

# GUIDE FOR INCOMING “exchange” STUDENTS



This guide will provide useful information for our EXCHANGE students who have been selected and ACCEPTED to attend Roma Tre within our Agreements of Cooperation.

## EXCHANGE STUDENTS REGISTRATION AT UNIVERSITY OF ROMA TRE

### WHEN TO ARRIVE ?

We recommend that exchange students arrive at least two weeks before courses start to get settled and familiarize themselves with their new environment

Come to the University Mobility Programs Office in via Ostiense 149, ground floor to register (see the map on the home page)

Opening hours: Monday from 2.00 to 4.30 p.m. ; Thursday from 10.00 am to 1.00 pm.

(Please use the on-line booking system at the web page: <http://europa.uniroma3.it/progateneo/dotnet/ricevimento/default.aspx>)

### Bring with you

- a proof of your Exchange student status stating the length of your stay;
- a passport size photo;
- your ID card or passport.

At the University Mobility Programs Office you will receive these documents:

- **The Exchange Student certificate**, that attests your status of student in Roma Tre;
- **The “Libretto degli studi”**, please note that in the Libretto degli Studi (record of your studies abroad) you have to record your original study plan as well as the courses and examinations you will actually take at Roma Tre. Contact your subject area Coordinator within your first two weeks in Rome.

He or she will advise you on what courses to take and will sign the appropriate Libretto section (Progetto di studio). After attending a whole course ask your teacher to fill in the course section (Programmi effettuati) and register your final exam results (Esami sostenuti).

### UNIVERSITY MOBILITY PROGRAMS OFFICE

#### Visting Address:

Via Ostiense 149  
Ground floor,  
Room n°06

#### Phone:

+39-06-57332325 /2850

#### Fax:

+39-06-57332106

#### E-mail:

[intern.mobility@uniroma3.it](mailto:intern.mobility@uniroma3.it);

#### Receiving hours:

MONDAY 2.00 - 4.30 P.M.  
THURSDAY 10 A.M - 1  
P.M.

### HOW TO REACH THE OFFICE



## STUDENTS SERVICES

### Italian Language Courses

On-line enrolment at the Language Centre web site: <http://www.cla.uniroma3.it/LinguaItaliana-ItalianoL2EN.aspx>

Please, respect the deadlines for each course. **CLA - University Language Centre (Via Ostiense 131/L, seven floor/C)**

The Centre also offers training Courses to Italian and International students.

### University Computers

The University offers a free Internet service for all students. The access to the service can be ruled in specific ways in each Faculty. You are kindly suggested to ask for these rules as soon as you arrive.

**Piazza Telematica**, "Portale dello Studente"

The University wants to make more and more simple the life of the student in the Academic organization. These are some services you can do:

- Administrative matters;
- Insert or updating your personal data;
- Check for your student career;

- Book your examinations.

**Piazza Telematica Address:**

Via Ostiense, 133 - 00154 Roma

e-mail: [piazzatelematica@uniroma3.it](mailto:piazzatelematica@uniroma3.it)

**By phone:**

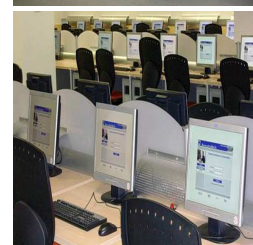
06 57332841

**Counter:**

Monday-Friday 9 am – 7 pm (Full time)

**Website:**

<http://host.uniroma3.it/laboratori/piazzatelematica/>



### University Canteens

University canteens (*mense*) provide very low cost meals. It is much cheaper to eat there than to prepare a meal at home. Canteens are popular gathering places for Exchange/Erasmus and Italian students alike. University canteens are subsidised and are run by Laziodisu (*Azienda*

*Regionale per il Diritto allo Studio Universitario*), the Regional Agency for the Right to University Study, which handles student services.

For further information about canteens and costs please visit the following webpage:

[http://www.adisu.uniroma3.it/servizio\\_di\\_ristorazioneFRONT.htm](http://www.adisu.uniroma3.it/servizio_di_ristorazioneFRONT.htm)

To get a University Canteen Card (*Tessera Mensa*) students must submit their application to ADISU, via Cesare De Lollis 20, from Mondays to Thursday, 9am – 3pm., and Friday, 9am-12am. For the Exchange Students, the University Canteen Card is also issued by the Roma Tre Adisu Office, Via della Vasca Navale 79/81 (Line B Marconi stop); open from Monday to Friday, from 9 am to 1 pm.

