



# **The Pontifical John Paul II Institute for Studies on Marriage and Family**

**Vade-mecum for Enrolment  
Academic Year 2009/2010**

## 1. Welcome!

Dear student,

We welcome you to the Central Department of the Pontifical John Paul II Institute.

In this booklet we have gathered some of the more essential information which, we hope, you will find helpful during the enrolment procedure.

First of all it would be useful to familiarize yourself with the Institute and the outlay of the various offices. Further on you will find a map of the Institute.

Other than the Student Orientation Office, the offices you will find most useful are:



- SECRETARY FOR LICENTIATE AND DOCTORATE  
(dr.ssa Gabriella Esposito):  
tel. 06.698.95536; [segreteria@istitutogp2.it](mailto:segreteria@istitutogp2.it)



- SECRETARY For MASTERS (dr.ssa Susanna Befani):  
tel. 06.698.95535; [master@istitutogp2.it](mailto:master@istitutogp2.it)



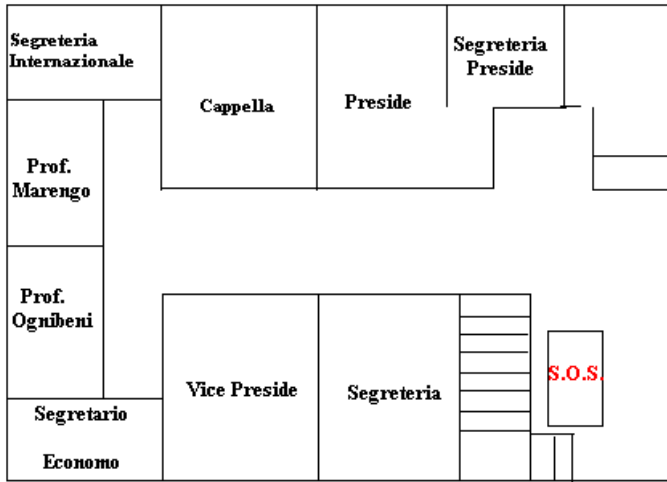
- PRESIDENT'S SECRETARY (dr.ssa Maria Chiara Di Pasquale):  
tel. 06.698.95542; [segpreside@istitutogp2.it](mailto:segpreside@istitutogp2.it)

If you have been granted a scholarship from the Pontifical John Paul II Institute, it would be wise to contact:



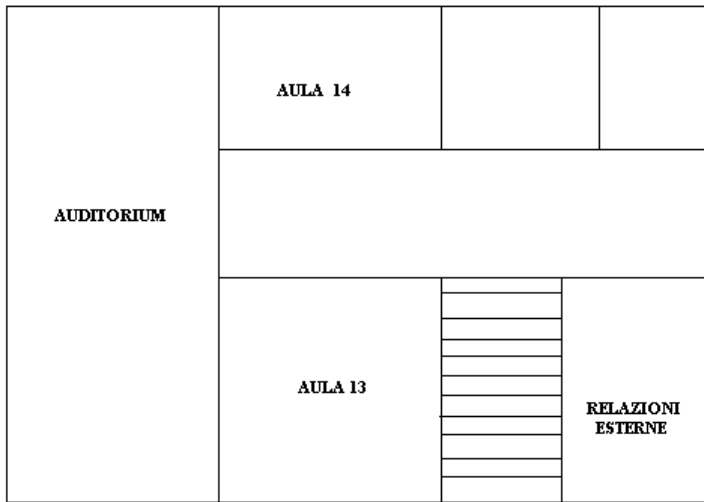
INTERNATIONAL SECRETARY (dr. Victor Soldevila):  
tel. 06.698.95508; [seginternaz@istitutogp2.it](mailto:seginternaz@istitutogp2.it)

