



**SAPIENZA**  
UNIVERSITÀ DI ROMA

# **Faculty of Architecture Faculty of Information Engineering, Computer Science and Statistics**

**ACADEMIC YEAR 2026-2027**

Call for applications for admission to the Interfaculty English-language Master's Degree Programme in

## **Product and Service Design**

Class: LM-12

**Restricted access degree programme**



**RECTOR'S DEGREE no. 1130/2026**

**THE RECTOR**

HAVING REGARD TO Law No. 264 of August 2, 1999, containing regulations on access to academic programmes;  
HAVING REGARD TO Ministerial Decree No 270 of October 22, 2004, and subsequent amendments and integrations;  
HAVING REGARD TO Ministerial Decree No. 1649 of December 19, 2023;  
HAVING REGARD TO the resolution of the Faculty of Architecture Board of February 24, 2026;  
HAVING REGARD TO the resolution of the Academic Senate of June 9, 2026

**DECREES**

The publication of the call for applications regulating the procedures for access to the restricted access Master's degree programme in **Product and Service Design** delivered in English for the academic year 2026-2027.

The enclosed call for applications constitutes an integral part of this decree, which will be acquired in the appropriate record.

Rome, June 15, 2026

undersigned by **THE RECTOR**

## REMEMBER THESE STEPS

Register on Infostud

Register on Infostud <https://www.uniroma1.it/it/node/25007>  
Please Note: Spid or Cie credentials are necessary for registration (only for Italian citizens)

Pay the €35 fee

[Log in to Infostud](#)  
Go to "Bachelor's and Master's Degree Programmes"  
Go to "Admission to programmes"  
Enter the code **16249**  
Click on Continue and then on Next  
Click on Direct payment PagoPa  
Please Note: Pay attention to payment deadlines!

Submit the application  
and take the test

Follow the procedures indicated in [section 3.3](#) and [section 3.5](#)

Apply for pre-selection  
(mandatory for non-EU  
citizenships)

Apply for pre-selection by submitting your application on the **QS MoveIn** platform by the deadlines indicated at the following link: <https://www.uniroma1.it/en/admissions>. If the pre-selection is successful, accept the programme's offer on the platform and download the pre-acceptance letter. A **€30.00** payment is required, which is separate from the subsequent payment of €35.00 for access to the ranking list. The deadline for visa applicants is **May 15, 2026**.

Apply for the visa  
(Non- EU citizenship)

If you are a non-EU citizen and reside abroad, you need to log in to the [University platform](#) to apply for a student visa, complete and submit the application by June 30, 2026.

Check the rankings

The rankings are published in the Course Catalogue, on the dates indicated in the call for applications  
<https://corsidilaurea.uniroma1.it/en>

Pay the enrolment  
tuition fees

Pay your degree programme's enrolment tuition fees by the prescribed deadline.  
Please Note! If your tax residence is in Italy in order to pay at a reduced rate, you must calculate the [Isee 2026](#) for the right to academic education. You can contact a Tax Advice Centre (Caf) or go to the [Inps website](#)  
if you have tax residence abroad you will pay a fixed amount (see [section 5](#)).

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## 1. Admission to the degree programme and places available

To access the Master's degree programme in **Product and Service Design**, delivered in the English language, you will have to participate in a procedure of comparative assessment of qualifications and pass an admission test.

The criteria for assessing qualifications and verifying academic knowledge are set out in [section 3.4](#).

The available places are distributed as follows:

| Master's degree programme                  | EU places (Note 1) | Non-EU places (Note 2)                                                                     |
|--------------------------------------------|--------------------|--------------------------------------------------------------------------------------------|
| Product and Service Design<br>Class: LM-12 | 30                 | 40 (of which 2 is reserved for Chinese citizens participating in the "Marco Polo" project) |

**(Note 1)** – Places reserved for:

- candidates with Italian or other EU citizenship, or
- citizens with non-EU citizenship holding a valid residence permit in Italy

**(Note 2)** – Places reserved for:

- candidates with non-EU citizenship, permanently resident abroad who applied for a student visa
- candidates with Chinese citizenship who participate in Sapienza University of Rome "Marco Polo" project.

If enrolment applications from applicants who have non-EU citizenship, reside permanently abroad and have applied for student visas (specified in Note 2), are less than the number of available places, the vacant places will be made available for those with citizenship as specified in Note 1.

## 2. Requirements to participate in the selection

### 2.1 – For candidates with Italian citizenship, EU citizenship other than Italian, and non-EU citizenship with a valid residence permit in Italy

If you hold one of the citizenships listed below:

- Italian citizenship,
- from a EU country other than Italy,
- from a non-EU country and a valid residence permit in Italy (art. 26 of Law no. 189/2002)

To participate in the selection you must meet the requirements listed below by **August 31, 2026**

- **First-level bachelor's degree** or Graduation Diploma, or other educational qualification obtained in Italy or abroad, **deemed as corresponding to a Bachelor's degree**.