**Documents required for the issuance of the University Canteen Card.:**

- The Exchange Certificate (only for Exchange students who apply at Roma Tre Adisu Office)
- the ADISU form duly filled in
- the student's Tax Number (Codice Fiscale)
- a proof of the enrolment at Roma Tre.

**Roma Tre canteens are located in:**

- **Via Vasca Navale, 79**
- **Via Libetta 18 , "45 giri"**

Students of the Faculties of Architecture and Education can go to five canteens of "La Sapienza" University.

"La Sapienza" canteens are located in:

- Via del Castro Laurenziano, 9
- Via Cesare De Lollis, 20
- Via D. De Dominicis, 13
- Via delle Sette Sale, 29

University canteens are open from Monday to Saturday, from January to July. They are closed Saturday nights and holidays. Opening hours: lunch from 12 a.m. to 3 p.m

**CANTEEN CARD (TESSERA MENSA)**

When you have the tax number go to ADISU Via della Vasca Navale 79 (Linea B Marconi stop)

Web-site: <http://adisu.uniroma3.it>

**Laziodisu Address:**

The Agency for the University Study Right – Roma Tre Office (*Laziodisu*), deals with scholarship grants, accommodation, transports, canteens, cultural aids, honour loans, etc.

For further information: Via della Vasca Navale, 79 - Roma  
 segreteria@adisu.uniroma3.it **phone:** 06 55340729 / 40 **fax:** 06 5593852 **Counter:** Monday – Friday 9 am – 1 pm  
[www.adisu.uniroma3.it](http://www.adisu.uniroma3.it)

**LIBRARIES AT UNIVERSITY ROMA TRE**

(HTTP://HOST.UNIROMA3.IT/BIBLIOTECHE/INDEX.PHP)

**Arts Area Libraries****The Enrico Mattiello Architecture Section (ARC) -  
Facoltà di Architettura**

Phone+39 06 57339612/613/657

Fax+39 06 57339656-

mail [bib\\_arc@uniroma3.it](mailto:bib_arc@uniroma3.it)

Opening hours: Mondays to Fridays from 9.00 a.m. till 7.30 p.m.

Address: Via Madonna dei Monti, 40 - 00184 Rome

**The Enrico Mattiello Architecture Section (ARC) -  
Facoltà di Architettura**

("Ex Mattatoio" premises)

Phone+39 06 57339701

Fax+39 06 57339702

E-mail [bib\\_arc@uniroma3.it](mailto:bib_arc@uniroma3.it)

Opening hours: Mondays to Fridays from 9.00 a.m. till 5.00 p.m.

Address: Via Aldo Manuzio, 72 - 00153 Rome

**The Lino Miccichè Entertainment Section (CLS)**

Phone+39 57334042/224/331/332

Fax+39 06 57334330

E-mail [bib\\_cls@uniroma3.it](mailto:bib_cls@uniroma3.it)

Opening hours: Mondays to Fridays from 9.00 a.m. till 5.00 p.m.

Address: Via Ostiense 139 - 00154 Rome

**The Luigi Grassi History of Art Section (SAA)**

Phone+39 06 57332980/982/983

Fax+39 0657332981

E-mail: [saa@uniroma3.it](mailto:saa@uniroma3.it)

Opening hours: Mondays to Fridays from 9.00 a.m. till 5.00 p.m.

Address: Piazza della Repubblica, 10 - 00185 Rome

**Legal Section Library**

Address: Via Ostiense 161-163, 00154 Roma

Phone 06 57332242/2288

Fax: 0657332287

Opening time: Mon.-Fri. 9am-7.30 pm.

E-mail: [bib.giur@uniroma3.it](mailto:bib.giur@uniroma3.it)**Economy Section Library**

Address: Via Silvio D'Amico 77 - 00145 Roma

Phone 06 57335783/5782

Fax: 06 57335791

[bib\\_eco@uniroma3.it](mailto:bib_eco@uniroma3.it)

- hopening hours: Mon.-Fri. 9am-7.30pm.

**Historical-Political-Social Area Libraries**

Via Chiabrera, 199 - 00146 Roma

Phone 06 57335340/5278

Fax: 06 57335342

Opening time: Mon.- Thurs. 9am-5.00 pm. ; Fri. 9.00am-3.00pm

E-mail: [bib.pol@uniroma3.it](mailto:bib.pol@uniroma3.it)**Scientific-Technological Area Libraries****Main Branch [MAR]**

Address: Via della Vasca Navale, 79/81

Phone: 06 5733 3361; 5733 3362

Fax: 06 5733 3358

Opening time: Mon.- fri 9am-7.30pm

Loan and Distribution: Mon.- fri 9am-7.15 pm.

