



TOR VERGATA  
UNIVERSITY OF ROME

# WELCOME GUIDE INCOMING

2020/2021





**TOR VERGATA**  
UNIVERSITY OF ROME

**3 WELCOME TO TOR VERGATA UNIVERSITY**

**4 HOW TO REACH US**

**5 GENERAL INFORMATION**

**9 STUDYING AT TOR VERGATA UNIVERSITY**

**11 FREE E-SERVICES FOR STUDENTS**

**12 SERVICES AND FACILITIES**

**16 GLOSSARY OF UNIVERSITY TERMS**

**17 CONTACTS**



# WELCOME TO TOR VERGATA UNIVERSITY

**Studying in Rome** will add an amazing cultural perspective to the quality of your studies.

You will live in a city where you can perceive the passing of time by merely strolling across its central streets: ancient, Middle-Age, Renaissance, Baroque, Neoclassicism and Modern Rome are ready to be discovered. It is a centre for inter-religious debate and a place where the founding Treaty for the European Union was signed.

In Rome you will be able to enjoy all this, surrounded by a gentle climate, arts and music, fashion and food.

**The Campus of Tor Vergata University** is about 40 minutes tube ride from the historical city centre of the "Eternal City" Rome and 20 minutes far from the peaceful Castelli Romani area, notorious for its vineyards and hillside landscape.

**Tor Vergata's six Schools (Economics, Engineering, Humanities and Philosophy, Law, Medicine and Surgery, and Mathematical, Physical and Natural Sciences)** are located in a vast 600-hectare campus.

Each School is provided with its own library, teaching and research facilities, reading rooms, laboratories, canteens and green areas where students can experience a real campus life.

**The School of Medicine and Surgery** is part of the important University Hospital compound, the Policlinico Tor Vergata (PTV), where students can benefit from health care and physical emergency assistance.

**Rome embraces Tor Vergata: let Tor Vergata embrace you!**







## GENERAL INFORMATION

### TAXPAYER CODE (CODICE FISCALE)

The taxpayer code is an instrument for identifying citizens and it is issued by the Ministry of Finance. It is required for various procedures, e.g. **to complete your enrollment** as well as **to open a bank account, to apply for a health insurance card or to sign a tenancy agreement**. To request a taxpayer code, all citizens resident abroad can contact the Italian Consular-diplomatic representation in their country of residence. In Italy this document can be requested at the closest “Agenzia delle Entrate” in the city in which you reside. The closest office to Tor Vergata University is located in:



VIA DI TORRE SPACCATA, 110  
00173 - ROMA  
BEHIND THE SUPERMARKET  
N.20 BUS FROM VIALE CAMBRIDGE

### OPENING HOURS:



Mon - Wed - Fri from 7.50 am to 1.30 pm  
Tue - Thur from 7.50 am to 3.30 pm

### VISA

#### EU CITIZENS

If you are a citizen of a country belonging to the EU, you are exempted for a VISA to enter Italy.

#### NON-EU CITIZENS

If you are a citizen of a country not belonging to the European Union, you need to obtain a VISA before your arrival in Italy. The VISA request must be submitted to the closest Italian diplomatic representative (Italian Embassy, Consulate, etc.). For further information, visit the webpage dedicated to the VISA application process on the website of the Ministry of Foreign Affairs:  
**[vistoperitalia.esteri.it/home/en](http://vistoperitalia.esteri.it/home/en)**



[www.en.uniroma2.it](http://www.en.uniroma2.it)



[welcome@uniroma2.it](mailto:welcome@uniroma2.it)



TOR VERGATA  
UNIVERSITY OF ROME





## STAY PERMIT

### Non-EU students

The Italian law establishes that **non-EU** citizens who wish to stay in Italy for more than three months must apply for the residency permit within 8 days from their arrival in Italy.

Firstly, students have to take the kit for the residency permit request (available at post offices or at the **University Welcome Office**, where they can also receive assistance with the application process).

