

**ABSTRACT**  
of the call for application for the admission  
to the Bachelor degree in  
**International Studies**

**ACADEMIC YEAR 2024/2025**

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## 1. GENERAL CALENDAR

**FIRST INTAKE with ENGLISH TOLC-E has 140 places**

- **It is accessible to:**
  - Italian, EU and non-EU citizens with EU equivalent status candidates\*
  - Non-EU citizens with residency abroad who must compete with EU students for admission\*

**\*NOTE:** To find out which group you should refer to, follow [this link](#):

<https://www.unibo.it/en/study/enrolment-fees-and-other-procedures/degree-programmes/who-are-international-students/Who-are-international-students>

<b>STEPS</b>	<b>DATES</b>
APPLICATION PERIOD (ENGLISH TOLC-E done by <b>29 April 2024 included</b> )	<b>from 5 March 2024 to the 30 April 2024, h. 13.00</b>
<b><u>PUBLICATION OF CANDIDATES WHOSE ENGLISH TOLC-E HAS <u>NOT BEEN AUTOMATICALLY RECEIVED</u></u></b>	6 May 2024
<b><u>DEADLINE TO SEND THE ENGLISH TOLC- E <u>FOR CANDIDATES WHOSE TOLC HAS NOT BEEN AUTOMATICALLY RECEIVED</u></u></b>	9 May 2024
PUBLICATION OF ADMISSION RANKING LISTS	16 May 2024
ENROLMENT PERIOD FOR SELECTED CANDIDATES	From 16 May 2024 to the 23 May 2024
<b>FIRST CLEARING PROCEDURE - PERIOD OF EXPRESSION OF INTEREST IN THE CLEARING PROCEDURE</b>	From 16 May 2024 to the 23 May 2024
PUBLICATION OF THE LIST OF ACCEPTED CANDIDATES OF THE CLEARING PROCEDURE	27 May 2024
PERIOD OF ENROLLEMENT FOR ACCEPTED CANDIDATES OF THE CLEARING PROCEDURE	From 27 May 2024 to the 30 May 2024

<b>STEPS</b>	<b>DATES</b>
<b>SECOND CLEARING PROCEDURE - PERIOD OF EXPRESSION OF INTEREST IN THE CLEARING PROCEDURE</b>	From 27 May 2024 to the 30 May 2024
PUBLICATION OF THE LIST OF ACCEPTED CANDIDATES OF THE CLEARING PROCEDURE	4 June 2024
PERIOD OF ENROLLEMENT FOR ACCEPTED CANDIDATES OF THE CLEARING PROCEDURE	From 4 June 2024 to the 10 June 2024

### **SECOND INTAKE with SAT has 40 places**

**It is accessible to all groups\*:**

- Italian, EU and non-EU citizens with EU equivalent status candidates\* (25 + places not assigned in the first intake)
- Non-EU citizens with residency abroad\* (15 places)

**\*NOTE:** To find out which group you should refer to, follow [this link](#):

<https://www.unibo.it/en/study/enrolment-fees-and-other-procedures/degree-programmes/who-are-international-students/Who-are-international-students>

<b>STEPS</b>	<b>DATES</b>
APPLICATION PERIOD (official SAT score must be received by UNIBO within 1 July 2024)	<b>From 2 May 2024 to 1 July 2024, h. 13.00</b>
PUBLICATION OF ADMISSION RANKING LISTS	25 July 2024
ENROLLMENT PERIOD BY SELECTED CANDIDATES	From 25 July 2024 to 30 July 2024
<b>FIRST CLEARING PROCEDURE - PERIOD OF EXPRESSION OF INTEREST IN THE CLEARING PROCEDURE</b>	From 25 July 2024 to 30 July 2024
PUBLICATION OF THE LIST OF ACCEPTED CANDIDATES OF THE CLEARING PROCEDURE	1° August 2024
PERIOD OF ENROLLEMENT FOR ACCEPTED CANDIDATES OF THE CLEARING PROCEDURE	From 1° August 2024 to 26 August 2024
<b>SECOND CLEARING PROCEDURE - PERIOD OF EXPRESSION OF INTEREST IN THE CLEARING PROCEDURE</b>	From 1° August 2024 to 26 August 2024

<b>STEPS</b>	<b>DATES</b>
PUBLICATION OF THE LIST OF ACCEPTED CANDIDATES OF THE CLEARING PROCEDURE	29 August 2024
PERIOD OF ENROLLEMENT FOR ACCEPTED CANDIDATES OF THE CLEARING PROCEDURE	From 29 August 2024 to 3 September 2024

At the end of the two intakes, **if some available places are not assigned**, an **EXTRAORDINARY INTAKE** will be open.