For Italian educational qualifications (of Italian citizens, EU citizens and non-EU citizens resident in Italy) the bachelor's degrees listed below are valid

- Industrial design (L-4 class, ex L-42);
- Industrial engineering (L-9 class, ex L-10);
- Civil and environmental engineering (L-7 class);
- Architectural Sciences (L-17 class, ex L-4);
- Construction Sciences and Techniques (L-23 class);
- Information Engineering (L-8 class, ex L-9);
- Economics and Business Management Sciences (L-18 class)

The following subject fields are valid for educational qualifications from EU or non-EU countries:

- Degrees in Design;
- Degree in Industrial Engineering;
- Degrees in Computer Science;
- Degrees in Architecture;

- Degrees in Economics.
- **Advanced knowledge of the English language**, at least level B2.

## 2.2 – For candidates with non-EU citizenship who apply for a visa for study purposes

If you are a non-EU citizen (or have Chinese citizenship and have applied for pre-enrolment for the "Marco Polo" project for Sapienza University of Rome in the academic year 2025/2026) reside abroad and you need to apply for an incoming student visa, you must meet the following requirements on **June 30, 2026**, in order to take part in the selection process:

- **Educational qualifications and curricular requirements** that are declared equivalent to those listed above (for qualifications obtained abroad, see Annex 1 to this call for applications, [section A1.5](#));
- **Advanced knowledge of the English language** (at least level B2);
- **Pre-acceptance letter** for the degree programme in Product and service design downloaded in .pdf format following successful pre-selection by May 15, 2026 from "<https://www.uniroma1.it/en/admissions>." The pre-acceptance letter must be downloaded from the MoveIn platform no later than the deadline for payment of the €35 fee required for the selection of who hold citizenship of a non-EU country and permanently reside abroad ([point 3](#)).

**Please Note:** the pre-acceptance letter from the University does not confer any right to obtain a visa, nor to enrol in the Degree Programme in Product and Service Design.

For enrolment, you must pass the comparative assessment and test, in accordance with the procedures set out in this call for applications.

### You will not be admitted to the programme if:

- You do not receive the provisional acceptance letter via the MoveIn platform;
- You receive the provisional acceptance letter but do not accept the offer within the deadlines specified above;
- You receive the provisional acceptance letter, accept the offer but do not pass the subsequent selection stage.
- **Online pre-enrolment application**, for obtaining the student visa "University enrolment" for the academic year 2026-2027, on the University website (<https://www.universitaly.it/studenti-stranieri>) filled in and sent compulsorily by June 30, 2026. Pre-enrolment on the University website is mandatory in order to obtain the student entry visa.

**Please Note:** pre-enrolment alone does not allow admission to degree programmes. In order to enrol, it is necessary to complete the procedures envisaged by Sapienza University of Rome for the chosen degree programme, as indicated in this call for applications.

### If you are ranked on the list and have submitted an application for a student visa

the full list of documents required for enrolment is available at the following link: [documents required for enrolment on two-year master's degree programmes](#)

**Please Note:** Sapienza University of Rome may at any time exclude or revoke your enrolment if you do not meet the requirements or if you provide false or untruthful statements.

### For information:

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

<https://www.uniroma1.it/it/node/24774>

## 2.3 - For candidates already holding a degree

If you already hold a second-level academic qualification (obtained in Italy or abroad) and if you come from

other second-level degree programmes or university diplomas at Sapienza University of Rome or other Italian universities, you are required to comply with the same procedures indicated in the following sections and to participate in the comparative assessment procedure.

## 2.4 – For candidates graduating by 31 December 2026

If you are going to obtain a first-level bachelor's degree **from Sapienza University of Rome** in the classes accepted under this call for applications by **31 December 2026**, you may **conditionally** participate in the selection process. Again, a certificate of knowledge of the English language (minimum level B2) or self-certification of possession of the aforementioned certificate is required.

## 3. Selection

The procedure for participating in the selection includes the following stages:

| What to do                                                                                | When                                                                                                                                                                                                                                                                  |
|-------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Register on Infostud and pay the €35.00 fee                                               | <p>From June 16, 2026 to June 30, 2026<br/>(if you are a citizen of a non-EU country and permanently reside abroad)</p> <p>From June 16, 2026 to August 31, 2026<br/>(if you are a citizen of an EU or non-EU country but hold a valid residence permit in Italy)</p> |
| Apply for participation in the procedure for the comparative assessment of qualifications | <p>By June 30, 2026<br/>(if you are a citizen of a non-EU country and permanently reside abroad)</p> <p>By August 31, 2026<br/>(if you are a citizen of an EU or non-EU country but hold a valid residence permit in Italy)</p>                                       |
| Take the test                                                                             | <p>On July 6, 8 and 9, 2026<br/>(if you are a citizen of a non-EU country and permanently reside abroad)</p> <p>On September 3 and 4, 2026<br/>(if you are a citizen of an EU or non-EU country but hold a valid residence permit in Italy)</p>                       |

### 3.1 – Infostud registration

To register on Infostud you will have to enter your data in the form available on the Sapienza University of Rome website under the heading "Register" <https://www.uniroma1.it/en/pagina-strutturale/students>  
If you have **Italian** citizenship, you need Spid or Cie credentials.

