

Department of Architecture

STEPS FOR INCOMING ERASMUS STUDENTS

a.y. 2026-2027

- 1 ENROLLMENT**

Take part to International Welcome Day (bring a copy of Identity card or passport) or in case it is not possible:
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-I2/>
- 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 by 30 October (for students arriving the I semester or 15 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 - activities without a grade such as conferences, workshops - included in the learning agreement will appear on the Transcript of Records only for credits coded as 6 and 8 (<https://architettura.uniroma3.it/en/study/supplementarytraining-activities/>).
 - For another number of credits, it is necessary to download from the architecture department's website the certificate of AAF (OTHER ACTIVITIES) - https://architettura.uniroma3.it/wp-content/uploads/sites/20/file_locked/2020/01/Certificazione_aaf.pdf) signed by the relevant Erasmus coordinator, which students will submit to their home university upon returning from the Erasmus grant
- 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.
 - Verify with your Erasmus Department Coordinators that the exams included in the LA belong to the academic offer 2026/2027.
 - 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.
- 7 HOW TO PARTECIPATE IN LECTURES**
 - You must log in at least once to the course(s) you wish to in Moodle platform:
<https://portalestudente.uniroma3.it/accedi/area-studenti/istruzioni/fruizione-dei-contenuti-didattici-at-traverso-forme-alternative-alla-didattica-frontale/> 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.
 - 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".
- 8 REGISTRATION FOR EXAMS**
 - 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.
- 9 GOMP**
 - 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.
- 10 EXTENSION REQUEST**
 - 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
- 11 TRANSCRIPT OF RECORDS**
 - 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.