CALL FOR APPLICATIONS FOR ADMISSION TO THE “SAPIENZA FOUNDATION YEAR” PROGRAMME — 2024-2025 ACADEMIC YEAR

Application fee Code: 32950
Program Code: 30496

THE RECTOR

HAVING REGARD TO the resolution of the ISO Department Board of 19/02/2024;
HAVING REGARD TO the resolution of the Faculty of Humanities Committee of 21/02/2024;
HAVING REGARD TO the resolution of the Academic Senate of the resolution of the
Academic Senate of April 16, 2019

DECREEs

that the enrolment of students in Sapienza Foundation Year for the 2024-2025 academic year is subject to successfully undergoing an admission procedure.

Article 1 – GENERAL PROVISIONS AND PURPOSES

This Call for Applications includes provisions governing the admission to the “Sapienza Foundation Year” Programme, enrolment procedures and courses conduct.
The Programme is conceived for international students who need to complete their basic education to be eligible for enrolment at Italian public universities.
Students who successfully complete the Programme will be able to apply for Degree programmes at Sapienza University of Rome without having to sit for the Italian language exam for non-EU students.

Further information about the Programme is available at:
https://www.uniroma1.it/it/pagina/foundation-year-sapienza-university-rome.

Article 2 – ORGANISATION OF EDUCATIONAL ACTIVITIES AND ATTENDANCE

The “Sapienza Foundation Year” Programme is made up of three parts: 1. Intensive Italian language and culture classes; 2. Curricular classes in either Human Sciences (Art History, Contemporary History, Italian Literature, Sociology), Natural Sciences (Biology, Chemistry, Mathematics, Physics) or Social Sciences (Contemporary History, Mathematics, Physics, Sociology); 3. Preparatory classes for entrance exams on four groups of subjects: Applied Sciences, Management Sciences, Clinical Sciences, Human Sciences.

Courses are entirely held in Italian; they are aimed at complete beginners and no previous knowledge of the language is required. Within the Sapienza Foundation Year Programme, English is also used as an administrative language to facilitate communication between students and administration, not for teaching.

Classroom activities total 400 hours, and attendance is mandatory for at least 75% of them.

<table>
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<tr>
<th>October 2024</th>
<th>Introductory Italian Language and Culture Online A1-A2</th>
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1
Nov 2024–Feb 2025
200 hours
Intensive Italian language and Culture
Classroom B1-B2

Feb 2025–May 2025
160 hours/curriculum
40 hours/class
Curricular classes
- Human Sciences:
  - Art History
  - Contemporary History
  - Italian Literature
  - Sociology
- Social Sciences:
  - Contemporary History
  - Mathematics
  - Physics
  - Sociology
- Natural Sciences:
  - Biology
  - Chemistry
  - Mathematics
  - Physics

May 2025–Jun 2025
40 hours
Preparatory classes
- Applied Sciences (Engineering, etc.)
- Management Sciences (Economics, Management, etc.)
- Clinical Sciences (Medicine, Nursing, Psychology, etc.)
- Human Sciences (Archaeology, Art History, Classics, etc.)

Article 3 – GENERAL ADMISSION REQUIREMENTS
The “Sapienza Foundation Year” Programme is mainly intended for students who do not meet the minimum schooling requirements outlined in the current legislation regulating the enrolment at Italian universities.

Students who do meet such requirements, yet wish to improve their preparation to the same aim, are as well eligible for admission.

The admission procedure is open to:

- **Italian or EU citizens wherever resident**;
- **Non-EU citizens legally residing in Italy**, as per article 26 of Law No. 189/2002;
- **Non-EU citizens residing abroad** and requiring a Study Visa for “University enrolment” in the academic year 2024-2025.

meeting the following requirements:

- Possessing a secondary education leaving qualification (High School Diploma, Attestate, etc.) obtained after at least 11 years of schooling, on condition that it enables the student to university enrolment under the laws of the Country of issuance.
  Please carefully check this document to acknowledge which education qualifications we require for enrolment according to the Country where you have achieved them.
  Candidates who are enrolled on the last year of secondary school may apply by providing a Certificate of Enrolment attesting their status and expected date of graduation;
- Possessing an English language proficiency equivalent to CEFR level B2, to be proven with an official certification or, otherwise, to be assessed through an online interview organized by the University. The English proficiency accepted in the context of the Sapienza Foundation Year are the following: IELTS, TOEFL, CFE, and Duolingo English Certificate. Candidates who have English as their native or second language may be excused of such requirement by providing a formal proof of their status.
The above-mentioned requirements refer exclusively to the Sapienza Foundation Year. Therefore, if interested in continuing their studies in a Bachelor’s or Single-Cycle Degree Course at Sapienza University of Rome, candidates will need to carefully consider their compliance with the specific academic and language requirements named in the Call for Applications for the chosen course.

