



Reminder for graduating students

School of PHARMACY AND MEDICINE Pharmaceutical and Biotechnology Department Academic Year 2025-2026

Online degree application

- Graduation applications must be submitted exclusively via Infostud: [read the instructions](#)
- To submit your online graduation application, you must have activated your institutional email address. If you have not done so, [go to the dedicated page](#)
- Submitting your online graduation application will automatically register you for the graduation exam for the chosen session
- Once submitted, the graduation application must be accepted by the supervisor and then by the student office
- Approval by the supervisor and the office may also take place after the deadline for submitting the degree application
- You can check the status of your graduation application on Infostud, as indicated in the instructions
- We strongly recommend that you avoid submitting your application close to the deadline, as any applications that are not successfully submitted by the deadline (including due to any malfunctions of Infostud) will not be accepted or uploaded late under any circumstances.

Payment of €32 for revenue stamps

- The online procedure for applying for a degree is activated when the €32 payment slip for the revenue stamps required for the degree application and the issuance of the parchment is paid on Infostud.
- It is therefore necessary to pay the payment slip at least 72 hours before the deadline for submitting the degree application
- To print the €32 payment slip, log in to Infostud and click on: Degree courses > Fees > Final exam.
- To pay, use the method indicated on this page: [Payment methods](#)

Requirements

When submitting your degree application, you must have no more than two exams outstanding and be up to date with your fees. No extensions will be granted.

Payment of fees for qualifying degrees:

Graduating students of the following degree programmes: **PHARMACY** Ord. 2024, code: 32356 and Ord. 2025, code: 33451; **PHARMACEUTICAL CHEMISTRY AND TECHNOLOGY** Ord. 2024, code: 32355 and Ord. 2025, code: 33449, Rome campus; **PHARMACEUTICAL CHEMISTRY AND TECHNOLOGY** Ord. 2024, code: 32397 and Ord. 2025, code: 33450, Latina campus, who intend to graduate with a **QUALIFYING DEGREE** must attach the following to their degree application:

1. proof of payment of the admission fee of €49.58 to be paid to postal account no. 1016 in the name of Agenzia delle Entrate – Centro Operativo di Pescara - Tasse Scolastiche (available at all post offices already in the name of the account holder or use a blank payment slip)
2. the receipt for the regional tax of €113.00 to be paid according to these instructions: <https://laziodisco.it/pagamento-tasse-e-abilitazioni/tassa-di-abilitazione-professionale/>
3. the receipt for payment of the **standard fee for professional licensing**. The payment slip is generated by the administrative office on the Infostud profile at the student's request in the 'payment slips' section under 'reprint'. The amount varies from 0 to a maximum of 180.00 euros based on the ISEE value declared in Infostud. Students who have not declared their ISEE will pay the standard fee of 180.00 euros.

Enrolment fees

Students graduating in March 2025 will only have to pay the 1st and 2nd instalments of the enrolment fees by the deadlines.

Graduating students in subsequent sessions must pay all 3 instalments.

Withdrawal and resubmission of degree application

If you decide not to graduate in the scheduled session but have already submitted your graduation application, you must use the Withdrawal function. This operation is irreversible and once the withdrawal has been made, you will only be able to graduate in a session subsequent to the one withdrawn.

Once you have submitted your request, neither the chair nor the student office will be able to change the withdrawal.

Your supervisor may withdraw your application if they deem it appropriate.

To graduate in the next session, you will need to submit a new application on Infostud.

Cancellation of graduation application

The Cancel function, on the other hand, is used to cancel an application that has already been submitted and to submit a new one for the same session. You can only do this before the deadline for submitting your graduation application.

Logo for the thesis

To download the Sapienza logo and obtain graphic instructions for the layout of your degree thesis, please visit the web page <https://www.uniroma1.it/it/node/23120/>

Note on celebrations and photographer regulations

Please inform your relatives and friends who will be attending your graduation ceremony that it is strictly forbidden to cause any disturbance during and after the ceremony, in particular:

- **throwing confetti is prohibited in any area of the university**
- **It is forbidden to dirty or damage the premises, furnishings or property.**

With regard to photographers, please note that:

- accredited photographers must display the card issued by the University;
- accredited photographers may only take photographs and film with the explicit consent of the persons concerned;
- you may choose not to purchase the photography service and to entrust the filming to a person you trust.

