

Annex
PROCEDURES FOR TRANSFERS FROM OTHER UNIVERSITIES
OR CHANGE OF PROGRAMME WITHIN THE UNIVERSITY
Academic Year 2026/2027
SINGLE-CYCLE MASTER’S DEGREE PROGRAM IN PHARMACY
(Courtesy English translation)

Candidates admitted through the general ranking list or through subsequent supplementary rankings, and who are already enrolled at another university or in another programme at Tor Vergata University of Rome, are required to confirm their place in the ranking by submitting a transfer request (Section A) or a change of programme request (Section B), in accordance with the procedures and within the deadlines established for enrolment.

SECTION A

TRANSFER FROM ANOTHER UNIVERSITY (INCOMING TRANSFER)

Students admitted to the ranking list are required, within the enrolment deadlines, to submit a transfer request according to the following procedure:

1. Access the online services portal: <http://delphi.uniroma2.it>
2. Select from the Student Area: Section 2 “Transfer from another university (incoming)”
3. Select: “Transfer application” → “Complete transfer application” → “On-campus programme” → “School of Science” → “Programme”
4. Enter all required data
5. Print the transfer application with the assigned CTRL code
6. Repeat the procedure and select “Confirm transfer” by entering the Fiscal Code and CTRL code

After completing the online procedure, the following documents must be submitted by email in PDF format to the Student Affairs Office of the School of Science and, if the student holds a foreign qualification, also to the International Students Office:

- a signed and scanned copy of the transfer application generated on Delphi;
- a copy of the outgoing transfer request bearing the acceptance stamp of the home university;
- a copy of a valid identity document.

Email addresses:

- segreteria-studenti@scienze.uniroma2.it
- international.students@uniroma2.it
- international.qualifications@uniroma2.it

Submission of the above documentation within the enrolment deadlines set out in the Call is required in order to confirm the candidate’s place in the ranking list.

Once the Student Affairs Office has received the official transfer certificate (“foglio di congedo”) from the university of origin, the candidate will be notified by email and may then proceed with enrolment in accordance with the procedures set out in the Call.

Students holding a foreign qualification must complete enrolment through the International Students Office.

International students holding a qualification obtained in Italy must complete enrolment through the Student Affairs Office of the School of Science.

SECTION B

CHANGE OF PROGRAMME WITHIN THE UNIVERSITY OF ROME TOR VERGATA

Students admitted to the ranking list are required to submit a request for change of programme within the enrolment deadlines set out in the Call according to the following procedure:

1. Access the online services portal: <http://delphi.uniroma2.it>
2. Select from the Student Area: Section 4 “Online career management”
3. Select “Request for change of programme” and complete the procedure, indicating any examinations already passed that may not yet have been recorded in the system
4. Print the application form and the payment slip
5. Pay the required fee via the PagoPA system (<http://studenti.uniroma2.it/pagamento/>)
6. Access the portal again and validate the payment using the “Validate PagoPA” function

Only after validation of the payment will the Student Affairs Office of the home programme be able to receive the change of programme request online.

After payment and validation, a signed and scanned copy of the change of programme application, together with a copy of a valid identity document, must be submitted in PDF format to: segreteria-studenti@scienze.uniroma2.it within the enrolment deadlines set out in the Call.

Submission of the above documentation within the enrolment deadlines is required in order to confirm the candidate’s place in the ranking list.

Once the Student Affairs Office has received the transfer documentation from the home programme, the candidate will be notified by email and may complete enrolment in the new programme.

To complete enrolment, candidates must access the Delphi portal, Student Area, Section 3 “Enrolment in subsequent years”, and proceed with enrolment for the academic year 2026/2027.

RECOGNITION OF PREVIOUSLY COMPLETED STUDIES

Students admitted through transfer or change of programme who hold additional qualifications or have completed academic studies at foreign universities are required to request recognition of such studies at the same time as completing enrolment, following the procedures indicated on the Pharmacy programme website:

<https://farmacia.uniroma2.it/apply-transfer/transfers-course-abbreviations/>

Requests for recognition of examinations or for integration of previously recognised credits submitted at a later stage will not be accepted.