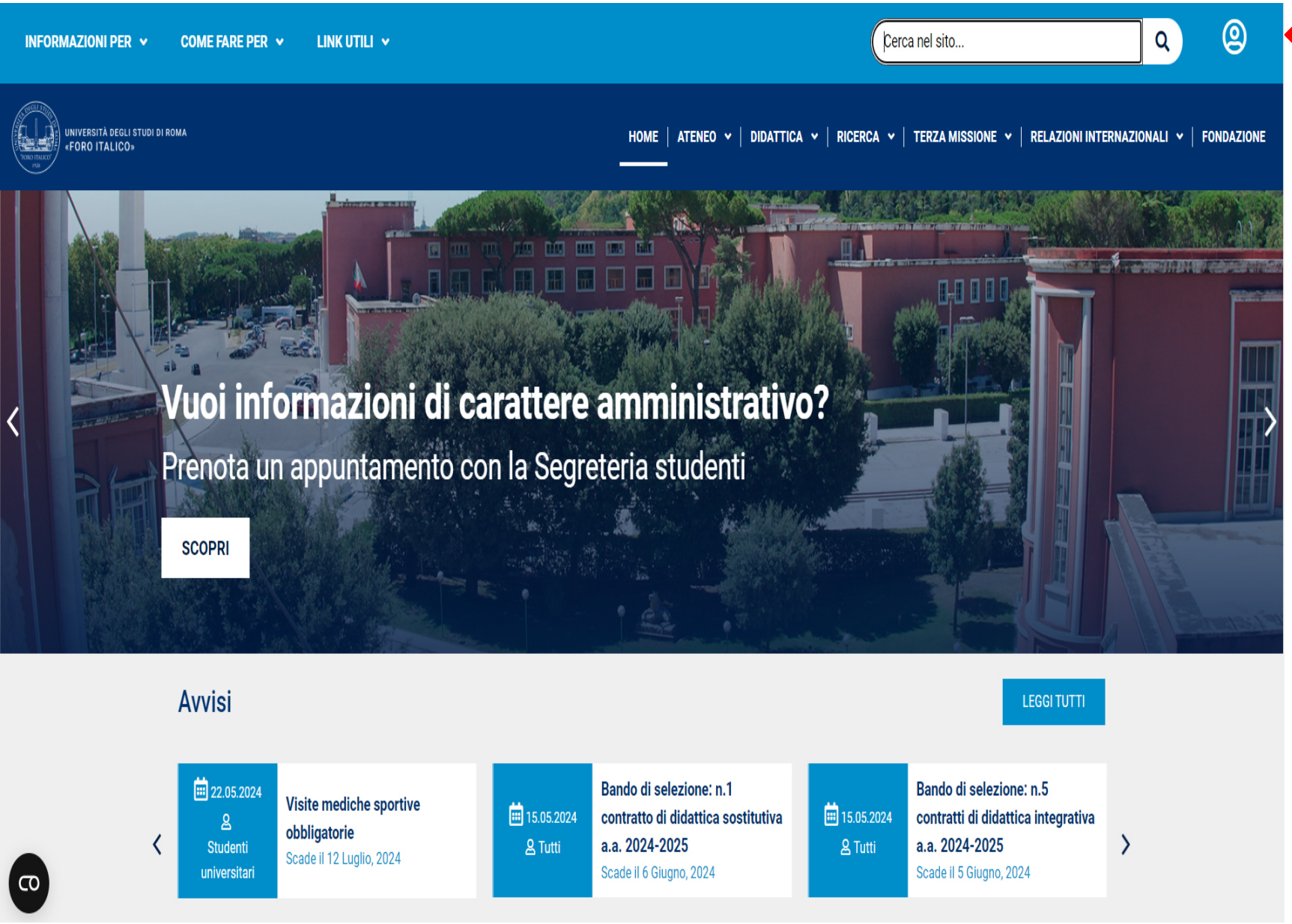
ELECTRONIC APPLICATION PROCEDURE - STEP-BY-STEP GUIDELINES

Welcome to the electronic application procedure for the admission to the European Master of Science in Health and Physical Activity, University of Rome Foro Italico. We apologize for the persistency of the Italian language in some forms, but this step-by-step instruction will guide you throughout the online system.

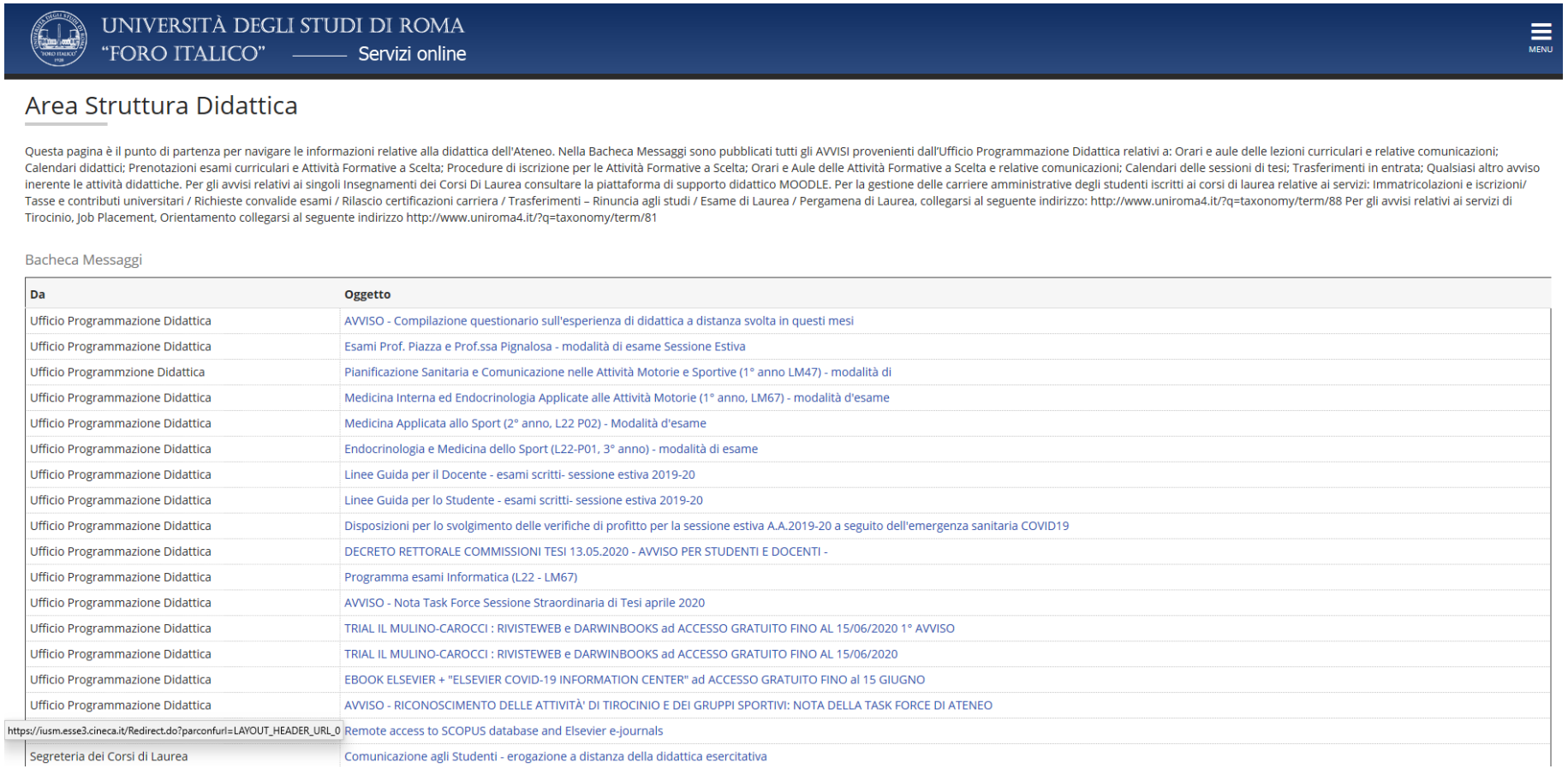
Before starting, please consider that the procedure includes two major steps: 1) **Registration** to the university's portal (including *one activity A* with 9 consecutive steps); 2) **Admission procedure** to the choosen study program (including *consecuitve activities from A to H* with some steps each, as specified above). Each activity/step must be correctly completed in order to proceed to the next.