[sct@uniroma3.it](mailto:sct@uniroma3.it)**Mathematics and Geological Sciences.**

Address: Largo S.Leonardo Murialdo 1

Phone 06 57338213-245 Fax: 06 57338214

Fax:06 5733 8214

Opening time: Mon.-fri:9am-5pm

Loan and Distribution: Mon.- fri 9am-3.30pm

E-mail: [bib.torri@uniroma3.it](mailto:bib.torri@uniroma3.it)**Humanistic Area Libraries****Main Branch - Biblioteca dalla Facoltà di Lettere e Filosofia "Giorgio Petrocchi"**

Address: Via Ostiense, 236 - 00144 Roma

Phone 06 57338360/464

Fax 06 57338333

Opening time: Study Room: Mon.-Fri. 9am-7.45pm.

Loan and Distribution: Mon.-Fri. 9am-1pm e 3pm-5pm.

E-mail: [uma@uniroma3.it](mailto:uma@uniroma3.it)**The Angelo Broccoli Education Sciences Section (EDU)**

via Milazzo 11 B - 00185 Roma

Phone 06 57339372 Fax: 06 57339336

E-mail: [bib.educ@uniroma3.it](mailto:bib.educ@uniroma3.it)

Opening time - Study Room: Mon.-Fri. 9am-7.45pm

**The Guillaume Apollinaire Centre of Italo-French Studies Library**

Address: Piazza Campitelli, 3 - 00186 Roma

Phone 06 57334401/02 Fax 06657334403

Opening time: Mon-Fri. 9.30 a.m.-7.00 p.m.

E-mail: [fra@uniroma3.it](mailto:fra@uniroma3.it)

## BEFORE LEAVING ROME

Come to the Mobility University Programs Office (please respect the opening times) to obtain a “**Certificate of attendance**”, certifying your period of study at Roma Tre (remember to bring your Libretto degli Studi).

You could be required to bring a **Transcript of Records** to your own university.

## GUIDE FOR YOUR FINAL TRANSCRIPT OF RECORDS OF UNIVERSITY ROMA TRE

**Step 1** Students who need their final transcript of records are required to check DURING (NOT AT THE END!!!) their period of study here at Roma Tre the registration of their exams. It is possible to check the registration of the exams at the link <http://portalestudente.uniroma3.it/index.php?p=accedi> >> “Accedi ai servizi on line” and insert your USERNAME and PASSWORD, after go to your personal page and click on “Segreteria” >> “Certificati” >> “Certificato con esami”.

**Step 2-** If you notice some trouble or if some exam registration lacks, you have to write an e.mail to the office of “Segreteria Studenti” of your Faculty. Here is the list of the e-mail:

- Architettura - [segr.stud.arch@uniroma3.it](mailto:segr.stud.arch@uniroma3.it)
- Economia - [segr.stud.eco@uniroma3.it](mailto:segr.stud.eco@uniroma3.it)
- Giurisprudenza - [segr.stud.giur@uniroma3.it](mailto:segr.stud.giur@uniroma3.it)
- Ingegneria - [segr.stud.ing@uniroma3.it](mailto:segr.stud.ing@uniroma3.it)
- Lettere e Filosofia - [segr.stud.lett@uniroma3.it](mailto:segr.stud.lett@uniroma3.it)
- Scienze della Formazione [segr.stud.scform@uniroma3.it](mailto:segr.stud.scform@uniroma3.it)
- Scienze Matematiche Fisiche e Naturali  
[segr.stud.smfn@uniroma3.it](mailto:segr.stud.smfn@uniroma3.it)
- Scienze Politiche - [segr.stud.scpol@uniroma3.it](mailto:segr.stud.scpol@uniroma3.it)

Each e.mail must contain:

1. NAME and MATRICOLA NUMBER
2. SURNAME
3. FACULTY
4. KIND OF REQUEST
5. HOME UNIVERSITY

If you want to point out the lack of registration of an exam, you have to specify in the body of the e-mail: the Title of the exam, the date and the professor with whom you did it (you should have all this data in your “Libretto degli Studi”).

Remember, a copy of the above e-mail must be sent to Mobility Programs Office [intern.mobility@uniroma3.it](mailto:intern.mobility@uniroma3.it)