



SAPIENZA
UNIVERSITÀ DI ROMA

Rectress' Decree. no. 796

Faculty of Economics

ACADEMIC YEAR 2024-2025

Call for applications for admission to the Bachelor's Degrees in

Business sciences

Class L-18

Economics and finance

Class L-33

Management and corporate law (Latina campus)

Class L-18

Economics of innovation (Rieti campus)

Classe L-18

Please note: terms relating to persons are given in the masculine form for the sole purpose of ensuring better readability of the text but refer indiscriminately to all genders.

REMEMBER THESE STEPS

Take the TOLC

Register at <http://www.cisiaonline.it> and enrol for TOLC-E
Comply with the dates specified in the call for applications to take the TOLC-E

Register on Infostud

After taking the TOLC-E, register on Infostud by filling in the following form:
<https://www.studenti.uniroma1.it/phoenixreg/index.html>
Please Note: Spid or Cie credentials are required for registration (only for students with Italian citizenship).
At the end you will get your student ID number

Pay €10

[Sign in to Infostud](#)
Go to “Bachelor’s and Master’s Degree Programmes”
Go to “Admission to programmes”
Enter your degree programme 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 a student visa, complete the application by June 28, 2024

Enrol

Pay the tuition fees for the degree programme you have chosen by the deadline.
Please note: To pay a reduced amount of tuition fees, you must calculate in good time the [2024 Isee](#) for services for the right to university studies. You can go to an office for tax assistance and information (Caf) or to the [Inps website](#)

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THE RECTRESS

HAVING REGARD TO the Ministerial Decree of October 22, 2004, no.270;
HAVING REGARD TO the Ministerial Decree of March 16, 2007

DECREES

the issue of this call for applications containing the procedures for access to the bachelor's degrees of the call for applications of the Faculty of Economics for the academic year 2024-2025:

n.	DEGREE PROGRAMME	CLASS	ENROLMENT CODE NUMBER
1	Business sciences	L-18	32930
2	Economics and Finance	L-33	32931
3	Management and corporate law (Latina campus)	L-18	32929
4	Economics of innovation (Rieti campus)	L-18	32339

1. Admission requirements

Candidates:

- a. **with Italian citizenship;**
- b. **from other EU countries and from non-EU countries legally residing in Italy (EU equated)** referred to in article 26 of the Law no. 189/2002 (see [section A2.1](#) of Annex 2 of the present call for applications); follow the procedures indicated below, without prejudice to the rules for the recognition of international qualifications and must meet the following requirements:
 - **high school diploma** already obtained or to be obtained in the year 2024 (for international educational qualifications please see Annex 2 of the present call for applications [section A2.4](#));
 - **TOLC-E (also in the TOLC@HOME mode)** - CISIA test online – in the year 2023 or year 2024 and by the enrolment deadline. Further information on TOLC-E (also in the TOLC@HOME mode) is available in [Annex 1](#) of the present call for applications;
- c. **From non-EU countries resident abroad** who must apply for a student entry visa, including students in the Marco Polo project, along with following the procedures in the present call for applications must meet the requirements below:
 - **High school diploma** already obtained or to be obtained in the year 2024 (for international educational qualifications please see Annex 2 of the present call for applications [section A2.4](#));
 - **TOLC-E (also in the TOLC@HOME mode)** taken from January 2023 and by the registration deadline for the selection;
 - **online pre-enrolment application, for the purpose of obtaining a study visa ‘University enrolment’ for the academic year 2024-2025**, on the University website (<https://www.universitaly.it/>) filled in and sent compulsorily by June 28, 2024. Pre-registration on the University website is mandatory in order to obtain the study visa. **Please note:** pre-enrolment does not in itself allow admission to degree programmes. In order to enrol you must complete the procedures foreseen by Sapienza for your chosen degree programme.
For information: <https://www.studiare-in-italia.it/studentistranieri/>
<https://www.uniroma1.it/en/pagina/international-student-office>
 - **passing the Italian Language Test** (level B2), or an Italian language certificate of at least level B2, issued by recognised institutions (<https://www.esteri.it/it/diplomazia-culturale-e-diplomazia-scientifica/cultura/promozionelinguaitaliana/societadantealighieri/>) as indicated in the MUR Circular. For

the academic year 2024-2025, the Italian Language Test will be organised by the University in online mode.

