

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

1	<ul style="list-style-type: none"> ▪ Iscrizione alle prove di ammissione / Iscrizione ai test obbligatori di valutazione della preparazione iniziale ▪ Richiesta verifica requisiti curriculari ▪ Richiesta di ammissione corsi in lingua inglese ▪ Iscrizione alla prova di conoscenza della lingua italiana 		
2	<ul style="list-style-type: none"> ▪ Preimmatricolazione ▪ Immatricolazione ▪ Trasferimento da altro Ateneo (in entrata) ▪ Immatricolazione con abbreviazione di corso 		
3	<ul style="list-style-type: none"> ▪ Iscrizione anni successivi al primo (tasse e contributi) ▪ Iscrizione come studente a tempo parziale ▪ Iscrizione corsi singoli 		
4	<ul style="list-style-type: none"> ▪ GESTIONE ON-LINE DELLA CARRIERA (Adempimenti, servizi e opportunità per studenti già iscritti) 		
A	<ul style="list-style-type: none"> ▪ Corsi post lauream ▪ Esami di stato 	B	<ul style="list-style-type: none"> ▪ Studenti Erasmus/Exchange
C	<ul style="list-style-type: none"> ▪ Giornate Formative ▪ Corsi Formazione ▪ Corsi Alta Formazione 	D	<ul style="list-style-type: none"> ▪ Corsi CLICI Foundation Course



3. Select “Registration”



UNIVERSITÀ DEGLI STUDI DI ROMA TOR VERGATA

EDGOUT

Delphi

Access to the Reserved Section

Registration
Forgot Password

FISCAL CODE

PASSWORD

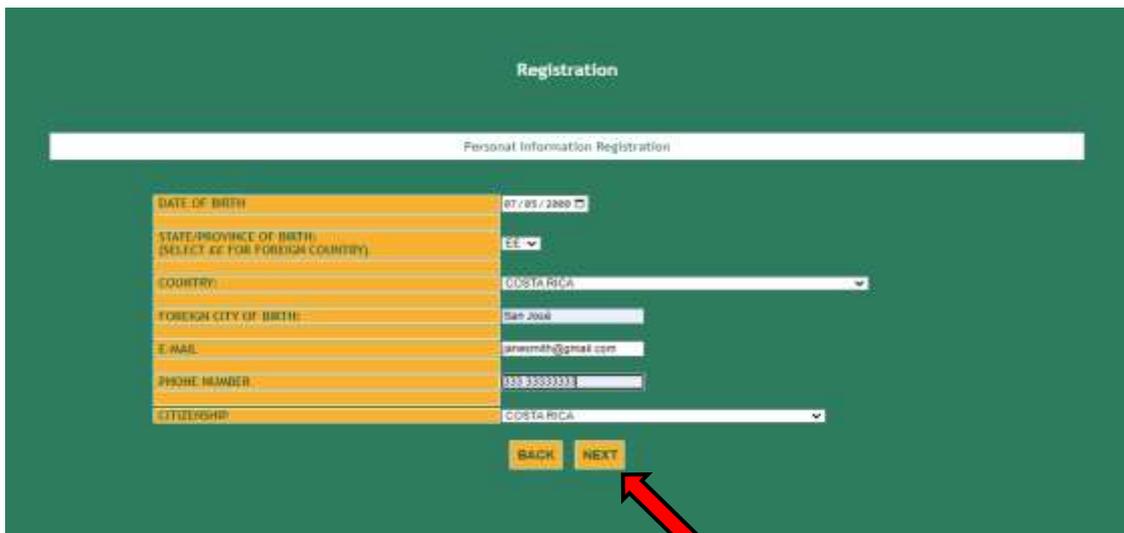
ENTER

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".



The screenshot shows a registration form titled "Registration" with a sub-header "Personal Information Registration". The form has a green background. The fields are: NAME (Jane), SURNAME (Smith), SEX (F), and FISCAL CODE (with a red circle around the label). Below the fields are "BACK" and "NEXT" buttons. A red arrow points to the "NEXT" button.

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



The screenshot shows a registration form titled "Registration" with a sub-header "Personal Information Registration". The form has a green background. The fields are: DATE OF BIRTH (07/05/2000), STATE/PROVINCE OF BIRTH (SELECT EE FOR FOREIGN COUNTRY) (EE), COUNTRY (COSTA RICA), FOREIGN CITY OF BIRTH (San Jose), E-MAIL (janem4@gmail.com), PHONE NUMBER (0000000000), and CITIZENSHIP (COSTA RICA). Below the fields are "BACK" and "NEXT" buttons. A red arrow points to the "NEXT" button.