Make sure to have with you a valid ID document, all relevant information about the degree required for the admission and electronic copies of all mandatory annexes or optional documents that you might consider useful for your evaluation to be uploaded in the system. ***No alternative delivery is allowed.***

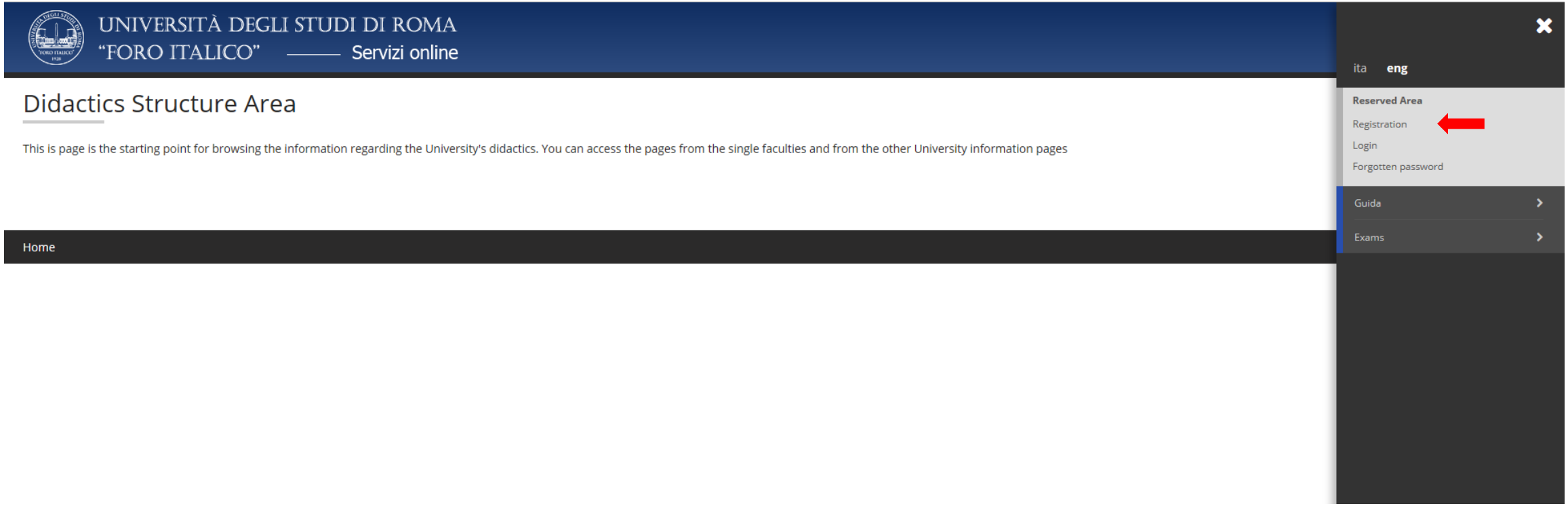


TO START:

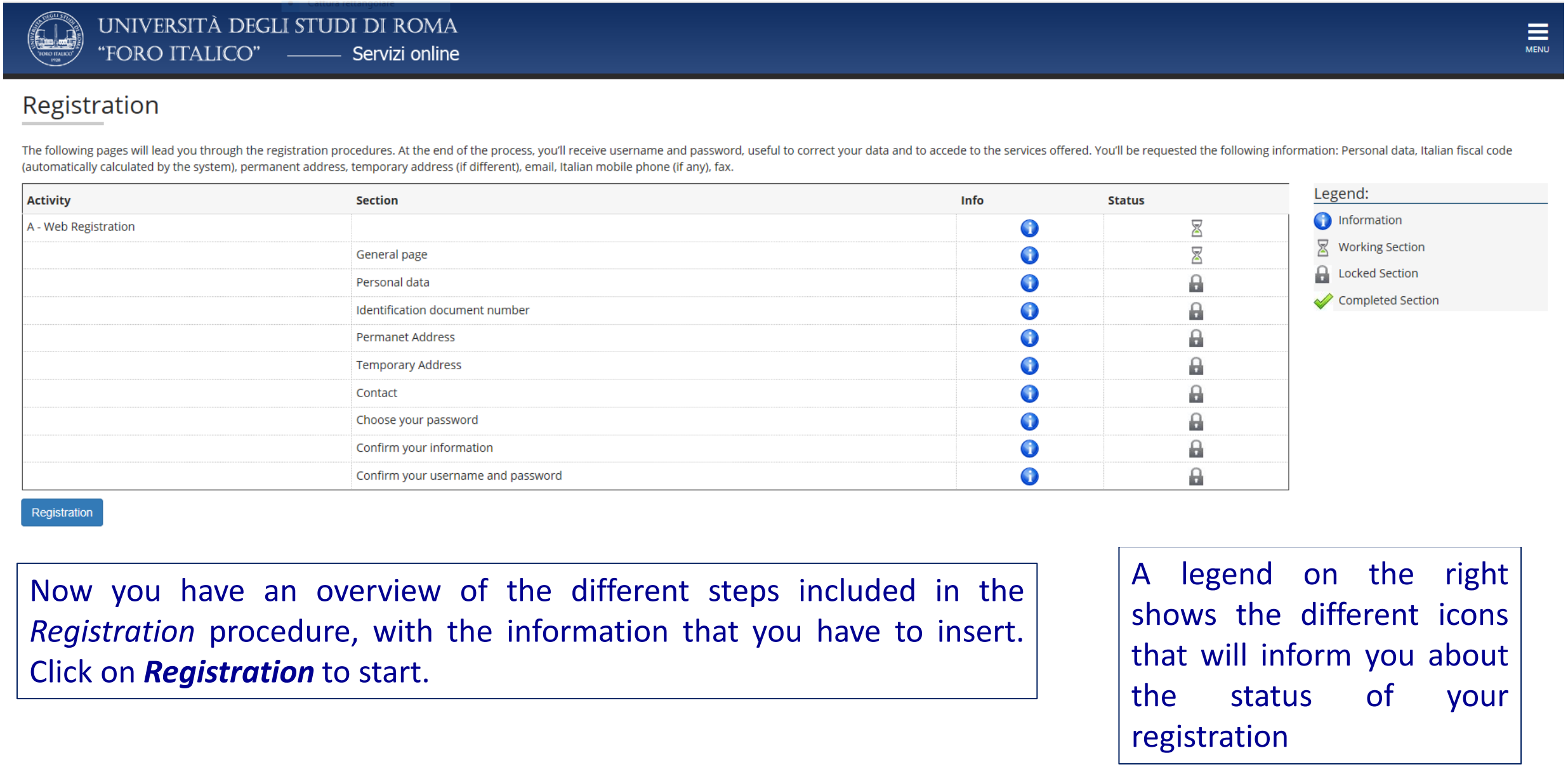
Go to the Foro Italico University Home webpage at www.uniroma4.it, click on the User Icon (top right of the screen), click on "Accesso Studenti / Docenti (Students and Faculties Login)"



This is a reserved area. Please, click on the «MENU» bottom (top right) and choose the English version. Not all, but most of the explanatory notes and the menus will then be in English.



As first time, 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.



Now you have an overview of the different steps included in the *Registration* procedure, with the information that you have to insert. Click on ***Registration*** to start.

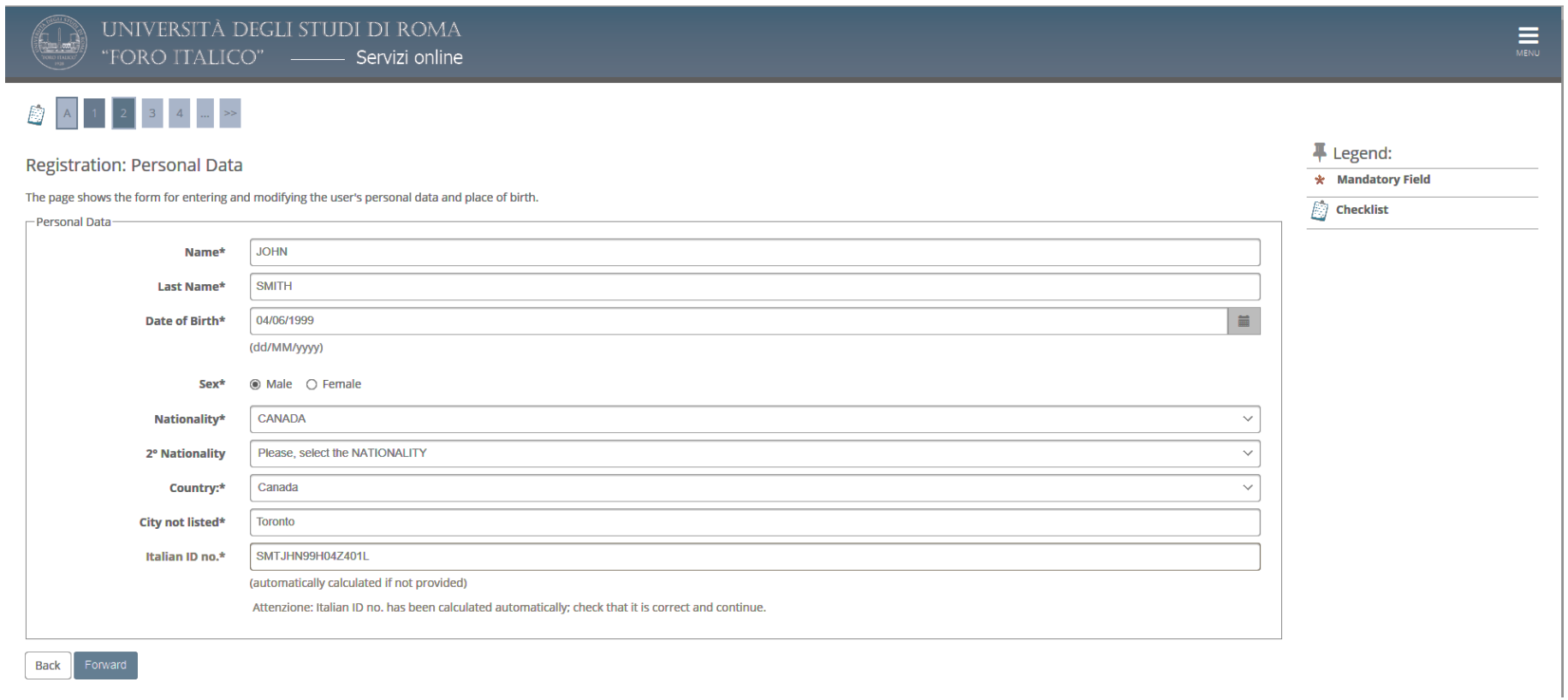
A legend on the right shows the different icons that will inform you about the status of your registration

Registration: step A/1

The screen just shows you that you are in the registration activity A.