Once the request form is correctly completed, students have to deliver it to any post offices together with:

- a copy of each passport's page;
- a copy of the health insurance;
- a copy of the Acceptance Letter received by the University;
- a copy of the Fiscal Code;
- 1 Revenue Stamp (Marca da Bollo) € 16. You can buy it in the tobacco stores.

## COSTS OF THE RESIDENCY PERMIT:

The cost of the slip is € 70,46

The cost of the residency permit kit is € 30,00

The closest Post Office to the Tor Vergata University is in:



**VIA TERZILIO CARDINALI, 11  
00173 - ROMA  
BEHIND THE SUPERMARKET),  
N.20 BUS FROM VIALE CAMBRIDGE**

### OPENING HOURS:



Mon to Fri from 8.20 am to 7.05 pm  
Sat from 8.20 am to 12.35 pm



## HEALTH INSURANCE

Having a valid health insurance in Italy is essential to request a residency permit. If you have already stipulated an insurance policy in your country of origin and it was validated by the Italian representation before you left, you can use it for the first issue of your residency permit. Otherwise, after arriving in Italy you will have two opportunities: either registering with the **National Health Service (SSN)** or stipulating a private policy.

### 1. National Health Service

The registration with the **National Health Service (SSN)** will provide you with complete health assistance. You will be assigned to (or you can choose) a general practitioner (also called "family doctor").

Registration is valid for one calendar year (from January to December).

#### How to register at the post office:

Fill in the slip and pay € 149.77 (postal current account no. 370007) in the name of **"Tesoreria Provinciale dello Stato, Regione Lazio"** and write the following description in the dedicated space:  
**"iscrizione volontaria al SSN year...."**  
 (which means 'voluntary registration with the SSN' for the year in question)

Go to the closest **ASL** office (Local Health Authority). The closest one to Tor Vergata University is situated in **Via di Torrenova, 138** (other addresses can be consulted at [www.salute.gov.it/](http://www.salute.gov.it/)). You have to bring with you the payment receipt.

### 2. Private Health Insurance

As an alternative to the National Health Service (SSN) you might consider subscribing a private health insurance policy with any private insurance agency that provides the cover of emergency healthcare treatments in public hospitals. The majority of them are valid for 6-12 months from the payment. To take out the policy and obtain information on how to sign the health insurance contract, you have to contact the chosen institution asking for the procedure.



[www.en.uniroma2.it](http://www.en.uniroma2.it)



[welcome@uniroma2.it](mailto:welcome@uniroma2.it)



**TOR VERGATA**  
UNIVERSITY OF ROME



# CORONAVIRUS UPDATES

Following the outbreak of coronavirus in Italy all universities on national soil must adapt to the continuously changing legislation. On this page, **<https://en.uniroma2.it/coronavirus-updates/>**, you will find the latest news from Tor Vergata University of Rome the consequences on the organisation of didactics, events, libraries, graduation sessions etc.

## USEFUL LINK

**<http://www.protezionecivile.gov.it/home>**

## USEFUL TELEPHONE N°

**National Tel: 1500**

**Regional Tel: 800 11 88 00**

## TOR VERGATA STUDY GROUP

**Email: [coronavirus@uniroma2.it](mailto:coronavirus@uniroma2.it)**

## MAIN EMERGENCY NUMBERS:

**112**

European Emergency  
number

**113**

Police

**115**

Firemen

**118**

First aid/Emergency  
room and ambulance

**1522**

National  
anti-violence number







# STUDYING AT TOR VERGATA UNIVERSITY

## ENROLLMENT PROCEDURES FOR A DEGREE'S COURSE (INTERNATIONAL STUDENTS)

The enrollment to Universities in Italy is regulated by ministerial procedures meant to establish different modalities of access for:

- **EU holding a foreign title & non-EU students residing in Italy and holding a foreign title.**  
This category includes EU citizens (also Italians), equivalent and non-EU citizen with a resident permit holding a foreign title. Citizens of Norway, Iceland, Liechtenstein, Switzerland and Republic of San Marino are considered as equivalent, as well as refugees and holders of subsidiary protection status, including staff in service in Diplomatic Representations abroad and in international bodies located in Italy – accredited to the Italian State or the Holy See – and their dependent families (spouse and children).
- **Non-EU students not resident in Italy (Study Visa applicants)**  
This category includes students with citizenship of a non-EU Country and resident abroad, hence applying for a study visa
- **Non-EU students holding an Italian title**  
The non-EU citizens holding a title obtained in Italy to enter University in accordance with the same procedures meant for the Italian citizens (hence with neither dedicated quota nor need to sit for the test of Italian language).
- **"Marco Polo Program" Chinese Students**  
The Marco Polo programme consists in a governmental agreement, between Italy and China, with the purpose of supporting the presence of Chinese students in Italian universities. The students who participate in this project will have the chance to arrive in Italy in advance respect to the other international students in order to learn Italian for 10 or 11 months.

After the admission test you will have to complete the registration procedure following the instructions of the category you belong to, as reported on the website here below: [www.en.uniroma2.it/admissions/how-to-apply/](http://www.en.uniroma2.it/admissions/how-to-apply/)



[www.en.uniroma2.it](http://www.en.uniroma2.it)



[welcome@uniroma2.it](mailto:welcome@uniroma2.it)



**TOR VERGATA**  
UNIVERSITY OF ROME



## ENROLLMENT PROCEDURES FOR A MOBILITY PROGRAMME (ERASMUS AND OVERSEAS STUDENTS)

The registration to complete the enrollment status will be just online. You have to send us, by email to [HYPERLINK "mailto:incoming@erasmus.uniroma2.it"](mailto:incoming@erasmus.uniroma2.it), the flight ticket (in order to know your arrival date) and a picture (all the documents in pdf form). We will send you the confirm of registration with registration number (MATRICOLA) and password to access on your personal page of our Delphi system. We will send you also a certificate stating your Erasmus status. The fiscal code, compulsory to complete the registration for the canteen and for housing can be obtained at the Italian Consulate in your country. In order to register for the canteen service you have to visit this page:  
<http://www.laziodisco.it/le-nostre-attivita/ristorazione/erasmus> : "<http://www.en.uniroma2.it/international/erasmus/>"  
[www.en.uniroma2.it/international/erasmus/](http://www.en.uniroma2.it/international/erasmus/)  
overseas: "<http://www.en.uniroma2.it/international/overseas/>"  
[www.en.uniroma2.it/international/overseas/](http://www.en.uniroma2.it/international/overseas/)

## GRADES AND CFU(ECTS)

In Italian Universities grades are given on the basis of 30 points: 18 is the lowest passing grade (sufficiency), and 30 is the highest grade. In case of particularly outstanding performances, a "lode" can be assigned and the grade is registered as 30 cum laude (30L online). You will be awarded the relevant university credits only if you pass the exam of a course. Exams are usually worth 6 or 12 credits. The Transcript of Records is being filled once you have passed each exam included in the Learning Agreement.

**Please note: the failed exams will be listed neither in your Grade Booklet nor in the Transcript of Records.**

Therefore, you will not be awarded the equivalent university credits.

## HOW DO I REGISTER FOR EXAMS?

**DELPHI SYSTEM** The University of Rome Tor Vergata offers its students a series of online services that help them carry out a number of administrative tasks without the necessity of actual being on site at the student Secretarial Offices.

[www.delphi.uniroma2.it/totem/jsp/index.jsp?language=EN](http://www.delphi.uniroma2.it/totem/jsp/index.jsp?language=EN)



Cerca ...