For information:

<https://www.uniroma1.it/en/notizia/italian-language-test-international-students>

<https://www.studiare-in-italia.it/studentistranieri>

- Admission to the English-language curriculum in **Business Management** of the Business Sciences Degree (L-18) or to the English-language curriculum in **Economics and Finance** of the Economics and Finance Degree (L-33) is subject to possession of a valid English Language Certificate of at least level B2 issued by recognised institutions
<https://piattaformaenticert.pubblica.istruzione.it/pocl-piattaforma-enti-cert-web/elenco-enti-accreditati>
The certificate must be presented to the Educational Affairs Office of the Faculty of Economics (segreteriaadidatticaeconomia@uniroma1.it) when submitting the student career for the purpose of choosing the curriculum to enrol in.
Possession of the certificate is not binding for enrolment in one of the above-mentioned Degree Programmes but is necessary for admission to the curricula taught in English.
In the absence of the language certificate, enrolment in the curricula taught in Italian will still be permitted.

1.1 – Candidates who are not required to take the TOLC-E (including the TOLC@HOME mode)

Candidates indicated below are not required to take the TOLC-E (including in the TOLC@HOME mode):

- Students who, for the academic year 2024-2025, obtained a score equal to or higher than 20 in the Healthcare Professions admission test carried out at Sapienza University of Rome must follow the instructions indicated in [section 4](#) of the present call for applications;
- Students with an Italian university qualification. These students must follow the instructions indicated in [section 4.5](#);
- Students enrolled in other degree programmes at Sapienza University of Rome who have acquired at least 9 ECTS in the scientific-disciplinary sectors SECS-S/06, and from MAT/01 to MAT/09. These students must follow the procedures described in [section 4.3](#);
- Students enrolled in bachelor's degrees of the degree classes L-18 and L-33 at other Universities. These students must follow the procedures for transfer indicated in [section 4.4](#);
- Candidates with a recognised disability or invalidity. These students must request the enrolment payment slip to the Student Affairs Office of the chosen degree programme (see section 7) and follow the instructions indicated in [section 4](#) of the present call for applications.

1.2 – Candidates with specific learning difficulties

Candidates with specific learning difficulties may request specific aids to take TOLC-E (including the TOLC@HOME) according to the procedures indicated in [Annex 3](#) of the present call for applications.

2. Calendar for procedures

The procedures in the “What to do” column must be completed within the time limits indicated in the “When” column.

What to do	When
Take the TOLC-E	From January 2023 to October 31, 2024
Register on Infostud Pay the 10€ contribution	From July 2, 2024 to October 31, 2024
Pay the first instalment of the University's enrolment tuition fees (if it applies)	from September 2, 2024, and by November 5, 2024

Please note

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

Candidates who make the € 10,00 payment within the deadline indicated but who have not taken the 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.

Registration for the TOLC-E (also in TOLC@HOME mode) must be carried out on the website <https://www.cisiaonline.it/>, where the registration modalities and the test schedule are also indicated (see [Annex 1](#)).

Registration closes approximately one week before the day scheduled for the test.
(learn more on page <https://guide.cisiaonline.it/it/DateTolc>)

3. Registration on Infostud and €10 fee payment

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 a student ID number.
Registration for students with **Italian citizenship** requires Spid or Cie credentials.

Please note

The tax identification number used on the CISIA website when registering for the 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 when registering on Infostud must be correct and valid and must be consulted constantly during the procedures as it will be used for any communications the University may need to make.

Candidates who are already registered on Infostud must verify/insert their email address using the function *SETTINGS (IMPOSTAZIONI) > ACCESS DATA (DATI DI ACCESSO)*

3.2 – How to make the €10 fee payment

To make the €10 payment:

- access Infostud <https://www.uniroma1.it/en/pagina-strutturale/students> by logging in with Spid or Cie access credentials (foreign students access the site using Student ID number/password)
- Click on “Bachelor’s and Master’s Degree Programmes”
- go to Admission to programmes
- insert code number **14613**
- click on Continue and then on Next
- click on Direct payment (PagoPA)

Further information on payment methods can be found on the dedicated page at this link <https://www.uniroma1.it/en/pagina/payment>

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

4. Enrolment

Enrolment becomes effective on payment of the first instalment of the 2024-2025 academic year 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/pagina/infostud-enrolment>

Insert the code number of the degree programme you want to enrol:

n.	DEGREE PROGRAMME	ENROLMENT CODE NUMBER
1	Business sciences	32930
2	Economics and Finance	32931
3	Management and corporate law (Latina campus)	32929
4	Economics of innovation (Rieti campus)	32339

During the enrolment procedures, circumstances which may exempt students from paying enrolment tuition fees and regional tax can be indicated. Students who are not obliged to pay enrolment tuition fees to the university can proceed to enrolment on payment of the €16,00 stamp duty only.

