

ENROLMENT IN EXAMS FOR ERASMUS STUDENTS

If you are attending an Erasmus period at Sapienza University, you will receive a username and a provisional password to access the Infostud service, once you have properly filled in your online application form.

Please, remind that you are not supposed to register by yourself!

At this stage, your registration number (“matricola”) is not active: you have to change your password but you cannot access other Infostud services. Your registration number will be completely active only once you arrive in Rome and get your Erasmus student card in the Erasmus office of your receiving Faculty.

If you lost your registration number and your password, email spi@uniroma1.it.

How to access Infostud services

In order to access Infostud services, please go to <http://www.uniroma1.it/studenti>

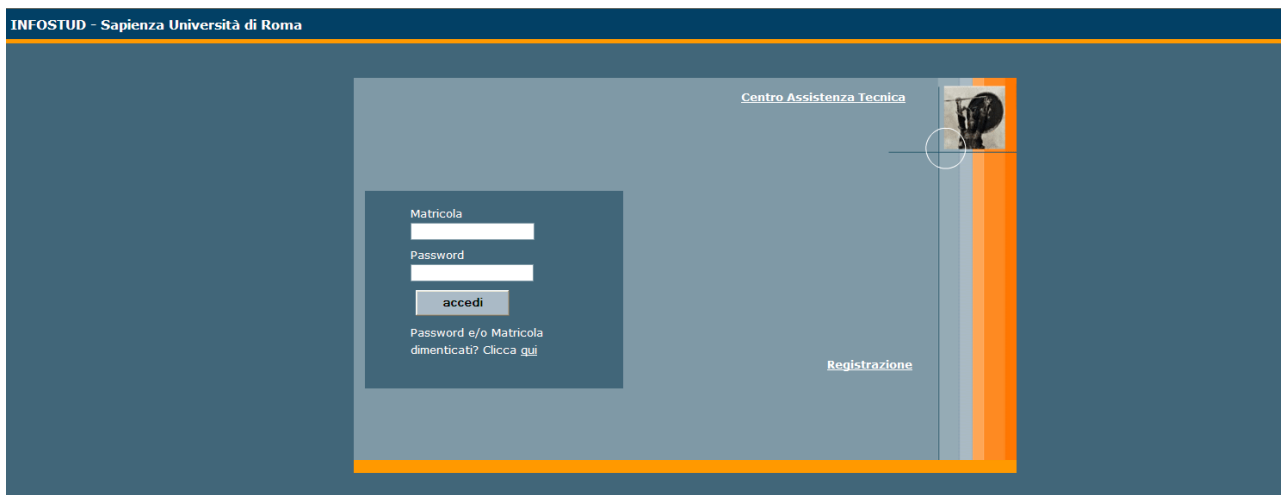


Picture 1 – Sapienza website

and click on “[Accedi al sistema](#)”

You can also access directly from <https://stud.infostud.uniroma1.it/>.

Herewith the homepage to enter the site:



Picture 2 – Infostud homepage

In order to access the system, you have to insert your registration number and password.

If you forgot your password but you know your registration number, you can retrieve your password from <https://stud.infostud.uniroma1.it/Sest/ModPwd2/reset.jsp>

Main page

Once you enter the system, the following page is displayed:

Hello, ENOEMA

Ultimo accesso effettuato in data 2015-09-02 alle ore 02:34:39 dal seguente IP: 151.24.110.31

BOLLETTINI + CERTIFICATI + RICERCA APPELLI ESAMI PRENOTATI ESAMI REGISTRATI STATISTICHE



Picture 3 – Main page

As an Erasmus student, you can only use the following services: DATI UTENTE (student's personal data), PRENOTAZIONE ESAME (enrolment in exams) and VISUALIZZA ESAMI

(exams' list).

In the section **DATI UTENTE**, you can change your password to access Infostud.

In the section **PRENOTAZIONE ESAME**, you can enrol in exams.

In the section **VISUALIZZA ESAMI**, the exams you have taken are displayed.

Enrolment in exams

To register for an exam, go to: “Corso di Laurea” > “Prenota esame”
You can then search by course (“Corso”) or by professor (“Docente”)

You can search the exam session by inserting the professor’s surname or the course unit title:

- **If you search by inserting the professor’s surname**, select the field “Docente” (professor) and insert the professor’s surname, then click on “Cerca”: all the exam sessions (related to the professor’s surname) will be displayed.
- **If you search by inserting the course unit title**, select the field “Corso” and insert the course unit title, then click on “Cerca”: all the exam sessions (related to the course unit title) will be displayed.

Home · Corsi di laurea · Prenota esami

RICERCA APPELLI

APPELLI TROVATI 0

ATTENZIONE! Il giorno dell'esame occorre portare la ricevuta di prenotazione

MODULO RICERCA APPELLI

Ricerca * **CERCA**

Tipo ricerca Docente Corso

Picture 4 – Search by inserting the course unit title

You can then filter the list and see only the exams you are allowed to book at your current date. You can then book the exam and see the comments/notes. The notes/comments contains info about when and where the exam will take place.

The screenshot shows the 'APPELLI TROVATI' page on the INFOSTUD SAPIENZA website. A large grey box displays 'APPELLI TROVATI 16'. Below this, a search bar contains 'lenzerini' and a 'CERCA' button. The 'Tipo ricerca' section has 'Docente' selected. A table lists exam results with columns: N° Verbale, Corso di studi, Insegnamento, Docente, Crediti, Facoltà, a.a., Data appello, Inizio prenotazione, and Fine prenotazione. Each row includes a 'prenota' button. A warning box states: 'ATTENZIONE! Il giorno dell'esame occorre portare la ricevuta di prenotazione'. The footer contains copyright information for the University of Rome 'La Sapienza'.

Picture 5 – Enrolment

If you click on “Appelli prenotati” you’ll see all the exams you’ve registered for so far.

The screenshot shows the 'APPELLI PRENOTATI' page. A large grey box displays 'APPELLI PRENOTATI 1'. Below this, a search bar contains 'lenzerini' and a 'CERCA' button. The 'Tipo ricerca' section has 'Docente' selected. A table lists exam results with columns: #, Corso di studi, Insegnamento, Docente, Facoltà, and Data appello. Each row includes a 'prenota' button. Below the table, there is a section for exam details including 'ANNO ACCADEMICO', 'NUMERO PRENOTAZIONE', 'VERBALE', 'CREDITI', 'SIGLA SETTORE DIDATTICO', 'CANALE', 'CODICE CORSO', and 'DATA PRENOTAZIONE'. A note at the bottom provides information about the exam date and time.

Picture 6 – Print the receipt

- If you click on “Corsi di Laurea/Esami registrati” you can see all of the exams you have taken and the ones that have been registered on Infostud.


Home · Corsi di laurea · Esami Registrati


ESAMI REGISTRATI

Impossibile recuperare i dati della carriera dello studente.

ESAMI SOSTENUTI	0	ESAMI NON REGISTRATI	0	ESAMI REGISTRATI	0
CREDITI ACQUISITI	0	CREDITI MANCANTI	0	CREDITI TOTALI	n.d.

LEGENDA

Esami registrati 

Esami non registrati 

Nome esame	Codice insegnamento	SSD	Data	a.a.	CFU	Esito
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INFOSTUD on the go

- **Infostud app for iOS, Android and Window Phone devices**
- **Find out more:**
<http://www.uniroma1.it/sapienza/community>

