Academic year 2019/2020

First-level degree program – Bachelor’s
in
Business and Economics - CLaBE (code: 8965)

Call for Applications a.y. 2019-2020

This is an adapted translation in English of the original Call for Applications (“Bando di Ammissione”) in Italian and it is made only for publicity purposes. For enforcing the call, resolving any dispute and for all legal purposes only the Italian version of the act is valid, and prevailing with regard to the exact interpretation of the rules contained within, also in case of potential disputes.

<table>
<thead>
<tr>
<th>Course code</th>
<th>Name of the Course</th>
<th>Class</th>
<th>Web-site del corso</th>
</tr>
</thead>
<tbody>
<tr>
<td>8965</td>
<td>Business and Economics – CLaBE</td>
<td>L-18</td>
<td><a href="http://www.clabe.unibo.it">www.clabe.unibo.it</a></td>
</tr>
</tbody>
</table>

Index

<table>
<thead>
<tr>
<th>Introduction</th>
<th>Pag. 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table of Deadlines</td>
<td>Pag. 3</td>
</tr>
<tr>
<td>Available positions</td>
<td>Pag. 4</td>
</tr>
<tr>
<td>Admission requirements</td>
<td>Pag. 4</td>
</tr>
<tr>
<td>Transferring students</td>
<td>Pag. 6</td>
</tr>
<tr>
<td>Selection criteria</td>
<td>Pag. 7</td>
</tr>
<tr>
<td>Applying to the selections</td>
<td>Pag. 7</td>
</tr>
<tr>
<td>Admission rankings</td>
<td>Pag. 9</td>
</tr>
<tr>
<td>OFA – Additional Learning Requirements</td>
<td>Pag. 9</td>
</tr>
<tr>
<td>Students with non-italian secondary school certificates</td>
<td>Pag. 9</td>
</tr>
<tr>
<td>Enrollment procedure</td>
<td>Pag. 11</td>
</tr>
<tr>
<td>Open positions</td>
<td>Pag. 13</td>
</tr>
<tr>
<td>Tuition fees and benefits</td>
<td>Pag. 13</td>
</tr>
<tr>
<td>Contacts</td>
<td>Pag. 13</td>
</tr>
</tbody>
</table>
Introduction

Welcome and thank you for your interest in our Bachelor’s Degree in Business and Economics (CLABE) of the University of Bologna.

If you wish to know more about it, please check our website www.clabe.unibo.it, where you will find information such as programme profile, learning outcomes, study plan, contact details, etc. CLABE has a limited number of places available, and admission is based on the assessment of candidates’ skills. Applying entails a number of steps: please read this document thoroughly to find out how to take part in the selection, and eventually how to enrol. As we go through the admissions procedure in detail, important dates and deadlines for every step will be provided. An overview of these dates and deadlines can be found in the table on the following page. Please note: all candidates, including transferring students from other degree programmes (either of the University of Bologna or from other Universities), will be required to follow the same selection procedure explained in the next pages.

Be aware that a separate document and different admission requirements apply if you wish to take part in the selection for the program held in Buenos Aires. Please find more information on this track at this page:

CLaBE Buenos Aires Track
<table>
<thead>
<tr>
<th>Intake</th>
<th>dates and deadlines</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>I intake (Eu and assimilated only)</strong></td>
<td></td>
</tr>
<tr>
<td>Application deadline (selections)</td>
<td>28/03/2019 - 1.00pm cet</td>
</tr>
<tr>
<td>Admission results</td>
<td>09/04/2019</td>
</tr>
<tr>
<td>Enrollment deadline</td>
<td>18/04/2019</td>
</tr>
<tr>
<td>Open positions available (if any)</td>
<td>24/04/2019</td>
</tr>
<tr>
<td>Confirmation of interest</td>
<td>30/04/2019</td>
</tr>
<tr>
<td>Open positions admission results</td>
<td>02/05/2019</td>
</tr>
<tr>
<td>Enrollment deadline for open positions candidates</td>
<td>07/05/2019</td>
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<tr>
<td><strong>II intake (Non-Eu only)</strong></td>
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<tr>
<td>Application deadline (selections)</td>
<td>06/05/2019 - 1.00pm cet</td>
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<tr>
<td>Admission results</td>
<td>16/05/2019</td>
</tr>
<tr>
<td>Enrollment deadline</td>
<td>23/05/2019</td>
</tr>
<tr>
<td>Open positions available (if any)</td>
<td>27/05/2019</td>
</tr>
<tr>
<td>Confirmation of interest</td>
<td>30/05/2019</td>
</tr>
<tr>
<td>Open positions admission results</td>
<td>11/06/2019</td>
</tr>
<tr>
<td>Enrollment deadline for open positions candidates</td>
<td>18/06/2019</td>
</tr>
<tr>
<td><strong>III intake (Eu and assimilated only)</strong></td>
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</tr>
<tr>
<td>Application deadline (selections)</td>
<td>12/06/2019 - 1.00pm cet</td>
</tr>
<tr>
<td>Admission results</td>
<td>26/06/2019</td>
</tr>
<tr>
<td>Enrollment deadline</td>
<td>09/07/2019</td>
</tr>
<tr>
<td>Open positions available (if any)</td>
<td>11/07/2019</td>
</tr>
<tr>
<td>Confirmation of interest</td>
<td>16/07/2019</td>
</tr>
<tr>
<td>Open positions admission results</td>
<td>22/07/2019</td>
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<tr>
<td>Enrollment deadline for open positions candidates</td>
<td>25/07/2019</td>
</tr>
</tbody>
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Available positions

