HOW TO APPLY Guide to the Enrolment in Degree Courses for Holders of Foreign Qualifications – A.Y. 2024-2025

Index

This is a shortened version of the official document published on Roma Tre Student Portal: Admission - Portale dello Studente (uniroma3.it)

1 – Before Applying

- Read the Procedures for entry, residency and enrolment of international students and the respective recognition of qualifications, for higher education courses in Italy for the academic year 2024-2025: , available at page universitaly.it/studenti-stranieri
- Read the call for admission for A.Y. 2024-2025.

PLEASE NOTE

For the MA programme in International Studies (MAIS)

2 – Pre-enrolment

FOR WHOM IT IS COMPULSORY

ONLY non-EU citizens living abroad applying for a visa.

HOW TO APPLY Online through the Universitaly portal. The 10-steps-path to Study in Italy: universitaly.it/first-steps

WHEN TO APPLY It is recommended that you read the 2024-2025 call for admission

(only in Italian) for MAIS to submit your pre-enrolment application in good time.

A. Applycation

First and foremost, it is important to register as an external user on the Student Portal: How to register on the portal - Portale dello Studente (uniroma3.it).

Once this step is completed, you can proceed with the application: Admission and enrolment - Student Portal (uniroma3.it): Admission - Portale dello Studente (uniroma3.it). Then click to **Master's Degree Courses**, and finally **Preliminary Evaluation of Previous Studies.**

Students who do not yet meet the minimum admission requirements can also apply. They will be conditionally admitted pending the completion of these requirements, as specified in Article 5 of the call for admission.

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B. Deadlines

Preliminary Evaluation of Previous Studies: from 07/05/2024 to 16/09/2024

Late Application with Fee: from 17/09/2024 to 16/12/2024

Application Outcome: by 07/10/2024

Enrolment: from 22/07/2024 to 15/10/2024

Conditional Enrolment: by 31/03/2025

C. Admission Procedures and Specific Requirements

The online application must be accompanied by documentation demonstrating that the minimum curricular requirements are met as explained in the MAIS [Guidlines](). Please note that the official [full version]() of the Guidelines approved by Roma Tre Academic Senate is published only in Italian.

MAIS Specific Requirements

1– Basic knowledge in the following fields: economics, history, law, political science/sociology.

2– Level B2 proficiency in English acquired over the last four years or a MOI certificate when the BA programme was taught entirely in English.

3– Level B1 in one of the following languages: French, Portuguese, or Spanish, as well as level A2 in all other languages except the mother tongue.

3 – Entry Qualifications and Documents Required by Roma Tre

To confirm and complete their enrolment, all students with a foreign qualification MUST upload their entry qualifications and all required documents onto the GOMP platform and submit the originals or certified copies to Roma Tre Office for Student with Foreign Qualifications (Ufficio Studenti con titolo estero e Programmi di mobilità d'Ateneo).

The abovementioned office is open only by appointment, which can be booked online: [servizivocali.uniroma3.it]()

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Failure to submit the documents does not permit enrolment.

A. Common Rules

- Documentation relating to foreign academic qualifications, as well as identity documents and details of residence permits, must be entered when registering and submitting applications for admission on the Gomp platform: Students personal account - Portale dello Studente (uniroma3.it). in accordance with the instructions set out in the calls for admission published on Roma Tre Student Portal: Admission - Portale dello Studente (uniroma3.it);

- To finalise enrolment, all the required documents must subsequently be submitted in original or certified copy together with a copy of all documentation that will be kept by the University.

- The access academic qualifications must be accompanied by the declaration of value issued by the Italian Diplomatic-Consular Representation competent for the territory in the State to which the qualification refers or by the comparability and verification certificates issued by the ENIC-NARIC centres (statements of comparability and verification - CIMEA).

- Unless explicitly indicated, a certified translation into Italian is not required for titles and documents issued in English, French, Spanish, and Portuguese.

- Certificates of exams (Transcript of Records) with corresponding course syllabuses may be replaced by the Diploma Supplement, if adopted by the institution that awarded the qualification.

