

**CALL FOR APPLICATIONS FOR ADMISSION TO THE  
“SAPIENZA FOUNDATION YEAR” PROGRAMME — 2022-2023 ACADEMIC YEAR  
Program Code: 30496**

**THE RECTOR**

HAVING REGARD TO the resolution of the ISO Department Board of February 17,2022;  
HAVING REGARD TO the resolution of the Faculty of Humanities Committee of March 8,  
2022;  
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 2022-2023 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, held in Italian, is conceived for international students who need to complete  
their basic education to take an admission test at Italian public universities.

Students who successfully complete the Programme will be able to apply for Bachelor’s Degree  
or Single-Cycle Degree programmes at Sapienza University of Rome without having to sit for  
the Italian language exam for non-EU students (Italian language B2 level).

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, for all students; 2. Curricular classes in either Humanities or  
Sciences; 3. Preparatory classes for entrance exams on three groups of subjects: Applied  
Sciences, Clinic Sciences, Human Sciences. **Classroom activities total 400 hours, and  
attendance is mandatory for at least 75% of them**

<p>October 2022 50 hours</p>	<p><b>Preparatory Italian Language Online Course</b> Level A1-A2</p>
<p>Nov 2022–Jan 2023 150 hours 4-5 days per week</p>	<p><b>Intensive Italian language and culture</b> Classroom B1-B2</p>

Feb 2023–May 2023  160 hours 40 hours each	Curricular classes		
	Art History Contemporary History Italian Literature Fashion History		Biology Chemistry Mathematics Physics
May 2023–Jun 2023  40 hours each	Preparatory classes		
	Applied Sciences (Economics, Engineering, Management, etc.)	Clinic 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 requesting a visa for study purposes for the academic year 2022- 2023 for “University enrolment”

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. 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 (IELTS, TOEFL, CFE, etc.) or, otherwise, to be assessed through an online interview organized by the University. Candidates who have English as their native or second language may be excused of such requirement by providing a formal proof of their status.

### Article 4 – NUMBER OF AVAILABLE PLACES

The maximum number of admitted candidates is 100 and the minimum is 10. The “Sapienza Foundation Year” Programme will be not activated in case that the number of candidates be lower than 10.

### Article 5 – APPLICATION PROCEDURES, DEADLINE AND REQUIRED DOCUMENTS

Candidates shall submit their applications in due manner as follows:

- **Register on INFOSTUD 2.0**, the students' information portal of Sapienza University of Rome: <https://stud.infostud.uniroma1.it/Sest/registrazioneStudenti/initRegistrazione.do>.
- Upon registration, candidates will be issued a student ID number and a password that 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 to regularly check their inbox.
- **Submit the following documents to [foundation.year@uniroma1.it](mailto:foundation.year@uniroma1.it) within 01/07/2022:**
  - Application form (Annex A) duly filled and signed;
  - Copy of High School Diploma or equivalent, issued in English;
  - Copy of the most recent transcript of records;
  - Copy of passport front page;
  - CV or personal resume;
  - Letter of motivation.

Applicants who are not yet in possess of their high school diploma nor leaving transcript of record may submit in their place a certificate from their school, duly stamped and signed, attesting their current status and expected date of graduation, together with the most recent transcript.

**Incomplete applications, applications submitted after the prescribed deadline or otherwise submitted will not be accepted.**

- Only Candidates **Non-EU citizens residing abroad** (see Annex 3) have mandatory to request **by 29 July 2022 through the UNIVERSITALY platform (<https://www.universitaly.it/>)**, a visa for study purposes for the academic year 2022-2023 for "University enrolment" (see and <https://www.uniroma1.it/en/pagina/office-students-international-degrees>). In case of visa request submitted after the deadline (29/7/2022), the Foundation Year application will not be considered in the ranking list published by 31/7/2022 (see article 6)

## **Article 6 – SELECTION PROCEDURE AND PUBLICATION OF THE LIST OF THE ADMITTED**

Candidates will be assessed according to their transcript of records, English language proficiency, as well as to other titles or experiences submitted. Upon completion of the assessment process, a list of successful candidates will be published at <https://www.uniroma1.it/it/pagina/foundation-year-sapienza-university-rome> by **31/07/2022**.

Should the number of eligible candidates exceed that of the available places, as many will be admitted according to published rankings; excess eligible candidates will be included as such in the list and will be admitted in the event that some of the admitted should withdraw.

## **Article 7 - ENROLMENT PROCEDURES**

In order to enroll, successful candidates have **mandatory** to submit by **2/11/2022** in a single PDF file to [studentistranieri@uniroma1.it](mailto:studentistranieri@uniroma1.it) the following documents:

- a) a valid identity document Passport or ID;

- b) the **residence** permit card (only for non-EU students legally residing in Italy); if the candidates are renewing their residence permit card, they will need a copy of their expired permit together with the post office receipt of the renewal application;
- c) **Study visa for “University enrolment”** (only for non-EU candidates who applied for the visa for study purposes) issued by the Italian Embassies or Consulates of their country of residence, together with the receipt of the residence permit request;
- d) the High School Diploma, translated into **Italian** (unless originally issued in Italian or **English**)
- e) the **Statements of Comparability and Verification** issued by **CIMEA** (<https://cimea.diplo-me.eu/sapienza/#/auth/login>)

The CIMEA Statements of Comparability and Verification can be replaced by a **Declaration of Value** (DOV) issued by the competent Italian diplomatic authority (Embassy or Consulate) in the country to which the diploma refers. In this case, the diploma must be in Italian or English and legalized or with an Apostille.

