REGISTRATION PROCEDURE – STEP-BY-STEP GUIDELINE

Welcome to the registration procedure for the admission as Erasmus+/Exchange/Traineeship student at the University of Rome Foro Italico. These step-by-step instructions will guide you throughout the online system.

Each activity/step must be correctly completed in order to proceed to the next.

Make sure to have with you a valid ID document.

TO START:

Access the website of the Università di Roma "Foro Italico": [www.uniroma4.it](http://www.uniroma4.it), and look for the Utilità menu on the right. Click here in Accesso Studenti e Docenti.
This is a reserved area. If you need, choose the English version (to the right). Most of the explanatory notes and the menus will be translated to English.

The first time you enter, you will be considered as general “Guest”. Click on **Registration** (**Registrazione**) on the left menu. If you already registered, click on **Login** and provide your credentials to enter the system.

A legend on the right shows the different icons that will inform you about the status of your registration.

The Check List presents an overview of the different steps to complete the registration procedure.

Click on **Registration** to start.
Registration: step A1:

The screen just shows you are in the registration activity.

Click on **Forward**.
Registration: step A2:

Write or select the proper information.

Be aware that *Country, Province, Town City* refer to your “Birth” *Country, Province, Town City*. If your Birth Country is different from Italy, the city name has to be inserted.

The Italian ID number will be automatically calculated clicking on **Forward**.

Click again to confirm the ID and to proceed.

Registration: step A3:

Write or select the proper information regarding your ID document (*Documento di identità*).

**Dictionary:**

*Tipo documento* (ID type): select among ID (*Carta identità*), Passport (*Passaporto*) and Driving license (*Patente*)

*Numero* (ID or passport number)

*Rilasciato da* (released by): write the type of authority

*Data Rilascio* (release date) – *Data Scadenza Validità* (expiry date)

Click **Avanti** to confirm the ID and to proceed.
Registration: step A4:

Write or select the proper information regarding your permanent address.

Click **Forward** to continue.
Registration: step A5:

Write or select the proper information regarding your delivery address and your consent about utilization of personal data.

Click **Forward** to continue.

Registration: step A6:

Choose a password, confirm it and then proceed by clicking **Avanti**.

The password must fulfil the following requirements:
- there must be at least 8 characters
- there must be no more than 20 characters
Registration: step A7:

Check in the Registration Summary the accuracy of all information and, in case, modify it.

Once the revision has been completed, click on Conferma to finally approve your registration.
Registration: step A9:

Your registration is now completed. We suggest printing your credentials. You can now login in your private area.