**POSSIBLE EXTRAORDINARY INTAKE – ENGLISH TOLC-E** (for unassigned places)

- **Accessible** to:
  - Italian, EU and non-EU citizens with EU equivalent status candidates\*
  - Non-EU citizens with residency abroad who must compete with EU students for admission\*

**\*NOTE:** To find out which group you should refer to, follow [this link](#):

<https://www.unibo.it/en/study/enrolment-fees-and-other-procedures/degree-programmes/who-are-international-students/Who-are-international-students>

<b>STEPS</b>	<b>DATES</b>
Registration to the selection procedure ( <b>ENGLISH TOLC-E taken by 18 September 2024 included</b> )	From 10 September 2024 to 19 September 2024 at 13:00 (1pm)
PUBLICATION OF CANDIDATES WHOSE ENGLISH TOLC-E HAS NOT BEEN AUTOMATICALLY RECEIVED	24 September 2024
DEADLINE TO SEND THE ENGLISH TOLC- E FOR CANDIDATES WHOSE TOLC HAS NOT BEEN AUTOMATICALLY RECEIVED	26 September 2024
PUBLICATION OF ADMISSION RANKING LISTS	2 October 2024
ENROLMENT PERIOD FOR SELECTED CANDIDATES	From 2 October 2024 to 7 October 2024
<b>CLEARING PROCEDURE</b> - PERIOD OF EXPRESSION OF INTEREST IN THE CLEARING PROCEDURE	From 2 October 2024 to 7 October 2024
<b>CLEARING PROCEDURE</b> - PUBLICATION OF THE LIST OF ACCEPTED CANDIDATES OF THE CLEARING PROCEDURE	9 October 2024

STEPS	DATES
CLEARING PROCEDURE - PERIOD OF ENROLLEMENT FOR ACCEPTED CANDIDATES OF THE CLEARING PROCEDURE	From 9 October 2024 to 15 October 2024

### IMPORTANT NOTE!

The above Calendar is not exhaustive. Please read carefully the following Sections of the Call.

The Call's deadlines are IMPERATIVE and DO NOT allow extensions. Those who fail to respect the deadlines will be excluded from the selection, regardless of motives.

All the selections' mandatory fees towards the University of Bologna must come through the PagoPa platform, through the instructions provided on [Studenti Online](#).

To register to the English TOLC-E test, the payment must be done following the instructions provided on the CISIA website, [www.cisiaonline.it](http://www.cisiaonline.it).

To register to the SAT test/exam, the payment must be done following the instructions provided by College Board, [www.collegeboard.org](http://www.collegeboard.org).

It is highly recommended to regularly consult [Studenti Online](#) ([www.studenti.unibo.it](http://www.studenti.unibo.it)) and your [@studio.unibo.it](mailto:name.surname@studio.unibo.it) mailbox ([name.surname@studio.unibo.it](mailto:name.surname@studio.unibo.it)), accessible through [My e-mail for students](#) (you will receive your personal [@studio.unibo.it](mailto:name.surname@studio.unibo.it) mailbox following the registration on [Studenti Online](#)). These are the only available ways to keep yourself informed about your situation (e.g. rankings, clearing procedures, enrollements, etc.) and the actions to be taken.

If you wish to communicate to University's offices, always use the [@studio.unibo.it](mailto:@studio.unibo.it) email address ([name.surname@studio.unibo.it](mailto:name.surname@studio.unibo.it)).

