SAPIENZA
UNIVERSITÀ DI ROMA

Rectress' Decree no. 719

Faculty of Pharmacy and Medicine – Information Engineering, Computer Science and Statistics – Medicine and Dentistry – Mathematical, Physical and Natural Sciences

2024-2025 ACADEMIC YEAR

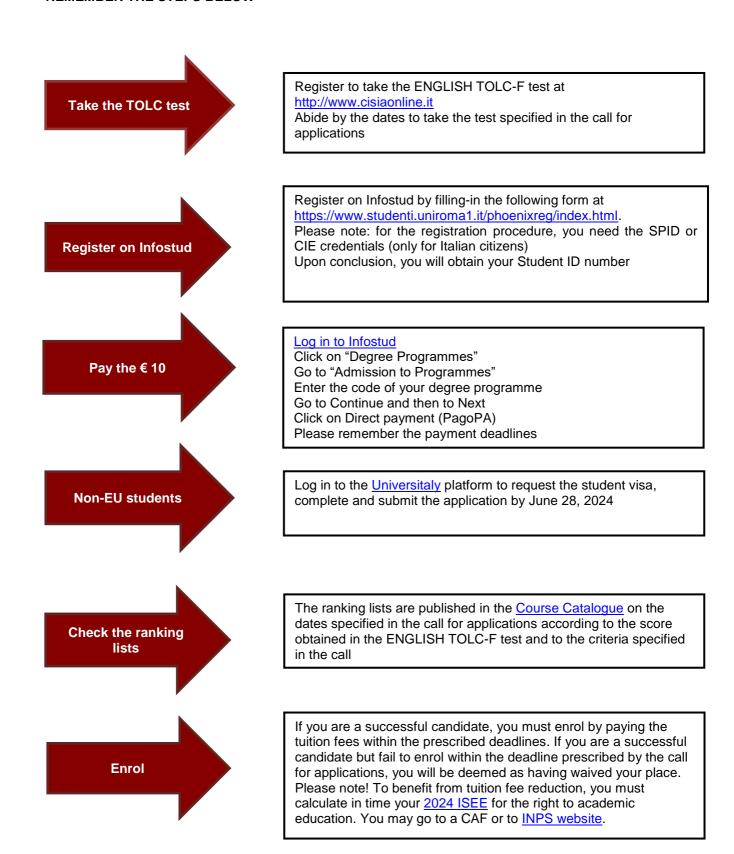Call for applications for the admission to the Interfaculty English Degree Programme in

Bioinformatics
L-2 Class

Restricted access degree programme

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 THE STEPS BELOW

Take the TOLC test

Register to take the ENGLISH TOLC-F test at http://www.cisiaonline.it
Abide by the dates to take the test specified in the call for applications

Register on Infostud

Register on Infostud by filling-in the following form at https://www.studenti.uniroma1.it/phoenixreg/index.html.
Please note: for the registration procedure, you need the SPID or CIE credentials (only for Italian citizens)
Upon conclusion, you will obtain your Student ID number

Pay the € 10

Log in to Infostud
Click on "Degree Programmes"
Go to "Admission to Programmes"
Enter the code of your degree programme
Go to Continue and then to Next
Click on Direct payment (PagoPA)
Please remember the payment deadlines

Non-EU students

Log in to the Universitaly platform to request the student visa, complete and submit the application by June 28, 2024

Check the ranking lists

The ranking lists are published in the Course Catalogue on the dates specified in the call for applications according to the score obtained in the ENGLISH TOLC-F test and to the criteria specified in the call

Enrol

If you are a successful candidate, you must enrol by paying the tuition fees within the prescribed deadlines. If you are a successful candidate but fail to enrol within the deadline prescribed by the call for applications, you will be deemed as having waived your place. Please note! To benefit from tuition fee reduction, you must calculate in time your 2024 ISEE for the right to academic education. You may go to a CAF or to INPS website.

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THE RECTRESS

HAVING REGARD TO   law of August 2, 1999, no. 264, including rules about admissions to academic programmes;
HAVING REGARD TO   Ministerial Decree of October 22, 2004, no. 270;
HAVING REGARD TO   Ministerial Decree of March 16, 2007;
HAVING REGARD TO   the resolution of the Faculty Committee of Pharmacy and Medicine of February 20, 2024;
HAVING REGARD TO   the resolution of the Academic Senate of March 5, 2024;
HAVING REGARD TO   the resolution of the Board of Governors of March 19, 2024

DECREES

that students' enrolment, for the 2024-2025 academic year, in the Interfaculty restricted access degree programme in **Bioinformatics** is conditional upon participation in an admission procedure called "selection". The available places are:

Degree programme	Places reserved to EU candidates (see Note 1)	Places reserved to non-EU candidates residing abroad (see Note 2)
Bioinformatics L-2 Class	40	10

Note 1 – Italian citizens, EU citizens residing anywhere and non-EU citizens legally residing in Italy as per art. 26 of law no. 189/2002.

