Dear Students,

This document is aimed at providing a set of guidelines for the international students of Nanotechnology Engineering. As you start attending classes and understanding the university's structure and and proceedings, you will become familiar with a lot of topics described in the following lines. However, as most of you are not used to the Italian educational system, this can serve you as a useful introduction to the main steps along your academic career in Sapienza: admission, attendance and graduation.

Some preliminary information regarding admission and visas

EU citizens don't need a visa to enter Italy. However, if you have planned to stay for more than three months, you will need to register at the *Anagrafe* of the *Comune* where you are going to live (in this case, the municipality of Rome).

Non-EU citizens, on the other hand, have to apply for a student visa at the Italian Embassy or consulate in their home country. Please keep in mind that you can only apply for your visa after you have received confirmation of your admission by the university. The full list of documents required for visa application is available on the Ministry of Foreign Affairs website: www.esteri.it/MAE/EN. After you have been notified about the status of your admission, the university will be in charge of confirming your admission to the Embassy or the Consulate of your country to get your documents prepared for visa.

Admission

At their arrival in Rome, international students (both EU and non-EU) must deliver to the International Admissions Office ("Settore per gli studenti con titolo stranierothe following documents:

- Copy of Passport

- Study visa (only for Extra-EU citizens)

- Copy of upper high school qualification (or qualification to access to the University), translated and authenticated by the competent Italian diplomatic delegation and with the "certificate of equivalence of qualification";

- Copy of degree qualification, translated and authenticated by the competent Italian diplomatic delegation and with the "certificate of equivalence of qualification";

- Copy of the transcript of records translated and authenticated by the competent Italian diplomatic delegation (if the course is taught in Italian) and with the "certificate of equivalence of qualification";

- Copy of detailed study programmes indicating the total amount of hours of each course (translated into Italian if the course of interest is taught in Italian)

- Payment receipt for the admission verification (10 €)

Please note that the International Admission Office won't take your documents if you haven't previously updated the status of your graduation on Infostud.

Many students start their admission procedures when they still haven't completed their bachelor's degree in their country or university. This is perfectly fine, but **don't forget** to update Infostud as soon as you get your Bachelor's degree with the information about the date and grade of graduation. After you've done that, the International Admission Office will be allowed to accept your documents and proceed with registration.

Attendance

After you have completed the registration process, you are officially a Sapienza student! Now it's time to learn about all that concerns courses, including classes, timetables, study plan, job opportunities and so on. First of all, take some time to become familiar with the website, which is where you will find all the information you need. We know that getting used to the website can be a little confusing, but it is yet **the most important source of information** about both administrative and didactic issues, so make sure to read it carefully. For what concerns Nanotechnology students, you are invited to keep an eye on three main web pages:

[Master's degree in Nanotechnology Engineering](): this page contains specific information related to the Nanotechnology Engineering courses. Here you will find information about:

- Courses and attendance
- Admission
- Academic rules
- Programmes and textbooks
- Subjects and teachers

[Board of Nanotechnology Engineering](): for information about the Master of Science programme and the guidelines to compile the study plan.

[Faculty of Civil and Industrial Engineering (ICI)](): the main faculty website, it contains information about all the bachelor's and master's degree courses that belong to the Faculty of Civil and Industrial Engineering, including Nanotechnology Engineering. Check this page if you need this sort of information:

- Courses timetables
- Contacts and offices
- The Faculty
- News, conferences, recruiting events
- Thesis and graduation procedures
- Mobility opportunities

[Main Sapienza website](): check it for very general information (not related to your specific course) such as fees, scholarships, students accommodation and canteen, payment methods etc.

Graduation

Click here for information about the final thesis and graduation.

Useful contacts

If you want to learn more about **a specific subject or course**, please find the email address of the professor who teaches that subject on the website. He/she will be the best person who can advise you about their own courses! Contact professors via email and take an appointment or have a talk with them after classes.

If you have concerns about **administrative issues** or you have problems finding any sort of information on the website, contact Dr. Martina Carrubba.

> Martina Carrubba
> International Students Advisor
> Email: martina.carrubba@uniroma1.it

For **didactic advise**, contact Prof. Marco Rossi:

> Prof. Marco Rossi
> Course Chair
> Email: marco.rossi@uniroma1.it

For general information about updates in your career (interruptions, transfers etc.), fees, certificates, password recovery etc., contact the **Faculty of Civil and Industrial Engineering Student Office**:

Email: segrstudenti.ingegneria@uniroma1.it

Skype: segrstudenti-ici

Working Hours
Monday, Wednesday, Friday
from 08.30 to 12.00
Tuesday and Thursday
from 14.30 to16.30

Other offices
Hello – International Students Help Desk
Rectorade Building Colonnate
Email: hello@uniroma1.it

International Admissions Office
Palazzo Servizi Generali
Stairway C
Email: settoretitolostraniero@uniroma1.it