

## SOCRATES/ERASMUS DATA SHEET

Full Legal Name of the Institution	UNIVERSITA' DEGLI STUDI DI ROMA TOR VERGATA
Erasmus code of the Institution	<b>I ROMA02</b>
Head of the Institution  <b>Position</b> Address  Tel. Fax e-mail Internet Address	Prof. Renato Lauro Rettore Via Orazio Raimondo, 18 – 00176 ROMA – ITALY      <a href="http://www.uniroma2.it">www.uniroma2.it</a>
SOCRATES/ERASMUS Institutional Co-ordinator  <b>Position</b> Tel. Fax. e-mail	Dr. Marina Tesauro  Head of International Office 0039 06 72592225 0039 06 7236605 <a href="mailto:erasmus@uniroma2.it">erasmus@uniroma2.it</a>
SOCRATES/ERASMUS Office  <b>Contact Person</b>  Tel. Fax e-mail  Incoming/outgoing students Tel. Fax Erasmus web-site:	Dr. Gianfranco Tarquini 0039 06 72592225 0039 06 7236605 <a href="mailto:erasmus@uniroma2.it">erasmus@uniroma2.it</a>  Dr. Gianfranco Tarquini 0039 06 72592555 0039 06 7236605 <a href="http://torvergata.socratesmanager.it">http://torvergata.socratesmanager.it</a>

## General Information for the Erasmus Students – incoming-

### University requirements

The Erasmus Office of the University of Rome “Tor Vergata” will proceed to enrol the students only after the official communication of the Erasmus winners by the partner Universities. Between the 02/05/11 and 30/06/11 (for the first semester) and from the 03/10/11 till the 30/11/11 (for the second semester), the students with Erasmus grant (Tor Vergata doesn't accept students “free-mover”) will have to register themselves on-line (**compulsory**) to the following address: <http://torvergata.llpmanager.it> After the registration on-line the students have to send the STUDENT APPLICATION FORM by fax to +39.06.7236605, or by e-mail to [Erasmus@uniroma2.it](mailto:Erasmus@uniroma2.it). Immediately upon arrival the students must go to get the **Codice Fiscale** (Income Tax Code – please link our website for useful information) to the following address: Via di Torre Spaccata, 110 (Metro A – Cinecittà) (see the map enclosed). After this, the students must go to:

Erasmus Office of the University of Rome Tor Vergata

Via Orazio Raimondo, 18 - ground floor

Monday, Wednesday and Friday 9.00 - 12.00 - Wednesday also 14.30 - 16.30 - Tel. +39 06 72592555

### Students are required to present to the Erasmus Office the following documents:

1. a certificate issued by their home university testifying that he/she has been awarded an Erasmus scholarship, or the “Erasmus Grant Assignment” available on Application Form
2. two passport photos;
3. Codice Fiscale (Income Tax Code – please link our website for useful information);
4. a valid document as passport, identity card etc.;
5. E.U. Public Health Card .

After registration the students will have to go to the A.DI.S.U. Office – Via Cambridge, 6 – Refectory Office - Tel. +39 06204101 – from Monday to Friday 9.00-11.00, for the refectory card;

### In order to receive a refectory card, they will present following documents:

- The “ATTESTATO” of matriculation issued by the Erasmus Office;
- Two passport photos;
- Codice Fiscale.

### HOW TO REACH “TOR VERGATA”

The University of Rome “Tor Vergata.” can be easily reached from the **Anagnina “Metro” station** (Line A) by bus 20 express and by bus 500.

**Anagnina “Metro” station can be reached, from the Airport “Fiumicino”, by taxi or by train from the Air Terminal to “Termini” railway station and then by the “Metro A” till the last stop “Anagnina”.**

**Anagnina “Metro” station can be reached, from the Airport “Ciampino”, by taxi or directly by a special bus (ATRAL) from the Air Terminal to the “Metro A” last stop “Anagnina”.**

The Erasmus in Campus Association provides for a central booking service in both private accommodations and the “Campus X” university residence; info and booking: [info@erasmusroma.eu](mailto:info@erasmusroma.eu)

For information about the beginning of the Academic Year, the courses and the didactic questions, the Erasmus students must contact directly the Faculties:

LETTERE:	<a href="mailto:erasmus@lettere.uniroma2.it">erasmus@lettere.uniroma2.it</a>
GIURISPRUDENZA:	<a href="mailto:erasmus.socrates@juris.uniroma2.it">erasmus.socrates@juris.uniroma2.it</a>
ECONOMIA:	<a href="mailto:petrini@economia.uniroma2.it">petrini@economia.uniroma2.it</a>
MEDICINA:	<a href="mailto:manuela.misiano@uniroma2.it">manuela.misiano@uniroma2.it</a>
INGEGNERIA	<a href="mailto:ricci@ing.uniroma2.it">ricci@ing.uniroma2.it</a>
SCIENZE:	<a href="mailto:calconi@mat.uniroma2.it">calconi@mat.uniroma2.it</a>

Via Orazio Raimondo 18 – 00173 – ROMA

Tel. ++39.06.72592555 – Fax ++39.06.7236605

E-mail [Erasmus@uniroma2.it](mailto:Erasmus@uniroma2.it)