Click on "***Forward***"

The ***Back*** bottom will always bring you to the previous step



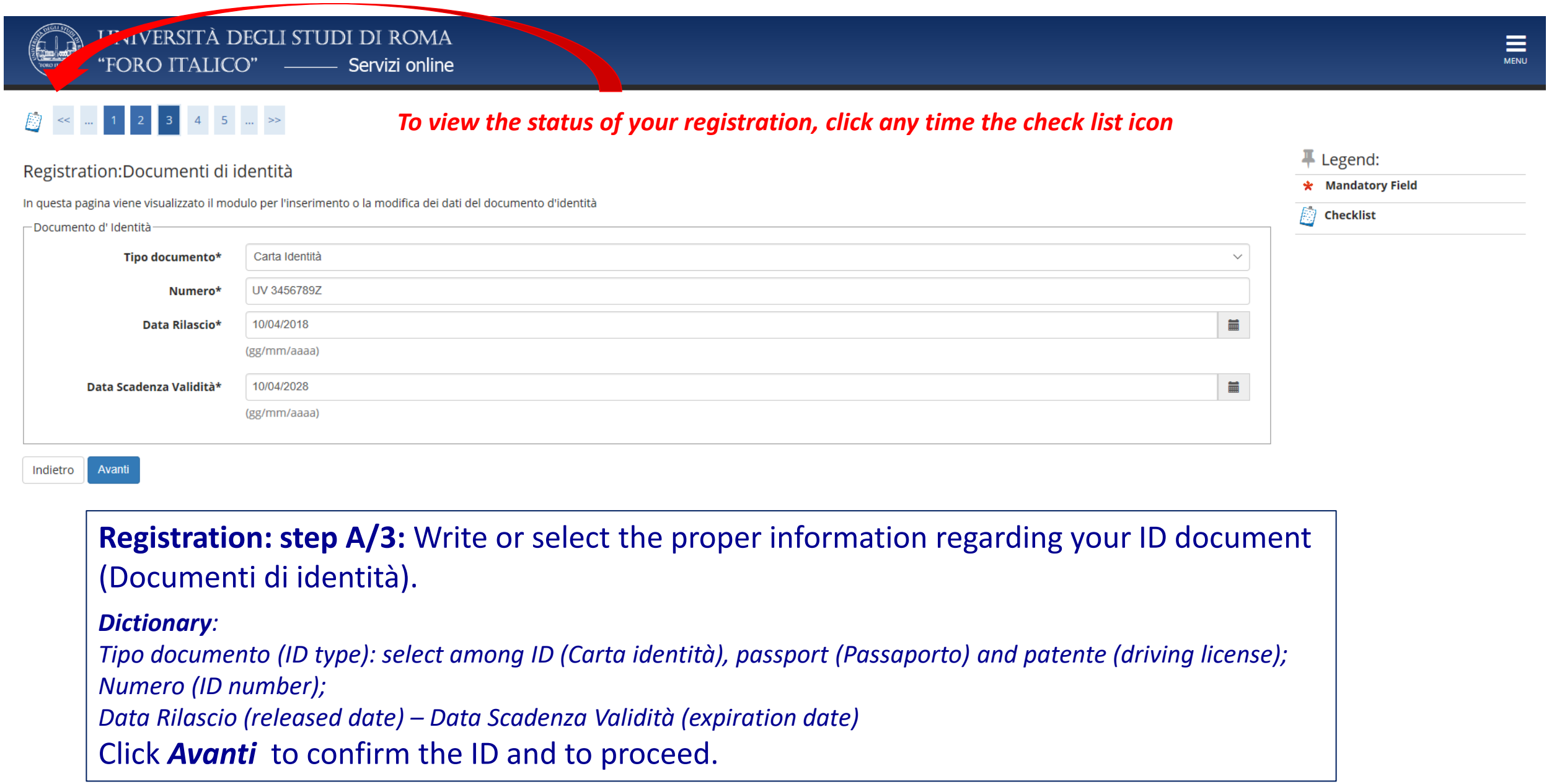
Registration: step A/2:

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 shall to be inserted.

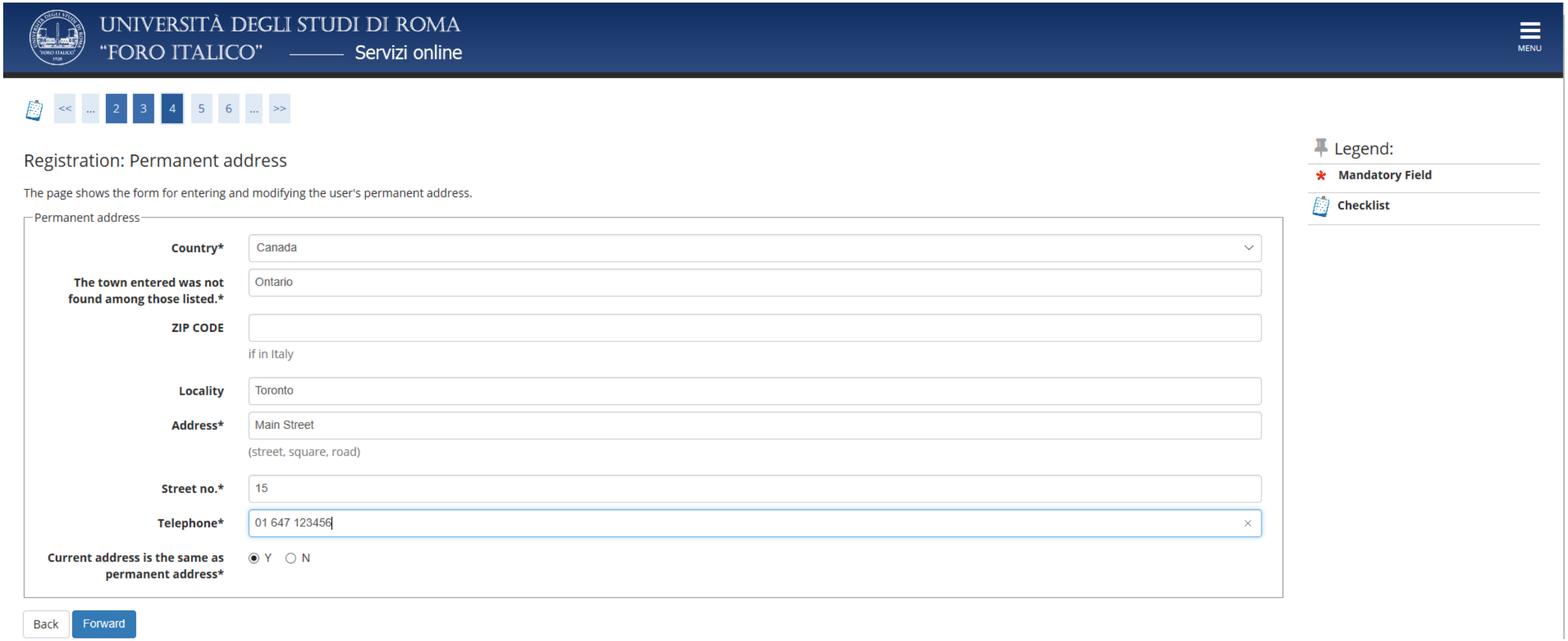
The Italian ID number will be automatically calculated clicking on ***Forward***.

Click again to confirm the ID and to proceed.



