



SAPIENZA
UNIVERSITÀ DI ROMA

D.R. no.1971

Faculty of Arts and Humanities

2022-2023 ACADEMIC YEAR

Call for applications for admission to the degree programme
in

Global Humanities

Class: L-42

Please note: the use of masculine genders or titles herein shall be construed to include all genders and is only meant to facilitate the legibility of the text.

REMEMBER THESE STEPS

Take the test

Register on <http://www.cisiaonline.it> and register for the English TOLC-E (also in TOLC@HOME mode)
or
Register on <https://collegereadiness.collegeboard.org/> and register for the SAT

Register on Infostud

After having taken the test register on Infostud filling in the form below: <https://www.studenti.uniroma1.it/phoenixreg/index.html>
Please note: in order to register you need your Spid or Cie credentials (only for Italian students).
On completion of this procedure you will receive your Student ID number.

Pay 10€

[Login to Infostud](#)
Go to "Bachelor's and Master's degree programmes"
Go to "Admission to programmes"
Enter your degree programme's code
Go to Continue and then to Next
Click on PagoPa direct payment
Pay attention to the payment deadline

Non-EU students

Log in to the [University platform](#) to apply for your student visa by July 29, 2022.

Enrol

If you are successful, you have to enrol by paying the enrolment tuition fee within the prescribed deadline.
Please note! To pay the reduced amount of tuition fees you need to calculate [Isee 2022](#) in time. You may go to a CAF or the [Inps website](#) to have that done.

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Acronyms

Acronim	Description
CIMEA	Information Centre on Academic Mobility and Equivalence
CISIA	Consortium of Inter-University Integrated Access Systems
ECTS	Credit (European Credit Transfer and Accumulation System)
OFAs	Further Required Courses
SAT	Scholastic Assessment Test
SSD	Scientific-Disciplinary Sector
TOLC	Test On Line CISIA
ENGLISH TOLC-E	Test On Line CISIA – Economics and Social Sciences
Please note	All the dates and times herein refer to the Central European Time Zone (Rome, Italy)

THE RECTRESS

HAVING REGARD TO Ministerial Decree of October 22, 2004

HAVING REGARD TO Ministerial Decree of March 16, 2007

DECREES

The publication of this call for applications specifying the admission procedures for the English language Bachelor's Degree Programme in **Global Humanities** (L-42 class) in the Faculty of Arts and Humanities.

1. Admission requirements

Those candidates:

a. who are Italian citizens;

b. who come from other EU countries and non-EU countries and are officially resident in Italy (European citizens and equated non-European citizens) as defined in Art. 26 of Law n.189/2002 (see [point A2.1](#) of Annex 2 of this call for applications);

should follow the following procedures, without prejudice to the norms for recognition of foreign educational qualifications, and **must fulfil the requirements below:**

- **an upper secondary school diploma** gained or to be gained in the year 2022 (For foreign educational qualifications, see Annex 2 [point A2.3](#) of this call for applications);
- **a certificate demonstrating knowledge of the English language** at least at B2 level of the Common European Framework of Reference for Languages (CEFR); IELTS, TOEFL, TOEIC, Cambridge Assessment English, MET, Pearson English International Certificate, Oxford Text of English are accepted; students must send the certificate to globalhumanities.sapienza@uniroma1.it by October 31, 2022, or they will not be able to enrol;
- **ENGLISH TOLC-E (including TOLC@HOME mode)** - online CISIA test taken in 2020, 2021 or 2022 and within the admissions deadline;
- or
- **SAT** (Scholastic Assessment Test) General Test (see [point A1.6](#))

Further information about ENGLISH TOLC-E tests (including TOLC@HOME mode) and SAT can be found in Annex 1 of this call for applications.

c. who are from non-UE countries and resident abroad and need a study visa to enter the country, including the Chinese students on the Marco Polo project, besides following the admission procedures in this call for applications, **must also be in possession of the following requirements:**

