STUDENT SERVICES AREA

ENROLMENT PROCEDURES
EUROPEAN MASTER IN HEALTH AND PHYSICAL ACTIVITY
(LM 67-INT)
ACADEMIC YEAR 2021/2022

To enrol candidates admitted to the 1st year shall:

**STEP 1** Connect to the University’s website and fill in the online enrolment application form, available from 08/09/2021 at 03:00 p.m., by and not later than 15/09/2021 at 12.00 p.m. (Central European Summer Time).

It should be noted that students holding a foreign degree not issued by a Partner University shall provide, by and not later than 30/11/2021, by email to segreteria.studenti@uniroma4.it in pdf format copy of:

- Legalized translation in Italian of achieved degree certificate, complete with transcript of all passed exams
- Statement of Academic Eligibility and Suitability (Dichiarazione di Valore in loco) issued by the Italian diplomatic-consular representation in the country where the degree has been achieved and confirming that achieved degree is valid to enrol on a second-level degree course.

The procedure to enrol is:
WWW.UNIROMA4.IT

UTILITA’
ACCESSO STUDENTI E DOCENTI (at this stage, you can select the English language by clicking the UK flag at the right top. Not all, but most of the explanatory notes and the menus will then be in English)

LOGIN AREA RISERVATA (LOGIN)
SEGRETERIA (REGISTRAR’S OFFICE)
IMMATRICOLAZIONI (ENROLMENT)

If admitted candidates are already enrolled in another Italian university, they shall ask the administrative office of their home Institution for studies quitting or transfer to the University of Rome “Foro Italico” (regional tax is not due if transferred). Afterwards, they shall forward copy of studies quitting or transfer receipt (or relevant self-certification) in pdf format by e-mail to segreteria.studenti@uniroma4.it by 30/09/2021, declaring date, academic year and University they first enrolled at.

N.B. enrolment application form must NOT be either delivered or forwarded but kept in digital format. Enrolment will be finalized by this office later on (in fact, once the online enrolment procedure has been completed, it results still to be finalized, “in attesa perfez. imm.”), also assigning to the student his/her identification number.

**STEP 2** Pay the 1st tuition fee instalment (regional tax and stamp duty: € 156,00) by and not later than 15/09/2021 as follows:

- **ITALIAN STUDENTS**: click on the relevant invoice number (available at the end of online enrolment application form) and make the payment using the PagoPA procedure generated automatically by the system. It is mandatory to comply with the aforementioned payment procedure; other forms of payment are not allowed. (The payment is accepted automatically and the outcome is available in the reserved area - Segreteria / Pagamenti - after about 3-4 days). Connect to:
WWW.UNIROMA4.IT

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LOGIN AREA RISERVATA
SEGRETERIA
UNIVERSITÀ DEGLI STUDI DI ROMA “FORO ITALICO”

PAGAMENTI

- FOREIGN STUDENTS: (amount to pay can be viewed in your own reserved area- segreteria/pagamenti available at the end of online enrolment application form) make a bank transfer to Università degli Studi di Roma “Foro Italico”, IBAN IT92B0569603215000004910X56, Swift/Bic: POSOIT22XXX, indicating reason for payment (enrolment LM67-INT AY 2021/22, family name and name), and forward copy of payment receipt in pdf format by e-mail to segreteria.studenti@uniroma4.it. to be registered

Annual Comprehensive Contribution - European Master of Science in Health and Physical Activity

Table 1

<table>
<thead>
<tr>
<th>ISEE(X)</th>
<th>Amount for 1(^{st}) year</th>
</tr>
</thead>
<tbody>
<tr>
<td>0&lt;X≤22.000*</td>
<td>0.00</td>
</tr>
<tr>
<td>22.000&lt;X≤30.000**</td>
<td>1.190,00</td>
</tr>
<tr>
<td>30.000&lt;X≤50.000</td>
<td>1.703,97</td>
</tr>
<tr>
<td>&gt;50.000</td>
<td>1.987,65</td>
</tr>
</tbody>
</table>

\*According to DM 234/2020 the comprehensive contribution is not due for an ISEE value at least up to 22.000 euros

