Registration procedure for External (non-Tor Vergata) Students

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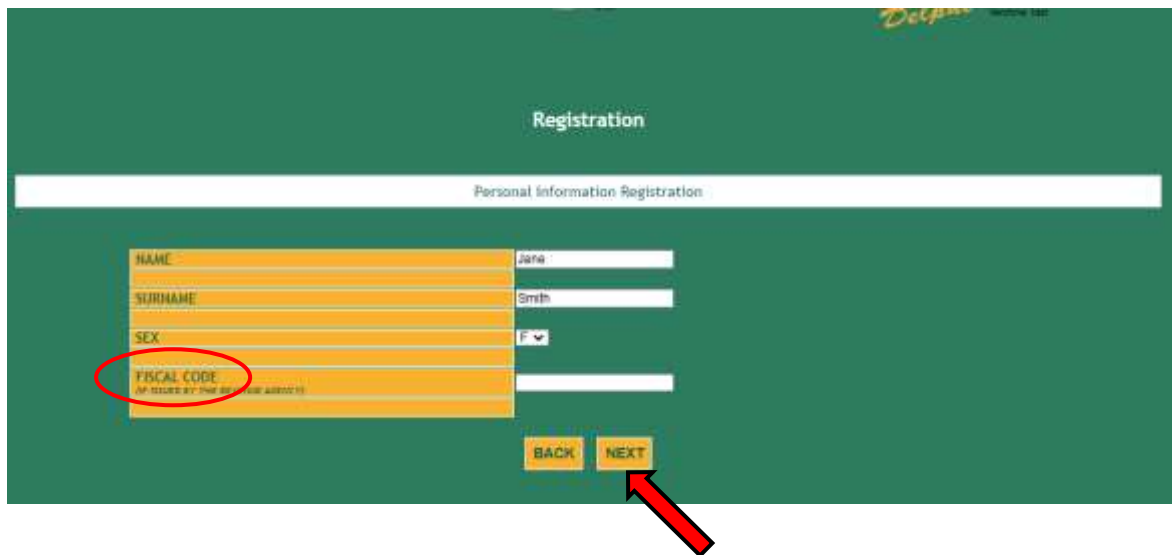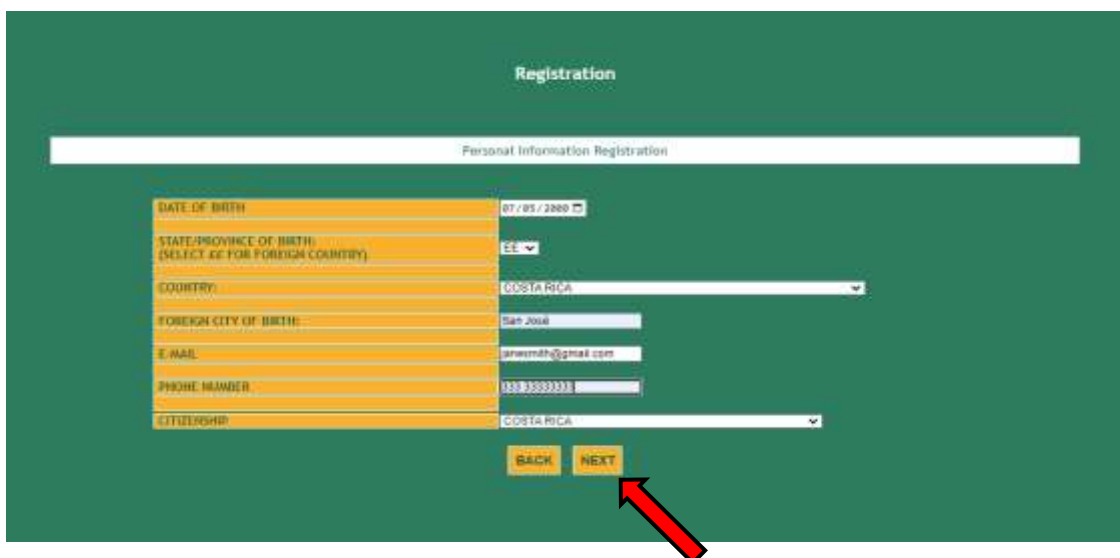

2. Select "CLICI Courses" in section D

3. Select "Registration"

4. Insert your name and surname (Attention! Enter your first and last name in the correct slots). 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"