PLEASE NOTE

Non-EU citizens residing abroad and applying for a visa must upload all the documentation required in the compulsory university pre-enrolment application via the Universitaly portal, including identity documents.

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B. Specific Required Documents

1. **High school diploma,** with consular legalization by the Italian Embassy/Consulate abroad and official translation into Italian for other languages than those indicated in "Common rules".

PLEASE NOTE

At least 12 years of schooling are required for admission to degree courses.

In the case of qualifications obtained after less than 12 years of schooling, academic certification of successful completion of all examinations must be presented in addition to the original secondary school diploma:

- For the first year of university studies in the case of an 11-year local school system.

- For the first two academic years in the case of a 10-year local school system. For further information please consult the interministerial provisions at universitaly.it/studenti-stranieri.

2. **Certificate stating the passing of the national university entrance examination** if required in the country of origin.

3. **1st cycle-Bachelor's degree in a field compatible with that of MAIS** with official translation into Italian and consular legalization for other languages than those indicated in "Common rules".

4. **Certificate issued by the competent University certifying the exams passed** (Transcript of Records) as well as for each discipline a syllabus (detailed description) must be provided or Diploma Supplement if available.

PLEASE NOTE

The original or a certified copy of the documentation must be submitted to Roma Tre Office of Students with Foreign Qualifications for completion and confirmation of enrolment.

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4 – Students Already Enrolled at a University Abroad

Students already enrolled at a University abroad who intend to continue their studies at Roma Tre must apply for admission to MAIS and follow the provisions of the call for admission for transfer, passage, and career shortening A.Y. 2024-2025: [Enrollment in years following the first - Portale dello Studente (uniroma3.it)](#).

PLEASE NOTE

Non-EU citizens applying for visas must first also be pre-enrolled as explained above through Universitaly portal and Roma Tre Gomp.

5 – Application for Degree Courses

To carry out all procedures, it is necessary to obtain access to online services by registering with Roma Tre Student Portal: [Students personal account - Portale dello Studente (uniroma3.it)](#).

Once registration has been completed, the system assigns login credentials (a username and a password) called Roma3Pass which will enable access to the reserved area of the Student Portal and to all the online services provided by the University.

PLEASE NOTE

It is MANDATORY to complete the online application for admission by uploading a PDF copy of:

- Final examination certificate (Transcript of Records).

- Detailed syllabus of exams taken.

These procedures two documents may be replaced by the Diploma Supplement.

If you have technical problems accessing the Student Portal or carrying out online, you can request assistance from Roma Tre [Helpdesk](#), which can also be accessed as an external user, indicating in the subject line "**PROBLEMS IN THE APPLICATION LM**".

This is a shortened version of the official document published on Roma Tre Student Portal: [Admission - Portale dello Studente (uniroma3.it)](#)

The Instructions section of Roma Tre Student Portal describes in Italian all main online procedures.

A. Result of Application

There are three possible outcomes:

- Ammissione (**Fully Eligible**)

- Ammissione sotto condizione (**Conditioned Admission**)

- Non ammissione (**Non-Eligible**): you cannot enrol in MAIS.

The ammissione sotto condizione (Conditioned Admission) occurs when:

- Some curriculum requirements for access are lacking and must be acquired before enrolment in the chosen master's degree program. To do so, you can enrol in specific single courses (corsi singoli), attend lectures and take the relevant exams. In some specific cases, MAIS Academic Committee may assign online remedial courses. If you pass all the exams of the single courses/remedial courses assigned by February 2025, you can enrol in MAIS by 31 March 2025. For assistance on enrolment in single courses offered by Roma Tre and for enrolment under condition in MAIS, please contact Roma Tre Office for Students with Foreign Qualifications (Ufficio Studenti con Titolo Estero).

- Verification of foreign academic qualifications must be completed.

The application result is available online in your online reserved area.

6 – Enrolment in MAIS

Enrolment is subject to the issuance of a visa for study purposes for the A. Y. 2024-2025.