In any case, the University remains uninvolved in the commercial relationship established between the graduate and the photographer. Further information on the photography regulations can be found [on the dedicated page](#).

Deadlines for the 2025-2026 academic year

Session	Graduation session	Submission of graduation application
March	9, 10, 11, 12, 13 (<i>Master's degree programmes</i>) 16, 17, 18, 19, 20 (<i>Bachelor's degree programmes</i>)	From 9 January to 9 February 2026
July 2026	13, 14, 15, 16, 17 (<i>Master's degree programmes</i>) 6, 7, 8, 9, 10 (<i>Bachelor's degree programmes</i>)	From 12 May to 12 June 2026
October	12, 13, 14, 15, 16 (<i>Master's degree programmes</i>) 19, 20, 21, 22, 23 (<i>Bachelor's degree programmes</i>)	From 12 August to 12 September 2026
December 2026	14, 15, 16, 17, 18 (<i>Bachelor's degree programmes</i>)	From 14 October to 14 November 2026
January 2027	18, 19, 20, 21, 22 (<i>Master's degree programmes</i>)	From 18 November to 18 December 2026

Information and documents to be included in the degree application

Required information	Mandatory	Optional	Notes
Valid identification document (front and back)	√		If not already uploaded to Infostud
Health card or tax code	√		If not already uploaded to Infostud
Name of supervisor	√		
Thesis title	√		
Thesis subject	√		
Co-supervisor		√	To be chosen from the Sapienza faculty database
"Declaration of examinations to be taken" - form	√		If you have exams to take
Receipt for completion of the Almalaurea questionnaire Almalaurea	√		The receipt must be signed if the questionnaire was completed before 17/01/2019
Study plan or training programme	√		
For students graduating with a specialist or master's degree, a self-certification of the achievement of a first-level degree is required, if not obtained at Sapienza University of Rome	√		
Thesis assignment form	√		Sent by email to the administrative office (segrstudenti.farmacia@uniroma1.it) and uploaded together with the degree application on the platform
Final internship report or thesis replacing the internship (Applied Pharmaceutical Sciences – SFA degree course)	√		
Certificate of previously unrecognised internships and/or work placements and/or seminars		√	If not yet registered on Infostud
Degree thesis (upload) online degree application	√		Mandatory for all degree courses except for degree courses in Biotechnology and Bioinformatics
Paper copies of exam transcripts	√	√	Only for students graduating under the old system (prior to Ministerial Decree 509/99)
High school diploma			Recommended in order to reduce the time required for confirmation of the qualification: a scan of both sides in a single PDF file is required.



Receipt of payment of the admission fee of €49.58	√		Mandatory for qualifying degree courses: <ul style="list-style-type: none"> • Pharmacy Ord. 2024 and Ord. 2025 • CTF (Pharmaceutical Chemistry and Technology) Latina and Rome campuses Ord. 2024 and Ord. 2025
Receipt of payment of regional tax of €113.62	√		Mandatory for qualifying degree courses: <ul style="list-style-type: none"> • Pharmacy Ord. 2024 and Ord. 2025 • CTF (Pharmaceutical Chemistry and Technology) Latina and Rome campuses Ord. 2024 and Ord. 2025
Receipt of payment of the standard fee for professional qualification	√		Mandatory for qualifying degree courses: <ul style="list-style-type: none"> • Pharmacy Ord. 2024 and Ord. 2025 • CTF (Pharmaceutical Chemistry and Technology) Latina and Rome campuses Ord. 2024 and Ord. 2025
Self-certification of diploma	√		If you have not uploaded your diploma.

Study programmes for which it is mandatory to upload your thesis to Infostud

All graduating students must upload their thesis to Infostud, except those enrolled in degree programmes in **Biotechnology** and **Bioinformatics**.

Deadline for uploading your thesis to Infostud

Instructions for uploading your thesis can be found on page 7 of the file at the following link: [Online degree application instructions](#)

Deadlines for recording final exam/uploading thesis (if required)

Session	Recording of final exam/thesis upload
March 2026	16/02/2026
July	22/06/2026
October 2026	22/09/2026
December 2026	24/11/2026
January 2027	28/12/2026