

Registration procedure

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



2. Select “CLICI Courses” in section D



3. Select "Registration"

UNIVERSITÀ DEGLI STUDI DI ROMA TOR VERGATA

LOGOUT

Delphi Versione: test

Access to the Reserved Section

Registration
Retrieve Password

FISCAL CODE

PASSWORD

ENTER

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".

Delphi Versione: test

Registration

Personal Information Registration

NAME Jane

SURNAME Smith

SEX F

FISCAL CODE (IF ISSUED BY THE REVENUE AGENCY)


BACK NEXT

5. Enter your personal information and click on "Next"

Registration

Personal Information Registration

DATE OF BIRTH	07 / 05 / 2000
STATE/PROVINCE OF BIRTH: (SELECT EE FOR FOREIGN COUNTRY)	EE
COUNTRY:	COSTA RICA
FOREIGN CITY OF BIRTH:	San José
E-MAIL	janesmith@gmail.com
PHONE NUMBER	833 3333333
CITIZENSHIP	COSTA RICA




6. Check that all the entered information is correct and click on “Confirm displayed information”

CHECK CAREFULLY THAT ALL THE ENTERED DATA ARE CORRECT

IF THEY ARE CORRECT, CLICK ON THE "CONFIRM INFORMATION DISPLAYED" BUTTON TO COMPLETE THE APPLICATION. WAIT FOR THE PROCESS TO FINISH WITHOUT PRESSING ANY ADDITIONAL KEYS.

IF DATA ARE INCORRECT, CLICK ON "BACK" TO CORRECT THEM.

Personal Information	
Fiscal Code:	SMTJNA00E47Z503N
Name and Surname:	JANE SMITH
Date of Birth:	07/05/2000
Country of Birth:	COSTA RICA
City of Birth:	San José
E-Mail:	janesmith@gmail.com
Mobile Number:	333 3333333
Citizenship:	COSTA RICA



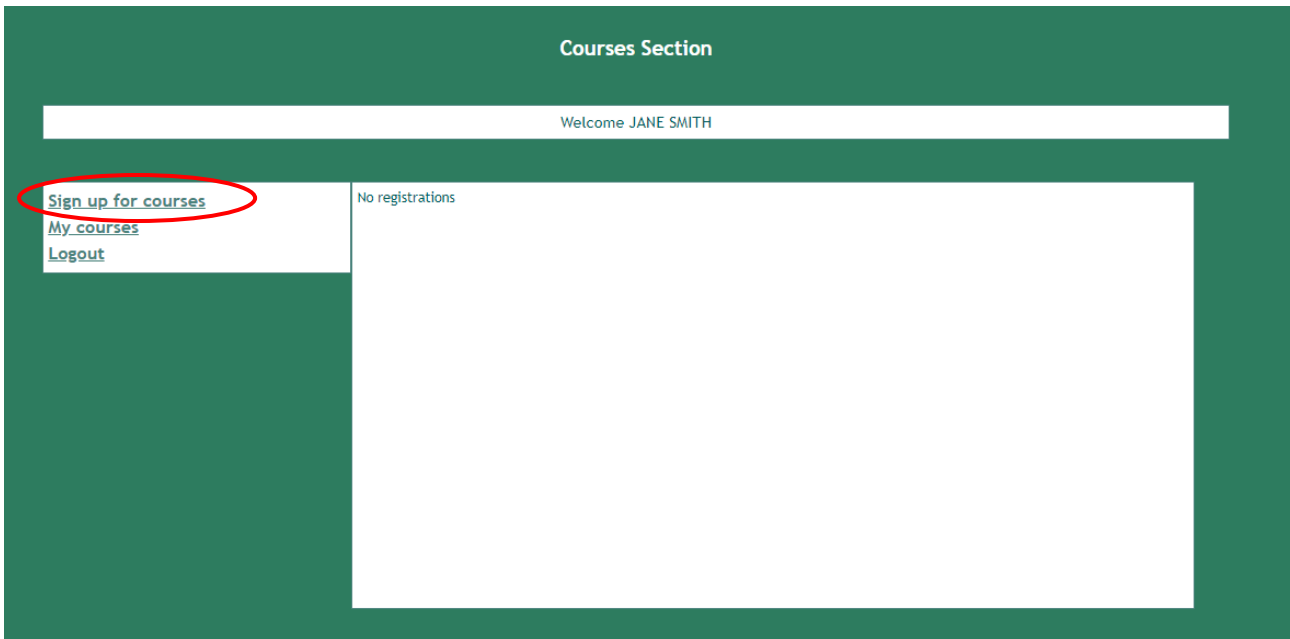
7. The system will provide a password and a fiscal code (if you didn't enter it) that will also be sent to your email address