## FREE E-SERVICES FOR STUDENTS



### Microsoft Office 365

including  
e-mail  
Office Web Apps,  
One Drive  
(2TB free space)  
Share point  
Calendar  
OneDrive  
(2TB free space)  
One Note  
Planner  
Power Apps  
SharePoint  
Skype for Business  
Sway  
Yammer

### Digital Library M LOL

(books, movies, music, newspapers)

**Campus Agreement** free access to  
Microsoft  
Azure Dev Tools  
teaching  
Math Lab  
Lab View  
Mathematica  
Maple  
Ansys

### Students

Delphi (enrollment, career Management)  
Didattica Web (courses' timetable,  
syllabus, exams, files, etc)

### Tuition Fees

### Virtual Lab WiFi

(EDUROAM: education roaming is the roaming access service developed for the international research and education community.  
It's available in thousands of locations across over 100 countries worldwide)



[www.en.uniroma2.it](http://www.en.uniroma2.it)



[welcome@uniroma2.it](mailto:welcome@uniroma2.it)



## SERVICES AND FACILITIES

### UNIVERSITY LIBRARY SERVICE

Each School is equipped with its own library, offering free access to a vast array of scholarly publications (in hard or soft copy) to Tor Vergata students.

<https://en.uniroma2.it/research/libraries/>

### CARIS

The **CARIS** Commission provides services to encourage a full and active participation to the academic life of students with disabilities, specific learning difficulties or temporary difficulties.

**CARIS** offers: tutoring services and personal guidance on campus and in the classroom, loan services for text books and computer equipment, software and specific technological aids, sign Language interpreters or stenotypes for hearing impaired students, assistance for entry exams to degree courses, speech therapy available for students with speech impediments and learning disabilities in order to prepare students for exams, counseling services for psychological and emotional needs, total exemption of university fees for students with certified disability higher total and partial exemption of university fees for students with certified disability.

[www.caris.uniroma2.it](http://www.caris.uniroma2.it) [www.facebook.com/CARISuniroma2/](https://www.facebook.com/CARISuniroma2/)



## LANGUAGE

**University Language Centre (CLA)** supports the teaching and learning of seven foreign languages (English, French, Spanish, German, Russian, Polish and Portuguese, and of Chinese). It caters for curricular language courses for the students enrolled at the Tor Vergata University of Rome as well as for those under EU programmes (Erasmus+). Its activities are based on relevant research in second language acquisition and educational technology.

Amongst its main aims, the Language Centre promotes multilingualism by supporting and officially certifying the foreign language competences for personal, academic and professional purposes. [www.cla.uniroma2.it](http://www.cla.uniroma2.it)

### **Centre for Italian Language and Culture of the Tor Vergata University of Rome (CLICI)**

It promotes the diffusion of Italian language and culture through cultural and educational initiatives (conferences, congresses, courses, etc.) and offers courses in Italian language and culture to both Tor Vergata students and foreigners from all over the world.

CLICI organises extensive and intensive Italian language courses throughout the academic year and also provides courses for international projects. The Centre is also responsible for the training of teachers in synergy with the postgraduate specialisation course “Insegnare Lingua e Cultura Italiana a Stranieri – LCS” (Teaching Italian Language and Culture for Foreigners), organised by Scuola IaD. [www.scuolaiad.it/home-clici-eng](http://www.scuolaiad.it/home-clici-eng)



[www.en.uniroma2.it](http://www.en.uniroma2.it)



[welcome@uniroma2.it](mailto:welcome@uniroma2.it)



**TOR VERGATA**  
UNIVERSITY OF ROME





## CUS UNIVERSITY SPORTS CENTRE

**CUS** Roma Tor Vergata is an amateur sports association for students, administrative and teaching staff that promotes sport within the university. **CUS** stands for Centro Universitario Sportivo (University Sport Center) and is the territorial emanation of **CUSI** (Italian Sports University Center) one of the 15 Sports Promotion Organizations recognized by CONI (Italian National Olympic Committee).

**CUS** Roma Tor Vergata enhances sport as a recognized social right. Collaborate with families, institutions, school facilities. It finances and carries out research and training projects and programs.

It produces and disseminates cultural and sports publications. Below is a list of all the available sports at **CUS** Roma Tor Vergata: Water fitness; Martial arts; Athletics; Caraibic dance; Beach volley; Football; Futsal; Canoe/Kayak; Rowing; Cheerleading; Cycling; Cricket; Dance; Horseback riding; Artistic gymnastics/Floor gymnastics rhythmic; Functional training; Golf; Judo; Karate; Kickboxing; Wrestling/ Greco-Roman wrestling; Swimming; Paddle; Gym; Basketball; Volleyball; Pilates; Weightlifting; Boxing; Rugby; Swordplay; Skiing; Surf; Taekwondo; Tennis; Table-tennis; Shooting gallery; Skeet shooting; Archery; Sail; Yoga.