At this stage, it is extremely important to have the 2024 Isee calculation for the right to academic education to be able to benefit from the exemptions and reductions that this indicator provides for (see [Annex 4](#)).

Information on the sums and the reductions for students with **residence for tax purposes in Italy** can be found at this link: <https://www.uniroma1.it/en/pagina/tuition-fees-and-grants>

Information on the sums for students with **residence for tax purposes abroad** is available at this link: <https://www.uniroma1.it/en/pagina/tuition-fees-and-grants#fees-for-students-with-foreign-citizenship-and-or-foreign-income>

Payments must be made through the direct payment system. For further information on payment methods, consult this web page <https://www.uniroma1.it/en/pagina/payment>

4.1 – Enrolment deadlines

To enrol, candidates who took the TOLC-E (including the TOLC@HOME) holding an Italian or an international educational qualification, must carry out the payment of the first instalment of tuition fees from **September 2, 2024**, and by **November 5, 2024**.

Students who intend to enrol **may attend lectures** even before they have made the enrolment payment within the timeframe indicated

4.2 – Candidates holding a foreign academic qualification

Candidates with foreign academic qualifications must follow the procedures indicated in Annex 2 at [point A2.4](#).

4.3 – Candidates enrolled on other Sapienza degree programmes – Degree Programme change

Candidates already enrolled in another degree programme at Sapienza University of Rome must submit an application for a degree programme change using the form "Degree change with exam recognition (*"Passaggio di corso con riconoscimento esami"*) available on the University website, in the Downloads section of the following page <https://www.uniroma1.it/en/node/28758>

The degree programme change application must be sent by email no later than **November 5**, including among the e-mail recipients both the student affairs office of the degree programme they are enrolled in and the student affairs office of the degree programme they wish to enrol in (see [point 7](#)).

Please note: after submitting the application for transfer, it will no longer be possible to take exams within the degree programme you came from.

4.4 – Candidates coming from other Italian Universities - Transfer

Candidates coming from other Italian universities must pay the enrolment fee for their chosen programme by **November 5, 2024** and submit a transfer application to their home university.

Within ten days from their enrolment, they must send to the e-mail address of the student affairs office (see [point 7](#)):

- the incoming transfer form ("*Trasferimento da altro ateneo*") available on the university website, in the Downloads section of the page below <https://www.uniroma1.it/en/node/28758>
- the receipt for the transfer application to the university of origin.

The student affairs office will generate the incoming transfer fee payment slip.

Please Note: after payment of the transfer fee, it will no longer be possible to take exams for the degree programme of the student's home university.

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 (ECTS) gained during their previous degree programme must submit the application with €16,00 stamp duty to the Student Affairs Office of the Faculty offering their chosen programme (see [point 7](#)) no later than **November 5, 2024**.

These students must:

- request the payment slip for enrolment to the Student Affairs Office of the chosen degree programme
- pay the enrolment fees;
- activate their university email address as indicated on the University website at this page <https://www.uniroma1.it/en/pagina/email-google-apps>;
- send a ticket to the Student Affairs Office of their programme <https://tts.uniroma1.it/otrs/customer.pl> by selecting the Programme shortening service (*Abbreviazione di Corso*) and filling in the pertinent form.

Students coming from other Universities must attach a self-certification of their qualification, specifying the exams taken, the marks gained, the Scientific-Disciplinary Sectors and credits (ECTS).

Assessment of the applications will be made by the relevant Faculty bodies.

4.6 – Candidates already holding a foreign academic qualification

Candidates already holding a foreign academic qualification who wish to request a shortening of the degree programme or recognition of exams taken abroad must follow the instructions in Annex 2 of this call for applications ([point A2.5](#)).

5. Withdrawal after enrolment

Students who wish to withdraw from a degree programme after completing enrolment must:

- activate their university email address as indicated on the University website at this page <https://www.uniroma1.it/en/pagina/email-google-apps>;
- send a ticket to the student affairs office of their degree programme, using this procedure: access the ticket platform at <https://tts.uniroma1.it/otrs/customer.pl> select the pertinent student affairs office for their degree programme; select the Withdrawal from studies service (*Rinuncia agli studi*), fill in the relative form and attach the stamp duty payment receipt.

