

**ENROLMENT PROCEDURES
EUROPEAN MASTER IN HEALTH AND PHYSICAL ACTIVITY
(LM 67-INT)
ACADEMIC YEAR 2023/2024**

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 07/09/2023 at 12:00 p.m., by and not later than 18/09/2023 at 12.00 p.m.** (Central European Summer Time).

It should be noted that students holding a foreign degree shall provide, by and not later than 30/11/2023, by e-mail to segreteria.studenti@uniroma4.it in pdf format copy of:

- ***Diploma Supplement (in English) - signed and stamped by your University - if the Degree was obtained in the following Countries: Austria, Belgium, Bulgaria, Denmark, Estonia, Finland, France, Germany, Greece, Ireland, Iceland, Italy, Latvia, Lithuania, Luxembourg, Malta, Norway, Netherlands, Poland, Portugal, United Kingdom, Czech Republic, Slovak Republic, Romania, Slovenia, Spain, Sweden, Switzerland, Hungary, Cyprus, Croatia, Liechtenstein, Turkey, Albania, Andorra, Bosnia Herzegovina, Former Yugoslav Republic of Macedonia, Russian Federation, Holy See, Serbia, Armenia, Azerbaijan, Georgia, Moldova, Ukraine, Montenegro, Kazakhstan, Belarus***

if not obtained in the above countries:

- ***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)

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 **18/09/2023** 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

UTILITA'

ACCESSO STUDENTI E DOCENTI

LOGIN AREA RISERVATA (LOGIN)

SEGRETERIA (REGISTRAR'S OFFICE)

PAGAMENTI (PAYMENTS)

- **INTERNATIONAL STUDENTS:**

shall pay it online by **credit card** clicking on the relevant invoice number (available at the end of online enrolment application form). 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
UTILITA'
ACCESSO STUDENTI E DOCENTI
LOGIN AREA RISERVATA (LOGIN)
SEGRETERIA (REGISTRAR'S OFFICE)
PAGAMENTI (PAYMENTS)

Or pay it by bank transfer to Università degli Studi di Roma Foro Italico: IBAN IT92B0569603215000004910X56, BIC/SWIFT: POSOIT22XXX and only in this case forward relevant receipt in a pdf format to segreteria.studenti@uniroma4.it

Annual Comprehensive Contribution for 1st year - European Master of Science in Health and Physical Activity

Table 1

ISEE(X)	Amount for 1 st year
0<Xd23.000	0,00
23.000<Xd30.000**	1.190,00
30.000<Xd50.000	1.703,97
>50.000	1.987,65

** According to the DM 1014 of 03/08/2021 in the income brackets between €23,000 and €30,000 the following percentage reductions are applied (table 2);

Table 2 -- Reductions according to DM 1014 of 03/08/2021

ISEE(X)	Reduction
23.000<Xd24.000	80%
24.000<Xd26.000	50%
26.000<Xd28.000	25%
28.000<Xd30.000	10%

For the A.Y. 2023-2024 student contribution and its calculation criteria, please refer to the regulations in force and to the University's Student Fees and Contributions Regulations.

SUCCESSFUL CANDIDATES WHO FAIL TO ACCOMPLISH THE ABOVE LISTED PROCEDURES AND DO NOT ENROL BY 18/09/2023 at 12.00 p.m. AND THEY WILL NOT PAY THE 1ST TUITION FEE INSTALMENT BY THE DAY OF 18/09/2023, 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 **30/11/2023** (or in any case without fail no later than 31/12/2023 with a charge of indemnity), shall be in possession of the Financial Situation Certificate ISEE 2023, "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 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 **2nd and 3rd tuition fees instalments** will be calculated on the basis of relevant income bracket.

- *FOREIGN STUDENTS* and *Italian students with income generated abroad* interested in benefitting from reductions in the annual all-inclusive tuition fees, by and not later than **30/11/2023** (or in any case without fail no later than 31/12/2023 with a charge of indemnity), shall be in possession of the ISEE Parificato 2023 (it can be requested at any Fiscal Assistance Center (CAF) here in Italy) and send it in a pdf format to segreteria.studenti@uniroma4.it respecting the same deadline (**30/11/2023** or in any case without fail no later than 31/12/2023 with a charge of indemnity).

Please note that certificate release is not immediate, but it takes 10-15 working days from the request. 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 2023.

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 **15/12/2023** 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 **02/05/2024** as per procedures specified under step 2.

DUE DATES REMINDER

Enrolment (by 12:00 p.m.) and 1 st tuition fee instalment	18/09/2023
ISEE 2023	30/11/2023
2 nd tuition fee instalment	15/12/2023
3 rd tuition fee instalment	02/05/2024

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 e-mail address, which can be accessed to from the homepage www.uniroma4.it by clicking on “Mail Uniroma4”, using the same username and password to login in the reserved area (email address will then be: username@studenti.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 perfez. imm.”) and will be deactivated at the end of the student’s career.

In the event of quit, no payments will be refunded

06/09/2023