**Article 4 – NUMBER OF AVAILABLE PLACES**
The maximum number of admitted candidates is 100 (one hundred) and the minimum is 10 (ten). The “Sapienza Foundation Year” Programme will be not activated in case that the number of candidates be lower than 10 (ten).

**Article 5 – PARTICIPATION FEE FOR THE ADMISSION PROCEDURE**
Participation to the admission procedure is conditioned under penalty of exclusion on paying a participation fee of € 200,00 within 14/06/2024. The participation fee is not refundable for any reason.

**Article 6 – APPLICATION PROCEDURES, DEADLINE AND REQUIRED DOCUMENTS**
Candidates shall submit their applications in due manner as follows:

- **Register on INFOSTUD 2.0**, the student information platform of Sapienza University of Rome: [https://stud.infostud.uniroma1.it/Sest/registrazioneStudenti/initRegistrazione.do](https://stud.infostud.uniroma1.it/Sest/registrazioneStudenti/initRegistrazione.do).

  Upon registration, candidates will be issued a student ID number and a password they are recommended to keep carefully for further steps of the procedure. Official communications will be sent to the email address reported at this stage, candidates are required to provide a valid email address and regularly check their inbox.

- **Pay the € 200,00 participation fee** for the admission procedure within 14/06/2024 by following the instruction below:
  - Register to Infostud on [https://www.uniroma1.it/it/pagina-strutturale/laureati](https://www.uniroma1.it/it/pagina-strutturale/laureati)
  - Login to Infostud with Student ID Number or SPID/CIE credentials (only for Italian citizens)
  - Click, in the following order: Advanced Professional Courses – Admission to Advanced Professional Courses – insert the Application fee code 32950, and continue.
  - After creating the form, the system will activate a PagoPA button. Follow the instructions at the link Payment.

  Please note that this fee is not refundable. Only after this payment the application procedure will be activated, to the limit of the first 200 applicants.

  - As soon as they submit their application, candidates who are non-EU citizens residing abroad must also register and submit their pre-enrolment applications within 28/06/2024 through the UNIVERSITALY Portal of the Ministry of University and Research (MIUR): [Sign in to universitaly (cineca.it)](https://www.uniroma1.it/it/pagina-strutturale/laureati). Pre-enrolment is mandatory for obtaining a student visa for the academic year 2024-2025. In case of Visa request submitted after the deadline (28/06/2024) the Foundation Year application will not be considered in the ranking list published by 31/07/2024. For further information on this subject, please visit [Hello–International Student Office](https://www.uniroma1.it/it/pagina-strutturale/laureati), download the document available [here](https://www.uniroma1.it/it/pagina-strutturale/laureati) and refer to accesso.sapienza@uniroma1.it.
  - Fill in and submit the Google Form ([https://forms.gle/A95wPktEiN8KRZQE8](https://forms.gle/A95wPktEiN8KRZQE8)) with the following information or contents (see Annex 1 for reference): Infostud student ID number;
Personal information must be filled in as reported on passport and other personal documents attached. Applicants who are not yet in possess of their high school diploma nor leaving transcript of records may submit in their place a certificate from their school, duly stamped and signed, attesting to their current status and expected date of graduation, together with the most recent transcript of records. As soon as they are issued the final diploma, candidates need to submit it along with CIMEA Statements. For further information about how to ask for them, click here.

Documents issued in a language different from English or Italian shall be accompanied by a legalised translation into either English or Italian.

The CIMEA Statements or Declaration of Equal Value (DOV) are not required for the selection, but successful candidates shall submit it later in order to get fully enrolled.

Candidates have to submit their application form and documents within 14/06/2024. Incomplete applications, applications submitted after the prescribed deadline or otherwise submitted will not be accepted.

Article 7 – SELECTION PROCEDURE AND PUBLICATION OF THE LIST OF THE ADMITTED
Candidates will be assessed according to their transcript of records, English language proficiency. Upon completion of the assessment process, a list of successful candidates will be published within 31/07/2024 at https://www.uniroma1.it/it/pagina/foundation-year-sapienza-university-rome.

If the number of eligible candidates in the final ranking is more than double of the available places, the ranking updates will only involve eligible candidates ranked up to the 200th position.