Courses Section

Welcome JANE SMITH

Sign up for courses
My courses
Logout

No registrations
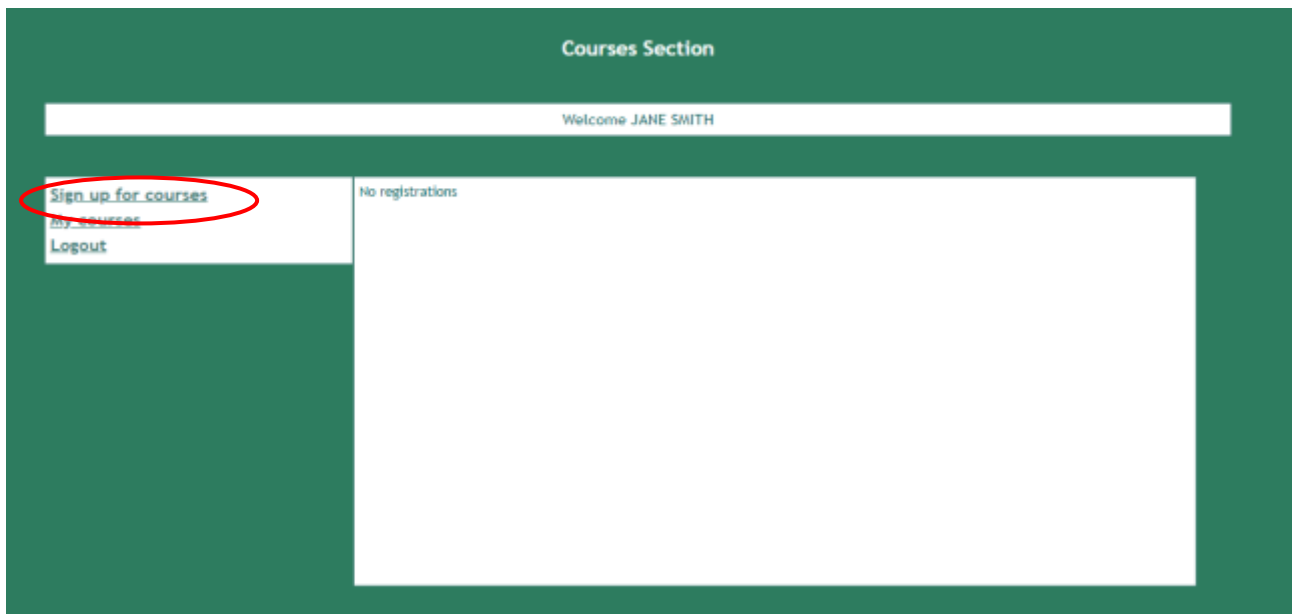
10. Select from the drop-down menu "CLICI - Courses in Italian language - II semester"

Courses Section

Welcome MARCO GRECO

Sign up for courses
My courses
My contact information
Logout

Request Assistance

Type of Course: Select... ✔ Next
Select...
CLICI - COURSE IN ITALIAN LANGUAGE - 2nd SEMESTER
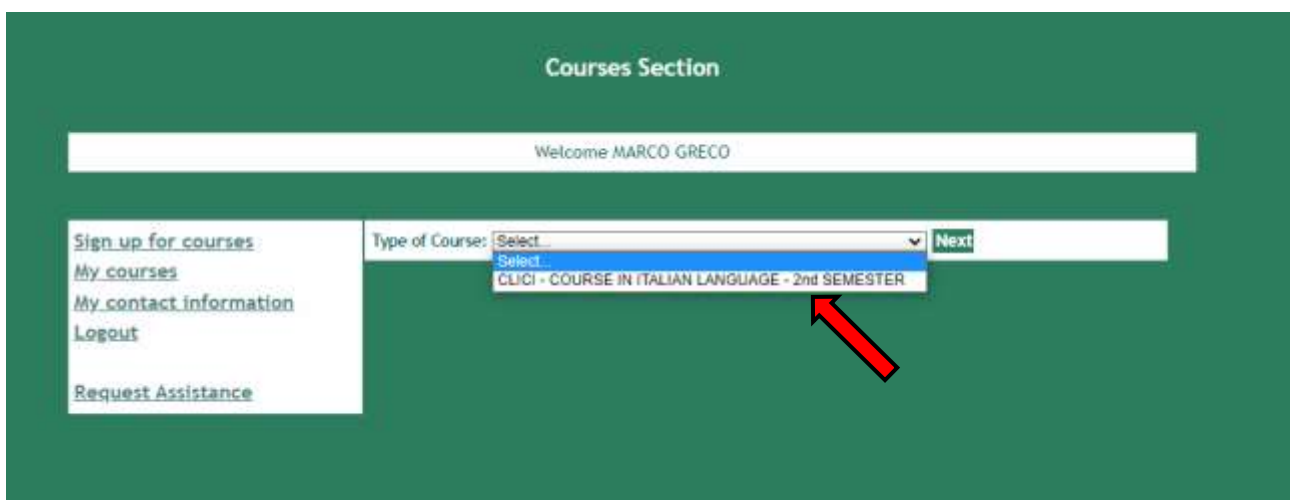
11. Read the privacy policy and, if you agree, click on "I have read and understood the privacy policy"