Note 2 – Non-EU candidates permanently residing abroad and applying for visa, as well as Chinese candidates participating in "Marco Polo" Project selected for Sapienza.
If the enrolment applications of non-EU students residing abroad are lesser than the number of available places, the vacant places will be assigned to EU students.

The admission procedure provides for the following steps, in observance of the admission requirements:

1. successful result in the ENGLISH TOLC-F (also provided in the TOLC@HOME format) (see Annex 1) with a total score higher than zero;
2. registration for the prescribed selection (see point 2);
3. enrolment of the successful candidates (see point 5).

1.   Requirements to be included in the ranking lists

Candidates:
a. **with Italian citizenship**;
b. **from other EU countries and from non-EU countries officially resident in Italy (EU citizens and equated non-EU citizens)** as per art. 26 of Law no. 189/2002 (see point A2.1 of Annex 2 to this call for applications);
must stick to the following procedures, except the rules for recognition of foreign titles of study, and must have the following requirements:

- **upper secondary school diploma** achieved or to be achieved in 2024 (for foreign titles of study, see Annex 2 to this call for applications, point A2.4);

- **ENGLISH TOLC-F test (also provided in the TOLC@HOME format)** taken at Sapienza or any CISIA accredited university from January 2023 and within the deadline provided for the selection.

c. **non-EU candidates residing abroad** who must request the student visa, including the Chinese students participating in "Marco Polo" Project, besides following the procedures of this call for applications, are included in a special ranking list within the limits of the quota reserved to them if they have the following requirements:

- **upper secondary school diploma** achieved or to be achieved in 2024 (for foreign titles of study, see Annex 2 to this call for applications, point A2.4);

- **ENGLISH TOLC-F test (also provided in the TOLC@HOME format)** taken from January 2023 and within the deadline provided for the selection;

- **online pre-enrolment application to obtain the "University enrolment" student visa for the 2024-2025 academic year,** to be requested through the Universitaly portal at https://www.universitaly.it/, completed and submitted mandatorily by June 28, 2024. It is mandatory to pre-enrol through the Universitaly portal in order to obtain the student visa. Please note: pre-enrolment does not allow admission to degree programmes. To enrol, you must successfully complete the procedures provided for by Sapienza for the degree programme of choice.
Further information is available at https://www.studiare-in-italia.it/studentistranieri/
https://www.uniroma1.it/en/node/24774

Please note that taking the ENGLISH TOLC-F test (also provided in the TOLC@HOME format) implies at least a B-2 English language level, considering that all tests are performed in English.

For the purposes of admission to the degree programme referred to in this call for applications, Sapienza University of Rome recognises as valid all the modes of delivery of the Tolc (@home and/or at university).

1.1 – Directions for candidates with disabilities and specific learning difficulties (SpLDs)
You may find the directions for candidates with disabilities and specific learning difficulties in Annex 3 to this call for applications.

2. Registration for selection

To take part in the selection, students **must have taken the ENGLISH TOLC-F (also provided in the TOLC@HOME format)** from January 2023 and within the deadline provided for the selection (see point 4).

What to do	When
Take the ENGLISH TOLC-F (also in TOLC@HOME mode)	By September 5, 2024 (according to the test schedule published on the CISIA website)
Register on Infostud Pay the €10 fee	between July 2, 2024 and September 5, 2024

Please note

The procedures indicated in the "What to do" box must be performed within the deadlines prescribed in the "When" box, under penalty of exclusion from the ranking list.

Candidates who take the test within the deadline prescribed to register for selection but who fail to pay the € 10.00 fee within the same deadline, will not be included in the ranking list.

Candidates who pay the € 10.00 fee within the deadline prescribed to register for selection but who do not take the test within the same deadline cannot be included in the ranking list.

Registration for the ENGLISH-TOLC-F (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)

2.1 – How to register on Infostud

To register on Infostud, students must enter their data at
https://www.studenti.uniroma1.it/phoenixreg/index.html#/ and obtain their Student ID number.
The registration procedure can be made by **Italian** students by means of the SPID or CIE credentials.