Per l’anno accademico 2019/2020 sono disponibili per l’ammissione al corso di laurea CLABE 140 posti così suddivisi nelle tre selezioni:

<table>
<thead>
<tr>
<th>FIRST INTAKE (Eu and assimilated only) (A)</th>
<th>SECOND INTAKE (Non-Eu only) (B)</th>
<th>THIRD INTAKE (Eu and assimilated only) (A)</th>
</tr>
</thead>
<tbody>
<tr>
<td>40</td>
<td>32 + 3 special programmes (if any)</td>
<td>65 + any remaining position from the first and the second window</td>
</tr>
</tbody>
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Selections of candidates pertaining to special programmes may take place at different times than those indicated in this call, as a result of different admissions procedures. For information: internationaldesk@unibo.it

Which group of students do I belong to?

**EU citizens:** Citizens of: Austria, Belgium, Bulgaria, Croatia, Denmark, Finland, France, Germany, Great Britain, Greece, Ireland, Italy, Luxembourg, the Netherlands, Portugal, Spain, Sweden, Cyprus, Estonia, Latvia, Lithuania, Malta, Poland, Czech Republic, Romania, Slovenia, Slovakia, Hungary.

**International students:** Please find further information at this link https://www.unibo.it/en/international/Who-are-international-students

**Non-EU citizens living outside of Italy:** Citizens of a country that is not a member of the European Union, who do not have the requirements to be considered as equivalent (assimilated) to EU citizens - see above. The Italian Ministry of Education, University and Research - MIUR defines the regulations for the admission of non-EU citizens living outside of Italy. More details available here: http://www.studiare-in-italia.it/studentistranieri/

Admission requirements

- ALL CANDIDATES need to hand in the SAT GENERAL TEST (School Assessment Test) results

*Make sure that your secondary school-leaving certificate complies with all the requirements below. If it does not, even if you apply and are selected, you will not then be able to enrol.*

If you are completing your secondary school education at a non-Italian secondary school, please consider the following mandatory regulations by the Italian Ministry of Education, University and Research.

In order to be admitted to an Italian Bachelor’s Programme (First-Cycle Degree), as it is CLABE, your school leaving certificate must meet these requirements:

a) Must be obtained following a period of schooling of at least 12 years (12 years must be the official length of schooling in a specific education system);

b) It is obtained following a final period of at least 2 years, successfully passed, in a specific school system

c) Must allow access, in your own country of reference, to a Degree programme similar to Business and Economics. If entrance exams are established for university admission in your country (e.g. the Selectividad in Spain) you must pass this academic test.
Important:

a) If your overall schooling period lasts less than 12 years, it is essential that you have fully completed (and have passed all the required exams for) one of the following:

1. the full first year of university (in the case of local school systems of 11 years);
2. the full first two years of university (in the case of local school systems of 10 years); You will need to show proof of a)1 or a)2 by providing the related academic qualifications/transcripts.
3. An Italian or non-Italian title of post-secondary (= Higher Education) studies in subjects related to Business and Economics, obtained from a university or non-university institution (as long as it is HE), certifying at least one year of studies (in the case of local school systems of 11 years) or two years of studies (in the case of local school systems of 10 years); e.g. foundation courses.
4. Certificates issued by other Italian universities stating that you attended preparatory courses (e.g. foundation courses) and passed the related exams, covering for the school year that you lack.