- **Upper high school diploma** gained or to be gained in 2022 (see Annex 2 [point A2.3](#) of this call for applications about foreign educational qualifications);
- **a certificate demonstrating knowledge of the English language** at least at B2 level of the Common European Framework of Reference for Languages (CEFR); IELTS, TOEFL, TOEIC, Cambridge Assessment English, MET, Pearson English International Certificate, Oxford Text of English are accepted; students must send the certificate to globalhumanities.sapienza@uniroma1.it by 31 October 2022, or they will not be able to enrol;
- **ENGLISH TOLC-E (including TOLC@HOME mode) or SAT** taken from **January 2020 onwards** and within the enrolment deadline;
- **a pre-acceptance letter** for the Global Humanities degree programme following application for pre-

selection at <https://www.uniroma1.it/en/admissions2022>.

Advance acceptance from the University does not confer any rights for obtaining a visa;

- **An online request for pre-enrolment, to obtain a student visa** “University enrolment” for 2022-2023 Academic Year at the University website (<https://www.universitaly.it/>) which must be made by **July 29, 2022**. Pre-enrolment on the University website is obligatory to obtain a student visa. Note: pre-enrolment does not in itself allow admission to the degree programmes. Sapienza’s procedures for the chosen degree programme must be completed to enable enrolment. For information, visit <https://www.studiare-in-italia.it/studenti stranieri/> <https://www.uniroma1.it/en/node/24774>

1.1 - Who does not need to take ENGLISH TOLC-E (including TOLC@HOME mode) or the SAT

The following candidates are not obliged to take the ENGLISH TOLC-E (including TOLC@HOME mode) or the SAT:

- **Candidates with a recognised disability or handicap** who must proceed directly to enrolment following the indications at [point 4](#) of this call for applications.

The Faculty reserves the right to assess basic knowledge as it sees fit to establish whether Further Required Courses (OFAs) are necessary.

1.2 - Candidates with Specific Learning Difficulties

Candidates with Specific Learning Difficulties (SpLDs) may request specific aids to take the ENGLISH TOLC-E (including TOLC@HOME) or the SAT following the procedures indicated in [Annex 3](#) of this call for applications.

2. Calendar for the procedures

The procedures listed in the “To do” column must be carried out within the time frames indicated in the “When” column.

To do	When
Take the ENGLISH TOLC-E (also in TOLC@HOME mode) or the SAT	From January 2020 to October 31, 2022
Register on Infostud Pay the 10€ fee	From July 12, 2022 to October 31, 2022
Send the SAT Score Report to the Student Affairs Office at the email address segrstudenti.filesuso@uniroma1.it Send the English language certificate to globalhumanities.sapienza@uniroma1.it	Within October 31, 2022
Pay the first instalment of tuition fees (if due)	From September 1, 2022 and by November 3, 2022

Please note

Candidates who take the test within the deadline indicated but who have not made the € 10,00 payment will not be able to enrol.

Candidates who make the € 10,00 payment within the deadline indicated but who have not taken the ENGLISH TOLC-E (including TOLC@HOME mode) within the deadline will not be able to enrol.

Candidates who take the TOLC-E:

1. on the same day as making the € 10,00 payment

or

2. after making the € 10,00 payment must wait 72 hours before proceeding to enrolment.

3. Registration with Infostud and 10€ payment

After taking ENGLISH TOLC-E (including TOLC@HOME mode) and whatever marks are obtained, candidates must:

- register on the Infostud system
- pay the € 10,00 fee using PagoPA

3.1 – How to register on Infostud

To register on Infostud, candidates must fill in the data requested at the following link <https://www.studenti.uniroma1.it/phoenixreg/index.html> to obtain an enrolment number.

For students with Italian citizenship, registration requires Spid or Cie credentials.

Please note

The tax identification number used on the CISIA website when registering for the ENGLISH TOLC-E (including TOLC@HOME mode) must correspond to the one used on Infostud or it will be impossible to acquire the marks gained in the test.