Please note

The tax code entered on CISIA portal upon registration for the ENGLISH TOLC-F test (also provided in the TOLC@HOME format) and the one entered on Infostud must coincide, in order for Sapienza to acquire the scores that students obtained in the test.

Students are recommended to provide a valid and correct **email address** and to regularly check their mailbox in all further stages of the procedure, because any and all Sapienza communications will be sent to the same.

Students already registered on Infostud must check/enter their email address through the function *SETTINGS (IMPOSTAZIONI) > ACCESS DATA (DATI DI ACCESSO)*

2.2 – How to pay the € 10.00 fee

To pay the € 10.00 fee, students must:
-    log in to Infostud https://www.uniroma1.it/en/node/25007 by means of their SPID or CIE credentials (foreign students can log in with their ID number/password)
-    click on "Degree Programmes"
-    go to "Admission to Programmes"
-    enter the **30422** code
-    go to Continue and then to Next
-    click on Direct payment (PagoPA)

Further information on payment methods is available at https://www.uniroma1.it/en/node/24500

On no account will the registration fee be refunded.

3.   Ranking lists

Once the deadline to take part in the selection is over, the candidates' ranking lists are drawn up in decreasing order.

The ranking lists will be drawn up according to the score, expressed in fiftieths, achieved in the ENGLISH TOLC-F test (also provided in the TOLC@HOME format).

To be included in the ranking list, candidates must obtain an overall score higher than zero.

In case candidates have taken the ENGLISH TOLC-F test (also provided in the TOLC@HOME format) more than once starting from January 1, 2023 and within the selection deadline, the highest score achieved will be taken into account for ranking purposes.

Scores being equal, the highest score achieved by candidates in the Biology, Chemistry, Mathematics, Physics and Logic sections of the ENGLISH TOLC-F test (also provided in the TOLC@HOME format), respectively, will prevail, in decreasing order.

Scores being still equal, the youngest candidate will prevail.

The publication date of ranking lists is indicated in the calendar of procedures as per point 4. The ranking lists are published by ID number, on the specific degree programme webpage of the Course Catalogue at https://corsidilaurea.uniroma1.it/en, Apply box. The list of names will be available at the Student Affairs Office.

The successful candidates can directly enrol by following the procedures indicated at point 5 within the limits of the available places.

Candidates admitted to enrolment **scoring less than 3 in "Mathematics"** will have to fulfil the Further Required Courses (OFA) (see point 8).

4. Calendar of procedures

Registration for selection	From July 2, 2024 to September 5, 2024
Publication of the ranking list with the relating score*	September 9, 2024
Deadline to report any inconsistencies	September 12, 2024

***Candidates finding any inconsistencies in results (failure to be listed or incorrect score) must report them within September 12, 2024 to the Pharmacy and Medicine Student Affairs Office by filling-in the Google form on the degree programme webpage, Apply box, in the Course Catalogue at https://corsidilaurea.uniroma1.it/en.

The publication schedule of the ranking list and runners-up is as follows:

Publication of the ranking list	September 16, 2024
Enrolment of successful candidates	From September 16, 2024 to September 19, 2024
Publication of the first ranking list of runners-up and start of enrolment for runners-up	September 23, 2024
Enrolment deadline for the first ranking list of runners-up	September 26, 2024
Publication of the second ranking list of runners-up and start of enrolment for runners-up	October 2, 2024
Enrolment deadline for the second ranking list of runners-up*	October 7, 2024

Any further intakes further to the second one will be only managed by the Pharmacy and Medicine Student Affairs Office by means of communications sent to the email address entered upon students' registration on Infostud.

5. Enrolment

Students can enrol by paying the tuition fees according to the modalities indicated as follows.

5.1 – Enrolment procedure

Enrolment is made by paying the first instalment of the tuition fees for the 2024-2025 academic year, as well as the stamp duty of € 16.00 and the regional fee.

The enrolment procedure is described at https://www.uniroma1.it/en/pagina/infostud-enrolment and the code to be entered is **30422**.

During the enrolment procedure, students can enter any reasons for exemption from payment of tuition fees and regional tax. Students exempt from payment of tuition fees can enrol by paying only the stamp duty of € 16.00.