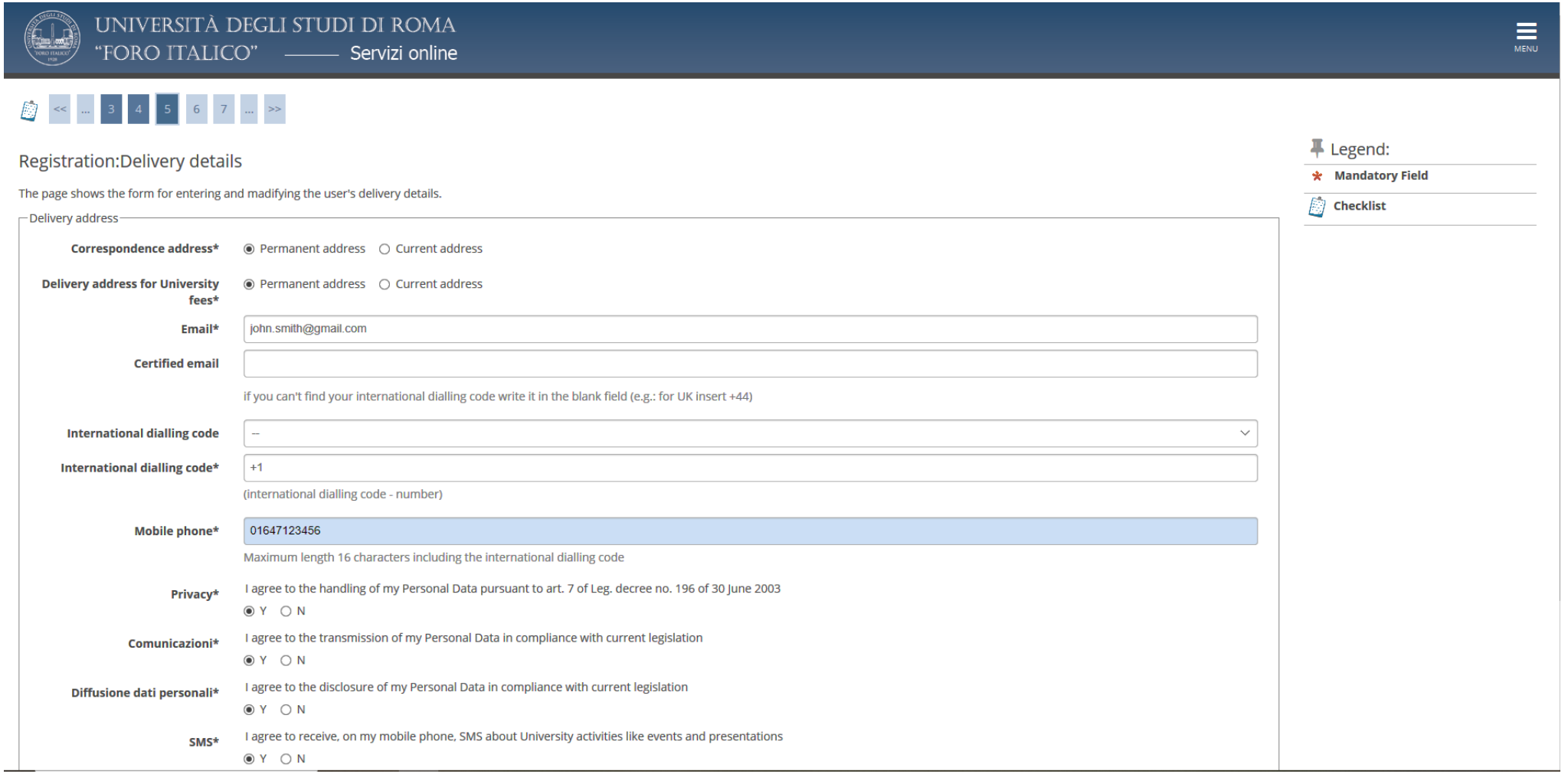
Registration: step A/3: Write or select the proper information regarding your ID document (Documenti di identità).

***Dictionary**:*
Tipo documento (ID type): select among ID (Carta identità), passport (Passaporto) and patente (driving license);
Numero (ID number);
Data Rilascio (released date) – Data Scadenza Validità (expiration date)
Click ***Avanti*** to confirm the ID and to proceed.



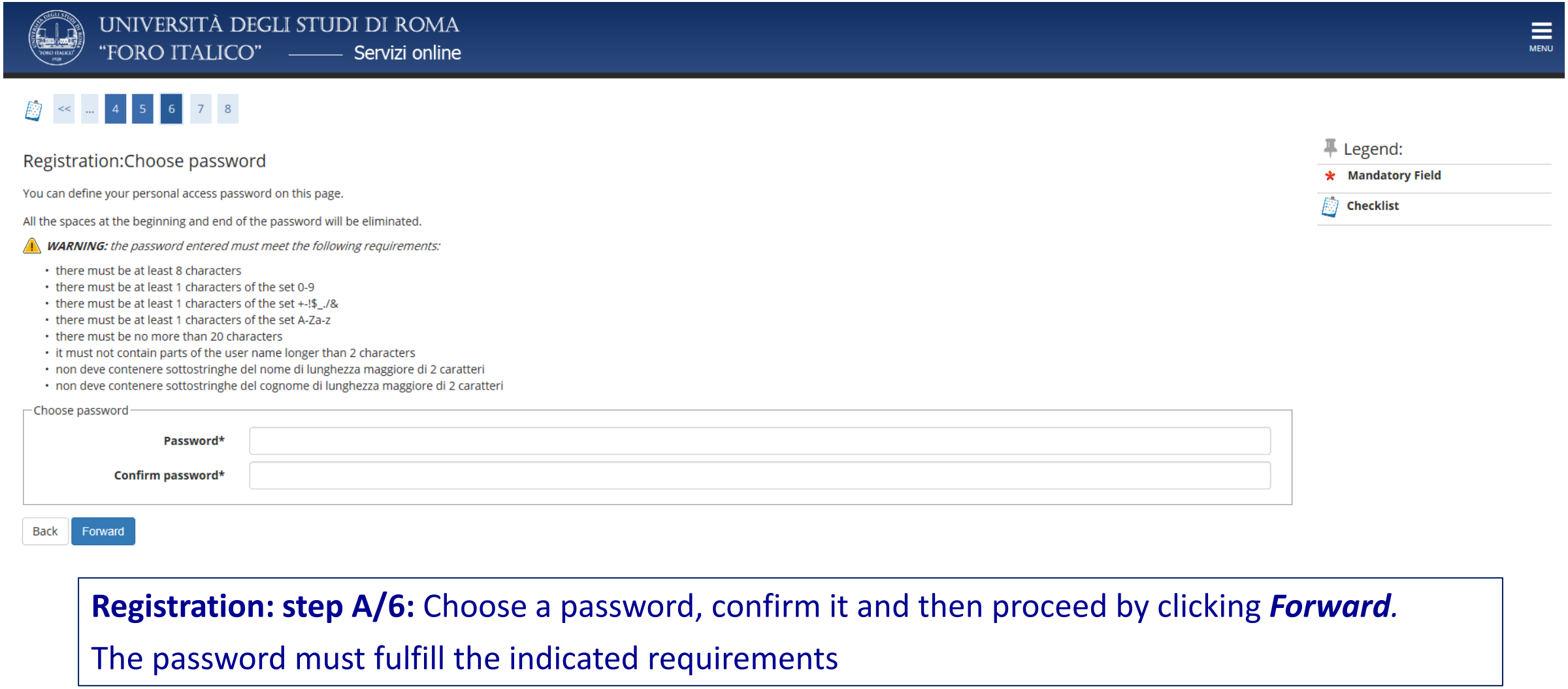
Registration: step A/4: Write or select the proper information regarding your permanent address

Click ***Forward*** *to continue*



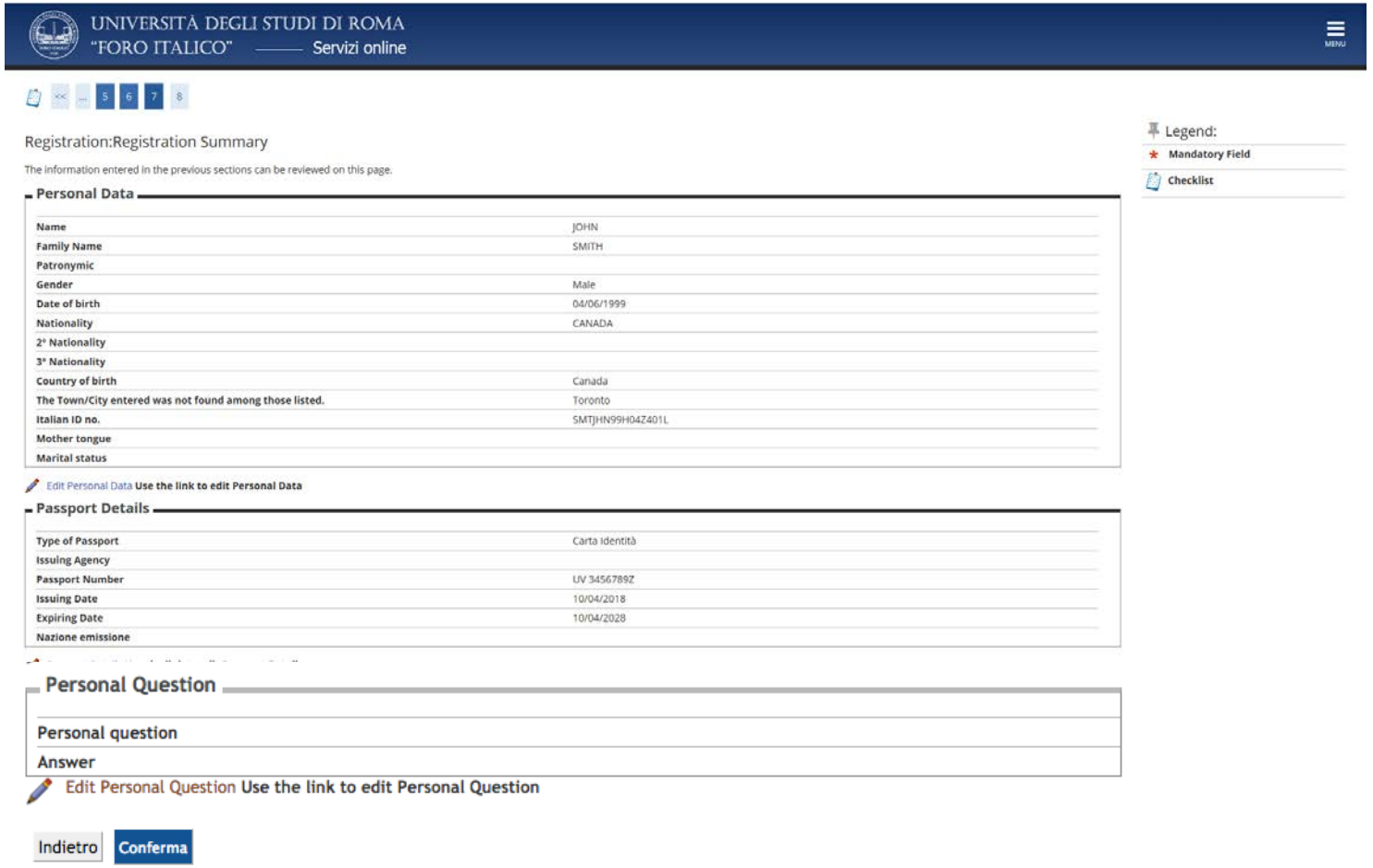
Registration: step A/5: Write or select the proper information regarding your delivery address and your consent about utilization of personal data.