b) If you hold a qualification obtained following a final period of less than two years (all successfully passed) in a foreign educational system (i.e. during the mobility abroad at the fourth year of the Italian Secondary School) you may be granted conditional admission to selections for degree programmes. The suitability of such qualifications for admission is assessed individually on the basis of the consistency of the whole educational path with the chosen degree programme. To find out in advance whether your qualification is valid for admission, you can submit your case via email to the International Desk (internationaldesk@unibo.it). Please specify the degree programme you are interested in and attach a copy of your qualification and the syllabi of all the courses you’ve attended during your mobility period abroad, which must be translated into Italian unless they are in French, English, German or Spanish. The assessment is exclusively in relation to admission to the chosen degree programme and is valid for one academic year only. Important! The assessment of your qualification takes a long time. Please contact the relevant offices well in advance.

The actual achievement of the qualification will be checked during your official enrolment, where you will have to submit the original papers to the Student Administration Office.

Important for transfer students: The exams passed in the academic year(s) that you need to fulfil the 12 years of schooling requirement cannot be transferred and used as credits for CLABE. You can ask to transfer previously-obtained university credits to CLABE only if your university years exceed those needed to integrate the 12 years’ requirement. E.g.: if the school system in your country of reference is one of 11 years, and you have one complete year at university, the exams you passed in that year cannot be transferred to CLEF and you can only enrol in the first year of the programme.

For further information regarding international school-leaving diplomas, please contact the local Italian Consulate or Embassy in the country where the diploma was issued, or alternatively, the University of Bologna International Desk (internationaldesk@unibo.it).

Special regulations apply to some specific qualifications:

**US High School diploma**

Candidates holding a US High School Diploma, issued by an American high school in the US or by an American school in other countries, in order to be eligible to enrol to Italian University must, alternatively:

1) have earned at least 3 US Advanced Placements (APs), passed with a minimum grade of 3 out of 5, in subjects related to Business and Economics.
2) have successfully completed two years of college/university education (and be admitted to the third year)
3) have successfully completed one year of college education (and be admitted to the second year) and have earned at least 4 US Advanced Placements (APs) in subjects related to Economics and Finance.

APs in Italian cannot be considered valid when applying to a degree course taught in English. Please remember that APs are courses accredited by the College Board. You can have the College Board send your test results to the University of Bologna (recipient code 6993) and thereby avoid the legalization of their certification. Please note that The American High School Diploma alone is NOT valid.

**GCE (from the British school system)**

With a British GCE secondary qualification, you can be eligible if you have at least 3 A-levels in different subjects related to Economics and Finance. A-levels in Italian cannot be considered valid when applying to a degree course taught in English.

**Apolytirion**

Candidates holding the Greek certificate “Apolytirion” need to have passed it with an overall mark of at least 10/20, and to have obtained a “Veveossi Prosvassis” certificate (special regulations apply to those who obtained the “Apolytirion” before 1999). The points 2 and 3.a) of this paragraph stay valid too.

**International Baccalaureate Diploma**

The International Baccalaureate (IB) Diploma is valid for admission to Italian universities, whereas the International Baccalaureate Certificate and the IB Diploma Programme courses are not valid for admission. We can only accept full IB Diplomas.

**Other:**

- If, in your home country, admission to university-level studies is subject to special exams, you must give evidence to have passed such selections with the required minimum scores (e.g. Gao Kao, Veveosi Prosvasis, Matura, YGS, Vestibular/ENEM) in order to enrol in any Italian university.
- Special agreements apply as for graduates from school listed in this file [http://www.studiare-initalia.it/studentistranieri/moduli/2018/allegato2.pdf](http://www.studiare-initalia.it/studentistranieri/moduli/2018/allegato2.pdf);

It is important that your secondary school-leaving certificate comply with all the requirements above. In case it does not, you may not be able to enrol. The information on this paragraph are updated to march 2017. If you have doubts it is a good idea, however, to get in contact with the local Italian Consulate or Embassy in the country where the diploma was issued and/or the University of Bologna International Desk (internationaldesk@unibo.it).

**Italian language requirement:** Non-Italian candidates enrolling in a degree course (taught in Italian) at an Italian University are normally requested to take an Italian language test in order to assess their knowledge of such language. If you are a non-Italian citizen and you are admitted to CLaBE, however, no Italian language is required and you will be exempted from taking the test, since all activities are carried out in English.