It is essential for students to have obtained by this stage the calculation of the 2024 ISEE for the right to academic education, in order to benefit from the exemptions and reductions provided for according to such indicator (see Annex 4).
Information on the amount of tuition fees and benefits for students **who return their income in Italy** is

available at https://www.uniroma1.it/en/node/24520
Information on the amount of tuition fees for students **who return their income abroad** is available at https://www.uniroma1.it/en/pagina/tuition-fees-and-grants#fees-for-students-with-foreign-citizenship-and-or-foreign-income.
Payment of tuition fees must be made by means of a direct payment. Further information about payment methods is available at https://www.uniroma1.it/en/node/24500

5.2 – Successful candidates holding a foreign title of study

Successful candidates holding a foreign title of study must follow the procedures indicated in Annex 2 to this call for applications (point A2.4).

5.3 - Successful candidates enrolled in another Sapienza degree programme - Change

Successful 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 the enrolment deadline indicated in point 4, 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 9).
In the email addressed to the student affairs offices you must declare that you are a successful candidate and specify your position in the ranking list.

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

5.4 - Successful candidates coming from other Italian universities - Transfer

Successful candidates from other Italian universities must pay the enrolment tuition fee for their chosen degree programme no later than the deadlines set out in point 4 and submit a transfer application to their university of origin.
Within ten days from enrolment, they must send the following to the e-mail address of the student affairs office (see point 9):
- the incoming transfer form available on the university website, in the Downloads section of the following page 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 sit exams for the degree programme of origin.

5.5 - Successful candidates already holding an Italian degree

Successful candidates already holding an Italian degree who wish to apply for degree programme shortening or the recognition of the ECTS acquired during the previous degree programme must submit an application carrying a stamp duty of € 16.00 within the deadlines indicated at point 4 to the Student Affairs Office of the degree programme of choice (see point 9).
Such students must:
- pay tuition fees;
- activate their institutional email account according to the procedures indicated at https://www.uniroma1.it/en/node/24443;
- send a ticket to the Student Affairs Office of their degree programme through the platform at https://tts.uniroma1.it/otrs/customer.pl, select *Abbreviazione di corso* and fill-in the relating form.
Students coming from other universities must also enclose a self-certification of their degree including the exams passed and the relating grades, the scientific-disciplinary sectors (SSD) and the ECTS acquired.
The application will be assessed by the Faculty's competent bodies.

5.6 - Successful candidates holding a foreign degree

Successful candidates already holding a foreign degree who wish to apply for degree programme

shortening or the recognition of the exams taken abroad must follow the procedures indicated in Annex 2 to this call for applications (point A2.5).

6. Withdrawal procedure after enrolment

Students who, after having enrolled intend to withdraw, must:
- activate their institutional email account according to the procedures indicated at https://www.uniroma1.it/en/node/24443;
- send a ticket to the Student Affairs Office of their degree programme through the platform at https://tts.uniroma1.it/otrs/customer.pl, select *Rinuncia agli studi*, fill-in the relating form and enclose the payment receipt of the stamp duty.

6.1 – Non-EU citizens holding a student visa who withdraw from studies
Non-EU citizens holding a student visa who formally withdraw from Sapienza or from other universities **will forfeit the requisites needed to stay in Italy** and their residence permit will be revoked as a consequence. Such students must go back to their country of origin and start the pre-enrolment procedures again through the Universitaly portal at https://www.universitaly.it the application duly completed must be submitted by June 28, 2024.

7. Exemption from test and direct admission

Students coming from Italian universities and enrolled in other English bachelor's degree programmes do not have to take the test, provided that they have already acquired **at least 24 ECTS** that may be validated for direct admission to the second year. The exams valid and which may be validated for such admission must have been taken in the following groups of scientific disciplinary sectors:

Scientific-disciplinary sector	Minimum number of ECTS
MAT/01-09 Mathematics	12
FIS/01-08 Physics	6
CHIM/03 General and Inorganic Chemistry	6
CHIM/06 Organic Chemistry	6
BIO/13 Experimental Biology	12
INF/01 Informatics	6
SECS-S/01 Statistics	6
MED/01 Medical Statistics	6

For verification purposes, the concerned students must send an email to the Educational Affairs Office to maria.carbone@uniroma1.it , by indicating the degree programme of origin, the exams taken, the scientific-disciplinary sectors and the ECTS acquired per each exam, within 12:00 p.m. of July 25, 2024.

The candidates whose requisites have been verified according to the above mentioned procedure may enrol or apply for change of degree programme/transfer to the Student Affairs Office of origin, within the MANDATORY DEADLINE OF NOVEMBER 5, 2024.

Sapienza may at all events take exclusion or forfeiture measures anytime against any candidates who turn out to be lacking in the needed requisites.

In failure of such requisites, students must abide by the same procedures indicated in the following points and to take the relating admission test.

