



Graduation Application Procedure

PERSONAL INFORMATION	• Change Password • View and Change Personal Information
PAYMENT OF TAXES AND CONTRIBUTIONS	• ISEE-University submission • Tuition fees management Request for partial exemption from taxes and contributions
EXAMINATIONS	• Examination Booking • View Registered Examinations (Esami verbalizzati) • Courses Attendance • Ongoing exams registration(Esami in corso di verbalizzazione)
DURING YOUR CAREER	Course switch request (Richiesta di Passaggio di corso) Terms expired Request Transfer Out (Richiesta di Trasferimento in uscita) Terms expired • <u>Reprint Application for Enrollment/Registration (iscrizione/immatricolazione)</u> Cancel Application for Enrollment (domanda di iscrizione) • Suspension Request • Career closure (Rinuncia agli studi) Progress Test Medicine registration Notice (Bando) expired
ESAME DI LAUREA (DEGREE EXAMINATION)	• Manage graduation request • Enabling Degree Invoice/Receipt • Frontispiece model for final thesis
OTHER SERVICES	• Enrollment/management of non-curricular courses • Activate Other Services
BORSE DI STUDIO (SCHOLARSHIP) INCARICHI COLLABORAZIONI (COLLABORATION ASSIGNMENTS)	Application for Appointment in a Part-time Collaboration 2025/2026: Procedure not yet active
CERTIFICATI (CERTIFICATES)	• Request Certificates (Richieste Certificati) • Print Certificates (Stampa Certificati)
UPLOAD FILES	• Upload

← 1. Print the payment form for the qualifying degree program

← 2. Manage Graduation Application

Step 3 - Pagamento bollettino (Invoice)

Pay the amount indicated in the bollettino.

Step 4 - Accomplishment of "Questionario di Valutazione" (Assessment Questionnaire)

Upon conclusion of Step (2), the link *Register in AlmaLaurea* in your Personal Section will be activated . Click the link to register in the AlmaLaurea site and fill out the entire questionnaire.

Step 5 - Validation of Online Payment

Validate payment made. This step will verify if the AlmaLaurea Questionnaire has already been accomplished. If questionnaire has not yet been accomplished or incomplete, you will not be able to finish the Application to Graduate procedure.

Step 6 - Application to Graduate Checklist

- * Dichiarazione di assegnazione della tesi/lavoro finale del relatore (Certificate of Assignment of Thesis/Final Work from the Supervisor)
- * Copy of the last Approved Piano di Studio (Plan of Study) in cases where submission of Individual Study Plan is required;
- * Libretto del Tirocinio (only for students of the School of Medicine and Surgery).

Step 7 - Thesis Application Deadline

Candidates must complete and submit their thesis application no later than the deadline stated in the official Graduation Notice available on their specific degree programme's website.

SPECIFIC REQUIREMENTS SET BY THE FACULTIES

More information concerning Graduation Regulations are available in the website of the School.

SCHOOL OF ECONOMICS

SCHOOL OF LAW

SCHOOL OF ENGINEERING

SCHOOL OF HUMANITIES

SCHOOL OF MEDICINE AND SURGERY

SCHOOL OF MATHEMATICAL, PHYSICS AND NATURAL SCIENCES

BACK

NEXT

Read carefully the instruction and **THEN** go to **NEXT**



DOMANDA DI LAUREA (APPLICATION TO GRADUATE)

- Print Dichiarazione di assegnazione della tesi/lavoro finale (Statement of Assignment of Thesis/Final Work)
- Fill out Domanda di ammissione all'esame di laurea (Application for Admission to the Degree Examination)

BACK

← * After validating the graduation application, **Print Dichiarazione di Assegnazione della tesi**

37	GENERAL SURGERY	MED/18, MED/18, MED/29	2025/2026	25/02/2026	9.0	29/30		
38	DERMATOLOGY AND PLASTIC SURGERY	MED/35, MED/19	2025/2026	31/03/2026	3.0	26/30		
39	SPECIALISTIC DISCIPLINES	MED/30, MED/31, MED/32, MED/28	2025/2026	08/04/2026	6.0	29/30		
40	INTERNAL MEDICINE AND MEDICAL GENETICS	MED/09, MED/09, MED/06, MED/03	2025/2026	21/05/2026	15.0	29/30		

Total Credits earned: 315.0

Note down here the examinations that have not yet been recorded (verbalizzati) or were recorded incorrectly.

BACK

NEXT

Check the recorded exam results and make a note of any exams that have not yet been officially recorded

DOMANDA DI LAUREA (APPLICATION TO GRADUATE)

Verify the following personal details, check spaces, upper or lower case letters, and accents. In case data is incorrect, revise accordingly.

These data, as validated by the student, will be used for the printing of the Diploma.

NAME :	
SURNAME:	

BACK

NEXT



Verify the personal information displayed by the system, then go to the **NEXT**

DOMANDA DI LAUREA (APPLICATION TO GRADUATE)

Enter Requested Information

GRADUATION SESSION:

Select...



BACK

Select the graduation session

Enter Requested Information

GRADUATION SESSION: Graduation Session:=ESTIVA; AY Graduation=2025/2026; Date of Graduation=06/07/2026

Supervisor:

Selezionare...

☐ CLICK HERE IF THE SUPERVISOR IS NOT PRESENT IN THE LIST

Second Supervisor:

Name	Surname

Co-Supervisor:

Name	Surname

Co-Supervisor:

Name	Surname

SUBJECT OF THESIS/FINAL WORK:

TITLE OF THESIS/FINAL WORK:

LANGUAGE IN WHICH THESIS/FINAL WORK IS WRITTEN: Italian

THESIS TYPE: Select...