** According to the D.M. 1014/2021, the determination of the comprehensive contribution students provides for a further percentage reduction of the exemption graded in a decreased way on the basis of the new ISEE brackets, for the students with an ISEE(X) income between 22.000<X≤30.000 euro (table 2);

Table 2 – Percentage of reduction of the contribution according to the D.M. 1014/2021

<table>
<thead>
<tr>
<th>ISEE(X)</th>
<th>Reduction according to D.M. 1014/2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>0&lt;X≤22.000</td>
<td>100%</td>
</tr>
<tr>
<td>22.000&lt;X≤24.000</td>
<td>80%</td>
</tr>
<tr>
<td>24.000&lt;X≤26.000</td>
<td>50%</td>
</tr>
<tr>
<td>26.000&lt;X≤28.000</td>
<td>25%</td>
</tr>
<tr>
<td>28.000&lt;X≤30.000</td>
<td>10%</td>
</tr>
</tbody>
</table>

SUCCESSFUL CANDIDATES WHO FAIL TO ACCOMPLISH THE ABOVE LISTED PROCEDURES AND DO NOT ENROL BY 15/09/2021 at 12.00 p.m., WILL BE AUTOMATICALLY CONSIDERED DROPOUTS.

STEP 3 Computation of the annual all-inclusive tuition fees:

- ITALIAN STUDENTS interested in benefitting from reductions in the annual all-inclusive tuition fees, by and not later than 30/11/2021 or in any case without fail no later than 31/12/2020, shall be in possession of the Financial Situation Certificate ISEE 2021, “Dichiarazione Sostitutiva Unica” (DSU), for services for the Right to Universities Studies (“per le prestazioni per il diritto allo studio universitario”), which can be asked for free at a CAF (Fiscal Assistance Center) or alternatively on INPS website through their online services (upon registration). Please note that certificate release is not immediate but it takes 10-15 working days from the request.

ISEE data will be obtained automatically from INPS database and the 2\(^{nd}\) and 3\(^{rd}\) tuition fees instalments will be calculated on the basis of relevant income bracket.
FOREIGN STUDENTS and Italian students with income generated abroad shall refer to the enclosed document “income generated abroad and foreign students’ enrolment 2020” and forward requested documents or the “self-certification income earned abroad” form to segreteria.studenti@uniroma4.it, respecting the same deadline (30/11/2021) and the 2nd and 3rd tuition fees instalments will be calculated on the basis of relevant income bracket.

It should be noted that those who do not comply with the above-mentioned procedures, shall be considered as belonging to the highest income bracket; the same apply to students who do not wish to present their ISEE 2021.

STEP 4 Payment of the 2nd tuition fee instalment (amount to pay can be viewed in your own reserved area- segreteria/pagamenti available at early December) by and not later than 15/12/2021 as per procedures specified under step 2.

STEP 4 Payment of the 3rd tuition fee instalment (amount to pay can be viewed in your own reserved area- segreteria/pagamenti available at mid April) by and not later than 29/04/2022 as per procedures specified under step 2.

DUE DATES REMINDER

| Enrolment (by 12:00 p.m.) and 1st tuition fee instalment | 15/09/2021 |
| ISEE 2021 | 30/11/2021 |
| 2nd tuition fee instalment | 15/12/2021 |
| 3rd tuition fee instalment | 29/04/2022 |

Should the above deadlines (except for the enrolment and 1st tuition fee instalment, which would entail being considered as dropout) and any other ones later indicated not be met, a DEFAULT INDEMNITY will be applied as follows:

€ 50,00 up to a 60-day delay
€ 100,00 beyond a 60-day delay

N.B. the University provide all students with an email address, which can be accessed to from the homepage www.uniroma4.it by clicking on “Mail Studenti”, using the same username and password to login in the reserved area (email address will then be: username@uniroma4.it). All communications from/to student-university shall be made through the above-mentioned email address. It will be activated once enrolment has been finalized from this office (in fact, once the online enrolment procedure has been completed, it results still to be finalized, “in attesa perfec. imm.”) and will be deactivated at the end of the student’s career.

In the event of quit, no payments will be refunded

08/09/2021

Enclosed:

- Income generated abroad and foreign students’ enrolment 2021 (evaluation of economic situation for: A) Italians with income and/or assets abroad and B) foreign students).
- self-certification form for income generated abroad