

PRE-APPLICATION GUIDELINES FOR THE 1st LEVEL INTERNATIONAL MASTER COURSE IN “PROTECTION AGAINST CBRNe EVENTS” (Basic Course – for CBRNe first responders), A.Y. 2017/2019

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 180-ECTS point Bachelor’s 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. A specific educational committee at the University of Rome Tor Vergata will assess the qualification on a case-by-case basis.

For the enrollment, all documents must be officially translated into Italian and authenticated by the authorities of the country in which the qualification was awarded – 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. All documentation must be sent (preferably by an e-mail to info@mastercbrn.it) to the Coordinator of the Master Course.

1. **PRE-SELECTION APPLICATION** - An official pre-application request must be submitted through an online procedure by connecting to the University enrollment website (<https://delphi.uniroma2.it/totem/jsp/index.jsp>). The first step required is to fill out the application form following points A to E:
 - A. Select the flag to switch from Italian to English Language;
 - B. Select in succession **Student Section; > A) Post Graduate Courses; > 1) Specialization Courses – Master; > 1) Enrollment to the Admission Test for the Master/Specialization Courses;**

- C. Then start the application procedure by selecting in succession **a) Start Application Procedures; > Faculty of Engineering** (then select NEXT); **> PHW – Protection against CBRNe events – Protezione da eventi CBRNe (Corso Base)**;
- D. At this step, you will be requested to choose between two options:
- POSTI NON RISERVATI (unreserved positions). This option applies to students with an Italian fiscal code;
 - CITTADINI STRANIERI RESIDENTI ALL'ESTERO PRIVI DI CODICE FISCALE / FOREIGNER WITHOUT AN ITALIAN FISCAL CODE (CODICE FISCALE). This option applies to foreign students without an Italian Fiscal Code.
- Select the relevant link and enter your personal data (first name, last name, sex, citizenship, birth date, place of birth – foreign students should enter EE, country of birth and city of birth – residence address and the information in case of disabilities. Next, you will be requested to insert the data about your university degree. Foreign students should indicate UNIVERSITA' ESTERA (foreign university) for the University where they defended their thesis. Insert in the next two fields the nature of the degree and the scientific area. Then insert the mark (specifying whether it has been obtained *cum laude*), the maximum achievable mark, the date and the academic year. Unfortunately, the website is not completely in English, so if you find some troubles in filling out your pre-application form, feel free to contact us for doing it on your behalf (in this case we need all the above-mentioned information by mail, specifying that you allow us to fill the form on your behalf).
- E. Once filled out the pre-application form, the online system will release an invoice with an amount of € 0,00 that shall be printed and validated by using the CTRL and AUTH codes indicated on the invoice (see next step). You will receive a mail from totem@uniroma2.it that confirms data acquisition for the pre-selection procedure.

The first step of the application is now completed. Please, note that the CTRL code (and a temporary fiscal code for foreign students, indicated under the bar code) will allow you to enter the system to check the status, modify, print or delete the application.

The second step of the pre-application procedure is the validation of your request.

To validate your application with the AUTH code, go back to the University enrollment website (<https://delphi.uniroma2.it/totem/jsp/index.jsp>) follow again points A and B of the previous section and when the page ENROLLMENT TO THE ADMISSION TEST opens, follow points F to H:

- F. Click on b. **You have already filled out an application – Validate application (you have CTRL and AUTH Codes)**;
- G. Insert the **Fiscal Code** and the **CTRL Code** obtained;
- H. Click on **Payment Validation** to validate the procedure.

Please, note that once validated, the pre-application cannot be modified.

Your pre-application procedure is now completed.

The secretariat needs the following documents to be sent to info@mastercbrn.it:

- resume and request for scholarship if desired;
 - self-declaration of degree, indicating the score for each examination and the final score;
 - declaration of value for degrees awarded abroad;
 - scanned copy of passport.
2. The list of candidates admitted to the Master course will be published on www.mastercbrn.com and on <http://www.uniroma2.it> by January 09, 2018.
 3. Upon assessment of the regularity of the qualifications submitted, the Coordinator of the CBRNe Master Course will provide the letter of acceptance of the student to the 1st Level Master Course. The letter is necessary to apply for VISA for study purposes at the Italian Embassy in the country of origin, which is responsible for issuing the VISA. The foreign students office at the Central Administration of the University of Rome Tor Vergata will proceed to enable the student's tax code, allowing him to download the enrollment form.



4. The candidates who have been admitted to the Master course must register by January 15, 2018.

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

Secretariat of the International CBRNe Master Courses

Mail: info@mastercbrn.it

Phone: +39 06 72597201

Website: www.mastercbrn.com