## 1.1 Entry requirements

### - FOR ALL INTAKES:

**If you have a non-Italian secondary school-leaving certificate**, please make sure that it complies with all the requirements below. If it does not, even if you apply and are selected, you will then not be able to enroll.

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

a) Must be obtained following a schooling period 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 two years of successful attendance in a foreign educational system;

c) Must allow access, in your own country of reference, to a degree programme similar to the Bachelor in International Studies

If entrance exams are established for university admission in your country (e.g., the Selectividad in Spain) you must pass this academic test.

Please read the information available here:

[www.universitaly.it/studenti-stranieri](http://www.universitaly.it/studenti-stranieri)

<https://www.unibo.it/en/study/enrolment-fees-and-other-procedures/degree-programmes/enrolling-in-first-or-single-cycle-degree-programme-foreign-qualification>

You must obtain your secondary school-leaving certificate **within 30 December 2024**.

### - For the **FIRST INTAKE** and for the **extraordinary intake**: you have to take the **ENGLISH TOLC-E** by the deadlines indicated in the General calendar

The CISIA Online Test (TOLC) is an orientation tool used to assess your initial abilities.

This individual test, different for each participant, comprises questions that are selected automatically, at random, from the CISIA TOLC database by software developed and administered by CISIA - Consorzio Interuniversitario Sistemi Integrati per l'Accesso (Consortium of Inter-University Integrated Access Systems).

English TOLC-E structure and syllabus at the following link <https://www.cisiaonline.it/area-tematica-english-tolc-economia/structure-and-syllabus/>

For the Bachelor in International studies, the following tests are valid for academic year 2024/2025:

- ENGLISH TOLC-E tests held in person during 2023
- ENGLISH TOLC-E tests held in person during 2024
- ENGLISH TOLC-E@home tests held during 2023

**Only the latest ENGLISH TOLC-E will be considered valid.**

TOLC tests venues: you can take the ENGLISH TOLC-E test at any university, regardless of your intended enrollment institution.

Find dates and venues where to take the TOLC test on the CISIA website [www.cisiaonline.it](http://www.cisiaonline.it)

TOLC tests can be taken only in person at all University of Bologna campuses (including Bologna, Cesena, Forlì, Ravenna, and Rimini).

To take the ENGLISH TOLC-E test, it is necessary to register in advance, following the deadlines specified by CISIA. Registration takes place online on the CISIA website. The payment of €30 is required.

- **For the SECOND INTAKE you have to take the SAT**

SAT is a standardized test used to apply to colleges and universities. It is managed by College Board: for information on the tests such as dates, prices, test centers, deadlines and score reports please check College Board website [www.collegeboard.org](http://www.collegeboard.org).

We can accept scores from SAT tests taken from **1st February 2022**.

**D.** A good proficiency (**B2 level at least**) in English is required. Candidates are considered to have met the language requirement **by taking the ENGLISH TOLC-E or the SAT Test** since they are both held in English.

## **1.2. Available places**

For the academic year 2024/2025 there are n. **180 places**, divided in two intakes and a possible extraordinary selection:



First intake	<b>140 places</b> for EU citizens and non-EU with equivalent status, non-EU citizens residing abroad competing with EU students for admission
Second intake	<b>25 places + possible residual positions from the 1st intake</b> for EU citizens and non-EU with equivalent status, non-EU citizens residing abroad competing with EU students for admission  <b>15 places for non-EU citizens</b> residing abroad
Total	<b>180 places</b>

## 2. APPLYING TO THE SELECTION PROCEDURE

### 2.1. Application instructions for the FIRST INTAKE and for the POSSIBLE EXTRAORDINARY INTAKE (ENGLISH TOLC-E)

Register for the intake on **Studenti Online** ([www.studenti.unibo.it](http://www.studenti.unibo.it)) within the peremptory deadlines provided for in the [General Calendar](#), under penalty of exclusion, and follow the steps outlined below.