**Transferring students**

If you wish to transfer to CLaBE from another course of the University of Bologna, or from another Italian or non-Italian University, or if you wish to transfer to CLaBE after having already completed another Bachelor’s degree, you will have to follow the same admission process, up to enrollment, as all other applicants. Once you are admitted, if you wish, you can apply for the recognition within CLaBE of the
exams you took at your previous University course. Transfers with recognition of exams are acceptable only if you have more than 12 years of schooling. For more information on transfers and recognition of previous exams, please check this page and the related links: https://corsi.unibo.it/1cycle/CLaBE/admission-test

**Selection Criteria**

For 2018-2019 academic year, which will start in September 2019, some admissions rounds (or intakes) are planned, based on the scores of different tests. A specific Admission Board will assess all valid applications and issue admission rankings (see table of deadlines).

The SAT is a standardized test used to apply to colleges and universities in the US and in Italy. It assesses your critical thinking and problem solving skills in maths, reading and writing. It is managed by College Board: for information on the test such as dates, prices, test centres, deadlines and score reports please check College Board website www.collegeboard.org. We can accept SAT certificates obtained starting from 1st February 2017.

It is essential that you comply with all of the following points:
• When you register on our Portal (Studenti Online – see next par.), in the “private email” field you must provide the same personal email address that you used at the moment of registration on the College Board website.
• You must ask College Board to forward your SAT scores to the University of Bologna, using code 6993, as soon as you can. You can do this directly from the College Board website (https://collegereadiness.collegeboard.org/sat/scores/sending-scores/how-to-send)
• In any case, we will consider only scores arrived to Unibo no later than the following dates:

For the I round: April 2, 2019
For the II round: May 6, 2019
For the III round: June 12, 2019

It is important, therefore, to check with College Board the SAT score delivery times. Candidates with SAT are exempt from submitting an English language certificate. If you have taken more than one SAT General test starting from 1st February 2017 and have correctly sent all the scores to Unibo within the deadlines, Unibo will consider that with the highest score.

The School of Economics, Management and Statistics is now a SAT Center and will host a test on 4 May 2019. For registration and information, please refer to the College Board website.

**Applying to the selection procedure**

In order to apply to the selection procedure, follow these steps:

**FIRST STEP**

1) Connect to www.studenti.unibo.it (StudentiOnline) and create your personal user ID and password, by clicking on ‘Se non sei ancora registrato: Registrati’ (you can then switch to English by clicking on the top left button).

2) Registration with Tax ID: in case you are a foreign student and you do not have an Italian Tax Code (Codice Fiscale), click on “International students registration” and fill in the form to create
your user ID and password.

3) Go on and register by providing the required information. **Important! If you are applying through SAT, it is essential that in the “private email” field you provide the same personal email address that you used at the moment of your SAT registration on the College Board website. We will not be able to assess your application if you do not.**

4) After your first access, you will be asked to change your password. Please remember your Username and Password as they will be always required to access your profile.

**SECOND STEP**

1) Access the Portal [www.studenti.unibo.it](http://www.studenti.unibo.it) (Studenti Online). You can switch to the English version from the top left button.

2) Click on “Entrance exams or requirements check” > “First cycle degree program” > “Business and Economics - CLaBE” > Select the right option: are you a EU or EU-assimilated student, or a non-EU student living outside of Italy? (check par. 2.1 if you have doubts)

3) Only for non-EU candidates: choose if you want to submit your SAT score. Please be sure of your choice: after you have made it, you cannot change your mind!

4) Upload all the required documents in .pdf format:
   - ID/Passport
   - Copy of your permit of stay (if applicable)

5) Pay the application fee (20,00 €), through one of the following payment methods only (other methods will not be accepted):
   - on-line, by credit card (Visa, Mastercard, Diners, American Express), even if the holder of the credit card is not the candidate;
   - through any UniCredit Bank agency, using the appropriate payment code, that you can print at the end of your online registration. The list of UniCredit Bank agencies is available on the UniCredit website.