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 circle highlights the password and fiscal code. 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

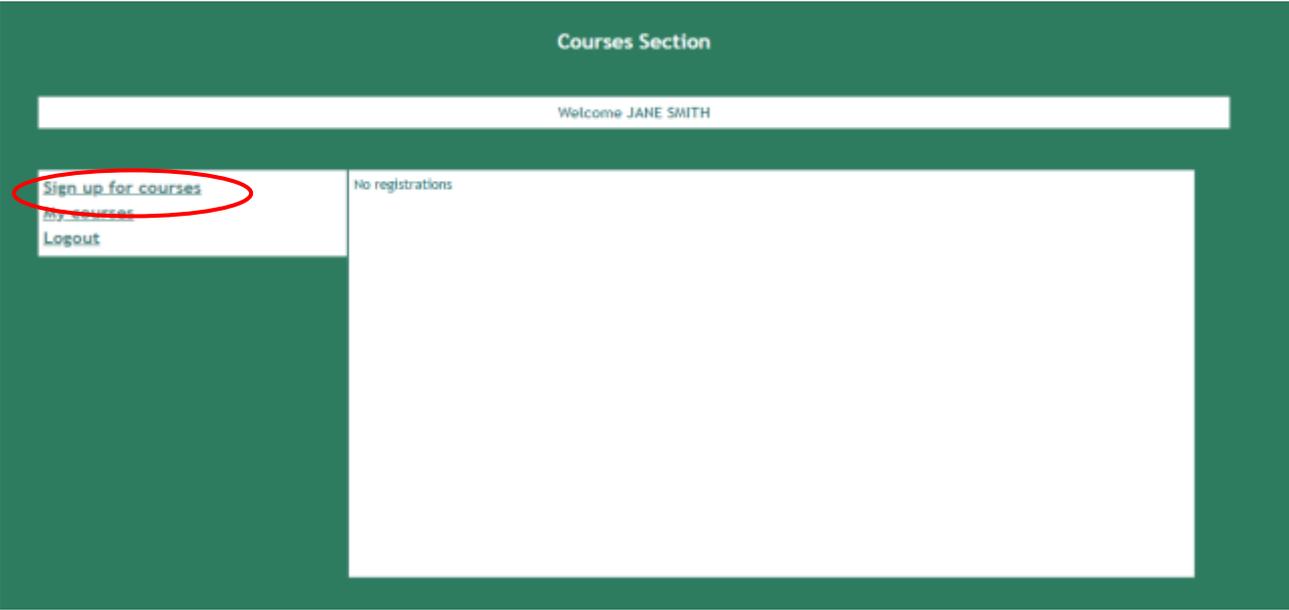
FISCAL CODE:

PASSWORD:

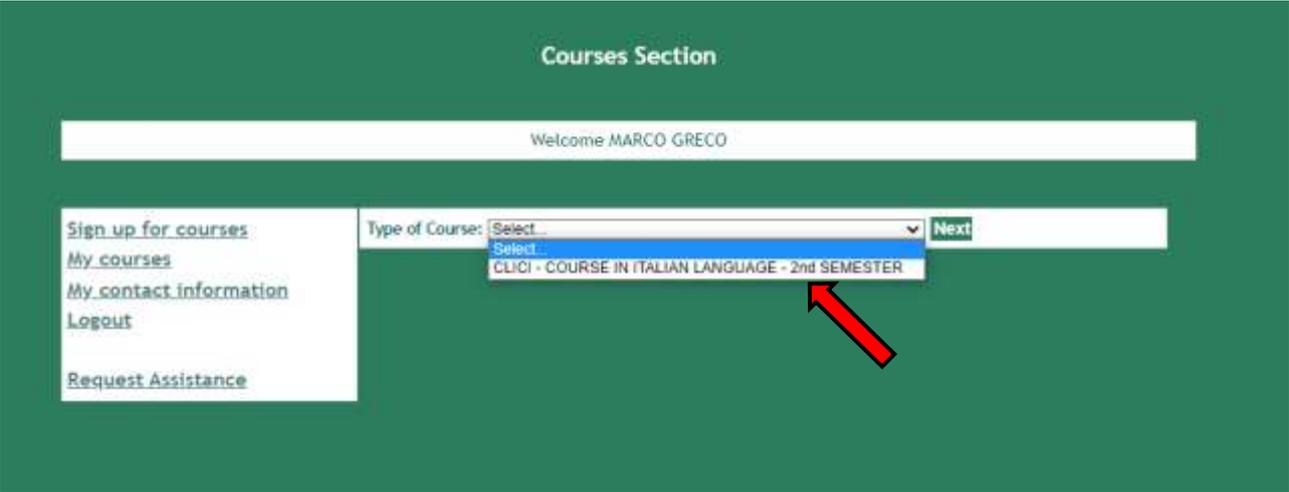
ENTER

A red circle highlights the fiscal code and password input fields.

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”



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 retore@uniroma2.it, PEC uffici@uniroma2.it</p> <p>Data Protection Officer (DPO): Via Cracovia 50, 00133, Roma (RM). Telephone +39 06 7259 2151, e-mail pdpo@uniroma2.it, PEC uffici@uniroma2.it</p> <p>Further information on the University's activities related to privacy can be obtained by writing to e-mail: pdpo@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 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)(d) ("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 uffici@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 portability; - 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@uniroma2.it or pdpo@uniroma2.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

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

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...

