



REMINDER TO UNDERGRADUATES SECRETARIAT OF FACULTY OF LAW

The degree application must be submitted online on Infostud
Online degree application instructions
(<https://www.uniroma1.it/it/node/27863>)

The deadline for the degree session refers only to the submission of the application. The subsequent phases of processing of the degree application can also take place after the expiry date indicated.

CALENDAR OF GRADUATION SESSIONS A.Y. 2017-2018

<i>Sessions</i>	<i>Graduations</i>	<i>Submission of the application</i>
March	from 12 to 16 march 2018	from 10 january to 19 february 2018
May	from 7 to 11 may 2018	from 26 february to 10 april 2018
June	from 22 to 28 june 2018	from 16 april to 24 may 2018
July	from 16 to 20 july 2018	from 1° june to 27 june 2018
October	from 22 to 26 october 2018	from 5 july to 20 september 2018
November	from 12 to 16 november 2018	from 27 september to 16 october 2018
December	from 10 to 14 december 2018	from 20 october to 22 november 2018
January	from 21 to 25 january 2019	from 30 november to 20 december 2018

NOTA BENE

- For the academic year 2017/2018, the graduation tax amounts to two stamp duties each of 16 euros. The total to be paid is 32 Euros
- In order to print the graduation fee, follow the instructions:
CORSI DI LAUREA / TASSE / ESAME FINALE.
- In order to pay taxes, use one of the following methods:
<https://www.uniroma1.it/it/pagina/come-pagare>
- The online procedure on Infostud is activated after the bank communicates payment. Therefore, it is preferable to make the payment at least 24/48h before the deadline for submitting the application.
- The students graduating in March 2018 have to pay only 1° and 2° rates of taxes within 31/01/2018.
- The other students have to pay all three tax rates.



PRESENTATION REQUIREMENTS

At the time of submitting the application for the degree, students must have passed all the exams and must have paid the taxes. No extensions will be granted.

(Nota Bene: in case of exams completed but not yet registered on Infostud, fill in and attach to the rest of the documentation the form "Statement of exams taken" (Dichiarazione esami sostenuti) downloadable at the following link: <http://www.uniroma1.it/it/node/28758/>. The stamp of the secretariat is not required

The information to complete the application for degree

- Tutor dissertation: **OBLIGATORY**
- Thesis subject: **OBLIGATORY**
- Thesis title: **OBLIGATORY**
- Correlator: **OPTIONAL**
- Added tutor: **OPTIONAL**

DOCUMENTS TO BE ATTACHED TO THE SUBMISSION OF APPLICATION (in PDF format)

	OBLIGATORY	OPTIONAL	NOTE
Valid identification document	✓		Unless it is already on Infostud
Health card or fiscal code	✓		Unless it is already on Infostud
Receipt of the Almalaurea questionnaire	✓		The receipt must be signed www.almalaurea.it
Upload the degree thesis to .pdf format	✓		Check in the next paragraph if the program of your Course provides the uploading of thesis
Statement of "Dichiarazione Esami sostenuti"	✓		If the exams have not been validated in Infostud
Form for exams taken abroad		✓	Unless exams are already on Infostud
Stage attestations, internships, skills information technology and training activities		✓	If not yet registered on infostud
Double-side copy of high school diploma		✓	



Deadline for uploading graduate thesis

The thesis must be uploaded on Infostud **at least 10 days before the day of the discussion.**

The format is: *.pdf

Withdrawal of degree application:

Follow the instructions on page 6 at the following link <https://www.uniroma1.it/it/node/27863>

How to replicate the degree application

In order to replicate the degree application, it is necessary to withdrawal (see above) and to submit a new degree application for the next session.

Logo of the thesis

In order to download the Sapienza logo and to have the graphic instructions on the layout of the degree thesis, consult the web page <https://www.uniroma1.it/it/node/23120/>