5.1 – Non-EU citizens with study residence permits who withdraw from degree 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 permit will be revoked. These students must return to their country of origin and repeat the pre-enrolment procedures using the **University online platform** (<https://www.universitaly.it/>), the application duly completed must be submitted by June 28, 2024.

6. Further required courses (OFA)

The Further Required Courses (OFAs) in **Mathematics** are given to students who obtained a **score below 9/36** on the admission test.

These students are encouraged to attend a dedicated remedial course, organised by the Faculty.

The remedial course includes:

- Mathematics pre-courses in the two weeks preceding the beginning of classes (from September 2, 2024)
- Integrative activities in small groups (study groups, peer tutoring with junior tutors) and integrative activities with senior tutors, during the whole academic year;
- Remedial courses of Mathematics foundation course, in the second semester, carried out by senior tutors (PhD students);
- Monitoring activities on the careers of students with Further Required Courses that have not been completed by February through the Mathematics foundation course exam and urging students to catch up on their foundation knowledge through:
 1. Video tutorials and exercises on the e-learning platform (Moodle);
 2. Periodic meetings with a mathematics professor to identify critical issues and for remedial action (30 hours duration) to be held between March and September;
- Organisation of tests for the fulfilment of the Further Required Courses in March, April, May, June, July, September, October and December.

The Further Required Courses (*OFAs*) are deemed to have been fulfilled by passing the curricular exam in Mathematics foundation within the first year, i.e. by the September 2025 exam date, or by passing the test to be taken after completion of the remedial course on Moodle made available by the faculty. The course provides teaching materials of different types: video lectures, slides, exercises and self-assessment quizzes.

Further Required Courses recovery sessions are scheduled from March 2025.

The activities proposed to students with Further Required Courses are open to all students and are strongly recommended for those who, despite having achieved a score of 9/36 or higher on the Admission test, feel they have gaps or weaknesses in their preparation in Mathematics.

Information on remedial activities is published on the Faculty website on a dedicated page.

Failure to complete the Further Required Course entails the impossibility, as from the 2025-2026 academic year, of sitting exams relating to years subsequent to the first one.

7. Information and useful contacts

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

Any further notifications and updates will also be published on the degree programme web page.

Contacts

Student Affairs Office of the Faculty of Economics – Rome campus - Rieti campus

Location	Via del Castro Laurenziano, 9
Opening hours	Monday, Wednesday, Friday, from 8.30 to 12.00 Tuesday and Thursday from 14.30 to 16.30 The office will be closed from August 12 to August 17
E-mail	segrstudenti.economia@uniroma1.it
Skype	segreteriastudenti.economia1 (during opening hours)

Student Affairs Office of the Faculty of Economics – Latina campus

Location	Via XXIV Maggio, 7
Opening hours	Monday, Wednesday, Friday, from 8.30 to 12.00 Tuesday and Thursday from 14.30 to 16.30 The office will be closed from August 12 to August 17
E-mail	segrstudenti.pololatina@uniroma1.it
Skype	segreteriastudentipolodilatina (during opening hours)

CIAO - Centro informazioni accoglienza orientamento

Offices	Rome, University Campus, P.le Aldo Moro, 5 – Rectorate portico
Opening hours	From Monday to Friday, from 9.30 to 17.00 The office will be closed from August 12 to August 17
Contacts	ciao@uniroma1.it , https://www.uniroma1.it/it/pagina/ciao-informazioni-gli-studenti

Hello – International Student Office

Offices: Hello – International Student Office	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 The office will be closed from August 12 to August 17
Skype	Settore.studentistranieri (during opening hours)
Contacts	studentistranieri@uniroma1.it , International Student Office Sapienza Università di Roma (uniroma1.it)
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 The office will be closed from August 12 to August 17
Email and website	hello@uniroma1.it https://www.uniroma1.it/it/pagina/hello-welcome-office

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 The office will be closed from August 12 to August 17
Contacts for candidates with Specific Learning Difficulties	servizio.dsa@uniroma1.it https://www.uniroma1.it/en/pagina/disability-and-specific-learning-difficulties The office will be closed from August 12 to August 17
Contact information for admission tests	testaccesso.inclusione@uniroma1.it https://www.uniroma1.it/en/pagina/disability-and-specific-learning-difficulties The office will be closed from August 12 to August 17

Rome, April 2, 2024

undersigned by **THE RECTRESS**

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

Candidates enrolled in the fourth or fifth year of high school or candidates who have already obtained their high school diploma are admitted to take the TOLC-E (also in the TOLC@HOME mode).

