

Dear Students,

this document is aimed at providing a set of guidelines for the international students of the MS in Nanotechnology Engineering. As you start attending classes and understanding the university's structure and proceedings, you will become familiar with a lot of topics described in the following lines. However, as most of you are not used to the Italian educational system, this can give you a useful introduction to the main steps along your academic career in Sapienza: admission, attendance and graduation.

Some preliminary information regarding admission and visa

EU citizens don't need a visa to enter Italy. However, if you have planned to stay for more than three months, you will need to register at the General Register Office of the City where you are going to live (in this case, the municipality of Rome).

Non-EU citizens, on the other hand, have to apply for a student visa at the Italian Embassy or consulate in their home country. Please keep in mind that you can only apply for your visa after you have received confirmation of your admission by the university. Remember that, starting from this academic year, you must register yourself on [Universitaly](#) portal. This is mandatory for all non-EU students living abroad, including those who have already gone through Sapienza's pre-selection process. We remind you that the full list of documents required for visa application is available on the Ministry of Foreign Affairs and International Cooperation website: <https://vistoperitalia.esteri.it/home/en>. After you have been notified about the status of your admission, the university will be in charge of confirming your admission to the Embassy or the Consulate of your country to get your documents prepared for visa.

Admission

It is possible to request the assessments of the requirements by January 13, 2021. The results of the evaluation will be communicated by email, to the address stated on Infostud.

Then, within the deadline indicated, international students (both EU and non-EU) must send the following documents to verificarequisiti.studenti stranieri@uniroma1.it:

- copy of your identity card or passport;
- copy of your residence permit (only if you come from a non-EU country);
- copy of your High School Diploma (obtained after at least 12 years of studies) translated into Italian, legalized or with Apostille and accompanied by the Declaration of Equal Value (DoV) issued by the competent Italian Diplomatic authority (Embassy or Consulate) of the Country where you obtained your Diploma and in charge of the High school qualification system;
- copy of your University-level qualification (achieved after at least 15 years of studies), translated into Italian, legalized or with Apostille and accompanied by the Declaration of Equal Value (DoV) issued by the competent Italian diplomatic authority (Embassy or Consulate) of the country where you obtained your Degree and in charge of the University qualification system;
- Example: for an English qualification obtained in Egypt, the declaration of value must be made by the Italian consulate in London.
- copy of your academic transcript issued by the University, including all examinations taken, translated into Italian and legalized or with Apostille by the competent Italian diplomatic authority
- receipt for payment of the €10 form

After receiving the positive outcome of the assessment of the requirements and the personal preparation, within the deadline indicated in the call, you will need to present the following documents to the [Hello-Foreign Students Sector](#):

- Original and copy of your identity card or passport;

- Original and copy of your residence permit (only if you come from a non-EU country);
- Original and copy of your High School Diploma (obtained after at least 12 years of studies) translated into Italian, legalized or with Apostille and accompanied by the Declaration of Equal Value (DoV) issued by the competent Italian Diplomatic authority (Embassy or Consulate) of the country where you obtained your Diploma and in charge of the High school qualification system;
- Original and copy of your University-level qualification (achieved after at least 15 years of studies), translated into Italian, legalized or with Apostille and accompanied by the Declaration of Equal Value (DoV) issued by the competent Italian diplomatic authorities (Embassy or Consulate) of the country where you obtained your Degree and in charge of the University qualification system;
- Example: for an English qualification obtained in Egypt, the declaration of value must be made by the Italian consulate in London.
- Original and copy of your academic transcript issued by the University, including all examinations taken, translated into Italian and legalized or with Apostille by the competent Italian diplomatic authority

Attendance

After you have completed the registration process, you are officially a Sapienza student! Now it's time to learn about all that concerns courses, including classes, timetables, study plan, job opportunities and so on. First of all, take some time to become familiar with the website, which is where you will find all the information you need. We know that getting used to the website can be a little confusing, but it is yet **the most important source of information** about both administrative and didactic issues, so make sure to read it carefully. For what concerns Nanotechnology students, you are invited to keep an eye on the following main web pages:

[Master's degree in Nanotechnology Engineering](#): this page contains specific information related to the Nanotechnology Engineering courses. Here you will find information about:

- Courses and attendance
- Admission
- Academic rules
- Programmes and textbooks
- Subjects and teachers

[Board of Nanotechnology Engineering](#): for information about the Master of Science Programme and the guidelines to fill in the study plan.

[Faculty of Civil and Industrial Engineering \(ICI\)](#): the main faculty website, it contains information about all the bachelor's and master's degree courses that belong to the Faculty of Civil and Industrial Engineering, including Nanotechnology Engineering. Check this page if you need this sort of information:

- Courses timetables
- Contacts and offices
- The Faculty
- News, conferences, recruiting events
- Thesis and graduation procedures
- Mobility opportunities

[Main Sapienza website](#): check it for very general information (not related to your specific course) such as fees, scholarships, students accommodation and canteen, payment methods etc.

Graduation

Click [here](#) for information about the final thesis and graduation.

Useful contacts

If you want to learn more about a **specific subject or course**, please find the email address of the professor who teaches that subject on the website. He/she will be the best person who can advise you about their own courses! Contact professors via email and take an appointment or have a talk with them after classes.

If you need **administrative and logistic assistance**, contact Dr. Cristina Gippa:

Cristina Gippa
International Students Advisor
Email: studentadvisor.nanotechnology@uniroma1.it

For **didactic advises**, contact Dr. Valerio Nardone:

Valerio Nardone
Didactic Advisor
Tel. 06.49766771 (int. 26771)
Email: valerio.nardone@uniroma1.it

For general information about updates in your career (interruptions, transfers etc.), fees, certificates, password recovery etc., contact the **Faculty of Civil and Industrial Engineering Student Office**:

Email: segrstudenti.ingegneria@uniroma1.it

- *If you are enrolled at Sapienza, please write to us with your university account (lastname.studentnumber@studenti.uniroma1.it). It will be easier to help you.*

- *If you need to activate your university e-mail account, go to activate university e-mail*

- *If you are requesting a password reset or information on payments or your university career, please include a copy or photo from a valid form of ID.*

Skype: segrstudenti-ici

Opening Hours

Monday, Wednesday, Friday
from 08.30 am to 12.00 (noon)

Tuesday and Thursday
from 8.30 am to 4.30 pm

OTHER OFFICES

Hello – International Students Help Desk

Rectorate Building Colonnate (CU001)

Email: hello@uniroma1.it or visitsapienza@uniroma1.it

Skype: settore.studentistranieri

Opening Hours

from Monday to Friday
9.30 am to 5.00 pm

Office for Students with International Degrees

Email: studentistranieri@uniroma1.it

Skype: settore.studentistranieri

General Services Building – Staircase C – 2 Floor

Opening Hours

Monday, Wednesday, Friday
from 08.30 am to 12.00 (noon)

Tuesday and Thursday
from 2.30 pm to 4.30 pm

For any question concerning your registration on **Universitaly** portal, you can get in touch with:

Sapienza Office for International Students

Email: accesso.sapienza@uniroma1.it