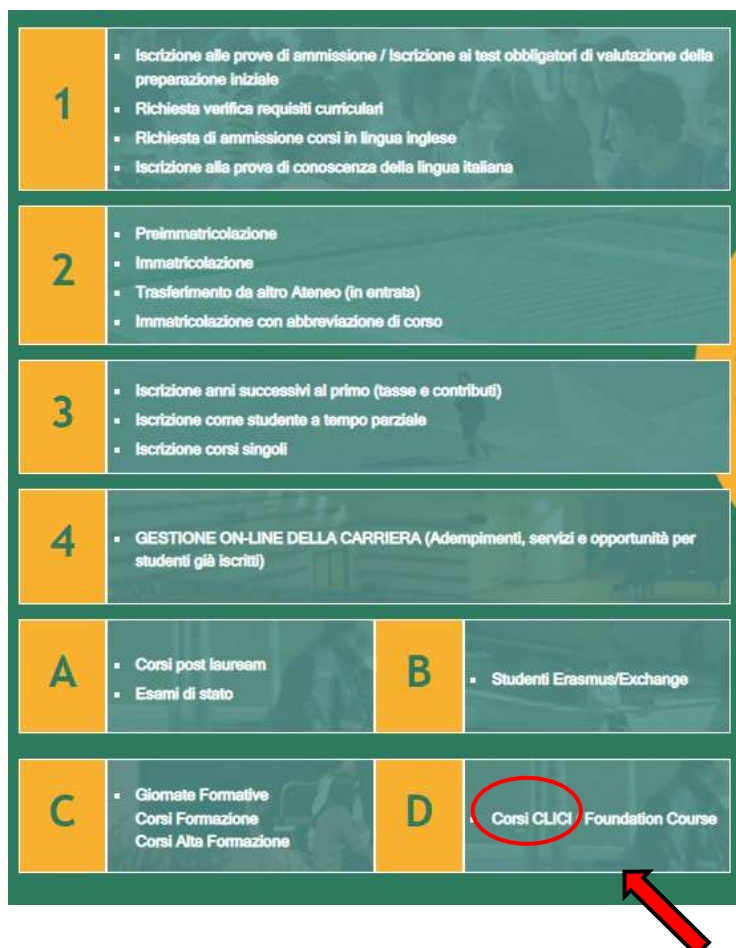


Registration procedure for Summer School Students

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



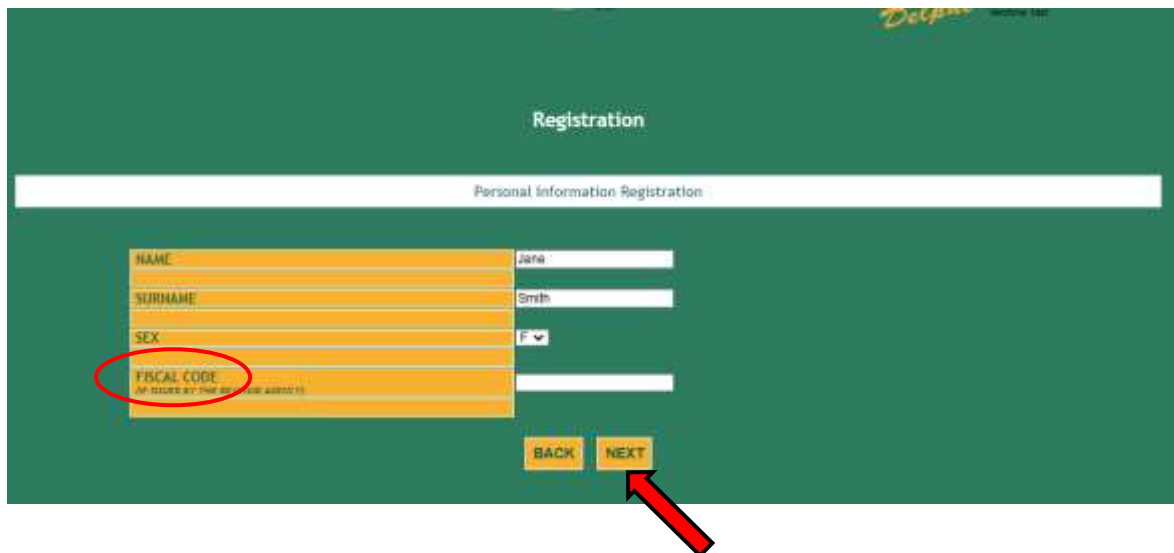
2. Select "CLICI Courses" in section D



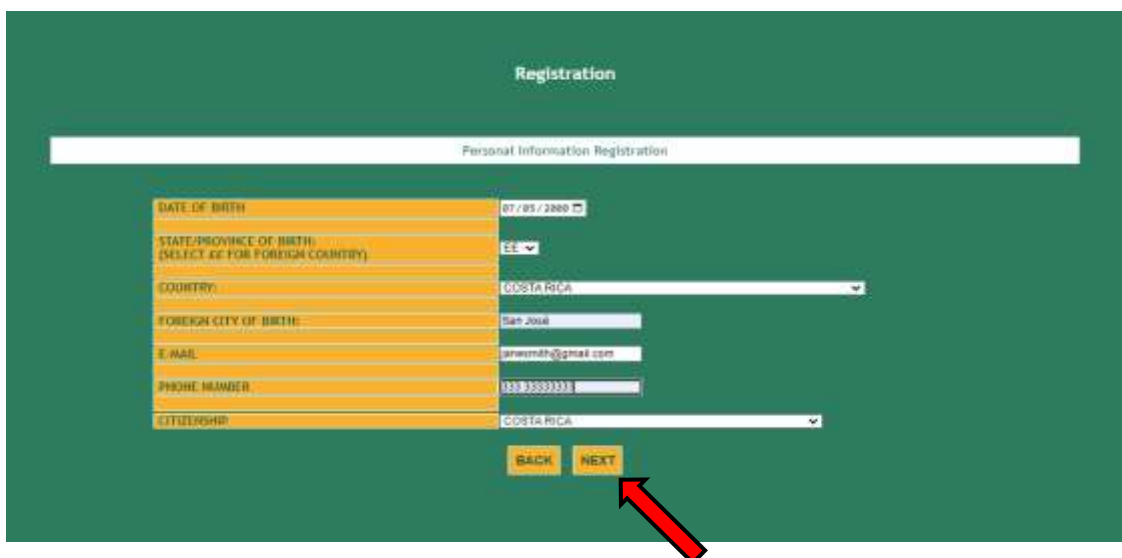
3. Select "Registration"



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"

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 33333333
Citizenship: COSTA RICA

BACK CONFIRM DISPLAYED INFORMATION

A red arrow points to the "CONFIRM DISPLAYED INFORMATION" button.

