

*Welcome*

## LOCATION OF UNIVERSITY OFFICES

The Pontifical Gregorian University consists of four buildings which are next to each other. They can be accessed from the following areas:

- Palazzo Centrale** (C) ----> entrance at piazza della Pilotta n° 4  
**Palazzo Lucchesi** (L) ----> from the ground floor of Palazzo Centrale (to your left of the entrance)  
**Palazzo Frascara** (F) ----> entrance at piazza della Pilotta n° 3  
**Edificio Traspontina** (T) ----> entrance from the first floor of Palazzo Centrale (from the right corridor)

**Porter's Desk:** Main University Entrance to Palazzo Centrale

- Faculty of Theology:** 2<sup>nd</sup> floor of Palazzo Centrale  
**Faculty of Canon Law:** 1<sup>st</sup> floor of Palazzo Centrale  
**Faculty of Philosophy:** 1<sup>st</sup> floor of Palazzo Centrale  
**Faculty of History and Culture:** 2<sup>nd</sup> floor of Palazzo Lucchesi  
**Faculty of Missiology:** 2<sup>nd</sup> floor of the Traspontina Building  
**Faculty of Social Sciences:** ground floor of Palazzo Frascara  
**Institute of Spirituality:** ground floor of Palazzo Frascara  
**Institute of Psychology:** 2<sup>nd</sup> floor of Palazzo Frascara  
**Cardinal Bea Center for Judaic Studies:** 2<sup>nd</sup> floor of the Traspontina Building  
**Interdisciplinary Center on Social Communication:** 2<sup>nd</sup> floor of Palazzo Lucchesi  
**Interdisciplinary Center for Training of Formators for the Priesthood:** mezzanine of Palazzo Frascara  
**Faith and Culture Center "Alberto Hurtado":** ground floor of the Palazzo Frascara

- General Secretariat:** 1<sup>st</sup> floor of Central Building (end of the left corridor)  
**Academic Secretary:** 2<sup>nd</sup> Floor of the Central Building  
**Treasurer (Economato):** Enter the office of the General Secretariat and climb the steps to the second floor  
**Office of the University Vice Rector** (for scholarship request): 1<sup>st</sup> floor of Palazzo Frascara  
**Computer Room:** the basement of Palazzo Lucchesi



**PONTIFICIA  
UNIVERSITÀ  
GREGORIANA**

*Welcome*  
to the Gregorian University



**Pontificia Università Gregoriana**  
Piazza della Pilotta, 4 • 00187 Roma

## MATRICULATION

### How to proceed:

- 1) Complete online: a) the **registration form (scheda d'immatricolazione)** and upload your photo id picture; b) fill-in the **enrolment form (scheda di iscrizione)** along with your course selections; c) fill-in any seminars; d) fill-in the privacy statement. Make two photocopies of the documents. Computers and assistants are available for your use in the Computer Room (LS02) and outside the office of the General Secretariat (C109).
- 2) Have the Dean /Head /Director of the Faculty /Institute /Centre sign both forms.
- 3) Deliver the signed "**matriculation**" form, together with the attendant documents, to the General Secretariat (C111).
- 4) Give the signed "**registration**" form to the office of the Academic Secretariat (C201).
- 5) Give the Secretary of the Faculty or Institute any forms for registration in a seminar.
- 6) Pay the Bursar (Economato) (C111-2° floor) any academic fees.
- 7) If there is a need for a scholarship, before going to the Bursar, please visit the Office of the University Vice Rector (Vice Rettore Universitario) (F114).
- 8) Pick up the magnetic card (identity badge) at the Office of the General Secretariat and request, if necessary, two complementary copies of your certificate of (completed) registration.

[www.unigre.it/Studenti/info\\_futuri\\_studenti\\_it.php](http://www.unigre.it/Studenti/info_futuri_studenti_it.php)

### List of documents to bring to the General Secretariat:

- 1) Signed **registration form**;
- 2) Signed "**Privacy consent declaration**";
- 3) I.D. with photo or passport and a copy to leave at the General Secretariat;
- 4) Original Certificate or Diploma of previous studies, except for Guest Students. It will kept by the General Secretariat for the entire duration of the studies in the Gregorian;
- 5) **Non EU students**: a copy of Student's Visa (for lay students) or of a Visa for religious reasons (for seminarists, and students belonging to religious orders) issued by the Italian consular authorities of the student's country of provenance. The original Visa must be shown together with the copy;
- 6) **Non Italian students**: a certificate testifying an Italian language course lasting not less than five weeks (100 hours), issued by the school/organization/centre in which it was attended;
- 7) **In the case of students belonging to religious orders, clergymen, seminarists, members of associations recognized by ecclesiastical authorities**: the registration form must be signed and stamped by the Rector, Superior of the House, or Ecclesiastical Authority;
- 8) **Diocesan priests living in Rome outside the authorized Colleges**: copy of an authorization certificate issued by the Roman Vicariate;
- 9) **Lay people**: a recommendation letter from an ecclesiastical authority.