The email address indicated on Infostud at registration must be correct and valid. Students must consult it regularly while procedures are under way as it will be used if communications from the University are necessary.

Students already registered on Infostud must check/verify their email address using the function Personal details (“Dati utente”) > change personal detail (“modifica dati accesso”).

3.2 – How to pay the € 10,00 fee

To pay the € 10,00 fee:

- go to Infostud <https://www.uniroma1.it/en/node/25007> and log in using Spid or CIE credentials (foreign students log in using Student ID number/password)
- click on Bachelor’s and Master’s Degree Programmes”
- go to “Admission to programmes”
- type in code **31277**
- go to Continue and then Next
- click on Direct payment (PagoPA)

For further information on how to make payments, consult the dedicated page at this link <https://www.uniroma1.it/en/node/24500>.

The € 10,00 fee will not be reimbursed for any reason.

4. Enrolment

Enrolment becomes effective on payment to the University of the first instalment of the academic year 2022-2023 enrolment tuition fees plus € 16,00 stamp duty and the regional tax.

Enrolment procedures are described on the page accessible from this link:

<https://www.uniroma1.it/en/node/24689>

Insert code number **31277**.

Conditions that may exempt students from paying tuition fees and regional tax can be indicated during enrolment procedures. Students who are not obliged to pay enrolment tuition fees to the University proceed to enrolment after paying only the € 16,00 stamp duty.

It is extremely important at this stage to have the 2022 Isee calculation for the right to university education to benefit from the exemptions and reductions provided on the basis of this indicator (see [Annex 4](#)). Information on the sums and reductions for students fiscally resident in Italy can be found at this link: <https://www.uniroma1.it/en/node/24520>

Information on the sums for students fiscally resident abroad can be found at this link:

<https://www.uniroma1.it/en/pagina/tuition-fees-and-grants#fees-for-students-with-foreign-citizenship-and-or-foreign-income>.

The contributions must be made by direct payment. For further information about payment procedures, consult the web page <https://www.uniroma1.it/en/node/24500>

4.1 – Deadline for enrolment

Candidates who have taken the **ENGLISH TOLC-E (including TOLC@HOME mode)** and who hold Italian or foreign educational qualifications must pay the first instalment of tuition fees to the University from **September 1, 2022 and by Thursday, 3 November 2022.**

Candidates who have taken the SAT and who hold Italian or foreign educational qualifications must follow the **procedures indicated below to enrol:**

- access Infostud using their credentials;
- click on Profile>Isee> Acquire Isee “Acquisisci Isee” (if fiscally resident in Italy);
- fill in any factors which may exempt them from payment of tuition fees and regional tax;
- send the **Sat Score Report** to the Student Affairs Office of Arts and Humanities at the email address segrstudenti.filesuso@uniroma1.it by **October 31, 2022**, and request the tuition fees payment form;
- pay the first instalment of tuition fees to the University from **September 1, 2022 and by Thursday 3 November 2022 using the procedure indicated below:**
- access Infostud using their credentials
- click on Payment slips and then Generated payment slips
- make an online payment using PagoPA (direct payment).

Students intending to enrol **may attend lessons** before making the enrolment payment within the deadline

4.2 – Candidates holding foreign educational qualifications

Candidates with foreign educational qualifications should follow the procedures listed in Annex 2, at [point A2.3](#)

4.3 – Candidates enrolled in other Sapienza degree programmes – Change to a different degree programme

Candidates already enrolled in other Sapienza degree programmes must, without fail, present their request to change to a different degree programme by **November 3, 2022.**

The form to request a degree programme change with recognition of credits can be found on the University website, in the Downloads section of this page <https://www.uniroma1.it/en/node/28758>.

Please note: once the request change to a different degree programme has been made, students may not take exams in the original degree programme.

