

Procedure for submitting an evaluation of the requirements for students from Degree Courses of other Universities (may be carried out starting from the day on which the call for applications 23/24 will be published)

If you are an undergraduate/graduate student in a University other than Sapienza you will have to:

- connect to the web page <http://www.uniroma1.it/studenti> and complete the registration on the Infostud platform to obtain login credentials (student number and password)
- connect to the web page <http://www.uniroma1.it/studenti> and access your profile Infostud through SPID authentication - Public Digital Identity System.
- Click on **Corsi di Laurea**
- from the menu that opens on the left, select the **Accesso ai corsi** option
- insert the code Verification of the requirements of the course of your interest indicated on the page <https://web.uniroma1.it/coris/didattica/iscrizioni/magistrale> - and in the call for applications
- confirm the email you provided when you registered, or enter a different one (this point is important as the evaluation result will be sent to your postal address email indicated by you/uploaded on Infostud)
- generate the payment slip to be paid via PagoPA (for further information on methods of payment of tuition fees consult the page - <https://www.uniroma1.it/it/pagina/come-pagare>)
- make the payment of the tuition fees within one of the deadlines indicated below (see beyond)
- **fill in a self-certification indicating the list of exams taken in the previous career, specifying the disciplinary sector of each exam and the relative number of credits, as well as the degree mark - https://www.uniroma1.it/sites/default/files/field_file_allegati/dichiarazione_laurea_exams to check requirements.pdf** –
- You will then have to send by mail, directly to the address of the **Commission for the evaluation of the requirements:**
 - The self-certification (preferably completed on the computer and signed);
 - copy of the receipt certifying the payment of tuition fees;
 - a photocopy of your identity card.

The above documentation must be sent by e-mail from your own e-mail address (the one indicated on Infostud at the time of registration) to:

- pssig_lm88.coris@uniroma1.it - for requests for an evaluation of the requirements for the Master's degree in Social planning for sustainability, innovation, and gender inclusion;
- verificarequisiticooperazione.coris@uniroma1.it - for an evaluation of the requirements for the Master's degree in Development and International Cooperation Sciences.

The e-mail addresses indicated above must be used exclusively for forwarding the documentation. For any other information you can write to magistralicoris@uniroma1.it

The payment of tuition fees and the delivery of the documentation via e-mail must be made within one of the following deadlines:

September 14, 2023

October 16, 2023

November 16, 2023

December 14, 2023

The following documents will not be accepted and evaluated:

- those that will arrive on a date after 14 December 2023,
- filled in incorrectly
- unsigned.

You will receive the outcome of the evaluation via e-mail within a maximum of 15 days from deadlines indicated above (for example, for all applications received by 14 September 2023, the outcome will be communicated by 29 September 2023 etc.).

Please note: If you do not find the communication via email within the terms indicated above, we suggest you first check if there is a message coming from the address servizi.onLine@uniroma1.it the "spam" in your inbox, as it is possible that the communication of the outcome is classified by your box as junk mail.

If the evaluation does not include debts and you have already obtained a three-year degree, the Student Affairs Office will enable your Infostud profile and you can proceed with the enrollment.

If, on the other hand, the Commission has assessed that there are deficiencies in your curriculum, it will be necessary to recover any debt. If you are graduated or undergraduate (in this second case, subject to the authorization of his/her teaching authority) you will enroll in [single courses](https://web.uniroma1.it/coris/didattica/corsi-singoli) (https://web.uniroma1.it/coris/didattica/corsi-singoli); if you are graduating and therefore still enrolled in a degree course, in alternative to single courses, it is possible - if your University provides for it - to recover the debts inserting supplementary exams in your study plan, according to the indications of your own study regulations (either as an elective exam, or as extra-curricular exams).

In both cases, the assigned debts must be recovered at least 10 days before the enrollment deadlines indicated in the [Sapienza Student Regulations 2023/2024](https://www.uniroma1.it/it/pagina/regolamento-studenti) (https://www.uniroma1.it/it/pagina/regolamento-studenti). Once the debt has been recovered, at least 10 days before the enrollment deadlines indicated in the [Sapienza Student Regulations 2023/2024](https://www.uniroma1.it/it/pagina/regolamento-studenti) (https://www.uniroma1.it/it/pagina/regolamento-studenti), you will have to send to the Coris [Student's Affairs Office](https://web.uniroma1.it/coris/en/dipartimento/uffici-e-contatti/segreteria-e-sportelli) (https://web.uniroma1.it/coris/en/dipartimento/uffici-e-contatti/segreteria-e-sportelli), via email to magistralicoris@uniroma1.it, the receipts of the exams of the recovered courses and you will be thus enabled to enroll. For example if the deadline indicated in the Regulation Students for the payment of tuition fees is 31 January 2024, the receipt of the exams of the recovered courses must be sent to the [Student's Affairs Office](https://web.uniroma1.it/coris/dipartimento/uffici-e-contatti/segreteria-e-sportelli) (https://web.uniroma1.it/coris/dipartimento/uffici-e-contatti/segreteria-e-sportelli) no later than 20 January 2024.

We also suggest you – if you are interested in registering and taking advantage of the exemptions/reductions of income-related taxes - check on the Sapienza website (<https://www.uniroma1.it>) in the students/ fees and contributions section, the deadline linked to the ISEE declaration for enrollments in the a.y. 2023/2024 which disregards the deadlines linked to debt recovery and the enrollment procedure. For any further information you can write to magistralicoris@uniroma1.it or contact the [Student's Affairs Office](https://web.uniroma1.it/coris/en/dipartimento/uffici-e-contatti/segreteria-e-sportelli)

(<https://web.uniroma1.it/coris/dipartimento/uffici-e-contatti/segreterie-e-sportelli>) of the Master's degrees of the Department.