All applications may be accepted, upon final decision of the committee, within the limits of the available places for admissions to years following the first, in compliance with the already planned annual schedule.

8. Further Required Courses (OFA, *Obblighi Formativi Aggiuntivi*)

Successful candidates **scoring less than 3 in Mathematics** questions are allowed to enrol but will have to fulfil the Further Required Courses.

With regard to this obligation, we inform you that:

- the Faculty of Pharmacy and Medicine has prepared video courses in all subjects for which students can fulfill the Further Required Courses: specifically MATHEMATICS
- Depending on the type, area and any needs represented by the Students, the Degree Programme carries out remedial work by setting up small groups coordinated by a reference lecturer, with the support of specially trained Student grantees
- Dates, course and/or activity modalities, as well as any other information, are published in the appropriate section of the Faculty's website and on the institutional website of the Degree programme.

The Further Required Courses are fulfilled if students successfully take:
• the curricular exam provided for by the degree programme: first module of the exam "Principles of Mathematics" (Principles of Mathematics 1) in case of Further Required Courses in Mathematics
or
• the remedial test (OFA test) organised by the Faculty. The dates and performance procedures of such tests will be published on the institutional website of the Degree programme.

Failure to fulfil the Further Required Courses will prevent students from sitting exams in the years following the first, from the 2025-2026 academic year on.

9. Information and contacts

This call for applications is published on the webpage of the degree programme, in the Course Catalogue at https://corsidilaurea.uniroma1.it/en.

Any further notice and updates will be published on the same webpage.

Contacts

Pharmacy and Medicine Student Affairs Office

Offices	Rome, University Campus, P.le Aldo Moro, 5 Forensic Medicine Building – CU023 Building – third floor
Opening hours	Monday, Wednesday, Friday: 8:30 a.m. - 12:00 p.m. Tuesday and Thursday: 2:30 p.m. - 4:30 p.m. **Offices will be closed from August 12 to 17**
Skype	segreteria.farmacia (during opening hours)
Email	segrstudenti.farmacia@uniroma1.it

CIAO - Centro informazioni accoglienza orientamento

Offices	Rome, University Campus, P.le Aldo Moro, 5 Rectorate Portico
Opening hours	Monday to Friday: 9:30 a.m. - 5:00 p.m. **Offices will be closed from August 12 to 17**
Contacts	ciao@uniroma1.it, https://www.uniroma1.it/en/pagina/hello-information-centre

International Student Office - HELLO International Student Help Desk

International Student Office	Rome, University Campus, P.le Aldo Moro, 5 General Affairs Building – Stairs C – II floor
Opening hours	Monday, Wednesday, Friday: 8:30 a.m. - 12:00 p.m. Tuesday and Thursday: 2:30 p.m. - 4:30 p.m. **Offices will be closed from August 12 to 17**

Skype	Settore.studentistranieri (during opening hours)
Contacts	studentistranieri@uniroma1.it, https://www.uniroma1.it/en/pagina/international-student-office
Hello – International Student Help Desk	Rome, University Campus, P.le Aldo Moro, 5 Rectorate Portico – CU001 Building
Opening hours	Monday to Friday: 9:30 a.m. - 5:00 p.m. **Offices will be closed from August 12 to 17**
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 Building of Jurisprudence, 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 12 to 17**
Contacts for candidates with SpLDs	servizio.dsa@uniroma1.it https://www.uniroma1.it/en/pagina/disability-and-specific-learning-difficulties **Offices will be closed from August 12 to 17**
Contact information for admission tests	testaccesso.inclusione@uniroma1.it https://www.uniroma1.it/it/pagina/disabilita-e-dsa **The office will be closed from August 12 to August 17**

10. Official in charge of the administrative procedure and competent court

In compliance with articles 4, 5 and 6 of law no. 241/90, the official in charge of the administrative procedure is Mr. Gianluigi Polcaro, Head of Unit of the Pharmacy and Medicine Student Affairs Office.

In case of dispute, the competent court will be Rome.

Rome, March 25, 2024

undersigned by **THE RECTRESS**

Annex 1. ENGLISH TOLC-F test (also provided in the TOLC@HOME format)

Students enrolled in the fourth or fifth year of the upper secondary schools or who have achieved the relating diploma are admitted to take the ENGLISH TOLC-F test (also provided in the TOLC@HOME format).