For further info on applications, scheduling etc. contact the **CUS** secretary:

**info@cusromatorvergata.it**





## AGEVOLA FACILITIES FOR TOR VERGATA COMMUNITY:

Tor Vergata University of Rome, through the “**AGEVOLA**” initiative, gives the students the possibility of benefitting from more than 250 partnerships, offers and discounts.

Check on **[www.agevola.uniroma2.it](http://www.agevola.uniroma2.it)** all the deals and discounts: restaurants, theatres, concerts, travels, gyms and much more.

## TOR VERGATA PLACEMENT

The Office is dedicated to connect students and graduates of the Tor Vergata University of Rome with the job world.

Through recruitment initiatives, students have the opportunity to establish a direct contact with the companies and get acquainted with the professional world before obtaining their university degree.

Tor Vergata calls Business with two Career Days: the University holds two important events for students and graduates to meet up with companies looking for talents.

**<http://placement.uniroma2.it/>**



[www.en.uniroma2.it](http://www.en.uniroma2.it)



[welcome@uniroma2.it](mailto:welcome@uniroma2.it)



**TOR VERGATA**  
UNIVERSITY OF ROME



## GLOSSARY OF UNIVERSITY TERMS

### ACADEMIC YEAR

The Academic Year usually begins in September and ends at the date the new one begins. Each academic year is divided into two semesters and three examination sessions with holidays in between. Each semester normally consists of two terms, the duration of which is approximately one month and a half (5 weeks of lecture plus 1 week of extra/rescheduled lectures).

### GRADE BOOKLET

It contains the transcript of all the registered grades from the exams taken by each student. Students can also see their grades in their Personal account area on Delphi.

### MATRICULATION NUMBER

A unique number assigned to each student when s/he matriculates to the university. It is required for a number of services such as taking exams, borrowing library books, etc. It also identifies the student's username access to his/her personal account on the university website.

### COURSE UNIT (MODULO)

All courses are organised in course units (moduli).  
At the end of each "modulo" students are allowed to take exams.

### DOUBLE/JOINT DEGREES

Educational Programmes providing an integrated study curriculum established in conjunction with other international Universities and mobility periods for students and teaching staff. After the final examination, students achieve two or more academic qualifications issued by the partner Universities (Double or Multiple Degree), or a jointly conferred qualification recognised and validated by all of the partner Universities (Joint Degree).

**Further details:** [www.en.uniroma2.it/academics/courses/joint-programmes/](http://www.en.uniroma2.it/academics/courses/joint-programmes/)



## CONTACTS

### WELCOME OFFICE:



**VIA CRACOVIA N.50,  
00133 - ROMA**

**BUILDING C, FLOOR 1,  
ROOM C1.01**

*Book an appointment by email*



Tel. +39 06 7259 2817/3234



welcome@uniroma2.it

### ERASMUS+ OFFICE:



**VIA CRACOVIA N.50,  
00133 - ROMA**

**BUILDING D, FLOOR 0,  
ROOM 002**

*Book an appointment by email*



Tel. +39 06 7259 2062/3509



incoming@erasmus.uniroma2.it

### INTERNATIONAL STUDENTS OFFICE



**VIA CRACOVIA N.50,  
00133 - ROMA**

**BUILDING D, FLOOR 0,  
ROOM 001**

*Book an appointment by email*



Tel. +39 06 7259 2567/3231  
/2566/3233



international.students@uniroma2.it

### VISIT OUR WEBSITE



unitorvergata  
torvergataorienta



@ unitorvergata



unitorvergata  
torvergataorienta



**TOR VERGATA**  
UNIVERSITY OF ROME

**#unitorvergata**



**TOR VERGATA**  
UNIVERSITY OF ROME

[www.en.uniroma2.it](http://www.en.uniroma2.it)