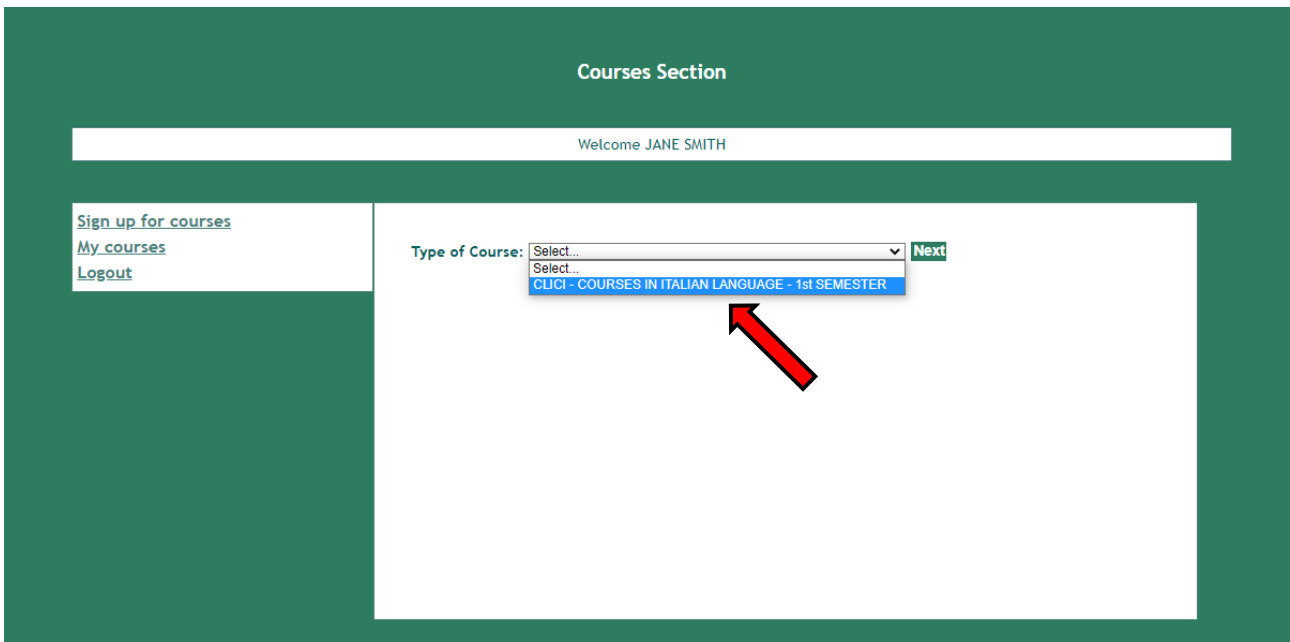
8. You will have to access Delphi again and enter the fiscal code and password provided



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"

Information for the processing of personal data of users participating in activities organized by the "Centro di Lingua e Cultura Italiana" ("CLICI")