1. Select the **graduation session**
2. Select your **thesis supervisor** from the drop-down menu and If the supervisor's name is not available, tick the box
3. Indicate any additional thesis supervisor and/or **co-supervisor**.
4. Enter the **thesis details**

☐ Request return of high school diploma

☐ The undersigned requests for the release of the Diploma Supplement (Supplemento al Diploma) (N.B. The release of the "Supplemento al Diploma" is intended for students who have earned their degrees from the First Semester of AY 2004/2005, for courses classified under First Degree, Second Degree, and Master Degree of the new University System as provided by DM 509/99 and 270/2004).

☐ The undersigned gives consent to the University to provide information, limited to Degree earned (with Grade), private address, e-mail, and telephone number, to entities that require it, in order to ease entry to the world of employment, within the bounds of Art. 3 of the Implementation Rules on the Protection of Individuals with respect to the treatment of Personal Data (Legge 31 December 1996 n. 675 e Dlgs n. 196/2003), issued with D.R. n. 2173 on 6 October 1998

☐ The undersigned authorizes the University to make available for research purposes, in the protection of the author's copyright, the submitted thesis in electronic and/or paper format.

Authorizes the use of personal data - Examinations taken and Degree Title with corresponding Grade, Thesis, Address of Permanent Residence, Correspondence Phone Number and E-mail, as well as any other additional information that the undersigned has added in the online databases, Joblinker and Soul, for the following purposes:

☐ **1)Staff Search**

Data will be used for the University's Placement Service and it will be made available to organizations (enterprises and/or institutions) that are accredited to access the service electronically to search for personnel (for hiring and/or internship);

☐ **2)Communication Initiatives of the University**

Data will be used for the University's communication efforts, regarding academic offerings and trainings, as well as for Notices or Calls of the University, that are of interest to the graduates.

BACK

NEXT

After selecting the relevant options go to the NEXT

AREA STUDENTI

The application procedure has been successfully completed.
After validating the bulletin, it will be possible to upload the thesis, so that it will be evaluated by the supervisor

BACK

PRINT APPLICATION

In case you have trouble viewing the application, right click on your mouse and click on 'Save object with name'.
The document will be saved on your computer.
Then you can open the document with Acrobat Reader, which is downloadable at <http://www.adobe.com>

Remember to Register at the AlmaLaurea website and fill out the questionnaire.

Print the application and the €16.00 fee payment slip

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Delphi

Versione: 18.9

AREA STUDENTI

DOMANDA DI LAUREA (APPLICATION TO GRADUATE)

AY Graduation: 2025/2026

Graduation Session: ESTIVA

Date of Graduation: 06/07/2026

- Print Dichiarazione di assegnazione della tesi/lavoro finale (Statement of Assignment of Thesis/Final Work)
- [Register at AlmaLaurea](#)
- Validate Domanda di Laurea (Application to Graduate)
(after filling out the AlmaLaurea questionnaire)
- Delete Domanda di laurea - Application to Graduate
(to be used in case of error in entering data)
- Reprint Domanda di laurea (Application to Graduate)
Upload thesis
(unusable, you must validate before the invoice)
- INSTRUCTIONS

BACK

***After completing the payment, **register on AlmaLaurea** and fill in **Questionnaire 2**.
Validate the graduation application.

N.B. Without completing the AlmaLaurea questionnaire, it will not be possible to validate the €16 payment slip.
The application must NOT be submitted to the Student Administration Office.***

"SUMMARY OF PAYMENT SLIPS – QUALIFYING DEGREE

PERSONAL INFORMATION	- Change Password - View and Change Personal Information
PAYMENT OF TAXES AND CONTRIBUTIONS	- ISEE-University submission - Tuition fees management - Request for partial exemption from taxes and contributions
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UPLOAD FILES	Upload

- €16.00 generated upon completion of the online graduation application.
- €100.00: print in this section and validate under ‘Tuition Fee Management’.
- €113.62: regional professional qualification fee – follow the procedure at the following link:
<https://laziodisco.it/pagamento-tasse-e-abilitazioni/tassadi-abilitazione-professionale/> **to be uploaded**
- €49.58: payment of the fee under Art. 2, paragraph 3, DPCM 21/12/90 – postal current account slip no. 1016 payable to the Italian Revenue Agency – Pescara Operational Center (school fees) **to be uploaded**

← Print here

← Validate here

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AREA STUDENTI

DOMANDA DI LAUREA (APPLICATION TO GRADUATE)

AY Graduation: 2025/2026
Graduation Session: ESTIVA
Date of Graduation: 06/07/2026

- Print Dichiarazione di assegnazione della tesi/lavoro finale (Statement of Assignment of Thesis/Final Work)
- Reprint Domanda di laurea (Application to Graduate)
- Print Validated Receipt
- Cancel Domanda di laurea - Application to Graduate
(to be used in case you have already validated an Application to Graduate but you were unable to graduate on time)

Upload thesis
(thesis accepted by the supervisor)

- INSTRUCTIONS

BACK

***"The final step for the candidate consists of uploading the thesis assignment declaration, completed in all its parts by both the student and the supervisor, who will also declare any co-supervisor. Signatures may be either digital or handwritten. **The fully completed declaration must be uploaded in .zip format in the 'THESIS UPLOAD' section (supervisor declaration).**

N.B. **The supervisor's declaration must be uploaded** (not the PDF of the thesis, which will be uploaded through the form provided by the Student Administration Office; the link will be available in the dedicated section of the degree programme website).

After the upload, the supervisor must, no later than 15 days before the session, proceed with verification and acceptance.

Please note that the title entered must be the **FINAL TITLE** and must be the same as the one that will appear on the printed thesis and in the file uploaded online via the appropriate form."* *