Enrolment procedures and related deadlines are available in the calls for admission published at: Admission - Portale dello Studente (uniroma3.it).

For online procedures, please follow the instructions in Italian published in Roma Tre Student Portal at the link: Come presentare la domanda per la partecipazione alle prove di ammissione / valutazione - Portale dello Studente (uniroma3.it):

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If you need help, open a ticket at: [Università degli Studi Roma Tre - Helpdesk (uniroma3.it)](uniroma3.it) (which you can also access as an external user) indicating in the subject line "**PROBLEMS IN THE ENROLMENT**".

PLEASE NOTE

Enrolment is not permitted until the documentation on entry qualifications has been submitted and is in any case subject to the University's verification of the validity of said qualifications.

The University may carry out checks at any time during the student's career and take the appropriate measures if anomalies emerge regarding access qualifications.

7 – Information and Useful Contacts

A. Online Information

Official information is available ONLY on:

- UNIVERSITY WEBSITE: [Homepage - Università Roma Tre (uniroma3.it)](uniroma3.it)

- PORTALE DELLO STUDENTE: [Homepage - Portale dello Studente (uniroma3.it)](uniroma3.it)

B. Relevant Offices

Roma Tre Office for Students with Foreign Qualifications (Ufficio Studenti con Titolo Estero e Programmi di Mobilità d'Ateneo)

Address: via Ostiense, 129 **Information**: https://help.uniroma3.it

Online and in-presence Front Office **only by appointment**: [Roma Tre :: Prenotazione Appuntamenti (uniroma3.it)](uniroma3.it)

To find out how to access the Front-Office Service and all other contact details see [Area Studenti (Student Division) - Portale dello Studente (uniroma3.it)](uniroma3.it)

Piazza Telematica d'Ateneo: [Piazza Telematica - Università Roma Tre (uniroma3.it)](uniroma3.it)

University Language Centre (Centro Linguistico d'Ateneo - CLA): [Homepage - Centro Linguistico di Ateneo (CLA) (uniroma3.it)](uniroma3.it)

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Office for Students with Special Needs (Ufficio Studenti con disabilità e DSA) E-mail: ufficio.disabili@uniroma3.it Website: [Students with Special Needs Office - Università Roma Tre (uniroma3.it)](#)

8 – University Email Box

After enrolment in Roma Tre, a free of charge email address (nom.cognome@stud.uniroma3.it) is automatically assigned. To access the email box, use the username and password obtained after registration at the online services.

You must ALWAYS use this email to communicate with Roma Tre offices because they do not reply to personal addresses.

Instructions for activating the e-mail address are available on Roma Tre Student Portal in Italian: [Come configurare l'account di Windows Outlook Live e l'inoltro automatico dell'email - Portale dello Studente (uniroma3.it)](#)

9 – University Fees

Fees are calculated based on the ISEE (Equivalent Economic Situation Indicator) value. It is necessary to present the ISEE University Benefits declaration within the deadlines indicated in the Fees Regulation. At the time of enrolment, you must authorise the university to acquire the declaration from the INPS database. Failure to submit the declaration will result in automatic classification in the maximum bracket.

For detailed information: [Isee declaration submission - Portale dello Studente (uniroma3.it)](#)

PLEASE NOTE

Foreign students not resident in Italy or with income produced abroad whose family unit includes persons not in possession of a tax code issued by the Italian Revenue Agency must submit the ISEE declaration at the structures indicated by the university on Roma Tre Student Portal: http://portalestudente.uniroma3.it/tasse/presentazione-isee/.

The ISEE declaration must also be submitted in the same way by EU and non-EU students with income produced abroad who have been awarded a DiscoLazio grant.

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10 - Scholarships, Accommodation, Canteen, and Other Services

Every year the regional body for the right to study and the promotion of knowledge DiSCo Lazio offers several competitive services, in particular scholarships, accommodation, international mobility grants, and degree awards. The call for applications is published each year on DiSCo Lazio website: Home - DiSCo (laziodisco.it).

In addition to these competitive services, DiSCo Lazio provides the canteen service and other general services, all of which are described on its website.

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