

How to send documentation to the Student Secretariat Office: Extraordinary Degree Session of 11th June

Please be advised that the deadline to submit your Degree application for the **extraordinary graduation session of 11th June 2020** is **15th May** and should be done via the Delphi platform.

Due to the COVID-19 emergency, the documents must be sent to the Student Secretariat to the following email address: segreteria-studenti@scienze.uniroma2.it

The following documents (signed and scanned in PDF format) are:

1. **Copy of a valid picture ID**
2. **Degree application. Before sending you MUST validate the payment of €16.**
3. **Declaration regarding the assignment of your final thesis with the title signed by your supervisor**
4. **Photocopy of your receipt of payment (16 Euro);**
5. **Your University Transcript of records (GREEN BOOKLET)**

The documents mentioned above (number 2,3,4) can be downloaded from the Delphi platform when you submit your degree application.

The graduating student must also send the following documents according to the deadlines indicated by email:

6. **Copy of Thesis in PDF format (deadline 8 days before the Degree graduation exam)**
7. **Copy of the CD/DVD content declaration of conformity of the Thesis (contextually to the sending of the thesis in PDF format, 8 days before the degree graduation exam)**
8. **Copy of declaration signed by the student and scanned, in which the student undertakes to present the original documentation, at the request of the Student Secretariat Office, once the emergency COVID-19 has been passed.**

The email MUST have a name, last name, matricola number, degree course (Pharmacy), phone numbers/email and the subject of the request.

After the deadline, the Student Secretariat Office will NOT take into consideration incomplete documentation or any request for the Degree graduation.

Once the whole above-mentioned documents are received, the Student Secretariat will validate the Degree graduation application and send the acceptance receipt by email.

Recommendations:

It is very important to carefully double-check the congruity of the exams taken with the didactic program of your academic year.

In the graduation application, there is a space where you can indicate any discrepancies or exams taken but not yet registered on the Totem, etc.

Important: If you want to delete the graduation session for which the application was submitted, you will have to cancel it from your menu on Delphi and you must promptly notify the Student Secretariat by email (segreteria-studenti@scienze.uniroma2.it).