of the copy of the transfer application within the indicated term guarantees the confirmation of the place in the ranking. The student can then regularize the enrollment by following the instructions below.**

Upon receipt of the dismissal slip by the Student Administration Office of origin, the Science Student Administration Office will notify the interested party, who will then be able to complete enrollment in the Pharmacy degree course.

In any case, the student will be able to check the status of the transition by connecting online to the Delphi site, with the access credentials. When you can view "Click here to complete your enrollment" you will be able to regularize your enrollment in the chosen degree course.

To complete the registration process, connect to the online services site: http://delphi.uniroma2.it/ ;
Select Student Area, Box 3, "Enrollment for years subsequent to the first", proceed with enrollment for the 2023/2024 academic year.