1. Data Controller and DPO	<p>Data Controller: Tor Vergata University of Rome: Via Cracovia 50, 00133, Roma (RM), +39 06 7259 8753, e-mail ret@uniroma2.it, PEC ret@pec.uniroma2.it</p> <p>Data Protection Officer (DPO): Via Cracovia 50, 00133, Roma (RM), Telephone +39 06 7259 2151, e-mail rd@uniroma2.it, PEC rd@pec.uniroma2.it</p> <p>Further information on the University's activities related to privacy can be obtained by writing to e-mail: privacy@uniroma2.it (Tel. +390672592151).</p>
2. Data subjects and Personal Data collected	<p>The University of the Studies of Rome "Tor Vergata" - through the CLICI - processes personal data for the purpose of organizing and conducting specific activities of CLICI (Italian language and Italian culture courses, cultural activities and language study) as well as other events (Cici&Tandem, CLICI Language Café, CLICI Summer School, etc.).</p> <p>Data subjects are:</p> <ul style="list-style-type: none"> - University teaching staff (professors and/or researchers); - technical, administrative and librarian staff of the University (TAB); - students not of Italian mother tongue enrolled at the University (bachelor or master courses, Erasmus students, YUFE students, doctoral students, etc.); - students not of Italian mother tongue enrolled at other partner universities (as an example YUFE students); - high school students; - other individuals non belonging to the university community. <p>Personal data collected:</p> <ul style="list-style-type: none"> - first name, last name, place and date of birth, gender, citizenship, social security number, address; - e-mail and telephone number; - identification document (ID card or passport); - mother tongue and other language proficiency level.
3. Source of personal data	Personal data are collected directly from the data subject at the time of application submission.
4. Purpose of data processing	Personal data collected is used for didactic-training purposes and, specifically, for the purposes of enrolling in and carrying out Italian language and culture courses - which can also be delivered in on-line mode - and participation in cultural and in-depth linguistic activities organized by CLICI. Personal data will be processed pursuant to Article 6(1)(c) ("fulfillment of a legal obligation to which the Data Controller is subject") and 6(1)(e) ("performance of a task carried out in the public interest") of the GDPR. The legal basis for the processing is L.341/1990, L. 240/2010 and other specific regulations on the subject. The Data Controller does not use automatic processes aimed at profiling the Data Subject.
5. Recipients of personal data	The data processed for the abovementioned purposes will be communicated and/or made accessible to employees and collaborators assigned to the relevant University Offices, in their capacity as authorized subjects for processing. In the event that the personal data are communicated to third parties who operate processing on behalf of the University, they will act as Data Processors.
6. Data Retention Period	For the pursuit of the abovementioned purpose of data processing, the retention time of personal data is set at a maximum of ten years from the conclusion of the educational course undertaken and/or the cultural activity carried out (and other specific events curated by CLICI).
7. Data Subject's Rights	The data subject has the right to: <ul style="list-style-type: none"> - request from the Data Controller (by writing to e-mail privacy@uniroma2.it), pursuant to Articles 15, 16, 17, 18, 19, 20 and 21 of the GDPR, access to his/her personal data and the rectification or erasure of the same or the restriction of the processing concerning him/her or to object to its processing, as well as the right to data

8. Obligation to provide data	<p>portability;</p> <p>- lodge a complaint with a supervisory authority (Garante Per La Protezione Dei Dati Personali, Piazza Venezia 11, Roma, https://www.garanteprivacy.it) at the e-mail address protezione@autorita.org or protezione@pec.autorita.org.</p>
9. Processing methods of Personal Data	The personal data provided will form the subject of processing operations in compliance with the aforementioned legislation and the obligations of

BACK I HAVE READ AND UNDERSTOOD THE PRIVACY POLICY

12. Your personal data will be displayed, click on "Next"

COURSES IN ITALIAN LANGUAGE - 1st SEMESTER

Student information

E-MAIL

PHONE NUMBER

CITIZENSHIP

BACK NEXT

13. Enter your current address and click on “Next”

COURSES IN ITALIAN LANGUAGE - 1st SEMESTER

Mailing address

ADDRESS: VIA GIACOMO LEOPARDI

STATE/PROVINCE: (SELECT EE FOR FOREIGN COUNTRY): RM

TOWN: ROME

BACK NEXT

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

PLEASE FILL IN THE FOLLOWING DOCUMENT

TYPE * ID PASSAPORT

NUMBER * XXX

ISSUING AUTHORITY * San José City Council

Fields marked with * are mandatory.