Click ***Forward*** *to continue*



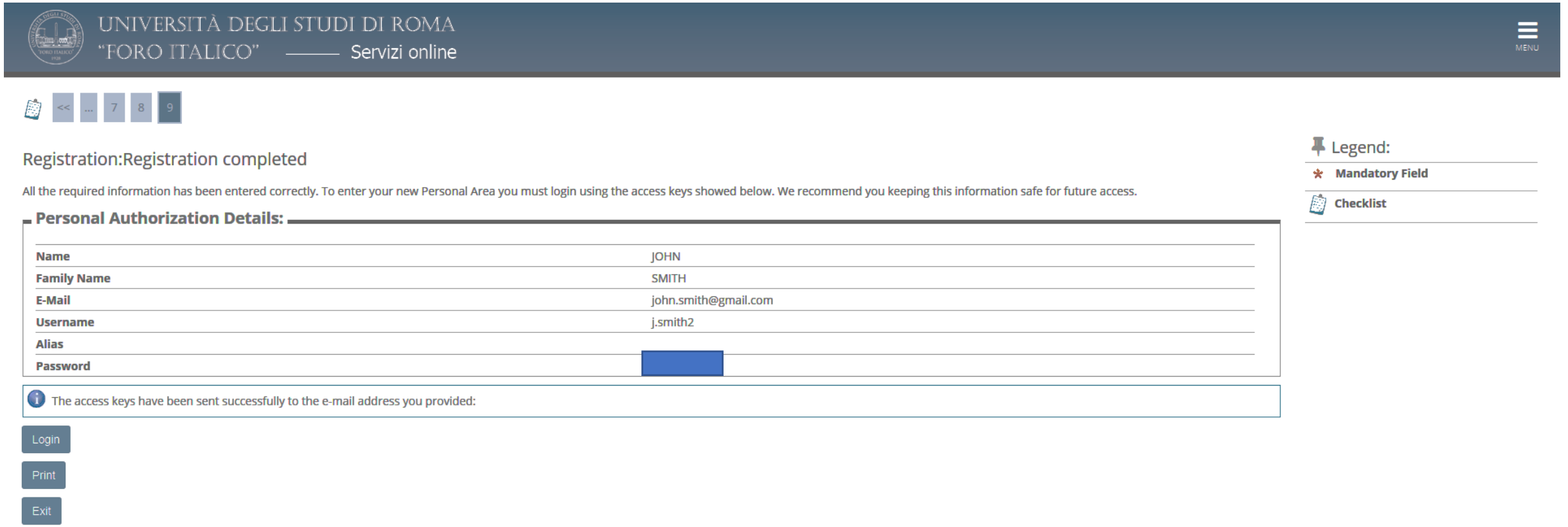
Registration: step A/6: Choose a password, confirm it and then proceed by clicking ***Forward.***

The password must fulfill the indicated requirements



Registration: step A/7:
Now you can see a summary of all information you provided**. Check the accuracy of all information and, eventually, modify them.**

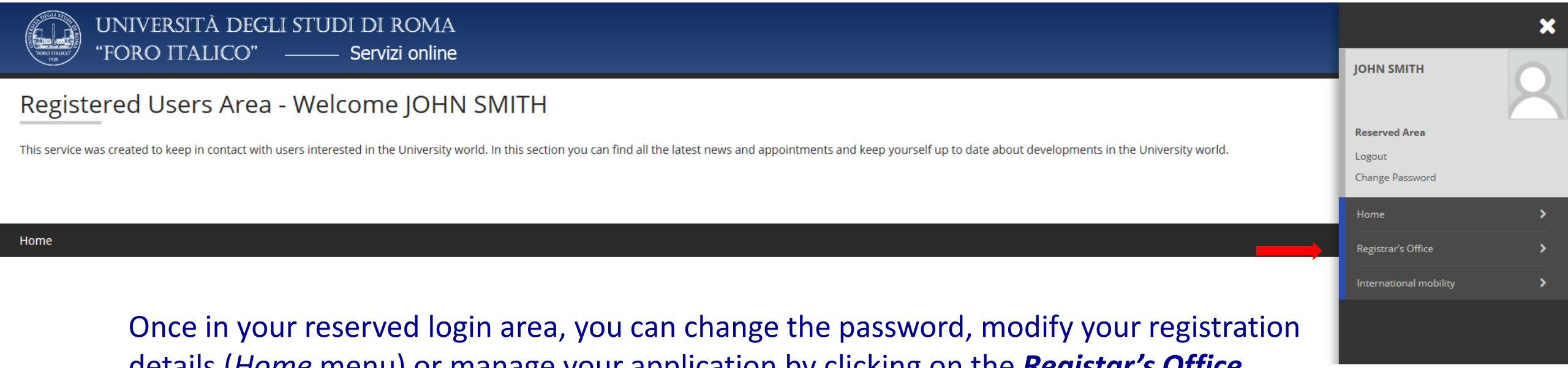
Once the revision has been completed, click on ***Conferma*** *(Confirmation)* to finally approve your registration.



Registration: step A/9: Your registration is now completed. We suggest you to print your credentials.

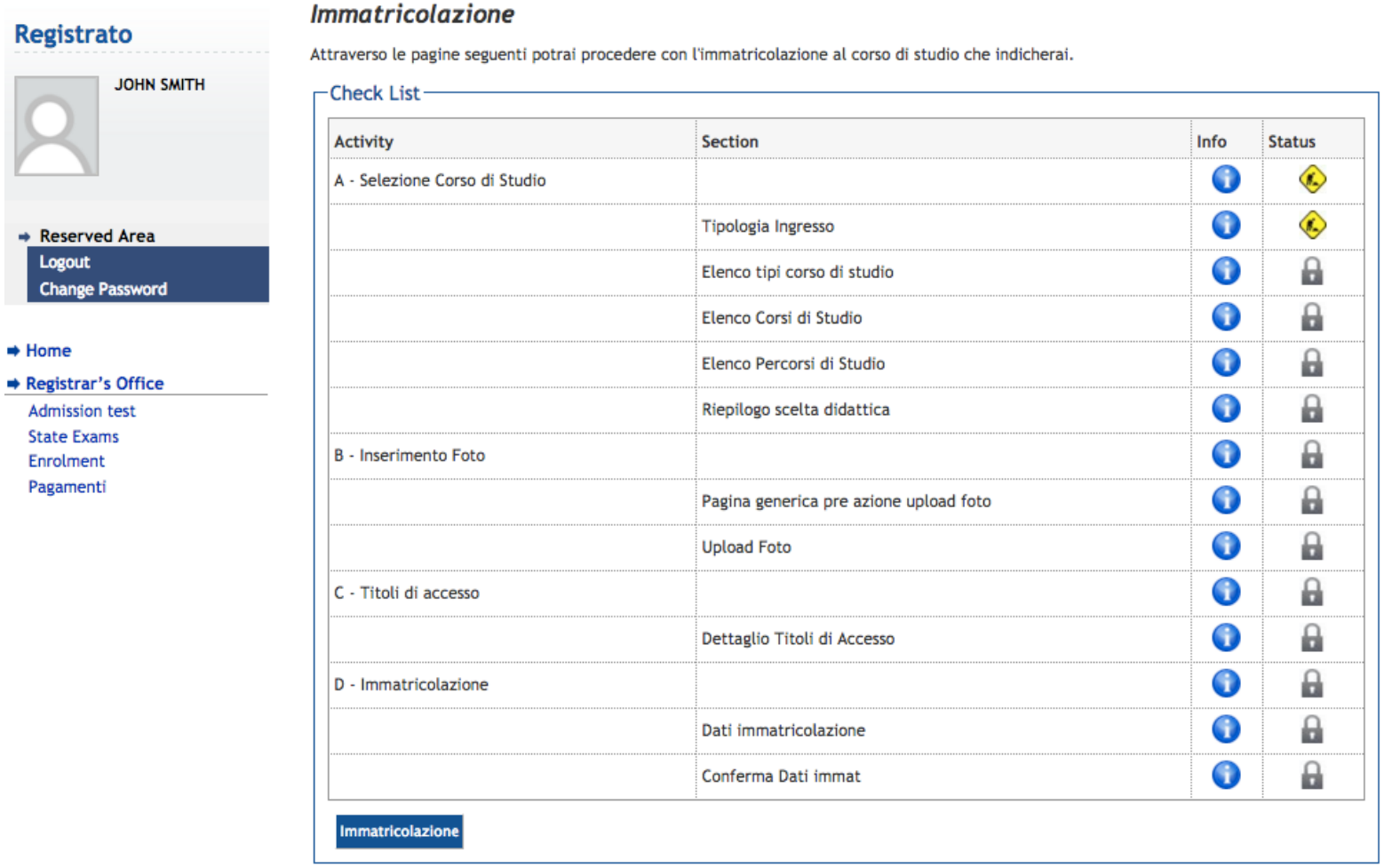
You can now either exit and apply later, or directly login to proceed with your application.