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

13. Enter your current address and click on "Next"

COURSES IN ITALIAN LANGUAGE - 1st SEMESTER
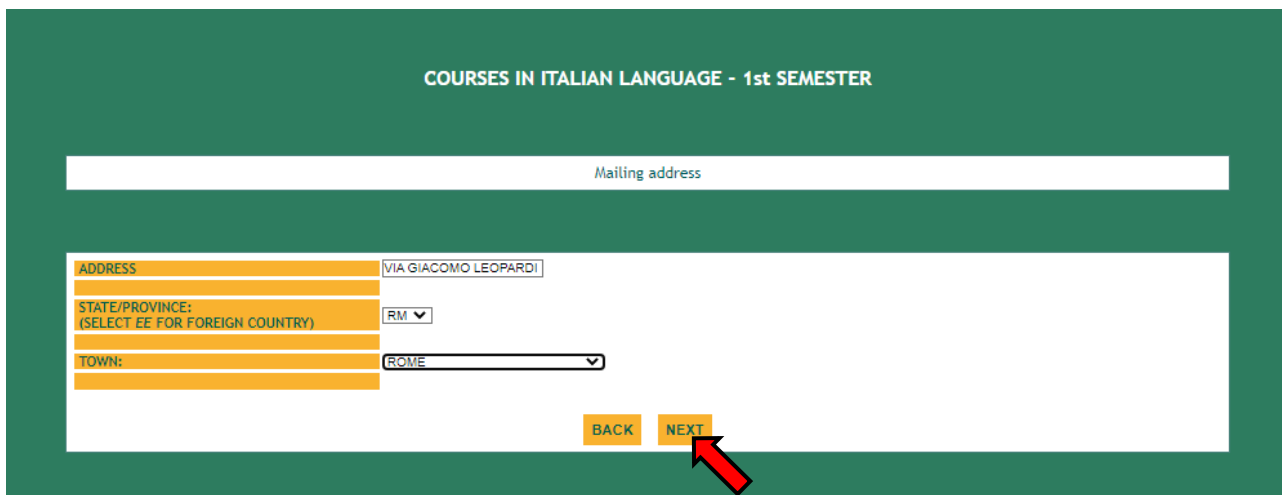
Mailing address

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…
- external (non-Tor Vergata University) student

NATIVE LANGUAGE *	Spanish

I'M A/AN *   Select ...
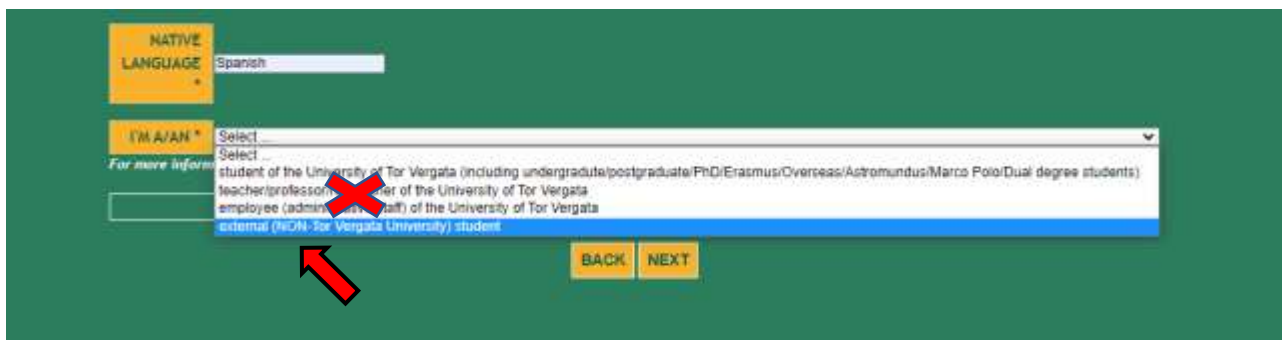
Select ...
student of the University of Tor Vergata (including undergradute/postgraduate/PhD/Erasmus/Overseas/Astromundus/Marco Polo/Dual degree students)
teacher/professor ... er of the University of Tor Vergata
employee (admin ... aff) of the University of Tor Vergata
external (NON-Tor Vergata University) student