A1.1 − ENGLISH TOLC-F test

The ENGLISH TOLC-F test is an assessment test aimed at ascertaining the students' knowledge, provided by and managed on CISIA (*Consorzio Interuniversitario Sistemi Integrati per l'Accesso*) portal. It is made up of individual tests, different for each student and having the same level of difficulty, which are automatically and randomly generated and selected from CISIA ENGLISH TOLC-F database by means of a software. CISIA ENGLISH TOLC-F database, containing all the questions used for test performance, is protected and validated by national scientific committees appointed by CISIA.

Further information on test procedures (https://www.cisiaonline.it/area-tematica-english-tolc-farmacia/home-english-tolc-f/) is available at www.cisiaonline.it, where it is also possible to train and take Students Placement Tests (PPS, *prove di posizionamento*) at https://allenamento.cisiaonline.it/utenti_esterni/login_studente.php.

The ENGLISH TOLC-F test may be taken either at Sapienza or at any other CISIA accredited premises on the dates and sessions indicated at www.cisiaonline.it; each test date is split in more rounds; the test venue and time are indicated upon registration at www.cisiaonline.it.
Upon registration, it is necessary to indicate the test venue.
On the test day, candidates must show the ENGLISH TOLC-F test registration receipt, to be printed out from CISIA website, in order to be admitted to the test room.
The test may be taken only once per solar month, regardless of the venue and type.

A1.2 - ENGLISH TOLC-F test provided in the TOLC@HOME format

After the declaration of the state of national emergency of January 31, 2020 and the issue of Decree Law of February 23, 2020 no. 6, including urgent measures for the containment and management of the COVID-19 pandemic, **CISIA devised a procedure, called TOLC@HOME**.
The ENGLISH TOLC-F test provided in the TOLC@HOME format allows the due implementation of the test also at home and is identical in all respects to the ENGLISH TOLC-F.
The ENGLISH TOLC-F test provided in the TOLC@HOME format is taken on the dates and sessions indicated at www.cisiaonline.it.

A1.3 – Registration for the ENGLISH TOLC-F test (also provided in the TOLC@HOME format)

Registration for the **ENGLISH TOLC-F test (also provided in the TOLC@HOME format)** is made online on CISIA portal at www.cisiaonline.it by paying a **€ 30.00** fee.

Please note: during registration, special attention should be paid while entering the **tax code**; in order for Sapienza to acquire the scores that students obtained in the test, the tax code entered on Infostud and the one on CISIA portal must coincide.

A1.4 – Test structure and assessment criteria

The ENGLISH TOLC-F test (also provided in the TOLC@HOME format) consists of 50 questions divided in 5 sections. To determine the score required to participate in the selection, the sections include Biology, Chemistry, Mathematics, Physics and Logic.

SECTIONS	NUMBER OF QUESTIONS	TIME ALLOTTED
BIOLOGY	15 QUESTIONS	20 MINUTES
CHEMISTRY	15 QUESTIONS	20 MINUTES
MATHEMATICS	7 QUESTIONS	12 MINUTES
PHYSICS	7 QUESTIONS	12 MINUTES
LOGIC	6 QUESTIONS	8 MINUTES
TOTAL	**50 QUESTIONS**	**1 HOUR AND 12 (72 MINUTES)**

The test topics are included in a Syllabus available at https://www.cisiaonline.it/area-tematica-english-tolc-farmacia/structure-and-syllabus/.

The result of each individual test is determined by the number of correct answers, wrong answers and not given answers, calculated as follows:

- **1 point for each correct answer**
- **0 points for each not given answer**
- **– 0.25 points for each wrong answer**

A1.5 – Test result

Candidates may check the score obtained in the ENGLISH TOLC-F immediately after test completion, on the same device assigned for the test; they may also download it from CISIA website, "CISIA student area", *Risultati test* section, by logging in to CISIA portal with the same credentials used for registration.

The score obtained in the ENGLISH TOLC-F test provided in the TOLC@ format can be immediately displayed upon test completion, will be official and downloadable 48 hours after conclusion of the TOLC@HOME test, from 7:00 p.m. on, by logging in to one's own "CISIA student area" on CISIA portal with the same credentials used for registration.

