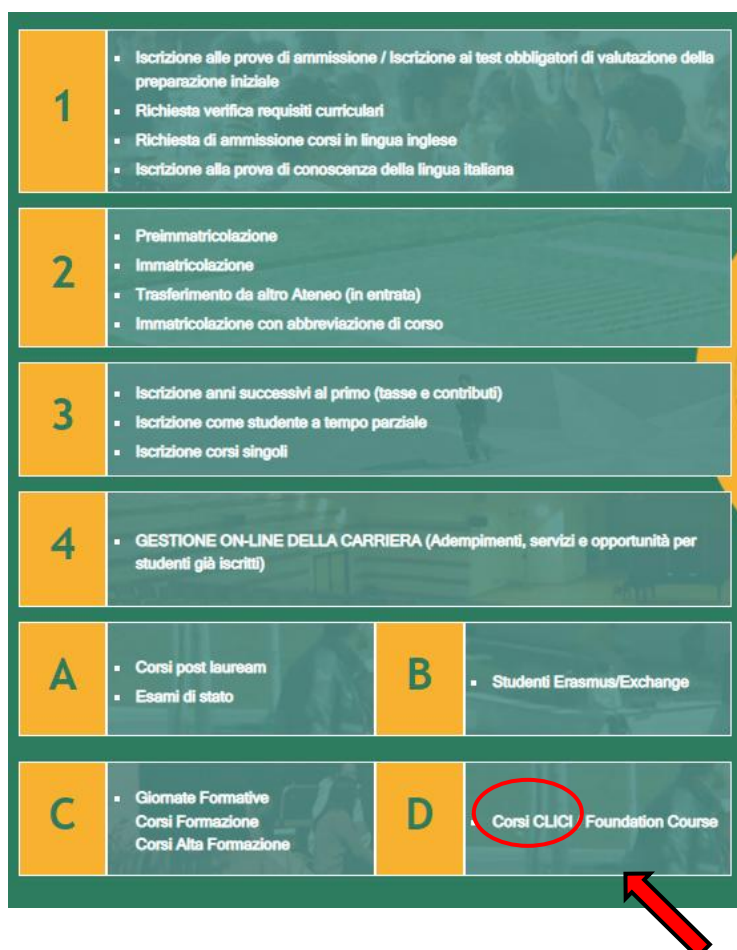


## Registration procedure for Summer School Students

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



2. Select "CLIC 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 (**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".

Registration  
Personal Information Registration

NAME Jane  
SURNAME Smith  
SEX F  
FISCAL CODE (IF ISSUED BY THE RELEVANT 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

BACK 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



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



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: test

Access to the Reserved Section

[Registration](#)  
[Retrive Password](#)

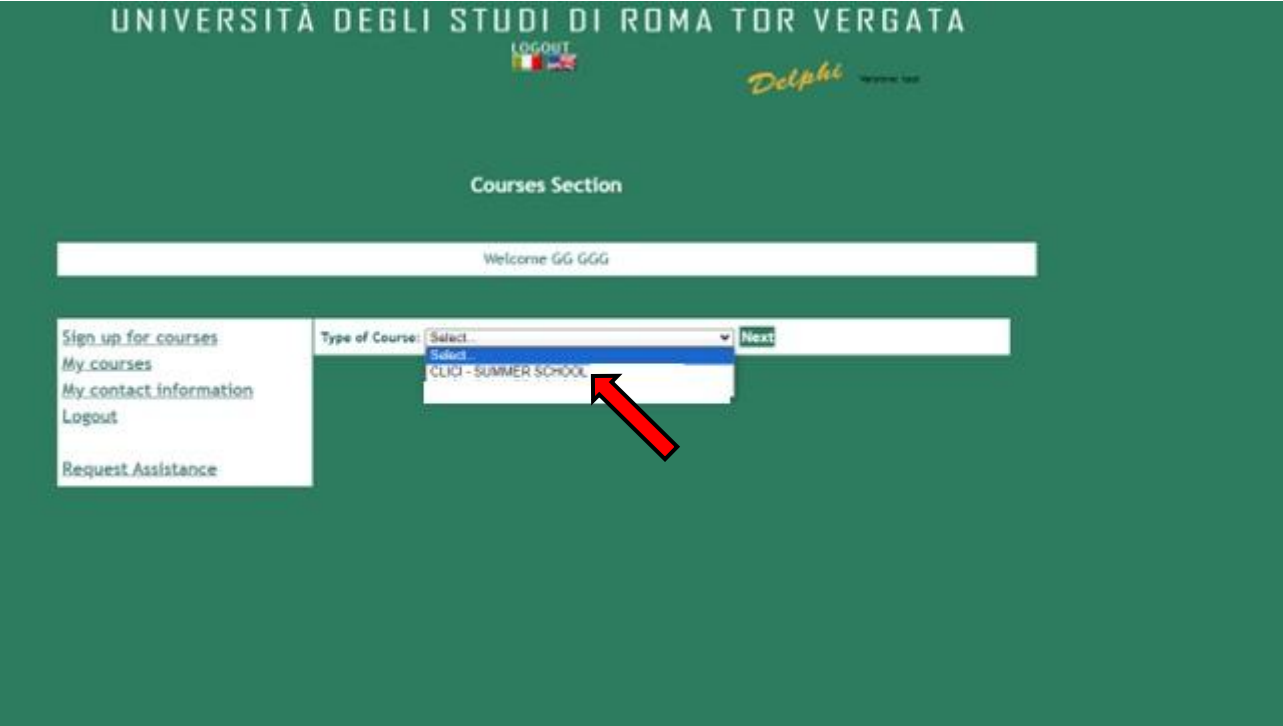
FISCAL CODE

PASSWORD

9. Select "Sign up for courses"



10. Select from the drop-down menu "CLICI – Summer School"



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")