**A. Log onto Studenti Online** ([www.studenti.unibo.it](http://www.studenti.unibo.it)) using SPID or CIE (Electronic Identity Card) credentials. The system will automatically retrieve your personal details and it will create your University credentials ([name.surname@studio.unibo.it](mailto:name.surname@studio.unibo.it)). Minors or international students without an ID issued in Italy may log in with their University username and password. To obtain them, go on [www.studenti.unibo.it](http://www.studenti.unibo.it) and click “**Register**” and then “**International students registration**”. It is essential that you enter your details (name, surname, gender, date and place of birth) accurately on [www.studenti.unibo.it](http://www.studenti.unibo.it), as they must match those entered on [www.cisiaonline.it](http://www.cisiaonline.it) in order for your name to be included in the ranking list.

#### **B. Register for the intake**

- o Click on “**Admission application – Take part in the selection**”.
- o Select “**First cycle degree programme**”.
- o Choose the course named “**INTERNATIONAL STUDIES**” > **First intake / Extraordinary intake**.

**C. Pay the contribution** - Follow the instructions on **Studenti Online** ([www.studenti.unibo.it](http://www.studenti.unibo.it)) until the payment of the contribution of 20,00 euros through the PagoPa platform. The

contribution cannot be refunded under any circumstance and it keeps its validity for the following intakes included in this Call (see [GENERAL CALENDAR](#)). Application for the intake is valid only after the payment of the contribution. Only the candidates who will have completed the application for the intake and paid the contribution within the deadlines and according to the procedure described above will be admitted to the intake.

To receive assistance and be guided through the online application you can contact the **Studenti Online Help Desk** by phone on the number 051 20.80.301 or send an email to [help.studentionline@unibo.it](mailto:help.studentionline@unibo.it).

**D.** Check on **Studenti Online** ([www.studenti.unibo.it](http://www.studenti.unibo.it)) the list of candidates whose ENGLISH TOLC-E has not been received from CISIA. On the date indicated for each intake in the [General Calendar](#), check the list of candidates whose ENGLISH TOLC-E has been not received on the main page of **Studenti Online** ([www.studenti.unibo.it](http://www.studenti.unibo.it)), in the section “Requests in progress”. If you are part of this list, within the peremptory deadline indicated for each intake in the [General Calendar](#), under penalty of exclusion from the ranking, send an e-mail to the Student Administration Office of the Campus of Forlì ([segforli@unibo.it](mailto:segforli@unibo.it)) with object “ATTESTATO ENGLISH TOLC-E BACHELOR INTERNATIONAL STUDIES”, attaching:

- Certificate of the last ENGLISH TOLC-E valid for the intake, with fiscal code and the date of ENGLISH TOLC-E;
- Your identity document.

## **2.2. Application instructions for the SECOND INTAKE (SAT)**

**Register** for the intake on **Studenti Online** ([www.studenti.unibo.it](http://www.studenti.unibo.it)) within the peremptory deadlines provided for in the [General Calendar](#), under penalty of exclusion, and follow the steps outlined below.

The registration is valid only for the selected intake and not for the following ones. If you are not selected and want to take part in the following intake, you must repeat the registration within the peremptory deadlines indicated in the [General Calendar](#) for each intake, under penalty of exclusion.

**A. Log onto Studenti Online** ([www.studenti.unibo.it](http://www.studenti.unibo.it)) using SPID or CIE (Electronic Identity Card) credentials. The system will automatically retrieve your personal details and it will create your University credentials ([name.surname@studio.unibo.it](mailto:name.surname@studio.unibo.it)). Minors or international students without an ID issued in Italy may log in with their University username and password. To obtain

them, go on [www.studenti.unibo.it](http://www.studenti.unibo.it) and click “Register” and then “International students registration”. It is essential that you enter your details (name, surname, date and place of birth) accurately on [www.studenti.unibo.it](http://www.studenti.unibo.it) , as they must match those entered on [www.collegeboard.org](http://www.collegeboard.org) , which will be then shown on the SAT certificate, under penalty of exclusion.

**B. Apply to the intake:**

- o Click on “Admission application – Take part in the selection”.
- o Select “First cycle degree programme”
- o Choose the course named “INTERNATIONAL STUDIES” > Second intake.

