

# Department of Architecture

## STEPS FOR INCOMING ERASMUS STUDENTS

a.y. 2025-2026

Guide for Incoming Exchange Students:

<https://portalestudente.uniroma3.it/en/international-mobility/exchange-students-within-bilateral-agreements/>

Take part to International Welcome Day (bring a copy of Identity card or passport) or in case it is not possible:

- 1 ENROLLMENT**
    - Send a ticket via <https://help.uniroma3.it/> uploading in one attachment:
      - Copy of Identity card or passport.
      - Proof of your arrival in Rome (flight ticket and boarding pass, train ticket, bus ticket, etc.).
  - 2 CERTIFICATE OF ARRIVAL**
    - You will receive by email:
      - Certificate of Arrival (the date must be included in the certificate).
      - Registration number («MATRICOLA»).
      - Username and password to access the STUDENT PORTAL <https://gomp.uniroma3.it>
  - 3 CLA**
    - For the acquisition of the required level of the language, courses are provided by Roma Tre University Language Center. It is necessary to refer to them for enrollment in the Italian course. <https://cla.uniroma3.it/italiano-12/>
  - 4 LEARNING AGREEMENT**
    - Your Learning Agreement (LA) must be approved and signed by your home Erasmus Coordinator and by Roma Tre Erasmus Coordinator.
    - Your LA approved by both the Institutions must be uploaded in your personal page within the 31<sup>st</sup> October (for students arriving the I semester and the 31<sup>st</sup> March (for students arriving the II semester).
    - Verify with your Roma Tre Coordinator that the exams included in the LA belong to the academic offer.
  - 5 AAF**
    - AAF - non-graded activities - included in the learning agreement will be on the Transcript of Records only for credits coded as 6 and 8 (<https://architettura.uniroma3.it/en/study/supplementary-training-activities/>).
    - For others it is necessary to have the AAF (OTHER ACTIVITIES) sheet signed ([https://architettura.uniroma3.it/wp-content/uploads/sites/20/file\\_locked/2020/01/Certificazione\\_aaf.pdf](https://architettura.uniroma3.it/wp-content/uploads/sites/20/file_locked/2020/01/Certificazione_aaf.pdf)) that, after a stamp in the teaching area, the student delivers, upon return, to his / her university;
    - For clarification you can contact us by e-mail.
  - 6 STUDY PLAN**
    - It is necessary to fill the Study Plan available on <https://apps.uniroma3.it/public/erasmus/learningagreement/>
    - To get access, you have to insert the User ID and Password that you receive via email after your enrollment.
  - 7 HOW TO PARTICIPATE IN LECTURES**
    - Verify with your Erasmus Department Coordinators that the exams included in the LA belong to the academic offer 2025/2026.
    - If you are interested in updating your Study Plan (Change Form), you just need to log in with your credentials from the online Study Plan link, insert your changes and click on "Termina inserimento".
    - It is not possible to take single integrated teaching modules.
  - 8 REGISTRATION FOR EXAMS**
    - You must log in at least once to the course(s) you wish to in Moodle platform: <https://architettura.el.uniroma3.it/> using EXCLUSIVELY your own university credentials (NAME.SURNAME@stud.uniroma3.it + password).
    - Logging in to the Moodle platform AUTOMATICALLY registers you with the relevant TEAMS classes.
  - 9 GOMP**
    - You can find the code of each exam searching for the subject at <https://www.uniroma3.it/search-erogata/>
    - You are allowed to enroll only for the exams approved in the Learning agreement and included in the Study Plan online.
    - The registration for the exams is available on the Portale Studente "GOMP".
    - Before booking an exam session in GOMP, it is necessary to have the exam correctly filled in the study plan.
    - The exams has to be taken within the Erasmus period of stay (as indicated in the final attendance certificate issued by Roma Tre).
    - The ending date corresponds to the date of departure, which is attested by the proof of the departure from Rome.
  - 10 EXTENSION REQUEST**
    - Log in on the Student Portal GOMP <https://gomp.uniroma3.it>
    - Click on "carriera, piano di studi, esami".
    - Click on "prenotazione appelli". A new page will appear. There you can find all the courses you are following and you can sign up for each exam by clicking on the blue pencil placed near the date of the exam. Don't forget to upload your valid ID card on the Student Portal Portal.
  - 11 TRANSCRIPT OF RECORDS**
    - Your University partner must send an extension request to the Roma Tre incoming office (incoming.students@uniroma3.it)
    - The Erasmus scholarship extension form must be completed with both signatures of the Erasmus coordinators of the two Universities
    - You will need to send the form to the incoming office via the helpdesk
- Access to the Portal Student with Userid and password "accedi ai servizi on-line".
- Click on "certificate".
- Click "certificato ECTS" > you can print it "apri e stampa".
- The downloaded transcript of records is the only official document with digital stamp that substitutes any signature or stamp from our Institution.

All certificates (arrival, stay, departure) must be requested via a ticket opened through [help.uniroma3.it](https://help.uniroma3.it/) to the University Incoming Students Office



**Roma Tre**

For real time INFORMATION  
assistenza@uniroma3.it  
For PROBLEMS  
<https://help.uniroma3.it>  
Architecture Study Office, Sonia FERRANTE  
erasmus.architettura@uniroma3.it

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