BACK   NEXT

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 17, 18 or 19 January 2023**)
- **NOT beginner,** I want to take the placement test **at 4.30 pm - CET on 15/02/2023**
- **NOT beginner,** I want to take the placement test **at 2.00 pm - CET on 17/02/2023**
- **NOT beginner,** I want to take the placement test **at 4.30 pm - CET on 22/02/2023**
- **NOT beginner**, I want to take the placement test **at 2.00 pm - CET on 24/02/2023**
- **NOT beginner,** I want to take the placement test **at 4.30 pm - CET on 27/02/2023**
- **NOT beginner,** I want to take the placement test **at 2.00 pm - CET on 03/03/2023**

Please be reminded that a maximum of 36 students will be admitted to each session. Therefore, if you can't select a date, it may be already booked out. In this case, select another date.

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

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. Your subscription has been confirmed.

External students (not enrolled at Tor Vergata) will have to log in on Delphi platform again **two weeks after the course begins** to download the bill and pay the **registration fee**.

Click on "Print" if you want to download a pdf with the entered data.
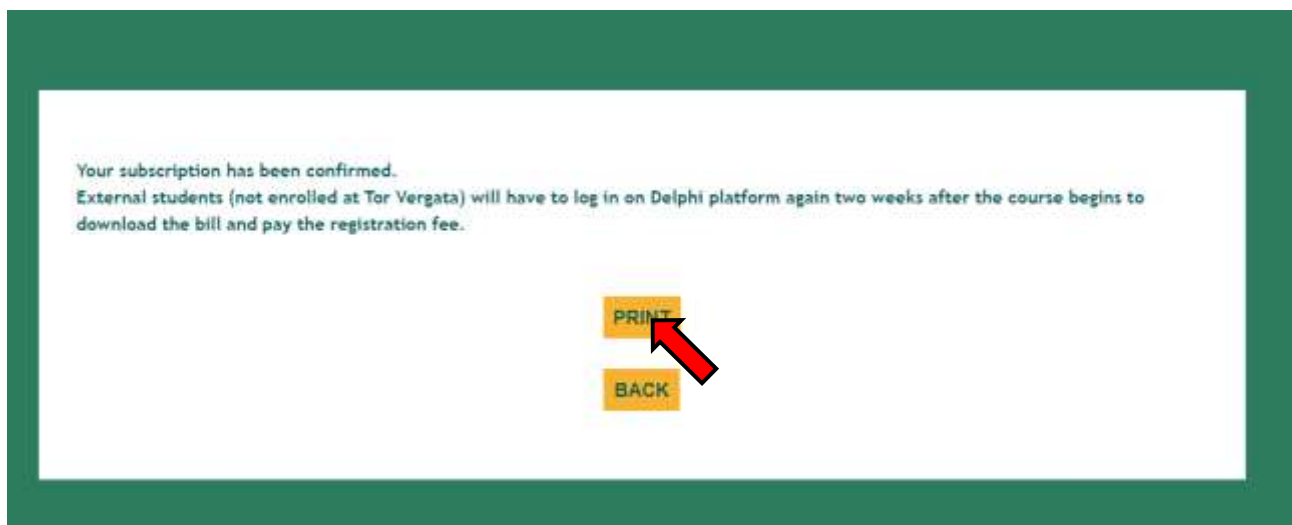

Your subscription has been confirmed.
External students (not enrolled at Tor Vergata) will have to log in on Delphi platform again two weeks after the course begins to download the bill and pay the registration fee.

PRINT

BACK

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*SMTJNA00E47Z503N*
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Surname
SMITH

Name
JANE

Sex
F

Date of Birth
07/15/2000

Country:
COSTA RICA (San José)

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