A1.1 - TOLC-E

The **TOLC-E** is an assessment test aimed at ascertaining preparedness for studies; it is delivered on the computerised platform managed by the "*Consorzio Interuniversitario Sistemi Integrati per l'Accesso*" (CISIA). These are individual tests, different from student to student, consisting of questions selected automatically and randomly from the CISIA TOLC-E database by means of software; all the TOLC-E generated have a similar or at least comparable level of difficulty. The CISIA TOLC-E database containing the questions used for the test is protected and validated by national scientific committees set up by CISIA.

On the website www.cisiaonline.it more information is available about the test organisation (<https://www.cisiaonline.it/area-tematica-tolc-economia/home-tolc-economia/>) and it is possible to carry out TOLC-E exercises and positioning tests (PPS)

(https://allenamento.cisiaonline.it/utenti_esterni/login_studente.php).

The TOLC-E can be taken either at Sapienza University of Rome or at any of the other CISIA member institutions on the dates and sessions listed on the website www.cisiaonline.it; each test day is divided into several shifts; the address of the venue and the time are indicated when registering on the portal www.cisiaonline.it. **When registering, you must therefore indicate the test venue.**

Please note: Registration closes approximately one week before the test date.

The TOLC-E registration receipt printed from the CISIA website must be shown on the day of the test in order to enter the test room.

The test may only be repeated once per calendar month regardless of the venue and type of delivery.

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

CISIA has set up a procedure called TOLC@HOME following the declaration of the national state of emergency on January 31, 2020, and the enactment of Decree Law no. 6 of February 23, 2020, on urgent measures for the containment and management of the COVID-19 epidemiological emergency.

The TOLC-E in TOLC@HOME mode also allows for the regular delivery of the test at students' homes and is in all aspects identical to TOLC-E.

The TOLC-E in TOLC@HOME mode is taken on the dates and sessions listed on the website www.cisiaonline.it.

A1.3 – Registration methods for the TOLC-E (including the TOLC@HOME)

Registration for the **TOLC-E (including the TOLC@HOME)** takes place on the Cisia portal at the address <http://www.cisiaonline.it> and entails the payment of a **€ 30,00 contribution**.

Please Note: During the registration phase, attention must be paid to entering **the correct tax code**; the tax code entered on Infostud and on the CISIA website must match for the acquisition of the test score.

A1.4 – Structure and assessment of the test

The TOLC-E (including the TOLC@HOME) consists of **36 questions divided into 3 sections**. The sections are: **Logic, Verbal Comprehension and Mathematics**.

As part of the test, there is also an English language section consisting of 30 questions for which an additional 15 minutes are allowed. The outcome of the English section does not affect the assessment thresholds for passing the TOLC-E (also in TOLC@HOME mode) and for the allocation of Further Required Courses.

SECTIONS	NO. OF QUESTIONS	TIME AVAILABLE
LOGIC	13 QUESTIONS	30 MINUTES
VERBAL COMPREHENSION	10 QUESTIONS	30 MINUTES
MATHEMATICS	13 QUESTIONS	30 MINUTES
TOTAL	36 QUESTIONS	1 HOUR AND A HALF (90 MINUTES)
ENGLISH	30 QUESTIONS	15 MINUTES
TOTAL WITH ENGLISH	66 QUESTIONS	1 HOUR AND A HALF (105 MINUTES)

The topics covered by the test can be found in a Syllabus available at

<https://www.cisiaonline.it/area-tematica-tolc-economia/struttura-della-prova-e-syllabus/>

The result of each individual test, with the exception of the section relating to the English language proficiency test, is determined by the number of correct, incorrect and not given answers, assessed as follows:

- **1 point for each correct answer**
- **0 points for each ungiven answer**
- **- 0,25 points for each wrong answer**

For the English language proficiency test, there is no penalisation for wrong answers. The mark is determined by awarding 1 point for correct answers and 0 points for incorrect or ungiven answers.

