

Università degli Studi di Roma "Tor Vergata"

Macroarea di Lettere e Filosofia

UNIVERSITY REQUIREMENTS	
REGISTRATION PROCESS	
	<p>The Erasmus Office of the University of Rome "Tor Vergata" will proceed to enroll the students only after the official nomination of the Erasmus winners by the partner Universities.</p> <p>DEADLINES: <u>Nominations:</u> 1st semester: 30/05/2018 2nd semester: 30/10/2018</p> <p>(If you received our email, you have already been nominated by your university)</p>
<p><u>1st STEP</u> ONLINE PRE-REGISTRATION & APPLICATION FORM</p>	<p><u>On-line registration:</u> The students with an Erasmus scholarship (Tor Vergata doesn't accept free movers) must register to the following link: http://torvergata.llpmanager.it/incoming/menu_principale.aspx</p> <p>DEADLINES: <u>Application form:</u> 1st semester: 24/04/2018 - 30/07/2018 2nd semester: 01/10/2018 - 21/12/2018</p>
<p><u>2nd STEP</u> CODICE FISCALE</p>	<p>Immediately upon arrival the students must go to the following address to get the Codice Fiscale (Income Tax Code – please click on our website's link for useful information):</p> <p>AGENZIA DELLE ENTRATE Via di Torre Spaccata, 110 (Metro A – Cinecittà)</p> <p>From Monday to Friday : from 8.45 am to 12.45 pm Tuesday, Wednesday and Thursday : from 14.15 pm to 15.35 pm.</p> <p>Tel: 06/231771 Fax:06/231774520 Email: dp.iiroma.utroma5@agenziaentrate.it</p>
<p><u>3rd STEP</u> REGISTRATION AT THE UNIVERSITY</p>	<p>After this, the students must go to: Erasmus Office of the University of Rome Tor Vergata* The office is located in Via Cracovia SNC, Building D, ground floor, room D002</p> <p>Receiving hours: <u>Mon, Wed, Fri (h 9:00-12:00), Wed also (h 14:30-16:00)</u> For further information: incoming@erasmus.uniroma2.it</p> <p>*this is the Central Office, different from the one of the Macroarea di Lettere e Filosofia, where you will head later, after your registration process is completed</p>

Università degli Studi di Roma "Tor Vergata"

Macroarea di Lettere e Filosofia

DELIVERED REQUIRED DOCUMENTS FOR THE ERASMUS OFFICE

- A certificate issued by the student's home University testifying that the student is the winner of an Erasmus scholarship, or a copy of their Erasmus contract
- Two passport photos
- Codice Fiscale (see "step 2")
- A valid document such as a passport, an identity card, etc.
- E.U. Public Health Card

After the registration the students may go to the **Lazio DI.S.U. Office** – located in Via Cambridge 6, 00133 Rome (you can reach it by BUS n° 20), 1st floor, **Canteen Office**
Tel. +39 06204101 – from Monday to Friday 9.00-11.00, if they want to get the canteen card.