**N.B.** Payments from different banks, through bank transfers, or from postal offices cannot be accepted. The application fee is **not refundable** and must be forwarded **within the deadline** of the relevant intake. Candidates who wish to take part in the first AND the second round will have to pay the application fee only once. If you need help filling out your application you can either call the Help Desk at +39 051 2099882 or send an email to help.studentionline@unibo.it.
Admission Rankings

All rankings will be issued on our Portal (Studenti Online) on the following dates:

1. **1st Round** (for EU and EU assimilated candidates): **March 9, 2019**

2. **2nd Round** (for non-EU candidates): **May 16, 2019**

3. **3rd Round** (for EU and EU assimilated candidates): **June 26, 2019**

Candidates are requested to check the selection outcomes on studenti.unibo.it - the University of Bologna cannot notify successful and unsuccessful candidates via email or post.

If you have taken more than one SAT (taken starting from 1st February 2017), Unibo will consider the test with the higher score. All reported scores will be normalized and expressed in points out of 1600. Selection will be based on a ranking of the points attained. In case of a tie, the youngest candidate will prevail.

OFA – Additional learning requirement

If you do not reach a minimum set threshold for math (maths only) in your test, you will be assigned with OFA (standing for Obbligo Formativo Aggiuntivo = Additional Learning Requirement).

The minimum set thresholds, for the math sections only, are:

- 500/800 for SAT

Having been assigned an OFA does not prevent one from enrolling, going to class and sitting exams; if you are selected, but were assigned an OFA, you can still register to the program and take exams, but must as soon as possible fulfill the OFA requirement. Such requirement is fulfilled by passing the Mathematics exam within 31 March 2021. If you don’t you pass the exam within this deadline you will have to repeat the first year, which DOES NOT entail retaking exams you have already passed.

Students with NON-Italian school certificates

If you hold a non-Italian school-leaving certificate, it needs to be legalized, officially translated, validated and accompanied by a suitable “Declaration of Value” (Dichiarazione di Valore) confirming the eligibility to enrol in the Degree programme. You can take part in the selection even though you do not have all the needed documents yet, but if you are eventually admitted to the programme, you will need them in order to enrol.

LEGALIZATION: Foreign qualifications have no legal validity in Italy, therefore they must be legalized in order to guarantee their authenticity. Ask the relevant authority to legalize the documents that attest your degree before going to the Italian Embassy/Consulate. If you are not sure about which is the relevant authority, please ask the Italian Embassy/Consulate to which your school system refers (e.g. all British Schools graduates should refer to the Italian Consulate in London). Legalization is not required if the country where the qualification was obtained is part of the Hague Convention (1961). In this case, legalization is substituted with an “Apostille”. Nor is legalization required if your qualification was awarded by an institution in Belgium, Denmark, France, Ireland or Latvia (Brussels Convention 1987), Germany (Rome Convention 1969), Austria (Vienna Convention 1975). Students with non-legalized...
International Baccalaureate (IB) Diplomas must give the University of Bologna permission to check their results on the International Baccalaureate Organization website.

**TRANSLATION:** Your final secondary school diploma and all other relevant school documents must be submitted along with an official translation in Italian, obtained from the Italian Embassy. If you are in Italy you can get your documents translated by official translators (traduzione giurata), at district court offices (Tribunali). Please note: the University of Bologna does not require a translation for diplomas, certificates and syllabuses that are issued in English, French, German or Spanish. However, some Embassies or Consulates may ask you to have such documents translated into Italian anyway to release you a visa.

**DECLARATION OF VALUE:** The Declaration of Value (Dichiarazione di Valore) is an official information document describing the characteristics of a given qualification obtained within an education system other than the Italian system. It is used by the competent University offices to assess qualifications for the purposes of admission. The Embassy where you apply for the visa may or may not be the same that will release you the DoV. This is because the DoV is issued by the Italian Embassy in the country related to the school system (which means, for example, that if you are in Kenya and graduated from a British school in Kenya, you need to request the DoV to the Italian General Consulate in London.) If your diploma needs to be legalized (see above), the Italian Embassy in charge will issue the DoV only after the qualification has been legalized by the competent authorities in that country (for further information visit the MIUR website). A declaration of value is not required for International Baccalaureate (IB) Diplomas and for Advanced Placements (APs). The declaration of value can also be substituted by attestations issued by ENIC-NARIC centres that contain all the information given in the Declaration of Value, which are necessary for the evaluation of the degree.