A1.5 – Result of the test

The result obtained in the in-presence **TOLC-E** is available immediately after the end of the test, on the same terminal assigned for the test; it can be viewed and downloaded in the 'test results' section of the CISIA website, by accessing your 'test reserved area' with the credentials you used to register on the portal.

The result obtained in the **TOLC-E in TOLC@HOME** mode can be viewed immediately after the end of the test; however, it will be recognised as official and the certificate will only be downloadable from 7 p.m. 48 hours after the end of the TOLC@HOME, by accessing your 'reserved test area' of the CISIA website with the credentials used to register on the portal.

The TOLC-E (also in TOLC@HOME mode) may be repeated several times in order to obtain a result at least above the required threshold or to avoid the assignment of Further Required Courses (*OFAs*), but no more than once a month.

Annex 2. International students

A2.1 – EU citizens and EU-equated citizens

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

- are citizens of one of the countries of the European Union or one of the following countries: Norway, Iceland, Liechtenstein, Switzerland, Republic of San Marino, Vatican City State;
- have dual nationality, one of which is from an EU country;
- have non-EU citizenship, but hold one of the following residence permits issued by the Italian government:
 - EU long-term resident 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 TEU - Art 18.4 EU-UK Withdrawal agreement
- have the citizenship of a non-EU country, but have been legally residing in Italy for at least one year and hold an upper secondary school qualification obtained in Italy that allows access to the chosen degree programme;
- have a non-EU citizenship and are enrolled in a degree programme at an Italian university, hold a valid residence permit for study purposes and intend to apply for a transfer or a shift to years subsequent to their first enrolment year;
- have a non-EU citizenship and are part (themselves or a parent or spouse) of the staff serving in Foreign Diplomatic Representations and international organisations based in Italy, accredited to the Italian State or the Holy See. Their residence permit for diplomatic reasons must be presented.

Please note that in the case of candidates with dual citizenship, one of which is Italian or of another EU country, the Italian citizenship or that of another EU country prevails (Law no. 218 of May 31, 1995, art. 19, paragraph 2) and therefore it is mandatory to follow the instructions provided for the category of EU citizens and EU-equated citizens.

Please note that non-EU citizens holding a residence permit to study in Italy issued to attend an Italian language course or to spend a period of exchange/mobility **are not considered EU-equated citizens** and must therefore return to their country of origin and submit a formal visa application using the online pre-enrolment platform [Universitaly https://www.universitaly.it/](https://www.universitaly.it/), to be completed and submitted mandatorily by June 28, 2024.

For further information on residence permits for study reasons please see the [dedicated page](#)

A2.2 – Non-EU citizens resident abroad applying for a visa

It is necessary to refer to the procedures for "Non-EU citizens residing abroad and applying for a student visa" **for citizens of a non-EU country residing outside Italy** or, in any case, not meeting the requirements to be treated as EU-equated citizens (as listed in [point A2.1](#)).

A2.3 – Chinese students in the “Marco Polo” programme

For Chinese citizens who take part in the "Marco Polo" programme and who have applied for pre-enrolment at the Italian Diplomatic-Consular Representations in China, a specific quota is envisaged **only for degrees that provide for "Marco Polo" quotas**.

Specific instructions for these candidates are available on the website of the Ministry of University and Research at <http://www.studiare-in-italia.it/studentistranieri/>

A2.4 – Enrolment for candidates with an educational qualification obtained abroad

Candidates with an educational qualification obtained abroad, to carry out enrolment within the deadlines indicated in [point 4](#), must:

- **Scan** in a single **PDF file** the following documents:

- **Valid ID document** (all candidates);
- **Entry visa** for study purposes “university enrolment” (academic year 2024-2025 for non-EU citizens resident abroad and applying for a student visa, and academic year 2023-2024 for Chinese students in the Marco Polo programme if the degree provides for “Marco Polo” quotas) issued by the Italian Representations in the country of last residence;
- **Copy of the application receipts for the first residence permit** for study purposes (only for non-EU citizens resident abroad and applying for a student visa);
- **For further information on residence permits for study purposes see the [dedicated page](#);**
- **Valid Residence permit** and any receipt of submission of the renewal application (only for non-EU citizens legally residing in Italy and for Chinese students in the “Marco Polo” programme). **For further information on residence permits for study purposes please see the [dedicated page](#);**
- **High school diploma** (obtained after at least 12 years of schooling)

If the qualification has been obtained in one of the countries listed in the following Automatic Recognition Database: <https://ardi.cimea.it/en> candidates are required to submit

- High school diploma as specified, accompanied by a sworn translation in Italian or English language
- **Statement of Comparability** downloaded from the website <https://ardi.cimea.it/en>
- **Statement of Verification** issued by CIMEA (<https://cimea-diplome.it/>) or, alternatively, legalisation/apostille of the educational qualification.

