



## STUDENT SECRETARIAT SCHOOL OF MATHEMATICAL, PHYSICAL AND NATURAL SCIENCES

### INFORMATION

As foreseen by the D.R.n. 500/2020 of 10/03/2020 and following ones, given the need to face the current state of epidemiological emergency, the Student Secretariat Office of the Macro area of Sciences will operate exclusively by telephone and e-mail. It is possible to make an appointment to physically access offices **exclusively** for urgent or extremely important cases – **only by appointment** agreed by email or telephone.

The documents that are normally delivered at the office can be sent by email accompanied by a copy of a valid identification document. All applications and forms that require date and signature must first be signed and dated then scanned and sent exclusively in pdf format attached by email to the following address:

**[segreteria-studenti@scienze.uniroma2.it](mailto:segreteria-studenti@scienze.uniroma2.it)**

The email must include name, surname, registration number, degree course, telephone/email contact details and the subject of the request.

NOTE: In the absence of these identifying elements, the emails will not be taken in charge.

### DEGREE APPLICATION

Respect the regular deadlines (20 days before the graduation date).

**(N.B. : If the deadline corresponds with a non-working day, the presentation will be anticipated).**

Documents received after this date or incomplete will not be considered. The degree application must be validated before being forwarded.

All documentation must be sent by email. The forms that require date and signature must first be signed and dated and then scanned and sent as an attachment by email to the following address:  
[segreteria-studenti@scienze.uniroma2.it](mailto:segreteria-studenti@scienze.uniroma2.it)

The email must include name, surname, matriculation number, degree course, telephone numbers and subject.

The documents to be sent **exclusively in PDF format (signed and scanned)** are the following:

- 1) graduation application signed;
- 2) copy of the green booklet;
- 3) copy of the thesis assignment form signed by the supervisor and the student;
- 4) copy of a valid identification document;
- 5) declaration, signed by the interested party and scanned, in which the student undertakes to present the original documentation, upon request of the Student Secretariat Office, once this emergency period has been overcome. Available in other pdf.
- 6) Copy of the payment €16,00.

Once the documentation is collected, we will validate the degree application and send the acceptance receipt by email.



**Advise:** it is very important to carefully check the correspondence of the exams taken with the provisions from its didactic system. In the graduation application, there is a note space where you can indicate any discrepancies or, for example, exams taken but not yet registered on Totem, etc.

**DEGREE THESIS SUBMISSION:** From the graduation sessions of July A.Y. 2020/2021 students must upload the thesis on the Delphi portal within their personal area with a deadline of 8 days before the graduation date. This procedure is not required for the three-year degree courses in Mathematics and Computer Sciences.