**What to do:**
You should contact the Italian Embassy/Consulate in your country of reference, and provide them with:

- The original of your secondary school certificate
- Your legalized documents (see “legalization” above)
- (Only if you are a non-EU student resident outside of Italy) Two passport-size photos
- (Only if the education system in your country lasts 10 or 11 years) the certificate attesting any extra academic year that you may have completed – see 3.2, b.)
- (Only if in your country you are required to take a qualifying academic exam for university admission) the certificate proving that you have passed the academic test
- (Only if you are applying for the recognition of exams from previous academic careers– see par. 4) the documents required at the following link http://goo.gl/FskdVY.
- (Only if you are a non-EU student resident outside of Italy) The application for pre-enrolment (Form A): ask for it at the Italian Consulate/Embassy in your country of residence. Please ask the Embassy/Consulate about this as soon as possible for information and guidance.
- (Only if you are a non-EU student resident outside of Italy) Health insurance policy (if requested) and the documents required for the visa application (see 9.2)

The Embassy/Consulate must issue with:

- the Declaration of Value of your qualification (see above)
- (Only for non-EU students living outside of Italy)
  - One of the passport-size photo you brought, authenticated
  - The application form for pre-enrolment (Form A), authenticated
  - a stamped health insurance policy (where applicable)
  - An entry visa to Italy for study purposes (see par. 9.2).
If you are interested in applying for Er.Go. financial aid, (study grants, housing and tuition fee waivers), you must obtain a certification attesting to your family’s income and assets from the Italian Embassy, which has to be translated and legalized. Er.Go. calls for applications will be published in July 2019.

Visa and rules for residence in Italy

**EU and EU-assimilated** If you have been living in Italy for more than 3 months, it is a good idea to register with the Registry office (Anagrafe) in the city you live and study in: Bologna, Cesena, Forlì, Rimini or Ravenna (however, not all municipalities require such registration).

**Non - EU** If you are a non-EU citizenship, you are required to apply for a student visa at the Italian Embassy or Consulate in your country of citizenship or residence. Such visa (Visto D: studio/ immatricolazione università) is typically issued after the pre-enrolment procedures have been completed, and when you have proof of having been admitted to a degree programme.

Read the information about the visa for Italy here [http://vistoperitalia.esteri.it/home/en](http://vistoperitalia.esteri.it/home/en), selecting “study – university enrolment” as the reason for your stay. Contact the relevant Italian Embassy well in advance and find out what documents are required. Make an appointment if necessary.

**Important**: an entry visa for tourism cannot be used to enrol at the university or to obtain a residence permit for study purposes.

Before leaving, you will need to purchase health insurance in your own country (which must be valid in Italy and cover illnesses, accidents and maternity). Take the policy documentation with you to the embassy together with the other documents required for obtaining a visa and make sure that the embassy stamps the insurance policy to certify its validity. Without the embassy’s stamp, once you arrive in Italy you may be obliged to purchase another policy, as foreign insurance not validated by the Embassy is not acceptable for obtaining a residence permit.

Once in Italy, all non-EU citizens who hold a valid and correct type of student visa for Italy must apply for a **permit of stay for study purposes** (Permesso di soggiorno per motivi di studio). The permit of stay (aka “residence permit”) is issued by the local Police Department (Questura - Ufficio Stranieri) in the place where you live in Italy; however, the applicant must physically submit his/her application not directly to the Police, but at the Post Office.


**Enrollment procedure**

If you have been accepted, congratulations! Now you have to enrol to confirm your place in the programme. Please note this is different from registering to the selection! These are the deadlines:

1st round: April 9 to April 18, 2019  
2nd round: 16 to May 23, 2019  
3rd round: June 26 to July 9, 2019

**Important!** If you cannot fully enrol by these deadlines because you do not have all the requested documents ready yet (see par. 9), in order to secure your place at CLABE if is essential that, within such deadlines, you at least pay the first instalment of tuition fees for the first academic year.
First ever enrollment to the University of Bologna:

1) Login on [www.studenti.unibo.it](http://www.studenti.unibo.it) with your personal username and password and select “Registration” > “First-cycle degree program (new degree system)” > “Business and Economics - CLaBE”;

2) Insert the requested information and upload a JPG file of your passport-size photo (beware of consequences under art. 496 of Italian Criminal Code regarding false declarations: in such case, you are punishable by law, will be not enrolled, and will lose any right to benefits or reimbursements);

3) Pay the first installment – or the total amount – of the CLaBE tuition fees. Payment modes other than those indicated on the Portal will not be accepted.