The ENGLISH TOLC-F test (also provided in the TOLC@HOME format) may be taken many times in order to achieve a result higher than the minimum required threshold or to avoid the assignation of any Further Required Courses, **but no more often than once a month.**

Annex 2. International students

A2.1 - EU citizens and EU-equated citizens
The general procedures of the call for applications are followed by applicants who:

a. are citizens of one of the countries of the European Union or of one of the following countries: Norway, Iceland, Liechtenstein, Switzerland, Republic of San Marino, Vatican City State;

b. have dual citizenship, one of which is from an EU country;

c. are citizens of a non-EU country, but hold one of the following residence permits issued by the Italian government:
    -EU long-term resident permit;
    -Residence permit for employment or self-employment;
    -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

d. are citizens 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 giving access to the chosen degree programme;

e. 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 purposes and intend to apply for a transfer or a transfer for years subsequent to their first year of enrolment;

f. are citizens of a non-EU country and are members of staff (either themselves or a parent or spouse) in Diplomatic Representations or in international organisations with headquarters in Italy and which are accredited by the Italian Government or by the Holy See. Applicants must submit the residence permit for diplomatic reasons.

It should be noted that in the case of candidates with dual citizenship, one of which is Italian or that of another EU country, Italian citizenship or that of another EU country prevails (Law 218 of May 31, 1995, art. 19, paragraph 2) and it is therefore 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/, to be completed and submitted by June 28, 2024.

For further information on the residence permit for study purposes consult the dedicated page

A2.2 - Non-EU citizens resident abroad and visa applicants
It is necessary to refer to the procedures for 'Non-EU citizens residing abroad and study visa applicants' **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 degree programmes offering "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 applicants with an international qualification

Applicants holding a qualification obtained abroad, to carry out enrolment within the deadlines set out in point 4 must:

-Scan within a single PDF file the documents listed below:

- **valid ID document** (for all applicants);
- **entry visa** for study purposes "university enrolment" (academic year 2024-2025 for non-EU citizens permanently resident abroad and candidates applying for study visas, and academic year 2023-2024 for Chinese students in the Marco Polo programme if the programme includes "Marco Polo" quotas) issued by the Italian Representation in the country of last residence;
- **copy of the receipt for the application for the first residence permit for study purposes** (only for non-EU citizens residing abroad and study visa applicants). **For further information on the residence permit for study purposes, please consult the dedicated page;**
- **valid residence permit and any receipt for the renewal request (only for non-EU citizens legally residing in Italy and for Chinese students in the "Marco Polo" programme). For further information on the residence permit for study purposes, consult the dedicated page;**
- **upper secondary school diploma** (obtained after **at least 12 years of schooling).**

  If the qualification was obtained in one of the countries listed in the following Automatic Recognition Database: https://ardi.cimea.it/it applicants are required to submit:
  - **Copy of upper secondary school diploma** as indicated, accompanied by sworn translation in Italian or English
  - **Statement of comparability** downloaded from https://ardi.cimea.it/en
  - **Statement of Verification** issued by CIMEA (https://cimea-diplome.it/) or, alternatively, legalisation/apostille of the qualification itself.

  If the qualification was obtained in a country NOT listed in the following Automatic Recognition Database: https://ardi.cimea.it/it applicants are required to submit
  - **Copy of upper secondary school diploma**, accompanied by sworn translation in Italian or English
  - **Statement of Comparability and Verification** issued by CIMEA (https://cimea-diplome.it/). Instead of the Statement of Comparability, it is possible to present the **Statement of Validity** issued by the Italian representation in the country to which the qualification refers. In this case, the qualification presented 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 suitable for access to higher education, the following document is available, which lists most of the countries from which Sapienza University of Rome 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 file** to the "Hello-International Student Office" at the email address studentistranieri@uniroma1.it indicating in the subject line of the email the following obligatory wording: "Ready for enrolment + degree programme code and programme name + student ID + student surname and first name".
- **Carry out** the payment of University tuition fees within the deadlines set out in point 4 following the specific instructions on the page https://www.uniroma1.it/en/pagina/infostud-enrolment

Further information on the documents required for enrolment and how to submit them can be found at the following link 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" unit reserves the right to request additional documentation if it deems it necessary or to deny admission to the 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 are available on the page: https://www.uniroma1.it/en/pagina/international-student-office, or by contacting: studentistranieri@uniroma1.it

A2.5 - Degree programme abbreviation for candidates with an international academic qualification

Those who have an international academic qualification and wish to request an abbreviation of their degree, or the recognition of university exams taken abroad, must submit a request with a €16.00 stamp duty to the International Student Office within 30 days of their date of enrolment (see point 4).
These students must:

- Complete enrolment and pay tuition fees following the procedures indicated in point 5
- Activate their institutional email account following the methods indicated on the university website at the 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 form, attaching the documents listed below:

IF THE ACADEMIC DEGREE HAS BEEN COMPLETED
- **Academic qualification**

If the qualification has been obtained in one of the countries listed in the following Automatic Recognition Database: https://ardi.cimea.it/enit 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 Correspondence 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 apostilled).
- 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.