**Necessary requirements for inclusion in the ranking:**

- The personal details entered on **Studenti Online** ([www.studenti.unibo.it](http://www.studenti.unibo.it)) (name, surname, date and place of birth) must match those shown on the SAT certificate and used for registration on the College Board website, under penalty of exclusion from the intake;
- The e-mail address entered upon registration on the College Board website must match, under penalty of exclusion from the intake, one of the two e-mail addresses on your personal profile in **Studenti Online**, that is:
  - a. institutional e-mail address, automatically assigned by the University, with the format [name.surname@studio.unibo.it](mailto:name.surname@studio.unibo.it) OR
  - b. personal e-mail address entered on **Studenti Online** upon registration.

**C. Upload required documents:**

- **EU citizens and non-EU residing abroad must upload copy of valid ID/passport.**
- **Non-EU citizens with EU equal status** must upload copy of valid ID/passport and copy of valid residence permit or receipt of renewal request.

**D. Pay the contribution** - Follow the instructions on **Studenti Online** ([www.studenti.unibo.it](http://www.studenti.unibo.it)) until the payment of the contribution of 20,00 euros through the PagoPa platform. The contribution cannot be refunded under any circumstance and it keeps its validity for the following intakes included in this Call (see [General Calendar](#)).

Application for the intake is valid only after the payment of the contribution. Only the candidates who will have completed the application for the intake, uploaded the required documents and paid the contribution within the deadlines and according to the procedure described above will be admitted to the intake.

To receive assistance and be guided through the online application you can contact the **Studenti Online Help Desk** by phone on the number 051 20.80.301 or send an email to [help.studentionline@unibo.it](mailto:help.studentionline@unibo.it).

### **2.2.1. SAT: Request to send official results to the University of Bologna**

You must, under penalty of exclusion from the ranking, request the College Board (SAT provider) to send the official score report to the University of Bologna **using the associated code (code 6993)**. The results must be sent directly by College Board and received by Unibo by the dates indicated in the [General Calendar](#), under penalty of exclusion. If more than one SAT result is received for the same candidate, the one **most recent** will be considered valid.

**Attention:** The date in which the College Board is asked to digitally send the score does not count, **it counts, however, when Unibo receives it**; if the College Board does not send the test score and Unibo does not receive it within the deadlines indicated in the [General Calendar](#), you will be excluded from the ranking and will not be able to enrol in the programme. We therefore recommend that you ask the College Board to send the official result to Unibo sufficiently in advance, taking into consideration the time required for the release of the test results and the time required for their transmission by the College Board itself. **No other method of sending SAT scores is allowed.** Candidates must inquire with the College Board about the timing of sending the official score and the possibility of requesting an emergency submission, in order to meet the peremptory deadlines indicated in the calendar.

## **3. RANKING**

A ranking based on merit is compiled for each intake, in which candidates are ranked in descending order of points. The rankings will be published on **Studenti Online** ([www.studenti.unibo.it](http://www.studenti.unibo.it)), in the admission request detail section (among the "*Requests in progress*"). This publication represents the only means of legal publicity on the outcome of the selections: no communication will therefore be sent by e-mail regarding the selections. The publication dates of the rankings are indicated in the [General Calendar](#). In the event of participation in more than one intake, the ranking of the previous intake is not relevant for the ranking of the subsequent intakes. Each intake is independent of the others.

### **3.1. First intake and possible extraordinary intake (ENGLISH TOLC-E)**

The ranking for the first intake and the extraordinary intake, if any, is drawn up in descending order on the basis of the score obtained **in the last English TOLC-E** taken weighted according to the criteria listed below.

<b>Section</b>	<b>Weight</b>
Logic (13 questions)	1
Reading Comprehension (10 questions)	1
Mathematics (13 questions)	1

The score obtained in each section is displayed at the end of the English TOLC-E and remains available in your personal area at [www.cisiaonline.it](http://www.cisiaonline.it).

In the event of a tie (ex aequo) in the ranking, priority is given to the candidate with the youngest age.

You have to obtain the **minimum score of 8 out of 36** points.