#### Please Note

**The e-mail address** you enter when registering will be used for any communications from the University, so please check your e-mail box periodically during the stages of the procedure.

**If you already have an Infostud registration**, you have to verify/enter your email address on the Idm dashboard, logging in with your Spid/Cie credentials or with your student ID number and password  
<https://idm.uniroma1.it/>

### 3.2 – Payment of the €35 fee

To you the €35 fee:

- Log in to Infostud <https://www.uniroma1.it/en/pagina-strutturale/students> with your Spid or CIE credentials (if you have non-Italian citizenship you will have to use your student ID number and password)
- click on “Bachelor’s and Master’s Degree Programmes”;
- go to “Admission to programmes”;
- enter the code **16249**
- go to Continue and then Next
- click on Direct payment (PagoPA)

Payment of the fee is to be made by **direct payment** (online, by credit card).

For further information on payment methods, please consult the dedicated page at the following link <https://www.uniroma1.it/en/pagina/payment>

For no reason will the fee for participation in the comparative assessment be reimbursed.

### 3.3 – Application for the comparative assessment procedure

To apply for the procedure for the comparative assessment of educational qualifications, you have to fill in an online form and upload the required documents.

**Please Note:** Applications that are incomplete or not received by the deadlines indicated in [section 4](#), will result in exclusion from the comparative assessment procedure.  
Sapienza University of Rome may proceed with exclusion from the competition at any time for failure to meet the requirements.

#### Fill in the application

You have to apply for the comparative assessment procedure in the following way: Fill in the online form available at the following link (you need to log in with a Gmail account to fill in the form):

[Product and service Design \(LM 12\) a.a. 26-27 - Moduli Google](#)

#### Documents to be uploaded to the application

- **ID document.** The file has to be named with Surname\_Name\_Document.
- **Copy** (scanned in .pdf format) of the **payment receipt for the € 35.00 fee**. The file must be named with Surname\_Name\_Payment.
- Scanned **copy** (scanned in .pdf format) of the **English language certificate** or self-certification (level B2). The file must be named with Last\_Name\_Language Certificate.
- **Curriculum Vitae** (format .pdf). The file must be named with Last\_Name\_CV.
- **Portfolio** (format .pdf). The file must be named with Last\_Name\_Portfolio.
- **Pre-selection letter** (format .pdf) \_ only for non-EU candidates permanently resident abroad

Once you have submitted the online application form, you will receive a notification to your e-mail address (the one entered in the "e-mail address" field of the form).

If you are a non-EU citizen and apply for a student visa

- Before submitting your application to participate in the comparative assessment procedure, you must complete the **pre-selection** application on the QS MoveIn platform and submit the **pre-enrolment application** on Universitaly as indicated in [section 2.2](#).

### 3.4 – Assessment of educational qualifications

The assessment of qualifications will refer to the study plan previously completed.

**The maximum** number of points reserved for the assessment of qualifications is **50**, allocated as follows:

- Up to 15 points for the final dissertation of the Bachelor's degree based on the grade/judgement obtained and relevance to Product and Service Design topics;
- Up to 10 points for diplomas and/or certificates of attendance at
  - postgraduate specialisation courses;
  - Advanced Professional Courses;

- workshops.
- C. Up to 5 points for:
- winning prizes in design competitions;
  - participation in design exhibitions with personal projects and/or products;
  - registration of patents and models;
  - products in productions.
- D. Up to 20 points for the portfolio of project work divided into:
- work performed as a student;
  - work performed as project collaborator;
  - work performed as project author.

In the event of a tie, the younger candidate prevails and in the event of a further tie, the date of the final degree exam prevails (in descending order).

**For those enrolled on Sapienza University of Rome degree programmes who intend to conditionally enrol**, up to 13 points attributable to the average of the exams taken will be assigned for the purposes of the ranking, in place of point A above, according to the following table:

| Grade             | Points |
|-------------------|--------|
| From 29,6 to 30   | 13     |
| From 27,6 to 29,5 | 11     |
| From 25,6 to 27,5 | 9      |
| From 23,6 to 25,5 | 7      |
| From 21,6 to 23,5 | 5      |
| From 19,6 to 21,5 | 3      |
| Up to 19,6        | 1      |

Please note: The average grade is calculated by adding up the grades of all exams taken, the result is then divided by the number of exams. A grade of 30 with honours should be calculated as 31.