If the qualification has been obtained in a country NOT included in the following Automatic Recognition Database: <https://ardi.cimea.it/en> candidates are required to submit

- High school diploma as specified, accompanied by a sworn translation in Italian or English language
- **Statements of Comparability and Verification** issued by CIMEA (<https://cimea-diplome.it/>). Instead of the Statement of Comparability, it is possible to submit the **Declaration of Value (DoV)** issued by the Italian representation in the country to whose study system the qualification refers. In this case, the qualification must be legalised (or with Apostille) both in its original version and in its translated version.

For further information on qualifications obtained in a non-Italian education system that are eligible for access to higher education, the following document is available, which lists most of the countries from which Sapienza received the highest number of applications:
https://www.uniroma1.it/sites/default/files/field_file_allegati/entry_requirements_for_qualifications_awarded_by_non-italian_education_systems.pdf_0.pdf

- **Send** the resulting PDF file to Hello – International Student Office at the email address studentistranieri@uniroma1.it compulsorily indicating in the subject line of the email the following wording: "Ready for enrolment + degree programme code and programme name + student ID number + student surname and first name".
- **Carry out** the University tuition fee payment within the deadlines indicated in [point 4.1](#), in compliance with the specific instruction on page <https://www.uniroma1.it/en/pagina/infostud-enrolment>

Further information on the documents required for enrolment and how to submit them is published at the [link](https://www.uniroma1.it/en/pagina/international-student-office#3-mandatory-documents-for-enrolment-bachelor-s-degree-courses-and-single-cycle-degree-courses) (<https://www.uniroma1.it/en/pagina/international-student-office#3-mandatory-documents-for-enrolment-bachelor-s-degree-courses-and-single-cycle-degree-courses>)

Once the administrative checks have been completed, the "Hello - International Student Office" reserves the right to request additional documentation if it deems it necessary or to deny admission to the degree programme for lack of requirements.

Moreover, to verify the authenticity of the documents submitted in digital format, the "Hello - International Student Office" will invite all enrolled international students in person to view the original paper documents.

Any further updates and information are available at: <https://www.uniroma1.it/en/pagina/international-student-office>, or by contacting: studentistranieri@uniroma1.it

A2.5 – Programme abbreviation for candidates with an international academic qualification

Candidates with a foreign academic qualification who wish to request an abbreviation of their degree programme or the recognition of university exams taken abroad must submit a €16.00 stamped request to the International Student Office within 30 days of their enrolment date ([point 4](#)).

These students must:

- Complete enrolment and pay enrolment tuition fees in compliance with the procedures indicated in [point 4](#);
- Activate their institutional mailbox following the instructions indicated on the University website at the following page <https://www.uniroma1.it/en/pagina/email-google-apps>
- Send a ticket to the International Student Office <https://tts.uniroma1.it/otrs/customer.pl> filling in the application/request, uploading the documents listed below:

IF THE ACADEMIC DEGREE HAS BEEN COMPLETED

- **Academic educational qualification** with the corresponding exams certificate, both in their original version and relevant translation in Italian or English language;
 - **If the qualification has been obtained in one of the countries listed in the following Automatic Recognition Database:** <https://ardi.cimea.it/en> it is required to submit
 - University degree with corresponding exams certificate, both in the original version and accompanied by a sworn translation in Italian or English
 - **Statement of Comparability** downloaded from the website <https://ardi.cimea.it/en>
 - **Statement of Verification issued by CIMEA** (<https://cimea-diplome.it/>) or, alternatively, legalisation/apostille of the academic qualification.
 - **If the qualification has been obtained in a country NOT included in the following Automatic Recognition Database:** <https://ardi.cimea.it/en> it is required to submit
 - University degree with corresponding exams certificate, both in the original version and accompanied by a sworn translation in Italian or English;
 - **Statements of Comparability and Verification** of the educational qualification and exams certificate issued by CIMEA (<https://cimea-diplome.it/>).
Instead of the Statement of Comparability, it is possible to submit:
 - 1) the **Statement of Value** (DoV) issued by the Italian representation in the country to whose university system the qualification refers. In this case, the qualification and exams certificate must be legalised (or with Apostille) both in their original version and in their translated version.
OR
 - 2) the **Diploma supplement** issued by the university where the qualification was obtained. It can only be accepted if it is complete with all the information needed to assess the university degree. In this case, both the degree and the Diploma Supplement must be legalised (or with apostille).
- **A copy of the detailed syllabus for each subject**, indicating the hours of teaching and theoretical-practical activities envisaged for the awarding of the foreign qualification, with the original stamp of the University and a translation into Italian or English. A sworn translation is not required for this document.