Upon publication of the ranking, you may appear in one of the following conditions:

- a) **SUCCESSFUL:** if you fall within the available places.  
**You must enroll within the mandatory deadlines indicated in the [GENERAL CALENDAR](#).**
- b) **ELIGIBLE:** you have not been selected for the lacking of available places. You cannot enroll but you can participate in the CLEARING PROCEDURE.
- c) **NOT ELIGIBLE:** you have not obtained the **minimum score of 8 out of 36**. You should retake the ENGLISH TOLC-E and participate in the possible extraordinary intake or take the SAT to participate in the second intake.

### **3.2. Second intake (SAT)**

In order to be included in the ranking of the second intake, you have to obtain **the minimum score of 1100 out of 1600**.

Upon publication of the ranking, you may appear in one of the following conditions:

- d) **SUCCESSFUL:** if you fall within the available places.  
**You must enroll within the mandatory deadlines indicated in the [GENERAL CALENDAR](#).**
- e) **ELIGIBLE:** you have not been selected for the lacking of available places. You cannot enroll but you can participate in the CLEARING PROCEDURE.
- f) **NOT ELIGIBLE:** you have not obtained the **minimum score of 1100 out of 1600**. You should take the ENGLISH TOLC-E and participate in the possible extraordinary intake.

### **3.3. Additional learning requirements (OFA – Obbligo Formativo Aggiuntivo”)**

When you are selected and you enroll, you may be assigned **Additional Learning Requirements (OFA - Obblighi Formativi Aggiuntivi)**

- **In the first intake and possible extraordinary intake**, the Additional learning requirements (OFA) for logical-mathematics competences are assigned to candidates who obtained a **score lower than 3,25/13 in the Mathematics section of the TOLC-E test**.
- **In the second intake**, the Additional learning requirements (OFA) for logical-mathematics competences are assigned to candidates who obtained a score lower than 500/800 in the “Math” section of the SAT Test.

To complete the OFA, students will have to attend classes and pass an exam as decided by the Bachelor’s Degree with AlmaMathematica.

The deadline to complete the OFA is **March 31st, 2026**. Students who do not complete the OFA within the deadline will be still enrolled in the 1st year (as repeating students) for the a.y. 2025/26.

For additional information regarding OFA, please consult the website of the Bachelor’s Degree.

#### **4. CLEARING**

After each intake, if there are places available after the enrolment of the successful candidates, there will be two clearing procedures in the first intake and in the second intake and one clearing procedure in the possible extraordinary intake **for candidates ranked as "ELIGIBLE"**. The deadlines for the clearing procedures are indicated in the [GENERAL CALENDAR](#) and must be mandatory met in order not to be excluded from the procedures. To participate in the clearing procedure within the deadlines, you must:

- a) log onto **Studenti Online** ([www.studenti.unibo.it](http://www.studenti.unibo.it));
- b) declare your interest in being recovered by clicking on the 'I wish to be recovered' button available in the admission request detail section (among the 'Requests in progress');
- c) verify that the recovery request has been registered by accessing again the admission request detail section.

The list of recovered candidates is published on **Studenti Online** ([www.studenti.unibo.it](http://www.studenti.unibo.it)) in the admission request detail section, on the date indicated in the [GENERAL CALENDAR](#).

**REMEMBER:** the clearing procedure is not automatic, you must always declare your interest in being recovered.

## 5. ENROLMENT

If you are among the successful candidates on the ranking list, you may enrol within the deadlines set out in the [GENERAL CALENDAR](#) for each intake.

**If you are enrolling for the first time, follow the instructions indicated in [section 5.1](#).**

**If you are still a minor (i.e., under 18 years of age)** at the time of enrolment, please download the parental responsibility form from this webpage <https://corsi.unibo.it/1cycle/InternationalStudies/instructions-to-complete-procedure> and send it, duly filled and signed by your parents, to the Forlì Campus Student Administration Office.

If you are a student requesting recognition of previous careers that have already been closed, (e.g. because you have renounced your studies, have already obtained a previous qualification, have taken and passed single courses, etc.): after enrolment and by the peremptory deadline of **28 November 2024**, you can submit an **application for the shortening of the degree programme** to the FORLÌ' Campus Student Administration Office according to the instructions published at <https://www.unibo.it/en/study/enrolment-fees-and-other-procedures/degree-programmes/shortening-of-the-degree-programme>.