4.4 – Candidates coming from other Italian Universities - Transfer

Candidates coming from other Italian Universities must present their request to transfer to the Italian University they come from, have the transfer fee generated by the Student Affairs Office (see [point 7](#)), pay the transfer fee and proceed to enrolment not later than **November 3, 2022.**

The form for presenting the transfer request for entrance can be found on the University website, in the Downloads section of this page <https://www.uniroma1.it/en/node/28758>

Please note: once the transfer fee has been paid, students may not take exams in the degree programme they are coming from.

4.5 – Candidates already holding an Italian academic qualification

Candidates already holding an Italian academic qualification who wish to request a shortening of the programme or recognition of credits acquired in the previous degree programme must present a request with €16,00 stamp duty to the Student Affairs Office of the chosen faculty (see [point 7](#)) no later than **November 3, 2022.**

These students must:

- pay the enrolment tuition fees;
- activate their university email address using the procedures indicated on the University website at this page <https://www.uniroma1.it/en/node/24443>;
- send a ticket to the Student Affairs Office of their degree programme <https://tts.uniroma1.it/otrs/customer.pl> selecting the Programme Shortening (“Abbreviazione di Corso”) service and filling in the pertinent form.

Students coming from other Universities must also attach a self-declaration of the qualification they hold with complete details of exams taken, marks gained, Scientific-Disciplinary Sectors and credits. Requests will be assessed by the relevant Faculty bodies.

4.6 – Candidates with a foreign academic qualification

Candidates already holding a foreign academic qualification who wish to request a shortening of the programme or recognition of university exams already taken abroad must follow the instructions given in Annex 2 of this call ([point A2.3](#)).

5. Withdrawal after enrolment

Students who wish to withdraw from a programme after having completed enrolment must:

- activate their university email address using the procedures described on the University website at the following page <https://www.uniroma1.it/en/node/24443>;
- send a ticket to the Student Affairs Office of the degree programme using the following procedure: connect with the ticket platform <https://tts.uniroma1.it/otrs/customer.pl>; select the relevant Office for their degree programme; select the Withdrawal from studies option, fill in the form and attach the receipt for payment of stamp duty.

5.1 – Non-EU citizens with study residence permits who withdraw from study programmes

Non-EU citizens holding study residence permits who formally withdraw from degree programmes at this or other Universities **no longer meet the requirements for residence in Italy** and their residence permits will be revoked. These students must return to their home country and repeat the pre-enrolment procedures using the **University online platform** (<https://www.universitaly.it/>), no later than **July 29, 2022**.

6. Further Required Courses (OFAs)

Further Required Courses are assigned to students who gain a **mark below 13/36** in ENGLISH TOLC-E and **below 960/1600** in the SAT. They are considered as fulfilled on completion of a **specific course organised by the Degree Programme (the subject of OFAs course will be ENGLISH)** or on passing at least **one of the following exams**:

- Global Humanities: Critical Theories and Transnational Cultures (6 CFU);
- Emerging Africa in the Framework of the Sustainable Development Goals (6 CFU);
- Foundation in Human Geography (6 CFU).

Non-completion of the Further Required Courses entails the impossibility of taking exams from years after the first, starting from the 2023-2024 academic year.

7. Information and useful contacts

This call for applications is published on the Degree programme’s web page included in the course catalogue <https://corsidilaurea.uniroma1.it/en>

Any communications and updates will be published on the Degree programme web page.

Contacts

Student Affairs Office – Faculty of Arts and Humanities

Offices	Piazzale Aldo Moro, 5 – 00185 Rome General Services Building – Staircase C – 1 st floor
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Opening hours	Monday, Wednesday, Friday, from 8.30 to 12.00 Tuesday and Thursday from 14.30 to 16.30 Offices will be closed from August 16 to August 19
Skype	segreterialettereefilosofia (during opening hours)
Email	segrstudenti.filesuso@uniroma1.it

HELLO Information Centre

Offices	Rome, University Campus, P.le Aldo Moro, 5 – Rectorate portico
Opening hours	From Monday to Friday, from 9.30 to 17.00 Offices will be closed from August 16 to August 19
Contacts	ciao@uniroma1.it https://www.uniroma1.it/en/pagina/hello-information-centre