IF THE ACADEMIC DEGREE HAS NOT BEEN COMPLETED

Students applying for an abbreviation based on a partial university degree programme, for which the final degree has not been obtained, must submit:

- **the exams certificate**, with a sworn translation in Italian or English. The originals and the translation must be duly legalised (or with Apostille).
- A **copy of the detailed syllabus for each subject**, indicating the hours of teaching and theoretical-practical activities envisaged for the attainment of the foreign qualification, with the original stamp of the University and a translation into Italian or English. A sworn translation is not required for this document.

For further information on qualifications obtained in a non-Italian education system that are eligible for access to higher education, the following document is available, which lists most of the countries from which Sapienza received the highest number of applications:

https://www.uniroma1.it/sites/default/files/field_file_allegati/entry_requirements_for_qualifications_awarded_by_non-italian_education_systems.pdf_0.pdf

Once the administrative checks have been completed, the "Hello - International Student Office" reserves the right to request additional documentation if it deems it necessary or to deny admission to the degree programme for lack of requirements.

Any further updates and information are available here: <https://www.uniroma1.it/en/pagina/international-student-office>, or by contacting: studentistranieri@uniroma1.it

Once the necessary checking of the foreign qualifications submitted has been completed, the student's application will be sent by the Hello Sector - International Student Office to the relevant student affairs office for administrative processing

The assessment of the application will be carried out by the competent Faculty bodies.

Annex 3. Candidates with specific learning difficulties

Candidates with specific learning difficulties, as referred to in Law no. 170/2010 and Ministerial Decree no. 5669/2011, who require special aids in order to take the TOLC (including the TOLC@HOME mode), must declare their condition when registering on the CISIA portal.

For this purpose, candidates must fill out, by the registration deadline for the chosen test, a document upload form provided by CISIA, attaching the attestations and certifications necessary to document their Specific Learning Difficulty status and indicating the aids required.

If necessary and indicated in the certifications, the use of a "reader" chosen from within the family or, in any case, the cohabitants, may also be envisaged. In this case, it will be possible to agree on different ways of using the virtual classrooms.

At the time of registration for the TOLC (including the TOLC@HOME mode), Sapienza – if selected as the venue for the test - receives from CISIA the documentation uploaded by participants and completes the form with the indication of the aids that may be used.

Candidates with Specific Learning Difficulties are allowed to:

- 30% extra time compared to the time available for the TOLC (including the TOLC@HOME mode);
- use the basic non-scientific calculator depending on the certification submitted.

Requests must be received by the TOLC enrolment deadline (including TOLC@HOME mode) and must be accompanied by appropriate Specific Learning Difficulty certification, which must be issued by NHS facilities or by accredited specialists and facilities. The student must produce documentation proving the accreditation of the facilities that produced the certification that is submitted, if this is not explicitly indicated in the certification.

The Specific Learning Difficulties certificate must be articulate and clear, with reference to the nosographic codes and the explicit wording of the Specific Learning Difficulty (in reading and/or writing and/or calculation). The diagnosis must have been issued no more than three years earlier, if prepared for a minor student.

The Faculty reserves the right to assess foundational knowledge in the ways it deems most appropriate, for the purposes of determining any further required courses (*OFAs*).

A3.1 – Candidates with Specific Learning Difficulties resident abroad

Candidates with Specific Learning Difficulties resident abroad who wish to benefit from the above-mentioned measures must present the certificate attesting the Specific Learning Difficulty issued in their country of residence accompanied by a sworn translation in 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, 2024, and at least 30 days before the prescribed deadline for enrolment.

Candidates with the PIN code or the SPID digital identity (unique code for access to all Public Administration digital and on-line services) may also request the calculation of the 2024 Isee directly on-line by submitting the DSU (Unique Replacement Statement) on the [Inps website](#).