BACK 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

LOGOUT Delphi Versione: test

PLEASE FILL IN THE FOLLOWING DOCUMENT

NATIVE LANGUAGE *

I'M A/AN *

- Select ...
- student of the University of Tor Vergata
- teacher/professor/researcher of the University of Tor Vergata
- 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 CLIC'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.

PLEASE FILL IN THE FOLLOWING DOCUMENT

KNOWLEDGE OF THE ITALIAN LANGUAGE *

Absolute beginner
 I passed CLIC's Italian language final exam last semester
 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


Fields marked with * are mandatory.

17. Check that all the entered data are correct and click on “Confirm displayed information”

IF DATA ARE INCORRECT CLICK BACK TO CORRECT THEM.

Course: COURSES IN ITALIAN LANGUAGE - 1st SEMESTER
Personal Information
Fiscal Code: SMTJNA00E47Z503N
Name and Surname: JANE SMITH
Date of Birth: 07/05/2000
Country of Birth: COSTA RICA
City of Birth: San José
E-Mail: janesmith@gmail.com
Mobile Number: 333 33333333
Citizenship: COSTA RICA
Address (Chosen Mailing Address)
Address: VIA GIACOMO LEOPARDI 2
Town: ROME
Province: RM
IDENTIFICATION
TYPE: ID
NUMBER: XXX
ISSUING AUTHORITY: San Jose' City Council
USER CATEGORY
NATIVE LANGUAGE: Spanish
I'M A/AN: student of the University of Tor Vergata
KNOWLEDGE OF THE ITALIAN LANGUAGE
KNOWLEDGE OF THE ITALIAN LANGUAGE: NOT beginner, I want to take the placement test at 4.30 pm - CET on 06/09/2022

BACK 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

Your subscription has been entered but not yet confirmed.
Registration has to be confirmed.

PRINT

BACK


SMTJNA00E47Z503N

THE UNDERSIGNED

Surname SMITH	Name JANE	Sex F
Date of Birth 07/05/2000	Country: COSTA RICA (San Jos#)	State/Province of birth EE
Phone Number 333 33333333	E-Mail janesmith@gmail.com	
Address VIA GIACOMO LEOPARDI 2, ROME (RM)		

DOCUMENTO

TIPO DOCUMENTO DI RICONOSCIMENTO : ID
NUMERO DI RICONOSCIMENTO : XXX
ENTE CHE HA RILASCIATO IL DOCUMENTO : San Jose' City Council

CATEGORIA UTENTE

LINGUA MADRE : Spanish
TIPOLOGIA UTENTE : student of the University of Tor Vergata

LIVELLO DI COMPETENZA LINGUISTICA (ITALIANO)

LIVELLO DI COMPETENZA LINGUISTICA : NOT beginner, I want to take the placement test at 4.30 pm - CET on 06/09/2022

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”

Courses Section

Welcome JANE SMITH

Sign up for courses
My courses
Logout

CLICI - COURSES IN ITALIAN LANGUAGE - 1st SEMESTER Academic Year 2022/2023 **Modify** **Manage** **Print**

20. Click on "Confirm your registration" and then on "Confirm"

COURSES IN ITALIAN LANGUAGE - 1st SEMESTER

Registration submitted (to be confirmed)

[Delete your registration](#)
[Confirm your registration](#)

BACK

Do you intend to confirm your registration?

CONFIRM

BACK

Your subscription has been confirmed.
From November 1st you will have to log in again to download, pay and validate the registration bill (free for internal students, 300 Euro for external students) by November 10, 2022.
The validation of the bill is required to obtain the final certificate.

OK

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**.