**INSTITUTE MAP**

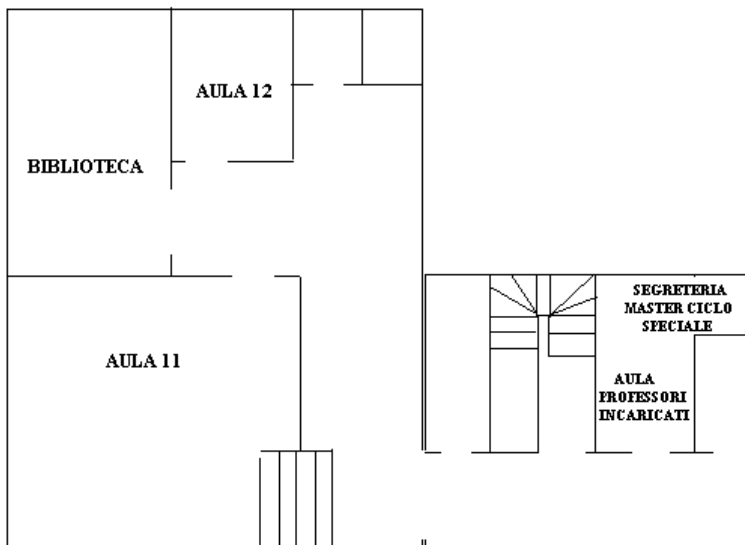


**Servizio Orientamento Studenti**

FIRST FLOOR



SECOND FLOOR



GROUND FLOOR

## 2. Student Orientation

Check on the map where it is. It is the best place to carry out the enrolment procedure. Here you will find students who will be able to help you out and to whom you may ask assistance, useful information, all the necessary forms and the *Ordo Anni Academici* (The Academic Year Plan), the volume that holds all the vital information on the study programs.

#### Which form do I need?

- Enrolment form for the Academic Year 2009/2010
- Auto-certification of Birth Form
- Double copy of the study plan (pink for the licentiate, green for the doctorate, orange for the masters). **Attention!** Do not fill in this study plan, you will need it for the meeting with the Director of Studies and will fill it in together with him.
- Yellow form for the payment of the academic fees

#### What do I need to ask for?

- An appointment with the Director of Studies
  - o Prof. Mons. Livio MELINA for the Licentiate and Doctorate course
  - o Prof. Mons. Bruno OGNIBENI for the Master in Science of Marriage and the Family

- An appointment with the Secretariat

The Secretariat will receive only students under appointment, around 12 every day. For the registration of the **new students**, the appointments will be from Monday to Thursday.

For the **renewal of the registration of the present students** and for other urgent matters concerning the Secretariat, the appointments will be only on Fridays.

There will be no exception for this rule. We kindly ask you to respect it.

- To fill in together the academic fees form
- If you are a priest who is not from the Rome Diocese or do not reside within the colleges or convents designed to house clergy, ask for information on how to obtain a document called "*rescritto annuale di extracollegialità*". It is a very important document that you will need to be able to proceed with the enrolment.
- Information on how to obtain a visa (if I need one).

### 3. **Compilation of the Study Plan**

After having made an appointment through Student Orientation, present yourself at the set date and time at the Director of Studies office.

For this appointment, ensure you have with you:

- 1) The two copies of the Study Plan that you picked up from Student Orientation
- 2) Certificate of previous studies, and that is:
  - a. For enrolment for the Licentiate: your Baccalaureate certificate with exams passed and final grade;
  - b. For enrolment for the Doctorate: your Licentiate certificate with exams passed and final grade;
  - c. For enrolment for Master: your degree certificate.

Together with the director of Studies you will complete your Plan selecting the courses to be followed during your stay at the Institute.

#### **4. Payment of Academic Fees**

To be able to pay the academic fees ensure you have with you the yellow form that you filled in with Student Orientation. There you will find the sum of the fees to be paid.

There are different modes of payment available, choose whichever is more convenient for you:

- *At the counter of the Banca Popolare di Sondrio inside the Lateranense University*

Within the Lateranense University there is a bank counter where it is possible to pay the fees.

Just go there with the necessary forms and money.

The fees can be paid by cash, by “non transferable”cheque made out to “Pontificio Istituto Giovanni Paolo II”. It is no possible to pay there by credit card. Always take some form of legal identification and, if you are Italian, also your fiscal code.

From the beginning of September until the end of enrolment, the internal bank counter will observe the following hours:

Every day from 8.30 to 13.30; Tuesday and Thursday afternoons from 14.45 to 15.45

