

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 residing abroad and Visa applicants for entry and Chinese students of the Marco Polo project, must be in possession of mandatory pre-acceptance letter.

Below are the instructions:

- Read the call for application of your degree course: [Go to the catalogue](#)
- Complete the online preselection procedure to obtain the **mandatory pre-acceptance letter**, [see point 2](#);
- Proceed with your **Study Visa request** on [University](#) portal **within 29 July 2022**, [see point 5](#), uploading your B2 certificate in Italian language if your chosen degree course is taught in Italian, [see point 1](#);
- Book your **assessment of requirements** procedure by paying the related 10-euros fee on **Infostud**, **not later than 15 September 2022**, and by uploading in Infostud the test code as indicated on the course [call for application](#)
- Send to studentistranieri@uniroma1.it the mandatory set of documents for enrolment, [see point 4](#)
- Wait for the outcome of your documents' check by the office for Students with International Degree
- Finalize your enrolment procedure by paying your tuition fees, [see point 15](#)

Candidates with Italian citizenship holding a foreign title, EU citizens wherever residents and non-EU citizens legally residing in Italy. Procedures for such candidates are outlined in [item 8](#) on the Student Secretariat page with foreign qualification:

As indicated in [point 2](#), for these candidates the pre-acceptance letter is not a mandatory requirement, therefore enrolment procedures differ according to the candidate choice. Here below the two possible procedures:

Candidates who choose to enrol with the pre-acceptance letter:

- Read the call for application of your degree course: [Go to the catalogue](#)
- Complete the online preselection procedure to obtain the **mandatory pre-acceptance letter**, [see point 2](#);
- Book your **assessment of requirements** procedure by paying the related 10-euros fee on **Infostud**, **within the deadline as set in [Item 8](#) (paragraph 2) of Students Regulations**, and by uploading in Infostud the test code as indicated on the course [call for application](#)
- Send to studentistranieri@uniroma1.it the mandatory set of documents for enrolment, [see point 4](#)
- Wait for the outcome of your documents' check by the office for Students with International Degree
- Finalize your enrolment procedure by paying your tuition fees, [see point 15](#)

Candidates who choose to enrol without the pre-acceptance letter:

- Read the call for application of your degree course: [Go to the catalogue](#)
- Register on [Infostud](#) to obtain your student ID number (matricola)

- Book your **assessment of requirements** procedure by paying the related 10-euros fee on **Infostud**, **within the deadline as set in [item 8](#) (paragraph 2) of Students Regulations**, and by uploading in Infostud the test code as indicated on the course [call for application](#)
- Send to verificarequisiti.studentistranieri@uniroma1.it the mandatory set of documents for enrolment, [see point 4](#), including a copy of the degree programmes detailed by discipline, with the indication of the hours of lecture attended and the theoretical and practical activities provided for the achievement of the foreign degree, carrying the original stamp of the university and translated into Italian or into English. For such a document, no sworn translation is required
- Wait for the final outcome of the procedure and finalize your enrolment by paying your tuition fees, [see point 15](#).

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
- Programs and textbooks
- Subjects and teachers

[Board of Nanotechnology Engineering](#): for information about the Master of Science Program 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. Federica Scrofani:

Federica Scrofani

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
from 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 [University](#) portal, you can get in touch with:

Sapienza Office for International Students

Email: accesso.sapienza@uniroma1.it