

ENROLLMENT GUIDANCE FOR THE 2nd LEVEL INTERNATIONAL MASTER COURSE (COURSE FOR ADVISOR OF DECISION MAKERS) IN “PROTECTION AGAINST CBRNE EVENTS”, A.Y. 2015/2016

1. In order to participate in the Master Course and obtain the final degree (which has legal value according to the Italian law), candidates must have a 300-ECTS point Master Degree. Enrollments can also be made by candidates who hold an academic qualification that is equivalent, in terms of duration and content, to the Italian qualification required for admission to the chosen course. The qualification will, however, be assessed by a specific educational committee at the University of Rome Tor Vergata.
2. Non-EU citizens resident abroad must submit (after the official assessment of the University, read point 1.) their enrollment form and the documents necessary for the assessment of their qualifications to the Italian diplomatic representation in their country of origin, which is responsible for issuing their VISA. The diplomatic representation will deliver the above documents to the eligible candidates, who will hand them to the university by the deadline specified in the admission announcement.
3. All documents must be officially translated into Italian and authenticated by the authorities of the country in which the qualification was issued – except in the case of specific International agreements and conventions that provide for exemption. Each qualification must also be accompanied by a “Dichiarazione di valore in loco” (Certificate of Equivalence of Qualification), issued by the Italian Embassy in the country in which the qualification was awarded.
4. All documentation must be send (preferably by an e-mail at info@mastercbrn.it) to the Coordinator of the Master Course, that upon assessment of its regularity, will provide the letter of acceptance of the student to the 2nd LEVEL Master Course. The letter is necessary to apply a VISA for study purposes at the appointed Italian Embassy. Once transmitted the above-mentioned documentation to the Central Administration of the University of Rome “Tor Vergata”, an office in charge will proceed to enable the student’s tax code, allowing him to download the enrollment form.

5. Once the actions explained from point 1 to point 4 are completed the student can move to the on-line enrollment. The enrollment to the II Level Master Course in “Protection against CBRNe events” shall be performed according to the deadline prefixed on the public announcement and following the procedure below-indicated:
- a) Log on the website <http://delphi.uniroma2.it> and select “AREA STUDENTI” (student area) and then, going in order, click on: A) CORSI POST-LAUREAM (Postgraduate Course)> 1) CORSI DI PERFEZIONAMENTO-MASTER (Specialization Course – Master) > 2) IMMATRICOLAZIONE MASTER/CORSI DI PERFEZIONAMENTO (Master/Specialization Course Enrollment) > a) COMPILA LA DOMANDA (Fill the enrollment form) > FACOLTÀ DI INGEGNERIA (Faculty of Engineering)> 1) HO SUPERATO LA PROVA DI AMMISSIONE/SOSTENUTO IL TEST DI VALUTAZIONE/SONO IN POSSESSO DEI REQUISITI CURRICULARI E DESIDERO IMMATRICOLARMI (I passed the admission test / the evaluation test / I have the curricular requirements and I want to apply).
 - b) Fill the personal details;
 - c) Select the Master Course of interest, indicated by “CODICE CORSO” (course code) indicated on the public announcement;
 - d) Compile the enrollment form with all data required.
 - e) Once compiled the enrollment form, an invoice will be generated automatically by the system. In the invoice, the “CTRL” code will be indicated. Please, take note of this CTRL for further needs. All fees shall be paid by bank transfer or online by credit card on the website of “UniCredit Banca di Roma” at the following link: <https://online-retail.unicredit.it/ibx/web/public/universityTaxes.jsp?url=confirm&univ=vergata&action=pag>, inserting the “CTRL” reported on the invoice. A mail from UniCredit Bank will confirm that the payment for the University has been successfully completed.
 - f) Once paid the invoice, log on the website <http://delphi.uniroma2.it> and select “AREA STUDENTI” (student area) and then, going in order, click on: A) CORSI POST-LAUREAM (Postgraduate Course)> 1) CORSI DI PERFEZIONAMENTO-MASTER (Specialization Course – Master) > 2) IMMATRICOLAZIONE MASTER/CORSI DI PERFEZIONAMENTO (Master/Specialization Course

INTERNATIONAL CBRNe MASTER COURSES

Chemical, Biological, Radiological, Nuclear and explosive

Department of Industrial Engineering and School of Medicine and Surgery

- Enrollment) > b) CONVALIDA DOMANDA (SEI IN POSSESSO DEI CODICI CTRL E AUTH) (Validate enrollment form, being in possess of CTRL and AUTH codes)
- g) Fill the form with the data required and then print the validation of your payment (CONVALIDA DI PAGAMENTO, Payment Validation)
 - h) Please, send to info@mastercbrn.it the mail of confirmation of Unicredit Bank or the scan copy of the bank transfer, along with the enrollment form, compiled and signed in all its parts, and a copy of the payment validation.

For further information during the procedure, feel free to contact:

Ms. Valentina Gabbarini or Ms. Colomba Russo

Secretariat of the International CBRNe Master Courses

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