Hello – Foreign Student Office

Offices Hello – foreign students	Rome, University Campus, P. le Aldo Moro, 5 General Services Building - staircase C - II floor
Opening hours	Monday, Wednesday, Friday, from 8.30 to 12.00 Tuesday and Thursday from 14.30 to 16.30 Offices will be closed from August 16 to August 19
Skype	Settore.studentistranieri (during opening hours)
Contacts	studentistranieri@uniroma1.it https://www.uniroma1.it/en/pagina/office-students-international-degrees
Offices Hello – International Student Help Desk	Rome, University Campus, P. le Aldo Moro, 5 Rectorate Portico Building CU001
Opening hours	From Monday to Friday, from 9.30 to 17.00 Offices will be closed from August 16 to August 19
Email and website	hello@uniroma1.it https://www.uniroma1.it/en/pagina/hello-international-student-help-desk

Office for Students with disabilities and Specific Learning Difficulties

Offices	Rome, University Campus, P.le Aldo Moro, 5 - Jurisprudence Building, ground floor, back entrance
Contacts for candidates with disabilities	servizio.disabilita@uniroma1.it https://www.uniroma1.it/en/pagina/disability-and-specific-learning-difficulties Offices will be closed from August 16 to August 19
Contacts for candidates with Specific Learning Difficulties	servizio.dsa@uniroma1.it https://www.uniroma1.it/en/pagina/disability-and-specific-learning-difficulties Offices will be closed from August 16 to August 19

Rome, 15 June, 2022

undersigned by **THE RECTRESS**

Annex 1. ENGLISH TOLC-E (including TOLC@HOME mode) - SAT

Candidates enrolled in the fourth or fifth year of high school or who have already gained their high school diploma may take the **ENGLISH TOLC-E (including TOLC@HOME mode)**.

A1.1 – ENGLISH TOLC-E

ENGLISH TOLC-E is an assessment test designed to verify study skills; it is provided on the digital platform run by CISIA (Consortium of Inter-University Integrated Access Systems). The tests, made up of questions selected automatically and randomly from the CISIA database by means of software, vary from one student to another; all the ENGLISH TOLC-E generated have similar or comparable levels of difficulty. The CISIA ENGLISH TOLC-E database, which contains the questions used for these tests, is protected and validated by national scientific committees set up by CISIA.

Further information on how the test is organised is available at this website www.cisiaonline.it.

For more details, go to:

<https://www.cisiaonline.it/area-tematica-english-tolc-economia/home-english-tolc-e/>

A1.2 – ENGLISH TOLC-E in TOLC@HOME mode

Following the announcement of the state of national emergency on January 31, 2020 and the issuing of Law Decree February 23, 2020 no. 6 indicating urgent measures for control and management of the COVID-19 epidemic, **CISIA set up a procedure called TOLC@HOME** (“TOLC@CASA”).

ENGLISH TOLC-E in TOLC@HOME mode enables students to take the test from home, and it is identical to ENGLISH TOLC-E in every aspect.

The dates and sessions when ENGLISH TOLC-E in TOLC@HOME mode can be taken are listed on the website www.cisiaonline.it.

A1.3 – How to register for ENGLISH TOLC-E (including TOLC@HOME mode)

Registration for **ENGLISH TOLC-E (including TOLC@HOME mode)** must be done online at the CISIA portal at www.cisiaonline.it and requires a payment of **€ 30,00**.

Please note: during registration ensure that the **tax identification number** is correct: for the marks gained in the test to be accredited, it is essential that the tax identification number indicated on Infostud and on the CISIA website correspond precisely.