## **Article 8 - 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 2022-2023 academic year.

The first instalment of € 1,500.00 must be paid by **2/11/2022**; the second instalment of € 3,500.00 must be paid by **10/01/2023**.

In order to pay the tuition fees:

- log in Infostud 2.0 <https://www.uniroma1.it/it/pagina-strutturale/studenti> with your ID number and a password,
- select CORSI DI FORMAZIONE
- click on the left side of the screen the item “Tasse”– IMMATRICOLAZIONE (tuition fees)
- insert CODICE (Code) **30496** and click on “VAI” (continue)
- click on SUCCESSIVO - GENERA BOLLETTINI -SUCCESSIVO
- select the instalment (first or second)
- click on PagoPA and pay the installments following instruction available at <https://www.uniroma1.it/en/pagina/payment>. For international payments, go to [PagoPA\\_How to Pay](#) (available in Downloads)

## **Article 9 – FINAL EXAM PROCEDURES AND AWARD OF QUALIFICATION**

The final exam consists in a written test.

The SFY attendance certification is issued by Sapienza University of Rome only after that the regularity of the students’ administrative position has been thoroughly evaluated.

## **Article 10 - INFORMATION AND USEFUL CONTACTS**

This call for applications, any notices or updates will be published on the SFY webpage at <https://www.uniroma1.it/it/pagina/foundation-year-sapienza-university-rome>. Contacts:

Location	Rome, Main Campus, P.le Aldo Moro, 5 General Services Building staircase C 2 <sup>nd</sup> 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	<a href="mailto:foundation.year@uniroma1.it">foundation.year@uniroma1.it</a>

## HELLO-FOREIGN STUDENTS OFFICE

Location	Rome, Main Campus, P.le Aldo Moro, 5 General Services Building staircase C 2 <sup>nd</sup> 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	<a href="mailto:studentistranieri@uniroma1.it">studentistranieri@uniroma1.it</a>

## Article 10 - 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 and constitutes an integral part of the same.

Rome, march 18 2022

**Signed by THE RECTOR**  
Prof. Antonella Polimeni

*Prot. 0026570 del 18/03/2022*

Application Form for 2022-2023

Sapienza Foundation Year programme Course Identification Code:

**The undersigned**

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Surname, Name (write above the line)

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Nationality

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Place and date of birth

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Residence address (City, province/county, street, ZIP code/postal code)

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E-mail address

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Mobile telephone number

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Infostud Student ID Number

**High School Diploma**

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Title of Diploma

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School awarding the qualification

\_\_\_\_\_  
Graduation date

\_\_\_\_\_  
Mark

**B2 English language level Certification**

\_\_\_\_\_  
Issue date

\_\_\_\_\_  
Mark

**Other qualifications:**

\_\_\_\_\_  
Issue date

\_\_\_\_\_  
Mark

**Other qualifications:**

\_\_\_\_\_  
Issue date

\_\_\_\_\_  
Mark

### **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](mailto:urp@uniroma1.it); PEC: [protocollosapienza@cert.uniroma1.it](mailto:protocollosapienza@cert.uniroma1.it). Contact details of the data protection Officer: [rpd@uniroma1.it](mailto:rpd@uniroma1.it); PEC: [rpd@cert.uniroma1.it](mailto: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 authorized 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 computerized 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.



### **EU citizens wherever resident and non-EU citizens residing in Italy” are:**

- citizens coming from a European Union Member State or from Norway, Iceland, Liechtenstein and the Swiss Confederation, the Republic of San Marino;
- citizens of a non-EU country but own one of the following residence permits issued by the Italian Government:
  - EU residence permit for long-term stay; o residence permit for subordinate work and for self-employment;
  - residence permit for family reasons;
  - residence permit for asylum or for subsidiary protection;
  - residence permit for religious reasons;
- candidates, one of their parents or their spouse are a member of the staff serving in foreign diplomatic representations and international organizations based in Italy and accredited to the Italian State or the Holy See.
- Candidates with a residence document in electronic format for UK citizens issued on the basis of the Art. 18.4 of the Withdrawal Agreement between the European Union and the United Kingdom of 1st February 2020

In the case of candidates with dual nationality, one of which is Italian or of another EU country, it is the Italian nationality or that of the other EU country that prevails (Law 218 of 31 May 1995, art. 19, par. 2).

The candidates “**Non-EU citizens residing abroad**” are citizens of a non-EU country residing abroad and do not meet the requirements needed to be considered equivalent to EU citizens.

For further information, please write to [studentistranieri@uniroma1.it](mailto:studentistranieri@uniroma1.it)