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

UNIVERSITÀ DEGLI STUDI DI ROMA TOR VERGATA

LOGOUT

Delphi Versione

The procedure has been successfully completed.
Password: 6b9Ccszi
Fiscal Code SMTJNA00E47Z503N

OK

A red arrow points to the "OK" button.

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

UNIVERSITÀ DEGLI STUDI DI ROMA TOR VERGATA

LOGOUT

Delphi Versione

Access to the Reserved Section

Registration
Retrieve Password

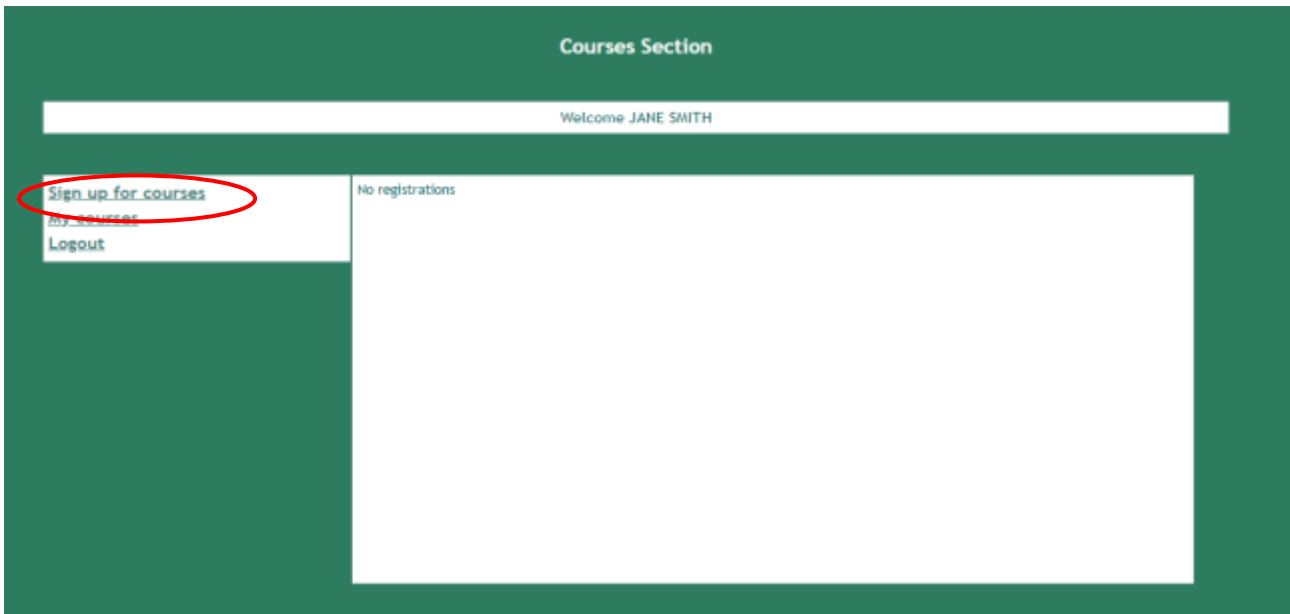
FISCAL CODE:

PASSWORD:

ENTER

A red circle highlights the input fields for "FISCAL CODE" and "PASSWORD".