A1.4 – Test format and assessment

English TOLC-E (including TOLC@HOME mode) comprises 36 questions divided into 3 sections. The sections are: Mathematics, Logic, Verbal comprehension. The table below shows how the questions are subdivided and the time available for each section:

Section	Number of questions	Time given
Mathematics	13	30 minutes
Logics	13	30 minutes
Verbal comprehension	10	30 minutes
Total	36 questions	90 minutes (1 hour and 30 minutes)

A1.5 – Results of ENGLISH TOLC-E (including TOLC@HOME mode)

The result of each ENGLISH TOLC-E (including TOLC@HOME mode), with reference to the Mathematics, Logic and Verbal comprehension sections, is determined by the number of correct, wrong and missing answers leading to a final mark, calculated as follows:

Bonus/malus	Criterion (Mathematics, Logics and Verbal Comprehension)
+1 point	Correct answer
0 points	Ungiven answer
-0.25 points	Wrong answer

All candidates may **verify the marks gained** in the ENGLISH TOLC-E immediately after the end of the test, on the computer allocated to them for the test or on the CISIA website accessed with the credentials used for registration on the CISIA portal.

The marks gained in the **ENGLISH TOLC-E in TOLC@HOME mode**, visible on the screen immediately after the end of the test, will only become officially recognised and available from 7.00 pm, 48 hours after the end of TOLC@HOME.

More detailed information about how the test works can be found on this page on CISIA's website www.cisiaonline.it/area-tematica-english-tolc-economia/home-english-tolc-e/, which also enables access to guides and practice tests.

ENGLISH TOLC-E (including TOLC@HOME mode) can be taken multiple times if necessary to reach the level required or to avoid being assigned Further required courses (OFA), but not more often than once a month.

Once the test has been taken and the marks gained, students may proceed to enrolment.

A1.6 – SAT General test

The SAT (Scholastic Assessment Test) General Test (hereafter SAT) is a test used in admission procedures in colleges and universities worldwide. It is in English and comprises a **Reading Test**, a **Writing and Language Test** and a **Math Test**. It is managed by **College Board**: further information such as test dates, payments required, test locations and deadlines can be found on College Board's website: <https://collegereadiness.collegeboard.org/>. The table below shows how the questions are subdivided and the time available for each section.

Test	Number of questions/activities	Time given
Reading	52	65 minutes
Writing and language	44	35 minutes
Math test – no calculator	20	25 minutes
Math test – calculator	38	55 minutes
Total	154	180 minutes (3 hour)

Candidates who take the test gain a mark (**SAT Total Score**) which adds together the results of each test section. The marks are on a **range between 400 and 1600** and combine the **Evidence-Based Reading and Writing score** and the **Math score** (each on a range between 200–800). The score report gives further information based on other sub-scores.

The score is essential for admission procedures and determines whether Further required Courses will be assigned, on the basis of the indications in [article 6](#).

For candidates who have taken SAT more than once from 1 January 2020 onwards, the best marks gained among those the candidates have requested College Board to send to **Sapienza by October 31, 2022**, will be valid.

Candidates must ask College Board to send the SAT Scores to Sapienza using the following Higher Education Institution Code:

Higher Ed. Institution code	Name of the institution
9038	Sapienza University of Rome

The SAT Score can be sent directly through the College Board website <https://collegereadiness.collegeboard.org/sat/scores/sending-scores/how-to-send>
The SAT score must be received by the university **by October 31, 2022**.

For this reason, please verify carefully the sending times for SAT scores at College Board's website <https://collegereadiness.collegeboard.org/>

Annex 2. International students

A2.1 – European and equated non-European citizens

The general procedures of this call for applications apply to candidates should who:

- are citizens of a European Union country or of one of the following countries: Norway, Iceland, Liechtenstein, Switzerland, Republic of San Marino, Vatican City State;
- are citizens of a non-EU country, but who hold one of the following residency visas issued by the Italian Government:
 - EU long-term residence permit;
 - Residence permit for employed or self-employed work;
 - Residence permit for family reasons;
 - residence permit for political asylum, subsidiary protection or special reasons;
 - Residence permit for religious reasons;
 - Residence Card Article 50 TUE – Art 18.4 UE-UK Withdrawal agreement;
- are citizens of a non-EU country but have been regularly residing in Italy for at least one year and hold an upper secondary school diploma obtained in Italy which allows access to the chosen degree programme;
- are citizens of a non-EU country and are enrolled in a degree programme at an Italian university, hold a valid residence permit for study and wish to request a transfer or a degree programme switch (the latter for students already enrolled at Sapienza only) for the following academic year;
- are citizens of a non-EU country and are members of staff (either themselves or a parent or spouse) in foreign Diplomatic missions or in international organisations with headquarters in Italy and which are accredited by the Italian Government or by the Holy See.

In the case of candidates with double citizenship, one of which is Italian or of another EU country, the Italian or EU citizenship will prevail over the other (law of 31 May 1995, n.218, art. 19, paragraph 2).

A2.2 – Chinese students in the “Marco Polo” Project

There is a particular contingency for Chinese citizens in the “Marco Polo” Project who have made the pre-enrolment application with Italian Diplomatic and Consular Offices in China.

The specific instructions for these candidates can be found on the Ministry of Universities and Research website at <http://www.studiare-in-italia.it/studentistranieri/>

A2.3 – Enrolment for candidates with foreign academic qualifications

To complete enrolment before November 3, 2022, candidates with foreign academic qualifications must:

- Scan the following documents in a single file:
 - valid ID document (for all candidates);
 - entry visa for study “university enrolment” for the 2022-2023 academic year issued by the Italian diplomatic authorities in the last country of residence and subsequent copy of the receipt for the application for the first study residence permit (only for non-EU citizens resident abroad who are applying for study visas);
 - valid residence permit and, where applicable, receipt for an application for renewal (only for non-EU citizens regularly resident in Italy – equated non-EU) ;
 - upper secondary school diploma (gained after at least 12 years of schooling) together with a sworn translation, in either Italian or English, and the Statements of Comparability and Verification issued by CIMEA (<https://cimea.diplo-me.eu/sapienza/#/auth/login>).

In place of the Statement of Comparability candidates may also present a Declaration of Value issued by the Italian diplomatic representatives in the country where the qualification was gained. In this case the academic document must be legalised (or with Apostille).

When enrolment is for degree programmes held in English only (and if the academic qualification is in English) the Italian translation is not required, but it is still obligatory to present the Statement of Comparability and the Statement of Verification issued by [CIMEA](https://cimea.diplo-me.eu) (or the Declaration of Value and the legalisation/application of Apostille).
- Send the completed file to the Hello-foreign students sector at this email address studentistranieri@uniroma1.it
- Pay the enrolment tuition fees to the University by November 3, 2022, following the instructions given at this page <https://www.uniroma1.it/it/pagina/infostud-immatricolazione>

The “Hello – Foreign Students” office reserves the right to request further documents if this is found necessary after administrative checks.

Possible further updates and information will be found at this webpage:

<https://www.uniroma1.it/it/pagina/segreteria-studenti-con-titolo-straniero>, or getting in touch with: studentistranieri@uniroma1.it.

A2.4 – Programme abbreviation for candidates holding a foreign academic qualification

Candidates holding a foreign academic qualification and who wish to request a shortening of the degree programme or recognition of university exams taken abroad must make an application, with €16,00 stamp duty, to the Foreign Student Office by November 3, 2022.

They must:

- complete enrolment and pay the enrolment tuition fees using the procedures indicated at [point 4](#);
- activate their university email address following the instructions given on the University website at this page <https://www.uniroma1.it/it/node/24443> ;
- send a ticket to the Foreign Student Office <https://tts.uniroma1.it/otrs/customer.pl> with the completed application form, attaching the following documents:
 - Academic qualification with a sworn translation in either Italian or English, together with the Statements of Verification and Comparability issued by CIMEA (<https://cimea.diplo-me.eu/sapienza/#/auth/login>). Candidates may also present the legalised academic qualification with a sworn translation in either Italian or English, together with a Declaration of Value issued by the Italian Diplomatic Offices (Embassy or Consulate) in the country where the academic qualification was gained.
 - Certificate of exams issued by the University, legalised and with a sworn translation in either Italian or English.
 - Copies of the course programmes for every subject, indicating the number of hours of teaching and of theoretical and practical activity required to gain the foreign academic qualification. These must bear the university's original stamp and be accompanied by a translation in either Italian or English. A sworn translation is not necessary for this document.