- 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

NATIVE LANGUAGE: Spanish

I'M A/AN * Select

For more information: student of the University of Tor Vergata (including undergraduate/postgraduate/PhD/Erasmus/Overseas/Astromundus/Marco Polo/Dual degree students); teacher/professor/researcher of the University of Tor Vergata; employee (administrative staff) 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 exam last semester**
- **NOT beginner, I want to take the placement test at (time) - CET on gg/mm/yyyy***

*Updated time and dates of Placement Test are indicated on the CLICI website

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.

PLEASE FILL IN THE FOLLOWING DOCUMENT

KNOWLEDGE OF THE ITALIAN LANGUAGE *

Absolute beginner
 I passed CLICI's Italian language final exam last semester
 NOT beginner, I want to take the placement test on 15/02/2023
 NOT beginner, I want to take the placement test on 17/02/2023
 NOT beginner, I want to take the placement test on 22/02/2023
 NOT beginner, I want to take the placement test on 24/02/2023
 NOT beginner, I want to take the placement test on 27/02/2023
 NOT beginner, I want to take the placement test on 03/03/2023

Attention, once the registration is confirmed, the date CANNOT be changed

Fields marked with * are mandatory.

BACK NEXT

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: SMTJHA00E47Z503H
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 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 José City Council

USER CATEGORY

NATIVE LANGUAGE: Spanish
I'M A/AN: student of the University of Tor Vergata

KNOWLEDGE OF THE ITALIAN LANGUAGE

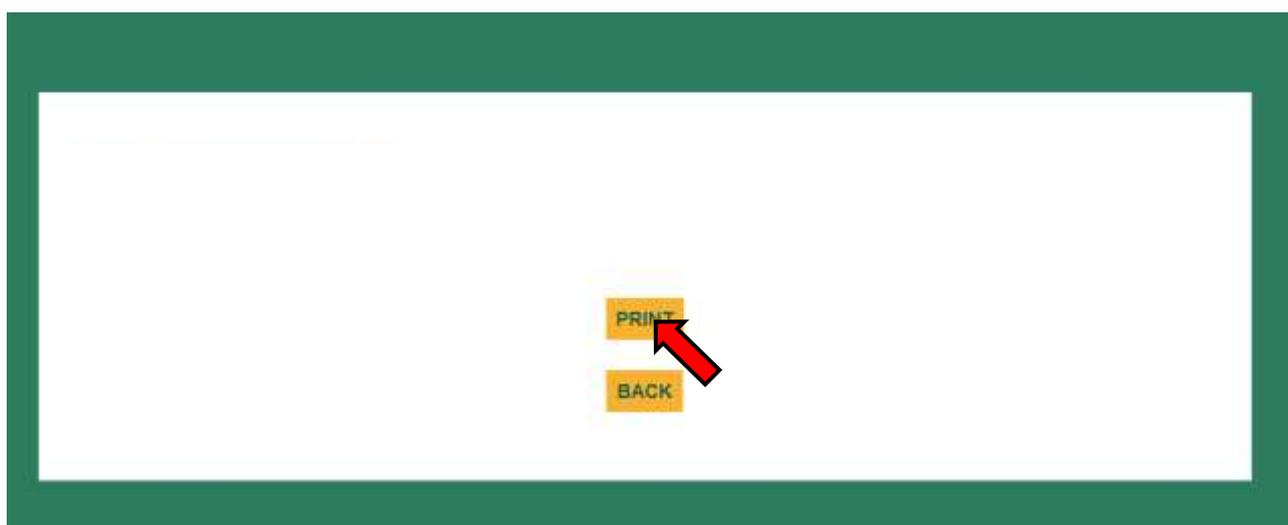
KNOWLEDGE OF THE ITALIAN LANGUAGE: NOT beginner, I want to take the placement test at 4.30 pm - CET on 06/09/2022

BACK CONFIRM DISPLAYED INFORMATION



18. Your subscription has been confirmed.

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





SMTJNA00E47Z503N

THE UNDERSIGNED

Surname: SMITH Name: JANE Sex: F

Date of Birth: 07-05-2000 Country: COSTA RICA (San José) State/Province of birth: CR

Phone Number: 333 3333333 E-Mail: jane.smith@gmail.com

Address: VIA GIACOMO LEOPARDI 2, ROME (RM)

DOCUMENTO

TIPO DOCUMENTO DI RICONOSCIMENTO: ID
NUMERO DI RICONOSCIMENTO: XXX
ENTE CHE HA RILANCIATO IL DOCUMENTO: San José City Council

CATEGORIA UTENTE

LINGUA MADRE: Spanish
TIPOLOGIA UTENTE: student of the University of Tur 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