Please, remind that the selection for the English language must be done ***after you enter the Login*** *(Accesso Studenti e Docenti) from the homepage and* ***before to login into your reserved area.***



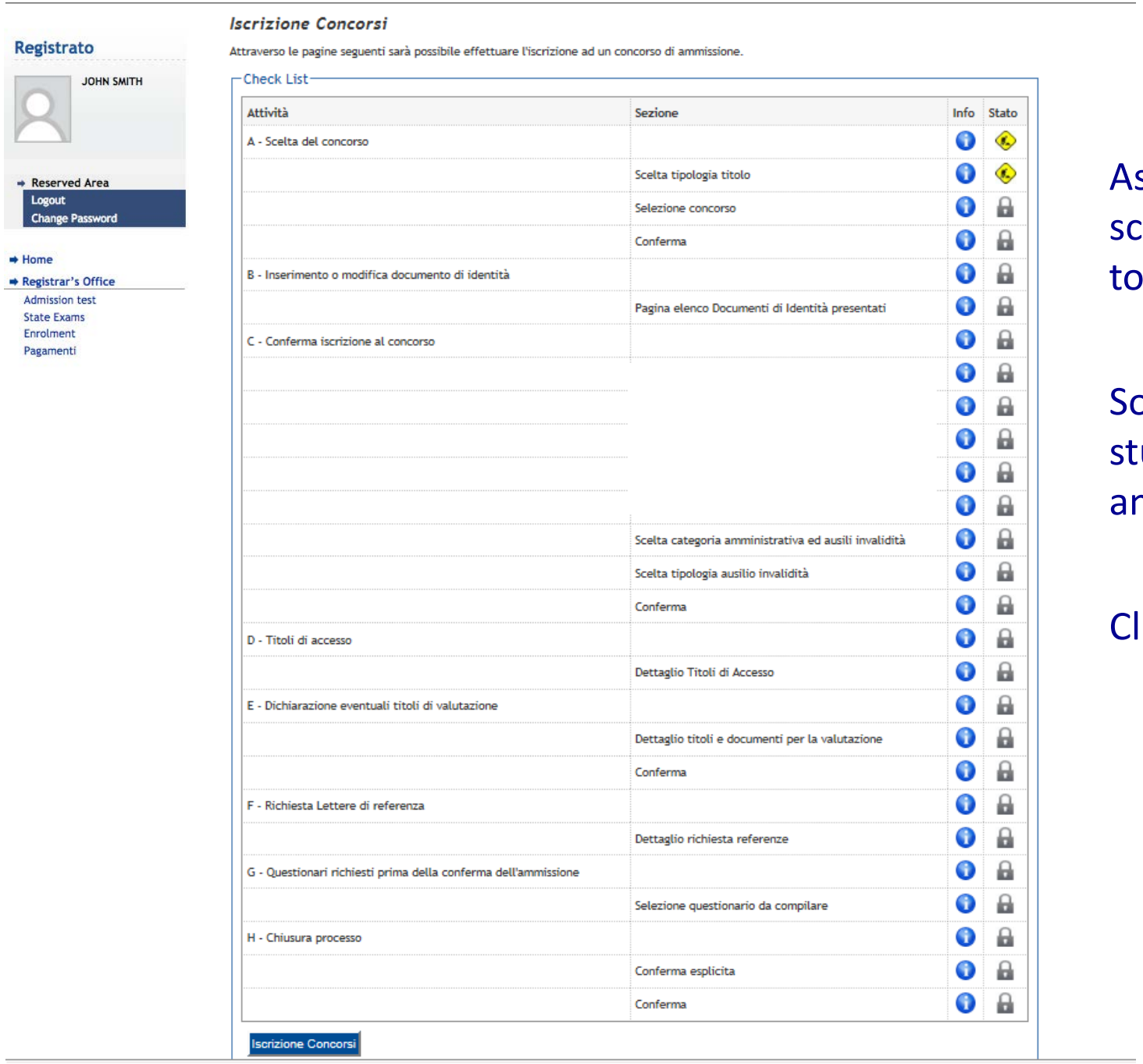
Once in your reserved login area, you can change the password, modify your registration details (*Home* menu) or manage your application by clicking on the ***Registar's Office*** (student office) menu to see the different options.

Please consider that the Foro Italico website appearance has been recently updated. When entering the ""Student Office» utility to perform the application, you will see a format slightly different from the images in the next slides, but with the same content and procedure.



By default, the screen will show the enrollment procedure.

Disregard it and click on ***Admission test.***



As for the registration procedure, the screen will show the different activities (A to H) and related steps to be fulfilled.

Some of them are required only for specific study programs (Bachelor and/or MSc and/or PhD).

Click on ***Iscrizione Concorso***

Admission procedure: step A/1: Select the type of program you are applying for:

First Level Degree (Bachelor)

Laurea Magistrale (Master of Science) ⬅

Dottorato di ricerca (PhD program)

Click on ***Avanti***

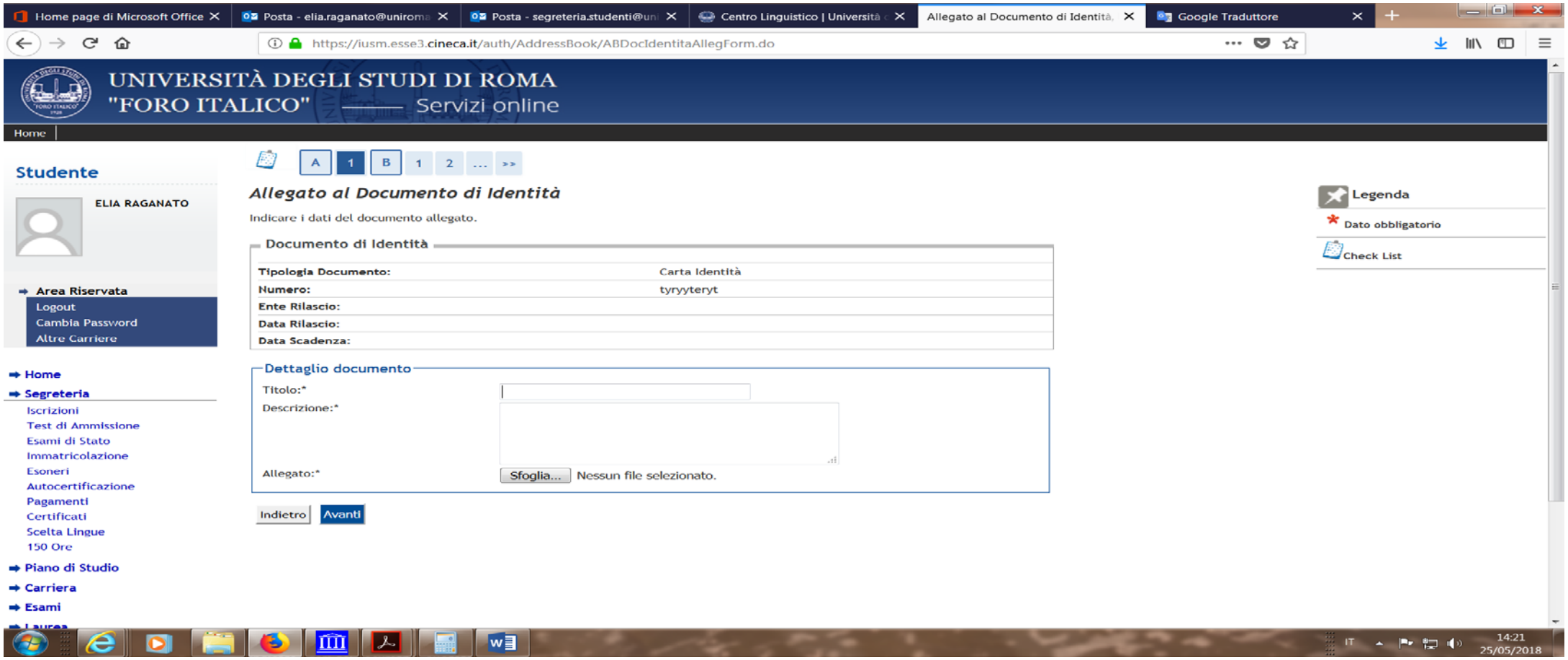
Admission procedure: step A/2: Select the specific study program you are applying for selecting "Concorso Laurea Magistrale in Attività Fisica e Salute - Percorso Internazionale - EMSc in Health and Physical Activity"

Click on ***Avanti***

Admission procedure: step A/3: Confirm your choice and click on ***Conferma e prosegui*** (Confirmation and proceed)

