ANNEX 1

PROCEDURES RELATING TO TRANSFERS FROM OTHER UNIVERSITIES
OR TRANSFERS FROM OTHER DEGREE COURSES AT THIS UNIVERSITY

Candidates who have successfully secured a place in the ranking (winners) and are already enrolled at other universities or in a different degree program at our university must take action to confirm their ranking status. Depending on whether they participated in the first selection round or the second selection round, they should follow the appropriate procedure:

- For those from the first selection round, a **transfer request (point A)** is required.
- For those from the second selection round, a **course transfer request (point B)** should be submitted.

Please ensure these requests are completed per the specified procedures and within the deadlines.

FIRST SELECTION ROUND

POINT A
Incoming transfers from another university
(Students who took the test and were selected)

Successful candidates must complete the **pre-enrollment** application and subsequently **enrol by the deadlines specified in the call.**

Furthermore:
> **By the pre-enrolment deadline (2 July 2025):**
- **send the form** at the bottom of this document accompanied by a copy of a valid identification document to the following email addresses:

Science Student Secretariat: segreteria-studenti@scienze.uniroma2.it
International Students Secretariat (only students with qualifications obtained abroad): international.students@uniroma2.it

> **By the enrolment deadline (29 August 2025):**
- **request an outgoing transfer at your University;**
- **send the receipt** of the transfer request to the following email addresses:
  Science Student Secretariat: segreteria-studenti@scienze.uniroma2.it

International Students Secretariat (only students with qualifications obtained abroad): international.students@uniroma2.it

The submission of the above documentation **BY THE SPECIFIED DEADLINES ENSURES** confirmation of the ranking position.

POINT B

Transfer from Another Degree Course at "Tor Vergata" University
(Students who took the test and were selected)

Successful candidates must:

By the pre-enrolment deadline (2 July 2025):
- **send the form** at the end of this document along with a copy of a valid **identification document to the following email addresses:**
  Science Student Secretariat: segreteria-studenti@scienze.uniroma2.it
  International Students Secretariat: international.students@uniroma2.it

By the enrolment deadline (29 August 2025):
- Request outgoing passage at the Student Secretariat of your degree course;
- Send receipt of the transfer request to the following email address:
Science Student Secretariat: segreteria-studenti@scienze.uniroma2.it

NOTE: For students already enrolled at Tor Vergata University, it is not technically possible to proceed with the insertion of the pre-enrolment application.

The delivery of the above documentation **WITHIN THE DEADLINES INDICATED** guarantees confirmation of the place in the ranking.

SECOND SELECTION ROUND

POINT A
Incoming Transfer from Another University
(Students who took the test and were selected)

Students who participated in the second selection round and were successfully ranked must follow the procedure below to submit their transfer application:

1. Access the online services site: http://delphi.uniroma2.it;
2. In the Student Area, select Box **2** labeled "Transfer from Another University (Incoming)."
3. Choose option **b:** "Incoming Transfer Application," then continue to **b.1**: "Fill in the Transfer Application." Select "In-Person Study Course," then "Science," and finally "Degree Course."
4. Enter the required information.
5. Print the incoming transfer request along with the assigned CTRL.

6. Repeat the process and complete step **b.2**: "Confirm Transfer" by entering your fiscal code and the assigned CTRL.

Then send the following documentation in pdf format to the Student Secretariat email address segreteria-studenti@scienze.uniroma2.it:

a) copy of the incoming transfer application entered on Delphi (signed and then scanned);
b) copy of the outgoing transfer request with acceptance stamp of the secretariat of the University of origin;
c) copy of a valid identification document

The delivery of the above documentation WITHIN THE DEADLINES FOR ENROLLMENT SET OUT IN THE CALL guarantees confirmation of the place in the ranking. The student can subsequently regularize the registration by following the instructions below.

When the Student Secretariat has received the dismissal form from the University of origin, it will inform the candidate via email that they can proceed with enrollment **in the manner indicated in Art. 9 of the Call.**
N.B. students with a foreign qualification must complete enrollment through the International Students Secretariat.

POINT B

Transfer from Another Degree Course at "Tor Vergata" University
(For students who have taken the test and been accepted)

Students who participated in the selection process and were successfully placed on the ranking list must submit their application for admission **by the registration deadline**. Follow the specified procedure for application submission:

1. Connect to the online services site: http://delphi.uniroma2.it;
2. Select "online career management" from the Student Area.
3. Select the "course transfer request" link from the available menu and execute the request procedure reporting any exams already passed that had not yet been acquired in totem
4. Print the transfer application and the related slip;
5. Pay the amount due via the PagoPa system, a method that allows you to carry out 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 to the Online Services site again, then proceed with validation of the payment via the "Validate PagoPA" button. Only after validating the payment, the Student Secretariat of the degree course of origin can receive the transfer application online.

Upon receiving the transfer request, the Student Secretariat of the originating course will forward the necessary documentation regarding the student's academic record to the Science Student Secretariat.

Please note: After the payment and validation of the transfer request slip, you must send a copy of the completed transfer application. This should be signed and scanned, along with a copy of a valid identification document. All documents must be submitted in PDF format via email to the Science Student Secretariat by the registration deadlines specified in the announcement, at the following address:

segreteria-studenti@scienze.uniroma2.it

To secure a spot in the ranking, it is essential to submit the required documentation BY THE ENROLLMENT DEADLINES SPECIFIED IN THE CALL. After this, students can finalize their registration by following the instructions provided below.

Once the Student Secretariat receives the dismissal form from the originating institution, the Science Student Secretariat will inform the student via email, enabling them to complete their enrollment in the new degree program.

To finalize the registration process, please visit the online services site: http://delphi.uniroma2.it/; Select "Student Area," then Box 3, "Registration for Years Following the First," and proceed with your enrollment for the 2025/2026 academic year.

IMPORTANT INFORMATION FOR REQUESTING RECOGNITION OF PREVIOUS STUDIES COMPLETED ABROAD

IMPORTANT: Students who successfully enrol after requesting a course change or transfer from another university and possess additional qualifications or academic credits earned at foreign institutions **must apply for recognition at the same time, they complete their enrollment.** This application should be submitted following the guidelines on the Degree Course in Pharmacy website at the link: https://farmacia.uniroma2.it/apply-transfer/transfers-course-abbreviations/

Please note that requests for exam recognition or additional recognition submitted at different times will not be accepted.

CONFIRM PLACE IN THE RANKING LIST
(FIRST SELECTION ROUND - Candidates with a request to transfer or change course)

The undersigned (name)*)* _____ (*surname*) _____

Born in _____ on_____

Telephone/cellular_____ email _____

Declares

A) to be currently enrolled in the ☐ Degree Course ☐ Master's Degree Course in

_____ of this University;

or at the University_____

B) that will request the transfer/pass from the degree course in which he is currently enrolled

within the deadline set for enrolment in the single-cycle degree course in Pharmacy, a.y.

2025/2026, relating to the first selection round.

Date_____ Signature_____

Notes for compilation:

- send the form by 2.00 pm on 2 July 2025 via email to segreteria-studenti@scienze.uniroma2.it and (only students with qualifications obtained abroad) international.students@uniroma2.it;
- In the subject, indicate **"place confirmation in Pharmacy ranking"**
- attach a copy of a valid document
- Send the documentation in a single pdf file