When the necessary checks on the foreign qualifications have been carried out, the Hello – Office for Foreign Students will forward the student's application to the pertinent Student Affairs Office for the administrative process.

The Faculty's competent bodies will evaluate applications.

Annex 3. Candidates with Specific Learning Difficulties

A3.1 – Candidates with Specific Learning Difficulties who take the ENGLISH TOLC-E (including TOLC@HOME mode)

Candidates with specific learning difficulties (SpLDs) as specified in law no. 170/2010 and in Ministerial Decree no. 5669/2011 who require special aids when taking the ENGLISH TOLC-E (including TOLC@HOME mode) must declare their condition when they register on the CISIA portal.

To this end, candidates must fill in the document upload form provided by CISIA and attach all the certificates and declarations necessary to demonstrate their SpLD.

If necessary and indicated by the documentation, a “reader” chosen from among family members or cohabitants may be used. In this case, it will be possible to arrange different methods of use for the virtual classroom.

On registration for the ENGLISH TOLC-E (including TOLC@HOME mode) Sapienza, if it has been chosen as the examination site, is responsible for direct contact with candidates to make the necessary arrangements for taking the ENGLISH TOLC-E (including TOLC@HOME mode) on the basis of the norms in force.

Candidates with SpLDs are allowed:

- 30% more time than ordinarily specified for the ENGLISH TOLC-E (including TOLC@HOME mode);
- to use a simple non-scientific calculator if the documents presented indicate the need.

These requests must be received within the deadline for registration for the ENGLISH TOLC-E (including TOLC@HOME mode) and must be accompanied by adequate certification of the SpLD. The certificates must be issued by national health services or by national health service-approved specialist and health structures.

SpLD certification must be clear and detailed, indicating the nosographic classification and a specific definition of the SpLD (in reading and/or writing and/or numeracy). The diagnosis made for a minor must be not more than three years old.

The Faculty reserves the right to assess basic knowledge as it sees fit to assign further required courses (OFA) where appropriate.

A3.2 – Candidates with Specific Learning Difficulties taking the SAT

Candidates with certified disabilities are entitled to use specific tools and compensatory methods during the SAT test. Examples of the aids are: extra time, extra or longer breaks, tools for reading and sight.

The aids must be approved by College Board’s Services for Students with Disabilities

<https://collegereadiness.collegeboard.org/>

The approval process may take several weeks so candidates should start the application process well in advance. Further information is available at <https://collegereadiness.collegeboard.org/sat/register/special-circumstances/students-with-disabilities>.

A3.3 – Candidates with Specific Learning Difficulties resident in foreign countries

Candidates with Specific Learning Difficulties (SpLDs) resident in foreign countries who wish to avail themselves of these facilitations must present the certification of the SpLD issued in their country of residence together with a sworn translation in either Italian or English.

Annex 4. Isee for the right to academic education

The Isee (Equivalent economic status indicator) for the right to academic education is necessary to obtain tuition fees reductions (the lower the Isee, the lower sums to be paid).

Calculation of the Isee for the right to academic education must be requested from a CAF (Tax Assistance Centre) after January 15, 2022, and at least 30 days before the prescribed deadline for pre-enrolment.

Candidates with the PIN code or the SPID digital identity (unique code for access to all Public Administration digital and online services) may also request the calculation of the 2022 Isee directly online by submitting the DSU (Unique Replacement Statement) on the INPS website (www.inps.it).