### 3.5 – Oral test

The oral test, **in online mode**, is aimed at assessing the candidate's academic knowledge and will focus in particular on the commentary of the portfolio.

The score reserved for the oral test is a **maximum of 10 points** awarded according to the following criteria:

- A. 9-10 points for excellent mastery** of the knowledge and skills underlying the implementation of the activities described in the portfolio;
- B. 7-8 points good command** of the knowledge and skills underlying the implementation of the activities described in the portfolio;
- C. 5-6 points sufficient mastery** of the knowledge and skills underlying the realisation of the activities described in the portfolio;
- D. 3-4 points poor mastery** of the knowledge and skills underlying the realisation of the activities described in the portfolio;
- E. 1-2 points insufficient mastery** of the knowledge and skills underlying the realisation of the activities described in the portfolio.

The test will take place

- on **6,8 and 9 July, 2026** for those holding the citizenship of a non-EU country and need to apply for an incoming student visa;
- on **September 3 and 4, 2026** for EU and non-EU citizens with a proper residence permit in Italy;

The timetable for the oral tests and how they will be conducted will be published on the official degree programme website, in the "Apply" section, by

- **July 1, 2026**, for candidates with non-EU citizenship who must apply for an incoming student visa;
- **September 1, 2026**, for EU citizens and non-EU citizens with a valid residence permit in Italy;

### 3.6 – Disabilities or Specific Learning Difficulties

Guidance for those with a certified disability or a diagnosis of a specific learning difficulty can be found in [Annex 2](#).

## 4. Ranking lists and deadlines

Once the assessments have been completed, ranking lists will be drawn up, ordered in descending order of points obtained.

The ranking lists, expressed in scores out of 60, will be drawn up according to the following criteria:

- **up to 50 points** for the comparative assessment of qualifications
- **up to 10 points** for the assessment of the oral test

To be admitted to the ranking list, it is necessary to obtain at least 15 points.

The rankings will be published in the course catalogue <https://corsidilaurea.uniroma1.it/en> on the degree programme's page. The online list will be published by student ID number only; the list of names will be available at the Faculty's Student Affairs Office.

Publication will take place by

- **July 17, 2026**, for candidates with non-EU citizenship who must apply for an incoming student visa
- **September 14, 2026**, for EU citizens and non-EU citizens with a valid residence permit in Italy

Candidates who obtained a successful place in the rankings will have to pay enrolment tuition fees

- **from September 1 to September 30, 2026**, for candidates with non-EU citizenship who must apply for a student visa
- **from September 14 to September 30, 2026**, for EU citizens and non-EU citizens with a valid residence permit in Italy

**If you will graduate** after the deadline for payment of the enrolment tuition fees but **in any case by December 31, 2026**, if you obtain a successful position in the ranking, they must submit a declaration of intention to enrol at the Student Affairs Office of Architecture, again before the deadline for payment of the enrolment tuition fees (precautionary application see [section 5.3](#)).

**If you are from non-EU countries** applying for visas, are successful in the ranking list and, for justified reasons, are unable to be present in Italy before **September 30, 2026**, you will be **"conditionally enrolled"**. You must send an e-mail by the same date, to [msproductdesign@uniroma1.it](mailto:msproductdesign@uniroma1.it), submitting a declaration of intention to enrol.

#### Please Note

**If you do not pay the enrolment tuition fees by the deadline, you will lose your place in the ranking list:** vacant places will be allocated according to the ranking list.

**If you have not yet graduated and do not submit your precautionary application by the deadline** (see [section 5.3](#)), you will lose your place in the ranking and the vacant places will be allocated according to the ranking list.

A subsequent list of new intakes from the rankings will be published with the following schedule:

|                         |                                                                                                                                         |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| <b>October 2, 2026</b>  | Publication of the 1 <sup>st</sup> new intake from the ranking list and opening of enrolments for the candidates that become successful |
| <b>October 15, 2026</b> | Deadline to pay enrolment tuition fees                                                                                                  |

Any subsequent new intakes from the ranking list will be managed solely by the Student Affairs Office by notifying the e-mail address indicated when registering on Infostud. In this regard, it is recommended that you check your e-mail inbox.

## 5. Enrolment

Final enrolment in the degree programme is obtained by paying the first instalment of the programme's enrolment tuition fees for the 2026-2027 academic year, to which the €16.00 stamp duty and regional tax must be added.

The procedure is described on the page available at the following link:

<https://www.uniroma1.it/it/node/24689>. The code to be entered is **33433**.

During the payment procedure, you can enter any conditions for exemption from tuition fees and regional tax. The €16.00 stamp duty is still due even in the case of total exemption from tuition fees.