Article 8 - ENROLMENT PROCEDURES
Enrolment for successful candidates is made effective after due verification of all documents, required under Art. 5 of the present Call for Applications, by the Competent office of Sapienza University of Rome—HELLO – International student office.
Successful candidates submit **in one single pdf file** to studentistranieri@uniroma1.it the following documents:

- a valid identity document Passport or ID (required from everyone);
- the **residence** permit card (only for Non-EU citizens regularly living in Italy). In case of renewal, you will need a copy of your expired residence permit card together with the post office renewal receipt;
- the **study Visa** for “University enrolment 2024/2025” issued by the Italian Embassies or Consulates in the Country where the candidate has his/her residence (only for Non-EU citizens residing abroad);
- **receipts** of your first **residence permit request** (only for non-EU citizens residing abroad who hold a study Visa 2024/2025). For further information on the residence permit for study purposes, please consult the dedicated page;
- **High school diploma** (obtained after at least 11 years of studies and enabling admission in first level University degree under the laws of the Country of issuance), both original version and related official sworn translation into Italian or English (unless originally issued in Italian or English):

  a) If the diploma has been achieved in one of the Countries listed in the following Automatic Recognition Database: [https://ardi.cimea.it/it](https://ardi.cimea.it/it), it will be **mandatory to send**:

      - High school diploma, original version and related official sworn translation into Italian, or English
      - **Statement of Correspondence** of the diploma, downloaded from [https://ardi.cimea.it/en](https://ardi.cimea.it/en)
      - **Statement of Verification** of the diploma issued by CIMEA or, alternatively, legalization/apostille on both original and translated versions.

  b) If the diploma has been achieved in one of the Countries **NOT** listed in the following Automatic Recognition Database: [https://ardi.cimea.it/it](https://ardi.cimea.it/it) it will be mandatory to send:

      - High school diploma, original version and related official sworn translation into Italian, or English
      - **Statement of Comparability and Statement of Verification** of the diploma issued by CIMEA. Alternatively to CIMEA statements, you can submit: **Declaration of equal value (DoV)** issued by the Italian Diplomatic mission (Embassy or Consulate) in the Country in charge of the education system where the diploma has been achieved, with legalization/apostille on both original and translated versions of the diploma.

For additional important information on secondary education qualification we require for enrolment, according to the Country where you have achieved it, please check carefully the following document listing the most represented Countries among Sapienza international students: go to the document.

The Hello - International Student Office has the right to verify that all submitted documents are genuine, as well as to request any additional documents deemed necessary to confirm the authenticity of submitted qualifications and the possession of entry requirements.

Therefore, if candidates submit a set of documents different from those listed above, Sapienza Hello - International Student Office has the right to ask for additional documents during the enrolment procedures in order to be in line with the evaluation
policies stated by the Ministry of University and Research https://www.studiare-in-italia.it/studentistranieri/.

For any other enquiry on your foreign titles and on the mandatory documents for enrolment, please contact: studentistranieri@uniroma1.it or visit: https://www.uniroma1.it/en/pagina/international-student-office.

In order to get formally enrolled, successful candidates must have submitted in due form all the documents listed above. The competent office reserves the right to accept or refuse candidates based on their compliance with the above requirements.

After the preliminary step of enrolment online, the Hello - International Student Office will schedule in person appointments to carry out an in-depth check on documents submitted online, in order to reconfirm their authenticity, so candidates are required to take original hardcopies of all the above listed documents with them when they are summoned.

Article 9 - TUITION FEES
The tuition fees for the “Sapienza Foundation Year” Programme amount to € 5,000.00. Enrolment is effective upon payment of the first instalment of the tuition fees for the 2024-2025 academic year.

The first instalment of € 1,500.00 must be paid by 30/10/2024; the second instalment of € 3,500.00 must be paid by 16/12/2024.

To pay the first and second instalments, successful candidates have to follow the following instructions:

- Create a payment slip (bollettino) for the first/second instalment by logging in Infostud 2.0 from INFOSTUD - Sapienza Università di Roma (uniroma1.it), then:
  ⇒ CORSI DI FORMAZIONE
  ⇒ IMMATRICOLAZIONE (“tuition fees”) (on the left side of the screen; under item “Tasse”)
  ⇒ Insert CODICE (“code”) 30496
  ⇒ Click on VAI 4 (“continue”)
  ⇒ Click on SUCCESSIVO
  ⇒ Click on GENERA BOLLETTINI
  ⇒ Click on SUCCESSIVO
  ⇒ Select the instalment (first or second)
  ⇒ Click on PagoPA

- Pay the installments through the PagoPA platform following the instructions at: https://www.uniroma1.it/en/pagina/payment.

For international payments, go to PagoPA_How to Pay (available in Download).

The tuition fee has to be paid through the PagoPA platform with a valid credit/debit card. Other forms of payment, especially cash or bank transfer, will not be accepted nor authorised. Students are therefore advised to make sure in advance that they be able to make the payment in due manner and course.

PagoPA is a third-party service provider; for technical issues, please refer to the PagoPA assistance through the channels indicated on the platform.
Article 10 – EVALUATION OF CANDIDATES AND AWARD OF QUALIFICATION
The final exam consists in a written test.
The Sapienza Foundation Year leaving qualification is issued by Sapienza University of Rome only after successful evaluation of students in compliance with all administrative regulations.