9. Select "Sign up for courses"



10. Select from the drop-down menu "CLICI – Summer School (Saturday Itineraries)"




11. Read the privacy policy and, if you agree, click on “I have read and understood the privacy policy”



UFFICI E SERVIZI POSTI ALLE DIRETTE DIPENDENZE DEL DIRETTORE GENERALE
 Ripartizione Protezione Dati e Conservazione Digitale

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 gd@uniroma2.it, PEC gd@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 (Clici#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 libraries 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	<p>The data subject has the right to:</p> <ul style="list-style-type: none"> - request from the Data Controller (by writing to e-mail ret@uniroma2.it), pursuant to Article 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



UFFICI E SERVIZI POSTI ALLE DIRETTE DIPENDENZE DEL DIRETTORE GENERALE
 Ripartizione Protezione Dati e Conservazione Digitale

	<p>portability;</p> <ul style="list-style-type: none"> - 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 recourse@privacy.gp.it or post@privacy.gp.it
8. Obligation to provide data	The provision of data is necessary for the purpose of the data subject's registration and subsequent participation in the educational activities curated by CLICI.
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:



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


COURSES IN ITALIAN LANGUAGE - 1st SEMESTER

Mailing address

ADDRESS:

STATE/PROVINCE: (SELECT EE FOR FOREIGN COUNTRY)

TOWN:



14. Select your document and upload the scan.

UNIVERSITÀ DEGLI STUDI DI ROMA TOR VERGATA

LOGOUT  *Delphi* Versione: test

PLEASE FILL IN THE FOLLOWING DOCUMENT

TYPE * ID (only EU) PASSPORT

PDF FILE * Nessun file selezionato
Upload Pdf file

Fields marked with * are mandatory.

15. Enter your language level. Use the link <https://europa.eu/europass/en/common-european-framework-reference-language-skills>

UNIVERSITÀ DEGLI STUDI DI ROMA TOR VERGATA

LOGOUT  *Delphi* VERSIONE 1.0.0

PLEASE FILL IN THE FOLLOWING DOCUMENT

ENGLISH LANGUAGE LEVEL *

ITALIAN LANGUAGE LEVEL *

Connect to the link <https://urly.it/3zw7k> to know the language level

Fields marked with * are mandatory.

BACK NEXT

16. Enter your university data

UNIVERSITÀ DEGLI STUDI DI ROMA TOR VERGATA

LOGOUT  *Delphi* VERSIONE 1.0.0

PLEASE FILL IN THE FOLLOWING DOCUMENT

I'M A STUDENT ENROLLED AT THE UNIVERSITY OF TOR VERGATA *

MATRICULATION NUMBER

Fill in if you are a Tor Vergata student

FACULTY

Fill in if you are a Tor Vergata student

DEGREE COURSE

Fill in if you are a Tor Vergata student

Fields marked with * are mandatory.

BACK NEXT

17. Enter your mother tongue

The screenshot shows a green background with the text 'UNIVERSITÀ DEGLI STUDI DI ROMA TOR VERGATA' at the top. Below it are 'LOGOUT' and 'Delphi' logos. A white box contains the instruction 'PLEASE FILL IN THE FOLLOWING DOCUMENT'. Below this is a form with a label 'MOTHER TONGUE *' and an empty text input field. A note below the field states 'Fields marked with * are mandatory.' At the bottom are 'BACK' and 'NEXT' buttons.

18. Select the correct option

The screenshot shows the same green background and header as step 17. The white instruction box is present. Below it is a form with a label 'SELECT THE CORRECT OPTION *' and two radio button options: 'I'm a EU student' and 'I'm NOT a EU student'. A note below the field states 'Fields marked with * are mandatory.' At the bottom are 'BACK' and 'NEXT' buttons.

19. If you are a refugee student you have to upload the documentation certifying your refugee status in Italy. It is mandatory

The screenshot shows the same green background and header. The white instruction box is present. Below it is a form with a label 'SELECT THE CORRECT OPTION *' and two radio button options: 'I'm NOT a refugee' and 'I'm a refugee'. Below the options is a 'PDF FILE' label and a 'Scegli file' button. A note below the field states 'upload the pdf file from which you are a refugee'. At the bottom are 'BACK' and 'NEXT' buttons.

20. 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: SMTJNAD0E47Z503N

Name and Surname: JAHE 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

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



21. Your subscription has been confirmed.

UNIVERSITÀ DEGLI STUDI DI ROMA TOR VERGATA

LOGOUT 

Delphi Versione: test

The data have been registered.

You must complete the registration with the payment of 50€ by April 14th (click on the button "PRINT THE INVOICE")

We will let you know if the class you requested has been activated by April 28th, and you will be able to download the other invoice to complete the payment.

PRINT REGISTRATION

PRINT INVOICE

BACK

The data have been registered.

you must complete the registration with the payment of 50€ by April 14th (click on the button "PRINT THE INVOICE")

We will let you know if the class you requested has been activated by May 15th, and you will be able to download the other invoice to complete the payment.