It is extremely important at this stage to have obtained the Isee 2026 calculation for the right to academic education in order to take advantage of the exemptions and benefits provided on the basis of this indicator ( [Annex 3](#)).

Information on amounts and benefits for **those with tax residence in Italy** can be found at the following link: <https://www.uniroma1.it/en/pagina/tuition-fees-and-benefits>

Information on the amounts for **those with tax residence abroad** can be found on the Sapienza University website, on the dedicated page [Go to the page](#).

Fees are to be paid by direct payment, online by credit card.

For more information on payment methods see

<https://www.uniroma1.it/en/pagina/payment>

### 5.1 – For candidates who change from another degree programme at Sapienza University of Rome

If you are successful in the ranking and are currently enrolled in another Sapienza programme, and you wish to request credit for exams taken in your previous programme, you must follow the instructions provided on the Sapienza website. [Go to the page](#)

The application for degree programme change must be sent by email no later than the deadline for payment of enrolment tuition fees indicated in [section 4](#), listing as recipients both the Student Affairs Office of the programme you belong to and the Student Affairs Office of the programme you wish to enrol in ([section 7](#)).

In the email addressed to the Student Affairs Office, you must specify your position in the ranking list.

Please note: after submitting your application to transfer, you will not be able to sit the exams for your degree programme of origin.

### 5.2 – For candidates who transfer from another Italian university

If you are successful in the ranking and you are actively enrolled in another degree programme at an Italian university, and you wish to request recognition of the exams you have taken in your previous program, you must pay the tuition fee for your new chosen degree programme no later than the deadlines specified in [point 4](#). Within ten days of paying the tuition fee, you must submit a transfer application.

[Follow the instructions](#)

#### Please Note

after payment of the programme's enrolment tuition fees, you will not be able to sit exams for your home degree programme.

### 5.3 – For candidates who still have to graduate

If you are successful in the ranking and you graduate **between the deadlines for payment of tuition fees and December 31, 2026**, you must submit the precautionary application, no later than the deadlines indicated in [section 4](#), using the following procedure:

- Request the "precautionary application" by writing to the Student Affair Office ([segrstudenti.architettura@uniroma1.it](mailto:segrstudenti.architettura@uniroma1.it));
- fill in the application;
- send the application to [segrstudenti.architettura@uniroma1.it](mailto:segrstudenti.architettura@uniroma1.it) indicating in the subject line: Precautionary application + Degree Programme Code and Name;

The precautionary application is necessary in order to keep one's place in the ranking list and to pay tuition fees after the deadline.

#### **Please Note**

Course enrollment fees must be paid no later than 15 days after graduation.

When paying the first installment, we recommend that you also request the second and third installments from the Student Affair Office (due on December 17, 2026, and March 25, 2027, respectively), as these cannot be generated online until the first installment has been paid.

### **5.4 – For candidates already holding an Italian degree**

If you are successful in the ranking and have already obtained an Italian degree, if you wish to request the recognition of university credits acquired during your previous degree programme, within **15 natural and consecutive days of payment of the first instalment of the tuition fees** you must submit your application by following the instructions on the Sapienza website. [Go to page](#)

If you obtained your degree at an Italian university other than Sapienza University of Rome, you must also enclose a self-certification of your qualification, indicating the exams taken, relative grades, Scientific-Disciplinary Sectors (SSD) and credits (ECTS).

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

### **5.5 – For candidates with an educational qualification obtained from a non-Italian higher education system**

If you are successful in the ranking, hold a degree from a foreign university system, and wish to request recognition of university courses taken abroad, you must follow the instructions provided on the Sapienza website on the dedicated page [Go to page](#)

## **6. Withdrawal from enrolment**

If, after paying your tuition fees, you want to withdraw from enrolment, you must follow this procedure:

- activate your institutional e-mail address in the manner indicated on the University website at <https://www.uniroma1.it/en/pagina/email-google-apps>;
- connect to the ticket platform <https://tts.uniroma1.it/otrs/customer.pl>
- select the Student Affairs Office to which your degree programme belongs
- select the Withdrawal from studies service, fill in the relevant form and attach the payment receipt for the stamp duty.

**Please note:** If you are a citizen of a non-EU country with a study permit and you decide not to enroll at Sapienza or another university, you will no longer meet the requirements for staying in Italy, resulting in the revocation of your study permit.