<b>1. Data Controller and DPO</b>	<p><b>Data Controller:</b> Tor Vergata University of Rome: Via Cracovia 50, 00133, Roma (RM), +39 06 7259 8753, e-mail <a href="mailto:retitore@uniroma2.it">retitore@uniroma2.it</a> , PEC <a href="mailto:cittore@pec.uniroma2.it">cittore@pec.uniroma2.it</a></p> <p><b>Data Protection Officer (DPO):</b> Via Cracovia 50, 00133, Roma (RM), Telephone +39 06 7259 2151, e-mail <a href="mailto:pd@uniroma2.it">pd@uniroma2.it</a> , PEC <a href="mailto:pd@pec.uniroma2.it">pd@pec.uniroma2.it</a></p> <p>Further information on the University's activities related to privacy can be obtained by writing to e-mail: <a href="mailto:privacy@uniroma2.it">privacy@uniroma2.it</a> (Tel. +390672592151).</p>
<b>2. Data subjects and Personal Data collected</b>	<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"> <li>- University teaching staff (professors and/or researchers);</li> <li>- technical, administrative and librarians staff of the University (TAB);</li> <li>- students not of Italian mother tongue enrolled at the University (bachelor or master courses, Erasmus students, YUFE students, doctoral students, etc.)</li> <li>- students not of Italian mother tongue enrolled at other partner universities (as an example YUFE students);</li> <li>- high school students;</li> <li>- other individuals non belonging to the university community.</li> </ul> <p>Personal data collected:</p> <ul style="list-style-type: none"> <li>- first name, last name, place and date of birth, gender, citizenship, social security number, address;</li> <li>- e-mail and telephone number;</li> <li>- identification document (ID card or passport);</li> <li>- mother tongue and other language proficiency level.</li> </ul>
<b>3. Source of personal data</b>	Personal data are collected directly from the data subject at the time of application submission.
<b>4. Purpose of data processing</b>	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.
<b>5. Recipients of personal data</b>	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.
<b>6. Data Retention Period</b>	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).
<b>7. Data Subject's Rights</b>	<p>The data subject has the right to:</p> <ul style="list-style-type: none"> <li>- request from the Data Controller (by writing to e-mail <a href="mailto:privacy@uniroma2.it">privacy@uniroma2.it</a>), 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;</li> <li>- lodge a complaint with a supervisory authority (Garante Per La Protezione Dei Dati Personali, Piazza Venezia 11, Rome, <a href="https://www.garantiservizio.it">https://www.garantiservizio.it</a>) at the e-mail address <a href="mailto:info@protezionedati.it">info@protezionedati.it</a> or <a href="mailto:protezione@pec.garante.it">protezione@pec.garante.it</a></li> </ul>
<b>8. Obligation to provide data</b>	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.
<b>9. Processing methods of Personal Data</b>	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: test

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: test

PLEASE FILL IN THE FOLLOWING DOCUMENT

I'M A STUDENT ENROLLED AT THE UNIVERSITY OF TOR VERGATA \*  Yes  No

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

UNIVERSITÀ DEGLI STUDI DI ROMA TOR VERGATA

LOGOUT  *Delphi* Versione: test

PLEASE FILL IN THE FOLLOWING DOCUMENT


MOTHER TONGUE \*

Fields marked with \* are mandatory.

BACK NEXT

18. Select the correct option

UNIVERSITÀ DEGLI STUDI DI ROMA TOR VERGATA

LOGOUT  *Delphi* Versione: test

PLEASE FILL IN THE FOLLOWING DOCUMENT

SELECT THE CORRECT OPTION \*  I'm a EU student  
 I'm NOT a EU student

Fields marked with \* are mandatory.

BACK NEXT

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

UNIVERSITÀ DEGLI STUDI DI ROMA TOR VERGATA

LOGOUT  *Delphi* Versione: test

PLEASE FILL IN THE FOLLOWING DOCUMENT

SELECT THE CORRECT OPTION \*  I'm NOT a refugee  
 I'm a refugee

PDF FILE  Nessun file selezionato  
upload the pdf file from which you are a refugee

Fields marked with \* are mandatory.


BACK NEXT

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
<b>Personal Information</b>
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
<b>Address (Chosen Mailing Address)</b>
Address: VIA GIACOMO LEOPARDI 2
Town: ROME
Province: RM
<b>IDENTIFICATION</b>
TYPE: ID
NUMBER: XXX
ISSUING AUTHORITY: San Jose' City Council
<b>USER CATEGORY</b>
NATIVE LANGUAGE: Spanish
I'M A/AN: student of the University of Tor Vergata
<b>KNOWLEDGE OF THE ITALIAN LANGUAGE</b>
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: 1.0.0

The data have been registered.

You must complete the registration with the payment of 150€ by [\(click on the button "PRINT THE INVOICE"\)](#)

We will let you know if the class you requested has been activated by [\(click on the button "PRINT THE INVOICE"\)](#) 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 150€ by April 23th (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.