IF THE ACADEMIC DEGREE HAS NOT BEEN COMPLETED

Students applying for an abbreviation based on a partial university course of study, 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 apostilled).
- **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 foreign education system that are eligible for access to higher education, the following document is available, which lists most of the countries from which Sapienza University of Rome 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 further documentation if it deems it necessary and to reject the application if the necessary conditions are not met.
Any further updates and information can be found at: https://www.uniroma1.it/en/pagina/international-student-office, and by contacting: studentistranieri@uniroma1.it

Once the necessary checks on the international qualifications submitted have been completed, the student's request will be sent by the Hello International Student Office to the relevant student affairs office for administrative procedures.

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

Annex 3. Services for students with disabilities and specific learning difficulties (SpLDs)

A3.1 – Candidates with recognised disabilities
Candidates with a recognised disability pursuant to art. 3, paragraphs 1 or 3, of law of February 5, 1992, no. 104 or having a certification of disability who need special accommodations or extra time for the performance of the ENGLISH TOLC-F test (also provided in the TOLC@HOME format), **must declare their condition** upon registration on CISIA portal.

Candidates are allowed:
- up to 50% extra time than that usually allotted for the ENGLISH TOLC-F test (also provided in the TOLC@HOME format);
- according to the certificate submitted to take the ENGLISH TOLC-F test, to benefit from the assistance of a tutor to help them in writing and/or reading, an Italian Sign Language interpreter, a basic calculator, an accessible table (for tests performed at university halls only).

Candidates who indicate Sapienza University of Rome as the location at which they intend to carry out the ENGLISH TOLC-F must enter the attestations and certifications necessary to prove their disability status through a special document upload form provided by CISIA, which will forward the documentation to Sapienza University of Rome

Applications must be submitted within the registration deadline for the ENGLISH TOLC-F test (also provided in the TOLC@HOME format) and must be accompanied by a suitable certificate issued by INPS (*Istituto Nazionale della Previdenza Sociale*, National Social Security Institute) or by the competent structures of the National Health Service.

A3.2 – Candidates with specific learning difficulties
Candidates with SpLDs pursuant to law no. 170/2010 and to Ministerial Decree no. 5669/2011 who need special accommodations for the performance of the ENGLISH TOLC-F test (also provided in the TOLC@HOME format) according to their SpLD, **must declare their condition** upon registration on CISIA portal.

Candidates are allowed:
- up to 30% extra time than that usually allotted for the ENGLISH TOLC-F test (also provided in the TOLC@HOME format);
- the use of a non-scientific basic calculator according to the certificate submitted.

Candidates who indicate Sapienza University of Rome as the location at which they intend to carry out the ENGLISH TOLC-F must enter the attestations and certifications necessary to prove their Specific Learning Difficulty status through a special document upload form provided by CISIA, which will forward the documentation to Sapienza University of Rome.

The SpLD certificate must be clear and well-structured, must carry the diagnosis codes and the exact wording of the SpLD (reading and/or writing and/or calculation difficulties). Should the diagnosis be made for an underage student, the relating certificate must not have been issued more than 3 years earlier.

Applications must be submitted within the registration deadline for the ENGLISH TOLC-F test (also provided in the TOLC@HOME format) and must be accompanied by a suitable SpLD certificate issued by any public structures of the National Health Service or by specialists and accredited structures. Students are required to provide the documentation proving the accreditation of the structures that produced the certification that is sent if this is not explicitly stated within the certification.

A3.3 – Candidates with disabilities and specific learning difficulties residing abroad
Candidates with disabilities and specific learning difficulties residing abroad who intend to benefit from the above mentioned accommodations, must submit the certification attesting their disability or SpLD issued in their country of residence, accompanied by a sworn translation into Italian or into English.

Annex 4.   ISEE for the right to academic education

The ISEE (Equivalent Economic Status Indicator) for the right to academic education is required for students to benefit from tuition fee reduction (the lower the ISEE, the lower the amount to be paid).
The calculation of the ISEE for the right to academic education has to be requested from a CAF (a tax advice centre) after January 15, 2024 and at least 30 days prior to the deadlines prescribed for pre-enrolment.
Students holding the PIN code or the SPID (unique code to access all digital and on-line services of the Public Administration) can also request the calculation of their 2024 ISEE online, by submitting the DSU (Unique substitute statement) on INPS website.