**If you are a student with certified civil disability of 66% or more or with certification under the Law 104/92**, in order to have fee exemptions you must send the certificate attesting to your condition to the e-mail address [segforli@unibo.it](mailto:segforli@unibo.it) of the FORLÌ' Campus Student Administration Office.

If you are already enrolled at another Italian university and wish to transfer or you are already enrolled in another degree programme within the University of Bologna and wish to change programme, please follow the instructions set out in [section 5.2](#) or [section 5.3](#). Information on fees and benefits for the right to study can be found in section 7.

### 5.1. How to enroll for the first time

By the deadlines indicated for each intake in the [GENERAL CALENDAR](#), you must:

**a) log onto Studenti Online ([www.studenti.unibo.it](http://www.studenti.unibo.it))**, using your SPID or CIE (Electronic Identity Card) credentials or by entering your username ([name.surname@studio.unibo.it](mailto:name.surname@studio.unibo.it)) and password obtained with the intake application procedure;

**b) click on "REGISTRATION", select "INTERNATIONAL STUDIES" under "First cycle degree programme"** and enter the data required by the procedure, attaching a passport-sized picture of your face; in the event of false declarations, in addition to incurring the penalties established by Article 496 of the Penal Code, you will automatically forfeit your right to enrolment and any benefits obtained, without being entitled to any reimbursement of the sums paid;

**c) pay the first instalment** or alternatively the single instalment, through the PagoPa platform, in accordance with the procedures indicated on **Studenti Online** ([www.studenti.unibo.it](http://www.studenti.unibo.it)). Failure to pay will result in exclusion from the procedure. Late payments with a fine are not permitted.

**d) Activate your student career:**

- **if you enrolled by logging in using SPID or CIE credentials:** after making the payment, your university career will be activated directly, without any further fulfilment on your part, unless you fall into one of the cases described in the following points;
- **if you enrolled using your username and password:** proceed with identification according to the procedures that you will find in the registration request detail on **Studenti Online**.

**Career activation must take place no later than 28 February 2025**, otherwise your enrolment will be cancelled.

By activating your career, you will be able to use services such as submitting your study plan, booking exams, accessing the Wi-Fi network, online library and learning resources, the app MyUnibo and carry out career actions (course transfer, transfer to another university, withdrawal from studies).

You will also be sent an email with a QR code allowing you to print your badge, according to the procedures that will be indicated.

**If you fall into one of the cases listed below, please check the further steps you need to take to finalise your enrolment and activate your career:**

- a) if you are a non-EU citizen with equivalent status and an academic qualification obtained in Italy:** you must send a copy of your valid residence permit allowing equivalence to the e-mail address [segforli@unibo.it](mailto:segforli@unibo.it) of FORLI' Campus Student Administration Office.
- b) If you hold a foreign qualification,** you must consult the detailed information at <https://www.unibo.it/en/study/enrolment-fees-and-other-procedures/degree-programmes/enrolling-in-first-or-single-cycle-degree-programme-foreign-qualification> ; log in on **Studenti Online** ([www.studenti.unibo.it](http://www.studenti.unibo.it)), choose 'CALLS', select "*Matriculation for the 24\_25 academic year - document upload for international students with foreign qualifications*", upload the documents relating to the qualification and make an appointment with the FORLI' Campus Student Administration Office (writing an e-mail to [segforli@unibo.it](mailto:segforli@unibo.it)) to show the originals;
- c) If you are a non-EU citizen with EU equivalent status and have obtained your qualification abroad,** you must consult the detailed information at <https://www.unibo.it/en/study/enrolment-fees-and-other-procedures/degree->



[programmes/enrolling-in-first-or-single-cycle-degree-programme-foreign-qualification](#) ; log in on **Studenti Online** ([www.studenti.unibo.it](http://www.studenti.unibo.it)), choose "CALLS", select "*Matriculation for the 24\_25 academic year - document upload for international students with foreign qualifications*" and upload, in addition to the qualification documents, the copy of the residence permit allowing equivalence. You must also book an appointment at the FORLI CAMPUS Student Administration Office (writing an e-mail to [segforli@unibo.it](mailto:segforli@unibo.it)) to show the original documents.