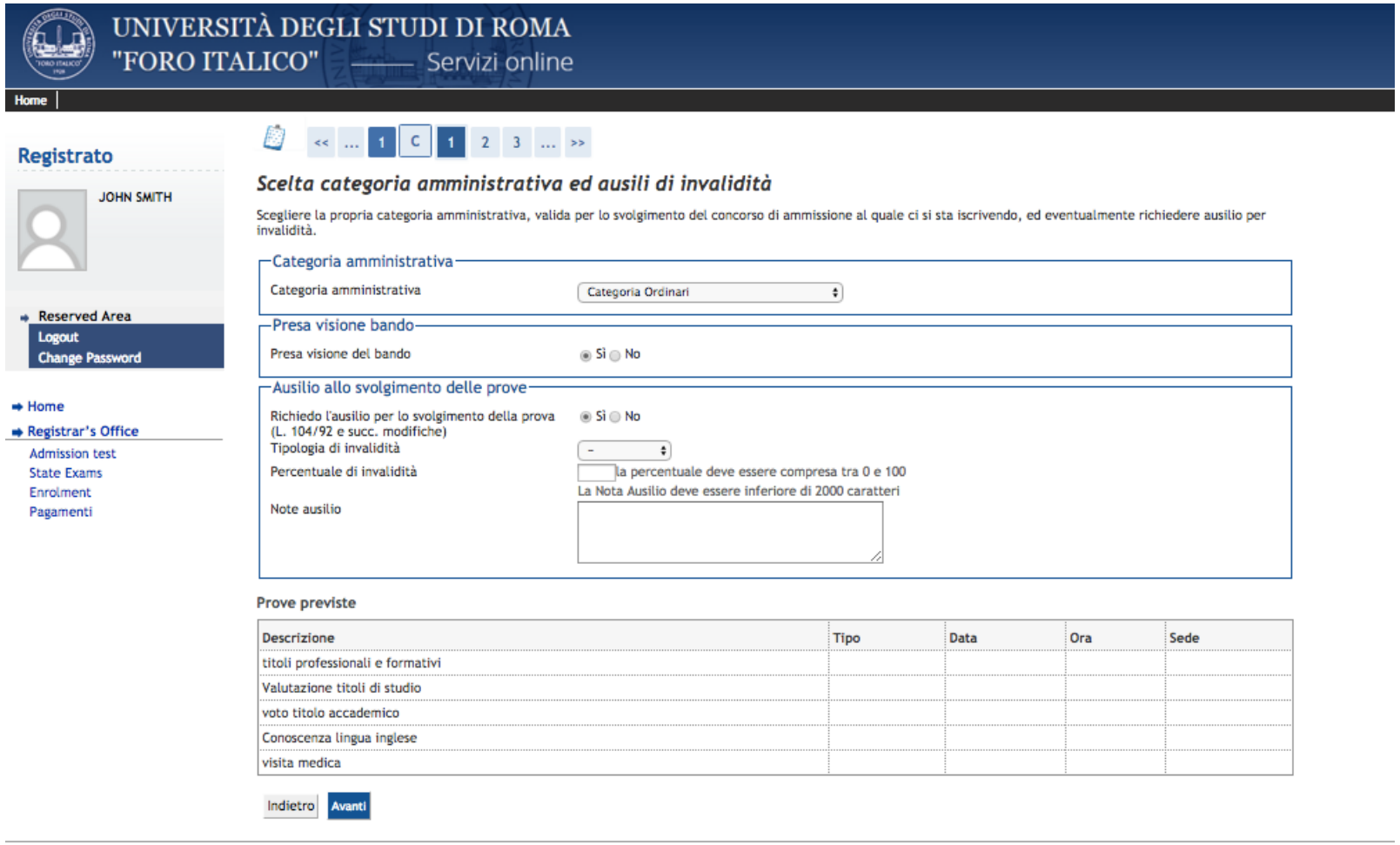
Admission procedure: step B/1: ID document: *the one included in the registration will be shown by default. You can either confirm it by clicking on* ***Prosegui*** *(Forward) or replace it with* ***Inserisci Nuovo Documento di Identità (****Include a new ID document). Be aware that, at this stage, it is mandatory to upload the ID electronic copy (jpeg, PDF file) utilizing the «Document details» (****Dettaglio documento****) option as shown in the following slide.*

Click on ***Prosegui*** to continue



Browse **(Sfoglia)** the system to upload your ID electronic copy

Click on ***Prosegui or Avanti*** to continue



Admission procedure: step C/1:

"Categoria amministrativa (Category): you have to select between *Categoria ordinaria* (Ordinary category, that include all EU citizens and non-EU citizens residing in Italy) and *Cittadini non comunitari residenti all'estero (non EU citizens residing abroad);*

Presa visione bando (Open Call aknowledgement) you have to confirm your view and knowledge of the relevant Call;

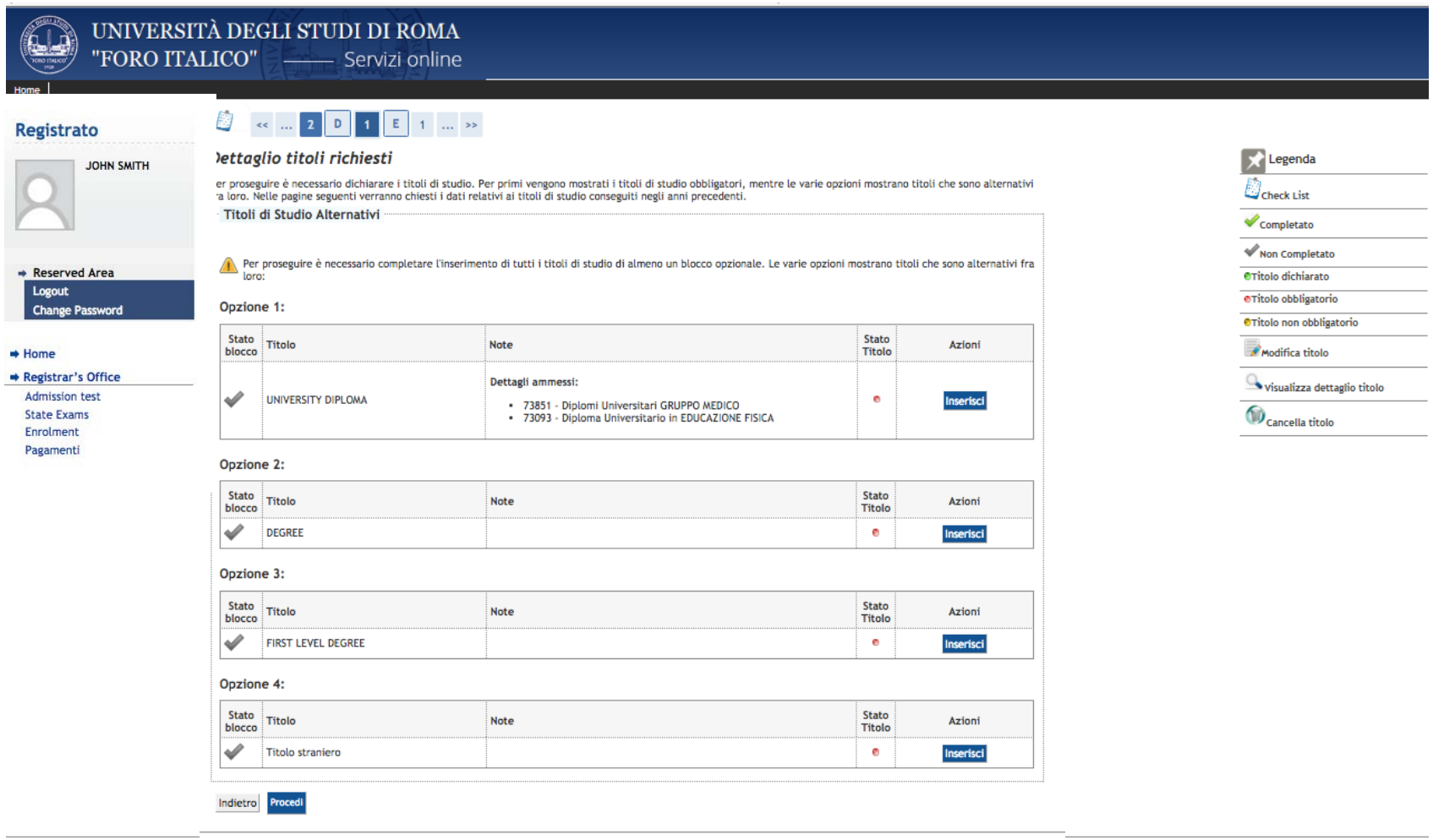
"Ausilio allo svolgimento delle prove (special need during the admission test)" you have to confirm (Si) or decline (No) the requirement fro special need during the test. In case of SI, you will have to specify the type (motor, visual, uditory, uncertained, other) the percentage of disability and the type of special need required (Note ausilio).

Click on ***Prosegui*** to continue

Admission procedure: step C/2:

Confirmation of study program and category.

Check the accuracy of your selection and then click on ***Conferma e prosegui***



Admission procedure: step D/1:

Details about the required academic qualifycation.

If you hold an Italian academic degree, select among the first three options, otherwise select “Titolo straniero (foreign degree).