Article 11 – INFORMATION AND USEFUL CONTACTS
This Call for Applications along with additional orientational materials and updates will be published on the Sapienza Foundation Year webpage at https://www.uniroma1.it/it/pagina/foundation-year-sapienza-university-rome.

SAPIENZA FOUNDATION YEAR DIRECTION AND TUTORING SERVICE

| Location       | Marco Polo Building, V.le Scalo San Lorenzo, 82, Rome
                 | Istituto Italiano di Studi Orientali, 3rd floor |
|----------------|--------------------------------------------------|
| Opening hours  | Online upon request                              |
| e-mail         | foundation.year@uniroma1.it                     |

HELLO – INTERNATIONAL STUDENT OFFICE

| Location       | Main Campus, P.le Aldo Moro, 5, Rome
                 | General Services Building, staircase, C 2nd floor |
|----------------|--------------------------------------------------|
| Opening hours  | Mon, Wed and Fri from h. 8:30 a.m. to h. 12:00 p.m. Tue and Thu from h. 2:30 p.m. to h. 4:30 |
| e-mail         | studentistranieri@uniroma1.it                    |

Article 12 - PROCESSING OF PERSONAL DATA
In accordance with the provisions of the EU Regulation no. 679/2016 of April 27, 2016 “GENERAL DATA PROTECTION REGULATION” on the protection of individuals and other subjects with regard to the processing of personal data, a specific information notice is attached to this Call for Applications (Annex 2) and constitutes an integral part of the same.

Prot. 0044667 del 19/03/2024

Signed by THE RECTOR
Prof. Antonella Polimeni
Annex 1

Application Form for the 2024-2025 Sapienza Foundation Year Programme
Course Identification Code: 30496

SAMPLE FORM
(ORIGINAL TO BE FILLED IN AT https://forms.gle/A95wPKtEiN8KRZQE8)

Infostud Student ID Number: 20NNNNN
Surname: Smith
Name: John
Nationality: Italy
Passport number: YANNNNNNN
Place, date of birth (MM/DD/YYY): Rome (Italy), 29/02/2023
Email address: john.smith@sample.org

High School Diploma
Denomination of High School Diploma/Equivalent: Diploma di Scuola Superiore
Country Issuing High School Diploma/Equivalent: Italy
Formal or Expected graduation date: June 2024
Graduation mark or GPA (NN/NN): 70/100

English Language Certification
Denomination of English Language Certification: IELTS
Date of Issue of English Language Certification: 23/04/2026
Score of English Language Certification: 5.5
Annex 2

INFORMATION NOTICE IN COMPLIANCE WITH ART. 13 OF THE EU REGULATION NO. 679/2016 “GENERAL DATA PROTECTION REGULATION”.

Data processing controller
The data processing controller is Sapienza University of Rome; the legal representative of the University is the Rector.
Contact details: urp@uniroma1.it; PEC: protocollosapienza@cert.uniroma1.it. Contact details of the data protection Officer: rpd@uniroma1.it; PEC: rpd@cert.uniroma1.it.

Processing purposes and legal basis
In accordance with art. 6 of the Regulation, processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.
The processing of the data provided is performed for admission procedures purposes and to carry out the Professional Master Course.
In particular, the data provided will be collected and processed for the purpose below:
- ascertainment of the existence of the requisites needed for the participation in the selection procedure.

Nature of personal data conferral and consequence of a possible refusal
Personal data processing is carried out in accordance with the principles of lawfulness, fairness and transparency, also by means of IT tools for data storage and management and, at all events, in a way that guarantees the protection of the data privacy.
Conferral of personal data is mandatory. Failure to obtain such data for admission procedure purposes impairs their processing by the data processing controller, the data protection Officer and the other delegates and therefore invalidates the possibility to take part in the selection procedure and to carry out the relating procedures.

Processing methods and authorised persons
The principles of relevance, comprehensiveness and proportionality of personal data for processing purposes apply to data collection.
The processing of the aforementioned data is carried out with various procedures and data are collected in physical and computerised archives exclusively to fulfil any law requirements or for educational and administrative purposes.

Rights of the data subjects
Data subjects have the right to obtain from the data controller or the data processor, whenever the conditions are met, the access to personal data in accordance with art. 15 of the Regulation, the rectification of said data in accordance with art. 16 of the Regulation, the erasure of their personal data in accordance with art. 17 of the Regulation or the restriction to personal data processing in accordance with art. 18 of the Regulation, or they may object to personal data processing in accordance with art. 21 of the Regulation, besides the right to data portability in accordance with art. 20 of the Regulation.
In the event of infringement of the Regulation provisions, the data subjects may lodge a complaint to the Guarantor for the protection of personal data.
Participation in the admission procedures referred to in this call for applications entails the candidate’s awareness of the aforementioned information notice.