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”.

N.B. Use the flags on top of the screen (click on them) in order to translate the text. Don't use the automatic translator, otherwise registration attempt would fail.

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”
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”
12. 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...
   - 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 exam last semester
- **NOT beginner, I want to take the placement test at 2.30 pm - CET on 13/09/2024**
- **NOT beginner, I want to take the placement test at 4.00 pm - CET on 16/09/2024**
- **NOT beginner, I want to take the placement test at 4.30 pm - CET on 17/09/2024**
- **NOT beginner, I want to take the placement test at 2.30 pm - CET on 20/09/2024**
- **NOT beginner, I want to take the placement test at 4.30 pm - CET on 24/09/2024**
- **NOT beginner, I want to take the placement test at 4.30 pm - CET on 26/09/2024**
- **NOT beginner, I want to take the placement test at 2.30 pm - CET on 27/09/2024**

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”

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.
<table>
<thead>
<tr>
<th>Surname</th>
<th>Name</th>
<th>Sex</th>
</tr>
</thead>
<tbody>
<tr>
<td>SMITH</td>
<td>JANE</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of Birth</th>
<th>Country</th>
<th>Province of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/01/2000</td>
<td>ITALY</td>
<td>Roma</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phone Number</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>333 3333333</td>
<td>jane <a href="mailto:smith@gmail.com">smith@gmail.com</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>VIA GRACIACIOI LEOPARDE 2, ROMA (RM)</td>
</tr>
</tbody>
</table>

**DOCUMENTO**

FINO DOCUMENTO DI RICONOSCIMENTO - ID
NUMERO DI RICONOSCIMENTO: XXXX
ENTE CHE HA RILASCIA IL DOCUMENTO: Roma City Council

**CATEGORIA UTENTE**

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

**LEVELLO DI COMPETENZA LINGUISTICA (ITALIANO)**

LEVELLO DI COMPETENZA LINGUISTICA: NOT Beginner, I want to take the placement test at 4.30 pm - CUT on 09/09/2022