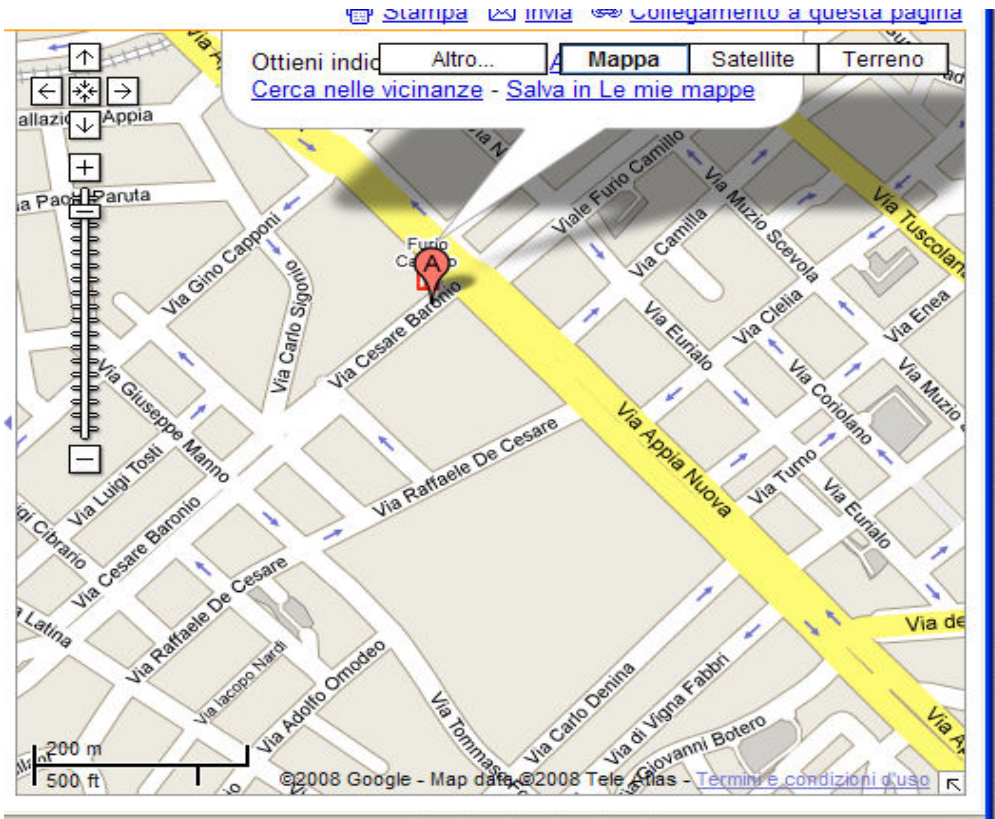
- *At Branch 6 or Branch 24 of the Banca Popolare di Sondrio*

You can go directly to the actual bank to pay the fees; there are two branches that are available to receive payment and they can be found near the Institute.

#### **Branch 6**

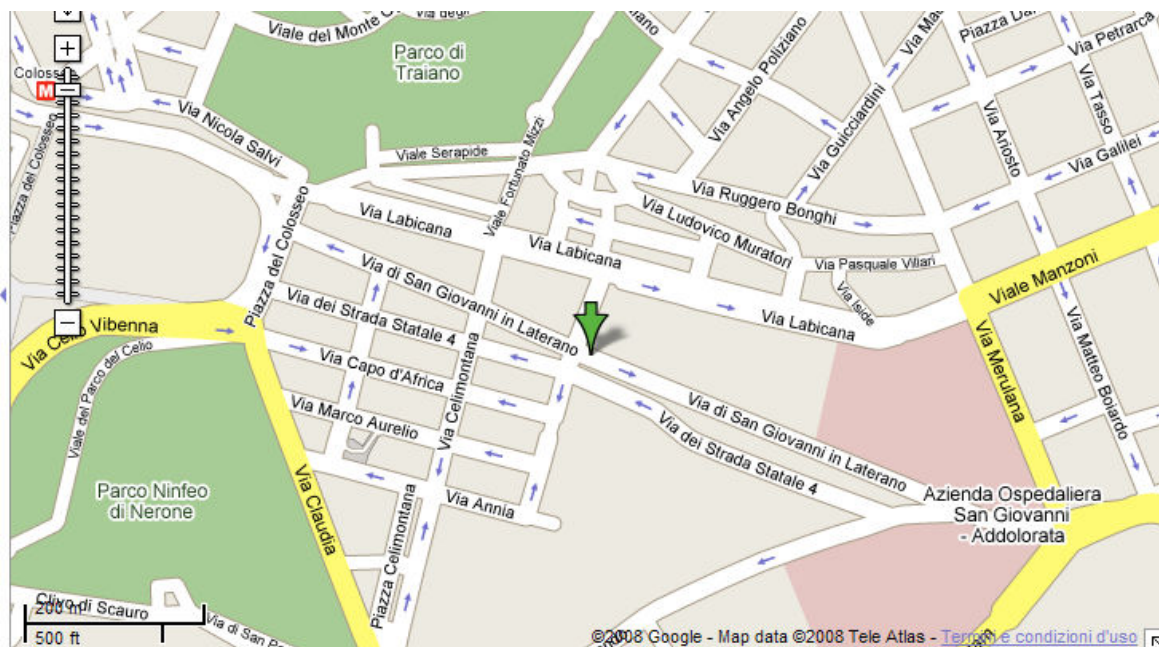
**Via Cesare Baronio, 12 (metro stop linea A “Furio Camillo”)**