4) Once you are in Bologna, you need to go the Students Administration Office (Registrar’s Office - Segreteria Studenti Economia, Management e Statistica, Via Zamboni, 33 – 40126 Bologna) with a valid ID and receive your student card (badge), if the enrollment is complete.

5) In the following cases, in order to complete your enrollment, you need to deliver in person to the Students Administration Office some specific documents:

- **Students with disabilities**: please refer to this link: [http://www.unibo.it/en/services-and-opportunities/study-grants-and-subsidies/exemptions-and-incentives/exemptions-for-handicapped-students](http://www.unibo.it/en/services-and-opportunities/study-grants-and-subsidies/exemptions-and-incentives/exemptions-for-handicapped-students)

- **All non-European citizens** should hand in a copy of their valid residence permit (carta/permesso di soggiorno). If you have applied for the residence permit, but have not received it yet, it is important that you hand in at least a copy of the application receipt (you will be considered as conditionally enrolled, until you hand in the copy of your permit of stay)


- **Students holding a non-Italian secondary school certificate**: all the documents you received from the embassy and anyway what listed at the following link under the paragraph “Matriculation”: [https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/enrolling-in-first-or-single-cycle-degree-programme-foreign-qualification](https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/enrolling-in-first-or-single-cycle-degree-programme-foreign-qualification)

**Candidates transferring from other Italian Universities:**

If you are a student in another Italian University, have passed the selection for CLaBE and wish now to enroll in CLaBE:

1) Follow the instructions for CLaBE registration as above, specifying (in the right field) that you are transferring from another University;

2) By the deadlines indicated above, pay the first installment (or full amount) of CLaBE tuition fees + the transfer fee, following all the instructions indicated here: [https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/transferring-to-the-university-of-bologna](https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/transferring-to-the-university-of-bologna) (the exact amount of the transfer fee will be confirmed by the academic bodies around April).

3) Submit a transfer request to your home university;

Later on, you will be asked to submit a transfer fee, together with the first installment of your tuition fees.

**Candidates enrolled in another degree course of the University of Bologna:**

If you are a student in another degree course of the University of Bologna, have passed the selection for CLaBE and wish now to enroll in CLaBE (passaggio di corso):

1) Follow instructions for CLaBE registration as above;

2) Pay the first installment (or full amount) of CLaBE tuition fees, within the deadlines;

3) Fill in the specific transfer request (passaggio di corso) on Studenti Online, and pay the transfer fee (the exact amount of the transfer fee will be confirmed by the academic bodies around April). The period for transfer request goes from 26th July to 18th September 2018. You can refer to the following page: [http://www.unibo.it/en/teaching/enrolment-transfer-and-finalexamination/changing-study-](http://www.unibo.it/en/teaching/enrolment-transfer-and-finalexamination/changing-study-)
Open positions

Not all selected students eventually enrol, which is why, after each admission round, there might still be some places left available; if that is the case, the Students Administration Office will publish on Studenti Online the number of places left available. So, if you are listed in the general ranking as admissible, but were not selected, check Studenti Online in the dates indicated below; if there are places available and you are still interested in being included in the programme, there might be another chance for you to join in. Remember that you have to confirm your interest, by selecting the appropriate button on Studenti Online (if not, you will not be picked up!). A list of newly admitted candidates will then be published: if it features your name, you should enrol as soon as possible. Please check all the relevant deadlines in the deadline table on page 3.

Tuition fees and benefits

- Tuition fees: information at this link: https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/tuition-fees-and-exemptions/tuition-fees (the exact amount of CLaBE tuition fees will be confirmed by the academic bodies by the end of April. Just for reference, annual tuition fees are about €2000, the exact amount will be published in May)
- Information on grants, scholarships and other benefits are available at this link: https://corsi.unibo.it/1cycle/CLaBE/partial-tuition-fee-waivers-unibo-action-1

Contacts

Office in charge of the application procedure:
Segreteria studenti Economia, Management e Statistica, Via Zamboni, 33 – 40126 Bologna,
email: segecosta@unibo.it - tel. +39 0512099270 – fax +39 051 2086226

For further info and support on selections please refer to:
Tutor CLaBE: ems.bo.tutorclabe@unibo.it

For info on international qualifications and visas:
International Desk: Via Filippo Re 4 - 40126 Bologna
email: internationaldesk@unibo.it
tel. +39 051 2088101 - fax +39 051 2086113
Opening hours: Mon-Tue-Wed-Fri: 9.00 - 11.15 am; Tue-Thu 2.30 - 3.30 pm