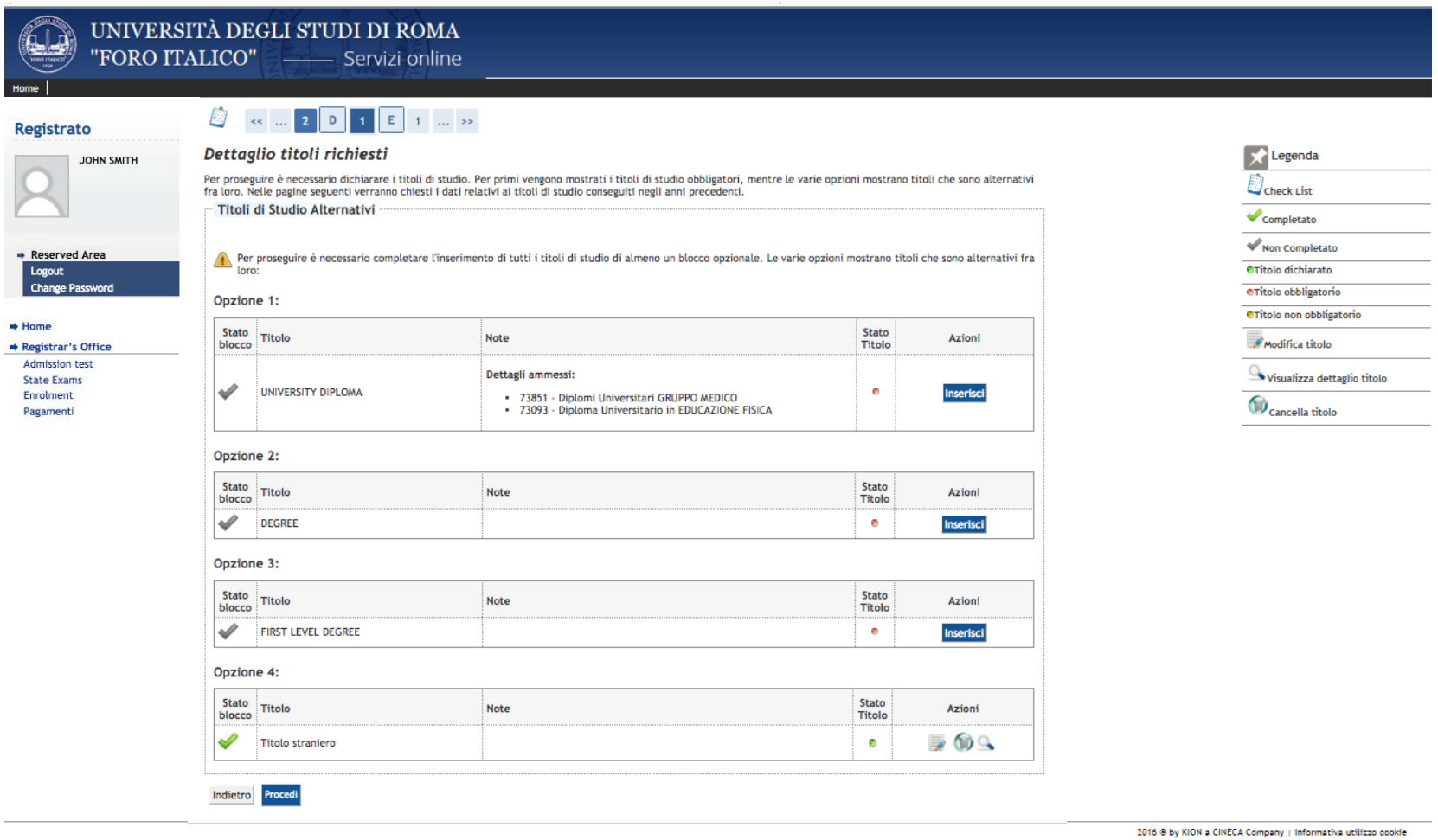
Click on ***Prosegui***

Admission procedure: step D/1: *Details about the non Italian university degree.*

Dictionary

Situazione titolo (degree status): select "conseguito" (obtained) or "non conseguito" (pending);
Nazione (Country): select; Ateneo (University): select; Titolo (degree type): select;
Corso di studio (Study program): write the name of the study program;
Durata Anni (year of duration): insert the number of years; Data conseguimento (date of graduation): specify;
Voto (Final mark, in the Italian system, XX/110, where 110 is the maximum mark): specify
Giudizio (Evaluation): in case your final degree is released as A-E, or with passed, good, excellent, etc

Click on ***Prosegui***



Admission procedure: step D/1: *Details about the required university degree.*

Check the accuracy of the information or revise the type and name of the degree.

Click on ***Prosegui***

Admission procedure: step E/1: In this page you see the list of mandatory or optional supporting documents.

Dictionary

Tipo titolo (Title/qualification type)

Annex A – mandatory for candidates holding a non-Italian degree;

Annex B – Curriculum Vitae;

Autoc. Titoli professionali e formativi (Self-certification for additional professional or educational titles, if any) -

Vuoi allegare altri documenti e/o titoli alla domanda diammissione? (Would you like to include additional documents and/or titles to your application?)

Select Si (Yes) or No and then click on **Avanti**

Admission procedure: step E/1: In this page you can specify and upload all mandatory or optional supporting documents.

Dictionary

Tipologia (Type): select among Annex A, Annex B, Autoc. Titoli professionali e formativi (Self-certification for additional professional or educational titles)

Titolo (document title); Descrizione (description);

Allegato (attachment): press "Scegli file" (select file) and upload the document/s; Click on ***Avanti***

Admission procedure: step E/1:

In this page you can verify the uploaded document and repeat the step up to the uploading of all the documents that are mandatory or relevant for the evaluation.

Click on ***Avanti***

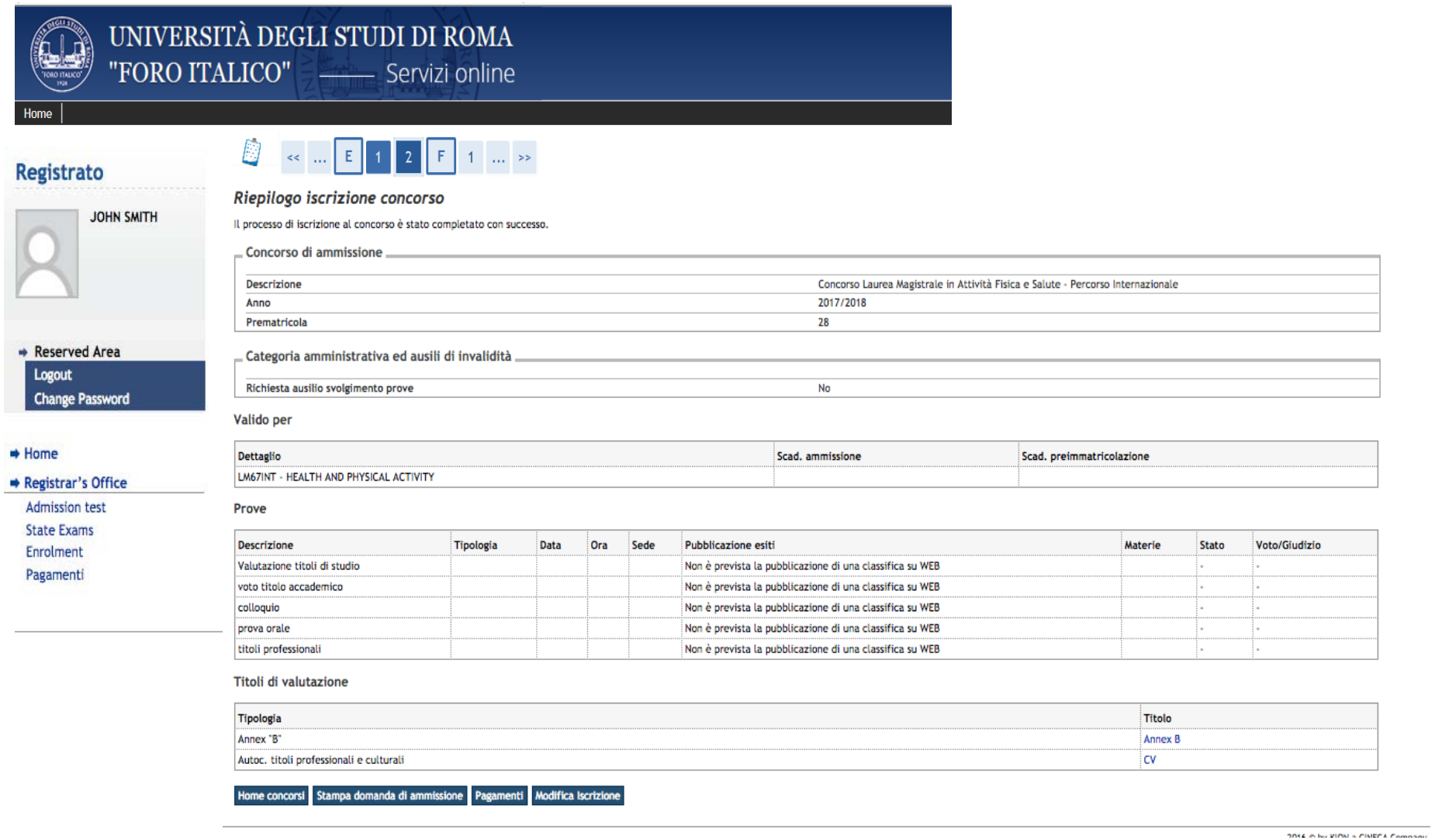
Admission procedure: step E/1:

In this page you can verify the uploaded document and repeat the step up to the uploading of all the documents that you consider relevant for the evaluation.

Click on ***Avanti***

Admission procedure: step E/2: Confirmation of titles and documents for the evaluation

The procedure is now completed. Check the accuracy of the intended documents and then click on ***Avanti.***



Admission procedure: step E/2: Summary of your application

Check the accuracy of the the different steps. You can go to the Admission Home (Home Ammissione), print your application (Stampa domanda di ammissione), modify your application (Modifica iscrizione), or proceed with the payment of the admission fees (Pagamenti).

Here you can check the status of your payment.
International students have to pay by bank transfer to the university bank account:
BPER, IBAN IT82E0538703246000049385473; BIC/SWIFT BPMOIT22XXX). Payment receipt has to be sent by email to concorsi.ammissione@uniroma4.it by the application deadline.
Failure to pay will result in exclusion from selection procedures