

## Pre-selection instructions for foreign students

**STEP 1:** Please read the **2007** [Pre-selection for foreign students announcement](#). Foreign citizens shall submit their pre-selection application on-line by the date specified in the Pre-selection Announcement.

**STEP 2:** If applying for one of the two positions described in the announcement (the positions funded by University scholarships or the supplementary positions) then please proceed to the [on-line pre-selection application](#).

**STEP 3:** Choose the faculty of which the PhD Program you are applying to belongs.

**STEP 4:** Choose the PhD Program which you are applying for. Click [here](#) for a translation of PhD Program titles from Italian to English.

**STEP 5:** Fill-out your personal data information and click **send**.

**STEP 6:** Click on "**Add Undergraduate Degree**" and then fill in relevant information. Click **send**.

**STEP 7:** Once you have finished inserting one (or more) undergraduate degrees, click **next**.

**STEP 8:** Click on "**insert courses/exams**" and make sure to insert all the names and grades of courses you took as an undergraduate. Once you have added all your courses, click on "**Save inserted information**".

**STEP 9:** Click on the appropriate link if you have any graduate degrees, publications or relevant information you would like to insert. \*Remember to always **save inserted information**.

**STEP 10:** Copy down your **Ctrl number** and make sure to save it. Print a copy of the application and keep it for your own records. \***Note: Do not send the printed application via postal mail, it is for you to keep.**

**STEP 11:** Copy down your **Identification number** and save it for your records. You will need this number as well as your **Ctrl number** in order to access your application in the future.

**STEP 12:** At this point you have completed the on-line application. To complete the pre-selection process, you must send 2 letters of recommendation (which you can download on the site) to the graduate office, filled out and signed by 2 separate University professors. The letters must be faxed to 0039 0672592565 by the application deadline.

**STEP 13:** Once you have completed your application, you should consider going to the Italian Embassy in your home country to get a "Dichiarazione di Valore" for your undergraduate degree. This equivalency certificate will be necessary for your enrolment if you are admitted to the PhD program.

**For questions regarding the pre-selection process, please e-mail [postgrad@uniroma2.it](mailto:postgrad@uniroma2.it).**