Opening hours:  
 Monday to Friday  
 morning: from 8.30 to 13.30  
 afternoon: from 14.45 to 15.45



**Branch 24**  
**Via di San Giovanni in Laterano, 51/a (next to Basilica of *San Clemente*)**

Opening hours:  
 Monday to Friday  
 morning: from 8.30 to 13.30



afternoon:  
 from 14.45 to 15.45

- ***By bank draft***

You can even pay via bank draft. Following you will find the bank coordinates you will need to use. If you do the bank draft from Italy or another country within the European Union, use only the IBAN code. If, instead, the bank draft is being sent from elsewhere in the world, you will need to also include the BIC/SWIFT code:

IBAN: **IT22 X056 9603 2060 0000 4100 X40**

SWIFT (=BIC): **POSOIT22**

Attention! It is very important that you write clearly the motive/causal of the payment, to help us recognise the payment immediately. Specify your SURNAME and the course and year to which you are enrolling (e.g. SMITH, Licentiate, 1<sup>st</sup> year)

You must then send a copy of the receipt via fax to the Financial Office: fax. N° 06.698.86338

PLEASE NOTE

If you have gone through the pre-enrolment procedure and have paid the relative fee of € 200, remember to deduct this amount from the total fees to pay.

***5. Delivery of documents to the Secretariat***

At this point you are able to complete your enrolment.

To do so you must go to the Secretariat and take with you the following:

- 1) Enrolment form completed in all parts;
- 2) Auto-certification form, completed in all parts;
- 3) Presentation letter:
  - a. From your ecclesiastic Superior for priests, religious and seminarians;
  - b. From your Parish Priest for lay people;
- 4) Three passport size photos;
- 5) Identity document, original and photocopy;
- 6) Study plan, completed and signed;
- 7) Photocopy of your entry visa into Italy (reserved for students arriving from countries where an entry visa is required);

- 8) Receipt of payment of the academic fees (if you have paid by bank draft bring the original receipt plus a photocopy);
- 9) Testimonial regarding your knowledge of the Italian language;
- 10) Certificate of previous studies:
  - a. Baccalaureate if enrolled for the Licentiate;
  - b. Licentiate if enrolled for the Doctorate;
  - c. Degree if enrolled for the Masters.
- 11) Original copy of your High School Diploma, valid for entrance into university in your country.

### ATTENTION!

If you are a **priest** and are not from the Rome Diocese or do not reside within the colleges or convents designed to house clergy you must also present the annual extracollegiate letter.

The Secretary, during the enrolment period, open every day **from 9:30 to 12:30**, receives a limited number of students each day, only under appointment (from Monday to Thursday for new students. For the renewal of the registration of present students, only on Friday).

We ask you, in advance, to be patient. The job of registering enrolments is not an easy one and it is very important that the Offices have adequate time to give you efficient service, thus avoiding your having to return repeatedly.

Use your waiting time to go to the External Relations Office where you can do your **photograph** which you will need for your Student ID card. The office is open every day from 9:30 to 12:30.

Remember the photo is obligatory and you will need to have it before your enrolment can be considered completed.

### 6. *To finish*

At this point you are officially enrolled at the Pontifical John Paul II Institute for the Academic Year 2009/2010.

During the first few day of the Academic Year, from the Institute, you will be able to pick up, for free :

1. the photo ID card;
2. your personal password, necessary to book your exams and request certificates *on line*;
3. the Institute enrolment certificate.

We hope you found this small vade-mecum useful in affronting the enrolment procedure serenely. Let us know if you have any difficulties or if you have any suggestions to help us improve our services to you, our students.

All that is left is to wish you the best for your period of study here with us.

*Roberto Romano, Secretary  
and the Institute staff*