In this case, you must return to your country of origin and complete the pre-selection procedures on the QS MoveIn platform again by May 15, 2026 (<https://www.uniroma1.it/en/admissions>), and the pre-enrollment process via the University online platform (<https://www.universitaly.it/>) no later than June 30, 2026. More information on the study permit for study purposes is available on the [dedicated page](#)

## **7. Useful information and contact details**

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

Any notices and updates will also be posted on the degree programme's page.

|                                                                             |                                                                                                                                                                                                                                                                                                                                       |
|-----------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Degree Programme's Student Affairs Office (via e-mail only)</b>          |                                                                                                                                                                                                                                                                                                                                       |
| E-mail                                                                      | <a href="mailto:msproductdesign@uniroma1.it">msproductdesign@uniroma1.it</a>                                                                                                                                                                                                                                                          |
| <b>Student Affairs Office of the Faculty of Architecture</b>                |                                                                                                                                                                                                                                                                                                                                       |
| Location                                                                    | Via Emanuele Gianturco, 2 – 00196 – Rome (ground floor)                                                                                                                                                                                                                                                                               |
| Opening hours                                                               | Monday, Wednesday, Friday, from 8.30 to 12.00<br>Tuesday and Thursday from 14.30 to 16.30<br><b>The Office will be closed from August 10 to August 15</b>                                                                                                                                                                             |
| E-mail                                                                      | <a href="mailto:segrstudenti.architettura@uniroma1.it">segrstudenti.architettura@uniroma1.it</a>                                                                                                                                                                                                                                      |
| Teams                                                                       | <a href="#">segreteria studenti architettura</a> (during opening hours)                                                                                                                                                                                                                                                               |
| <b>HELLO Desk – Welcome office</b>                                          |                                                                                                                                                                                                                                                                                                                                       |
| Location                                                                    | Piazzale Aldo Moro, 5 – 00185 Rome<br>Rectorate Building, portico side                                                                                                                                                                                                                                                                |
| Opening hours                                                               | From Monday to Friday, from 9.30 to 17.00<br><b>The Office will be closed from August 10 to August 15</b>                                                                                                                                                                                                                             |
| E-mail                                                                      | <a href="mailto:hello@uniroma1.it">hello@uniroma1.it</a>                                                                                                                                                                                                                                                                              |
| <b>International Student Office</b>                                         |                                                                                                                                                                                                                                                                                                                                       |
| Location                                                                    | Piazzale Aldo Moro, 5 – 00185 Rome<br>General Services Building - staircase C – 2 <sup>nd</sup> floor                                                                                                                                                                                                                                 |
| Opening hours                                                               | Monday, Wednesday, Friday, from 8.30 to 12.00<br>Tuesday and Thursday from 14.30 to 16.30<br><b>The Office will be closed from August 10 to August 15</b>                                                                                                                                                                             |
| E-mail                                                                      | <a href="mailto:studenti stranieri@uniroma1.it">studenti stranieri@uniroma1.it</a>                                                                                                                                                                                                                                                    |
| Teams                                                                       | <a href="#">International Students' Office</a> (during office opening hours)                                                                                                                                                                                                                                                          |
| <b>Services for disabilities and Specific Learning Difficulties (SpLDs)</b> |                                                                                                                                                                                                                                                                                                                                       |
| Location                                                                    | Piazzale Aldo Moro, 5 – 00185 Rome<br>Law Building, ground floor, rear entrance                                                                                                                                                                                                                                                       |
| Disabilities                                                                | <a href="mailto:servizio.disabilita@uniroma1.it">servizio.disabilita@uniroma1.it</a><br><a href="https://www.uniroma1.it/en/pagina/disability-and-specific-learning-difficulties">https://www.uniroma1.it/en/pagina/disability-and-specific-learning-difficulties</a><br><b>The Office will be closed from August 10 to August 15</b> |

|                                 |                                                                                                                                                                                                                                                                                                                                             |
|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SpLDs                           | <a href="mailto:servizio.dsa@uniroma1.it">servizio.dsa@uniroma1.it</a><br><a href="https://www.uniroma1.it/en/pagina/disability-and-specific-learning-difficulties">https://www.uniroma1.it/en/pagina/disability-and-specific-learning-difficulties</a><br><b>The Office will be closed from August 10 to August 15</b>                     |
| Contacts for the admission test | <a href="mailto:testaccesso.inclusione@uniroma1.it">testaccesso.inclusione@uniroma1.it</a><br><a href="https://www.uniroma1.it/en/pagina/disability-and-specific-learning-difficulties">https://www.uniroma1.it/en/pagina/disability-and-specific-learning-difficulties</a><br><b>The Office will be closed from August 10 to August 15</b> |

## 8. Selection Committee

The Committee in charge of the procedure for the comparative assessment of the qualifications referred to in this call for applications is composed of the Dean of the Faculty of Architecture or the Programme Coordinator of the Master's Degree in Product and Service Design and at least 2 professors of the Master's Degree in Product and Service Design Board.

## 9. Persons in charge of the administrative procedure and competent court

Pursuant to Articles 4, 5 and 6 of Law 241/90, the person responsible for the administrative procedure is Mr. Antonio Bizzotti, Head of Unit of the Architecture Student Affairs Office.

In the event of a dispute, the Court of Rome shall have exclusive jurisdiction.

