



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

(Students who participated in the selection and were winners)

Students who have participated in the selection and are usefully included in the ranking list, must proceed with the forwarding of the transfer request as follows:

1. Connect to the Online Services site: <https://delphi.uniroma2.it/>;
2. Select Student Area, Box 2 "transfer from another University (Admission);
3. Select b "Application for transfer admission";
 - a. Select b.1 "Fill out Application for transfer";
 - b. select "on Campus courses";
 - c. select "Faculty of Mathematical, Physics and Natural Sciences" and the "Degree course";
 - d. Enter the data;
4. At the end of the procedure, print the incoming transfer request with the CTRL assigned;
5. Repeat the procedure from point 1 to point 3;
 - a. select b. 2;
 - b. enter the Italian fiscal code (codice fiscale) and the CTRL.

N.B. A COPY OF THE PRINTED TRANSFER APPLICATION MUST BE SUBMITTED TO THE SCIENCE STUDENTS SECRETARIAT WITHIN THE DEADLINE DATE FOR ENROLLMENT PROVIDED FOR IN THE CALL.

The submission within the indicated deadline of the copy of the transfer application guarantees the confirmation of the place.

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

When the transfer process is concluded (or when the Student Secretariat has received the clearance from the university of origin), enrollment can be made.

**INBOUND TRANSFER FROM ANOTHER UNIVERSITY DEGREE COURSE
OF TOR VERGATA**

(Students who took the test and were successful)

Students who participated in the selection and were included in the ranking must proceed forwarding of the entry pass application according to the following procedure:

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 link "request for change of course" from the available menu and execute the procedure reporting any exams already passed that had not yet been registered on delphi.
4. Print the application form and the relative bulletin;
5. Pay the amount due through the PagoPa system, a method that allows you to make the payment through a variety 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.

Upon receipt of the transfer request, the Student Secretariat of the course of origin will forward the documentation of the student's career to the Science Students Secretariat.

N.B. A PRINTED COPY OF THE APPLICATION FOR PASSAGE WITH A COPY OF THE PAYMENT BILL MUST BE SUBMITTED TO THE SCIENZE STUDENTS SECRETARIAT WITHIN THE DEADLINE DATE FOR ENROLLMENT PROVIDED IN THE CALL.

The submission within the deadline of the copy of the transfer application guarantees the place in the ranking.

The student can afterwards regularize the enrollment by following the instructions below. You can check the status of the transition by connecting online to the Delphi site, with your credentials access. When you can see "Click here to complete the registration" you can do so the regularization of enrollment at the chosen degree course. To complete the registration phase, connect to the online Services site: <http://delphi.uniroma2.it/>; Select Student Area, Box 3, "Enrollment in years after the first" proceed with enrollment for the academic year 2020/2021.

Afterwards, it will be necessary to go to the Science Student Secretariat with the University booklet of the former course for the application of the label with the indication of the new one course.

NOTICE: Given the continuing need to deal with the current state of epidemiological emergency, the Student Secretariat Office of the Science Area, in this period, continues to operate without a reception in the presence but exclusively by telephone and email.

For this reason, the above documentation may be sent by email to the Student Secretariat Office of the Science Area, at the following email address: segreteria-studenti@scienze.uniroma2.it, according to the following instructions:

- documents requiring signature and date must first be signed and dated and then scanned and attached.
- attach a copy of a valid identification document.
- indicate in the transmission email: name, surname, serial number/tax code, degree course, telephone/email contact details and reason for the request.

Incomplete documentation or documents that do not show the above requirements will not be taken into consideration and will, therefore, be null.

Roma, 14/10/2020

Responsabile Segreteria Studenti Scienze

F.to Dott.ssa Antonella Mariucci