Registration procedure

1. Access Delphi platform (link: https://delphi.uniroma2.it/totem/jsp/index.jsp?language=EN) and click on “Student section”

2. Select “CLI CI Courses” in section D
3. Select “Registration”

4. Insert your name and surname. If you have an Italian fiscal code (codice fiscale) you can enter it, if you don’t have it, click directly on “Next”.

5. Enter your personal information and click on “Next”
6. Check that all the entered information is correct and click on “Confirm displayed information”

7. The system will provide a password and a fiscal code (if you didn’t enter it) that will also be sent to your email address
8. You will have to access Delphi again and enter the fiscal code and password provided.

9. Select “Sign up for courses”
10. Select from the drop-down menu “CLICI - Courses in Italian language - I semester”

11. Read the privacy policy and, if you agree, click on “I have read and understood the privacy policy”
Your personal data will be displayed, click on “Next”
13. Enter your current address and click on “Next”

14. Enter the data of your ID document and click on “Next”

15. Enter your native language and select the correct option:
   I’m a/an...
   - student of the University of Tor Vergata (undergraduate/postgraduate/PhD student)
   - teacher/professor/researcher of the University of Tor Vergata (if you have any contract to teach or do research at Tor Vergata University)
   - employee (administrative staff) of the University of Tor Vergata
   - external (non-Tor Vergata University) student
16. Select the correct option:

- **Absolute beginner** (if you have never studied or learned Italian)
- **I passed CLICI’s Italian language final exam last semester** (to be selected only if you passed the final exam held on 14 or 15 June 2022)
- **NOT beginner**, I want to take the placement test at 4.30 pm - CET on 06/09/2022
- **NOT beginner**, I want to take the placement test at 4.30 pm - CET on 08/09/2022
- **NOT beginner**, I want to take the placement test at 4.30 pm - CET on 13/09/2022
- **NOT beginner**, I want to take the placement test at 2.00 pm - CET on 16/09/2022
- **NOT beginner**, I want to take the placement test at 4.30 pm - CET on 19/09/2022
- **NOT beginner**, I want to take the placement test at 4.30 pm - CET on 21/09/2022
- **NOT beginner**, I want to take the placement test at 1.30 pm - CET on 23/09/2022

Please be reminded that it is possible to book the placement test up to a week before the chosen date. A maximum of 27 students will be admitted to each session. Therefore, if you can’t select a date, it may be already booked out or expired.
17. Check that all the entered data are correct and click on “Confirm displayed information”

18. Click on “Print” if you want to download a pdf with the entered data. Please be reminded that you will have to confirm your registration
19. Clicking on “Back” you will log out. Then, you will have to enter your fiscal code and password again in order to be able to manage the application you submitted. Now you can confirm your registration clicking on “Manage”
20. Click on “Confirm your registration” and then on “Confirm”
21. Now your registration is confirmed, but you will have to access Delphi again **between 1st and 10 November 2022** to download, pay – if requested – and validate the registration bill (**free** for internal students/teachers/researchers/employees, **€ 300** for external students). The bill validation is **mandatory** to obtain the **final certificate**.