## **Annex 1. Citizenship in foreign countries and/or qualifications obtained within a foreign education system**

### **A1.1 – Citizenship in EU and non-EU countries holders of a residence permit in Italy (non EU equivalent)**

Follow the general procedures set out in the call for applications if:

- a. you are a citizen of one of the European Union countries or one of the following countries: Norway, Iceland, Liechtenstein, Switzerland, the Republic of San Marino, the Vatican City State;
- b. you hold dual citizenship, one of which is of a European Union country
- c. you are a national of a non-EU country, but hold one of the following residence permits issued by the Italian State:
  - EU long-term residence 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 under Article 50 TEU – Article 18.4 of the EU-UK Withdrawal Agreement.
- d. you are a citizen of a non-EU country, but have been legally resident in Italy for at least one year and hold a secondary school qualification obtained in Italy that grants access to your chosen degree programme, or hold a degree or an accredited Foundation Year certificate obtained at an Italian university, duly recognised by the Ministry of Education, Universities and Research (MUR), in the 2025/2026 academic year;
- e. you are a citizen of a non-EU country and are duly enrolled on a degree course at an Italian university, hold a valid residence permit for study purposes and intend to apply for a transfer or progression (for years following that of initial enrolment);
- f. you are a non-EU citizen and you (or one of your parents or your spouse) are a member of staff serving in foreign diplomatic missions and international organisations based in Italy, accredited to the Italian State or the Holy See. In this case, you must submit your residence permit for diplomatic purposes.

If you hold a residence permit for study purposes in Italy issued for

- attending an Italian language course
- undertaking an exchange/mobility period
- attending a 'single course'

please follow the instructions set out in [point A1.3](#)

### **A1.2 – Dual citizenship**

**If you have dual citizenship**, one of which is Italian or from another EU country, your Italian citizenship or that of the other EU country prevails (Law No. 218 of May 31, 1995, Article 19, paragraph 2), and therefore, to enroll in the degree programme indicated in this call for applications, you must follow the instructions provided for those who hold citizenship in an EU country and in a non-EU country with a valid residence permit in Italy (non-EU equivalents)

### **A1.3 - Citizenship in non-EU countries, residence abroad and application for a student visa**

If you are a citizen of a non-EU country, reside in a country other than Italy and do not meet the requirements set out in [point A1.1](#), you must apply for an entry visa for study purposes, as indicated in [point 2.2](#) in order to enrol on the course specified in this call for applications.

If you are a non-EU citizen and hold a residence permit for study purposes in Italy issued to attend an Italian

language course or to undertake an exchange/mobility period, in order to enrol on the degree programme covered by this call for applications, you must return to your country of origin and submit an application for an entry visa for study purposes as indicated in [point 2.2](#).

A residence permit for study issued for a 'single course' will be considered valid for university enrolment as an EU equivalent only if all three of the following requirements are met in the 2025/2026 academic year:

- You entered the country on a study visa issued specifically for single courses
- You regularly attended the single course and passed the relevant assessment
- The single course attended is relevant to the degree programme chosen for your subsequent academic career.

If even one of the listed requirements is not met, in order to enrol on the degree programme covered by this call, you must return to your country of origin and submit an application for an entry visa for study purposes as indicated in [point 2.2](#).

For further information on the residence permit for study purposes, please consult the dedicated page <https://www.uniroma1.it/en/pagina/residence-permit-study-purposes>.

### A1.4 – 'Marco Polo' Programme

If you are a Chinese citizen, have joined the "Marco Polo" project for Sapienza, and have submitted your pre-enrollment application to the Italian diplomatic and consular missions in China for the 2025/2026 academic year, you are eligible to apply for the positions reserved for the '**Marco Polo**' project. Specific instructions are available on the website of the Ministry of University and Research at <http://www.studiare-in-italia.it/studenti stranieri/>

### A1.5 – Enrolment for holders of a foreign qualification

If you hold a foreign qualification, in order to enrol by the deadlines set out in [point 4](#) you must:

- Scan the documents listed on the Sapienza website, on the dedicated page. [Go to the page \(4. Documents required for enrolment – Two-year Master's Degree programmes\)](#)
- Send the resulting file to the Hello-International Student Office at the email address [studenti stranieri@uniroma1.it](mailto:studenti stranieri@uniroma1.it) ensuring that the subject line of the email includes the following text: 'Ready for enrolment + course code and course name + student ID number + student's surname and first name'.
- Pay the university enrolment fees by the deadlines set out in [point 4](#), following the instructions on the page <https://www.uniroma1.it/en/pagina/infostud-enrolment>

For further information on qualifications obtained in a foreign education system that are eligible for admission to higher education, the following document is available, listing most of the countries from which Sapienza has received the highest number of enrolment applications: [document on foreign qualifications](#)

**Following administrative checks, the "Hello – International Students Office" reserves the right to request further documentation if deemed necessary or to refuse admission to the course due to failure to meet the requirements.**

Any further updates and information are available on the International Students Office page <https://www.uniroma1.it/en/pagina/international-student-office> or by contacting: [studenti stranieri@uniroma1.it](mailto:studenti stranieri@uniroma1.it).

### A1.6 - Course shortening for holders of a foreign university qualification

If you hold a university degree from a foreign educational system and wish to request recognition of university exams taken abroad, you must submit a request to the International Student Office, accompanied by a €16.00 revenue stamp, within 30 days of your enrollment date

Procedure:

- Complete enrollment and pay tuition fees by the deadlines indicated in [point 4](#)

- Activate your institutional email address following the instructions on the university website at the following page: <https://www.uniroma1.it/en/pagina/email-google-apps>
- Submit a ticket to the International Student Office <https://tts.uniroma1.it/otrs/customer.pl> by filling out the application form and attaching the documents listed on the Sapienza website, on the dedicated page. [Go the the page \(14. Course shortening\)](#)

**After administrative checks, the “Hello - International Student Office” reserves the right to request additional documentation if deemed necessary and to reject the request for recognition if the necessary requirements are not met.**

Any further updates and information are available on the International Student Office page <https://www.uniroma1.it/en/pagina/international-student-office> or by contacting: [studentistranieri@uniroma1.it](mailto:studentistranieri@uniroma1.it) .

Once the review of the submitted foreign credentials is complete, the request will be forwarded by the ‘Hello - International Student Office’ to the relevant student office for administrative processing.

The evaluation of the request will be carried out by the academic departments.

## **Annex 2. Services for disabilities or Specific Learning Difficulties (SpLDs)**

### **A2.1 - Recognised disability/invalidity**

**If you have a disability recognized under Article 3, paragraph 1 or 3, of Law No. 104 of February 5, 1992, or a disability certification, and you require special aids or additional time to take the exam, you must indicate this request on the Infostud System during the process of generating the payment for the exam registration fee and send the certification to [testaccesso.inclusione@uniroma1.it](mailto:testaccesso.inclusione@uniroma1.it)**

Special circumstances will be considered based on the certifications submitted.

**Requests must be received no later than the exam registration deadline and must be accompanied by appropriate certification issued by INPS or the relevant National Health Service (S.S.N.) facilities.**

More information is available at <https://www.uniroma1.it/en/node/136730>

### **A2.2 - Specific learning disorders**

**If you have been diagnosed with a Specific Learning Disorder (SLD), as defined by Law No. 170/2010 and Ministerial Decree No. 5669/2011, and require special aids or additional time for the exam based on the type of SLD, you must indicate this request on the Infostud System during the process of generating the payment for the exam registration fee and send the certification to [testaccesso.inclusione@uniroma1.it](mailto:testaccesso.inclusione@uniroma1.it).**

**Requests must be received no later than the exam registration deadline and must be accompanied by appropriate certification of the SLD issued by National Health Service (S.S.N.) facilities or by specialists and facilities accredited by the S.S.N.**

**If the attached documents do not specify the accreditation of the facilities or specialists who issued the certification, you must include a note confirming such accreditation.**

The SLD certification must be detailed and clear, including references to nosographic codes and an explicit description of the SLD (reading and/or writing and/or math). The diagnosis must have been issued no more than three years ago if it pertains to minors.

More information is available at <https://www.uniroma1.it/en/node/136730>

### **A2.3 - Disability/invalidity and SLDs for those residing in foreign countries**

**If you reside abroad and have a recognized disability or a diagnosis of a learning disability (DSA) and wish to take advantage of the opportunities described above, you must submit a legalized certification—if required by applicable international regulations—attesting to your disability or DSA status, issued in your country of residence, accompanied by a sworn translation by an official translator or a translation certified as conforming to the original text by Italian diplomatic missions, in Italian or English.**

### **Annex 3. Isee for the right to academic education**

The Isee (Indicator of Equivalent Economic Situation) for the right to academic education is required to obtain a reduction in the amounts of tuition fees to be paid by the student (the lower the Isee value, the lower the amount to be paid).

The calculation of Isee for university right to academic education benefits should be requested from Tax Assistance Centers (CAF) after January 15, 2026, and at least 30 days before the enrolment deadlines.

For candidates with a PIN code or SPID digital identity (unique code for access to all digital and online services of the Public Administration), it is also possible to request the calculation of Isee 2026 directly online by submitting the DSU (Single Substitute Declaration) on the INPS website ([www.inps.it](http://www.inps.it)).

**For candidates who have foreign citizenship and/or declare income earned abroad** and are therefore unable to produce Isee certification, there is a fixed amount tuition fee, depending on their country of origin.

See the dedicated page at <https://www.uniroma1.it/en/pagina/tuition-fees-and-benefits>