**Attention:** Please check very carefully who the non-EU students with EU equivalent status are and which types of residence permit allow for equivalence at <https://www.unibo.it/en/study/enrolment-fees-and-other-procedures/degree-programmes/who-are-international-students> .

Participation in the selection process as a non-EU citizen with EU equivalent status without being in possession of the equivalence title will not allow the completion of enrolment even in the case of admission and payment of the first instalment.

- d) **If you are non-EU citizen residing abroad and have obtained your qualification abroad** you must consult the detailed information at <https://www.unibo.it/en/study/enrolment-fees-and-other-procedures/degree-programmes/enrolling-in-first-cycle-and-single-cycle-degree-programmes/enrolling-in-a-first-cycle-or-single-cycle-degree-programme-if-you-come-from-a-non-eu-country> ; log in on **Studenti Online** ([www.studenti.unibo.it](http://www.studenti.unibo.it)), choose "CALLS", select "*Matriculation for the 24\_25 academic year - document upload for international students with foreign qualifications*" and upload, in addition to the qualification documents, the entry visa for study reasons. When you arrive in Italy, you must also book an appointment at the FORLI' Campus Student Administration Office (writing an e-mail to [segforli@unibo.it](mailto:segforli@unibo.it)) to show the original documents. Afterwards, you will have to send by email to [segforli@unibo.it](mailto:segforli@unibo.it) the receipt of the application for the residence permit made at the post office to activate definitively the student career.

**Attention:** Admission and subsequent acceptance of a candidate by the University do not confer any right to finalisation of enrolment, even in the case of obtaining an entry visa, physical presence in the national territory, eligibility and/or actual payment of scholarships/contributions of any kind, or acceptance of the candidate under conditions, in order to be able to begin teaching activities. For enrolment purposes, it will be necessary to verify the actual eligibility of the foreign qualification and the authenticity of the documentation. The formal check of the academic qualification will be carried out by the FORLI CAMPUS Student Administration Office after payment of the first enrolment fee instalment and submission of the originals of all the required documentation.

- e) if you want to apply for simultaneous enrolment in two degree programmes, check at

[Simultaneous Enrolment in different programmes — University of Bologna](#) if you can do so and how.

## 5.2. How to enrol if transferring from another Italian university

See the link:

<https://www.unibo.it/en/study/enrolment-fees-and-other-procedures/degree-programmes/transferring-to-the-university-of-bologna/transferring-to-the-university-of-bologna> .

## 5.3. How to enrol if switching degree programme within the University of Bologna

See the link:

<https://www.unibo.it/en/study/enrolment-fees-and-other-procedures/degree-programmes/changing-degree-programme> .

## 6. FEES AND BENEFITS FOR THE RIGHT-TO-STUDY

Information on tuition fees, benefits and exemptions is published each year on the University Portal at <https://www.unibo.it/en/study/enrolment-fees-and-other-procedures/degree-programmes/tuition-fees-and-exemptions/fees-and-exemptions-amounts-and-deadlines1> .

**The student contribution to be paid to enrol on a degree programme is made up of a fixed part of € 157.04** and a variable part calculated on the basis of the household's economic situation (ISEE) up to a maximum that varies according to the degree programme.

The contribution is calculated progressively on the basis of the valid ISEE certificate (or economic documentation for international students), only if this is presented in accordance to the procedure and within the deadlines contained in <https://www.unibo.it/en/study/enrolment-fees-and-other-procedures/degree-programmes/tuition-fees-and-exemptions/fees-and-exemptions-amounts-and-deadlines1> . If no ISEE certificate is presented, the maximum contribution for the degree programme will be applied. Submitting ISEE is independent of course enrolment. The order in which you carry out the two procedures is irrelevant, as long as you meet the deadlines for each.

It is advisable to do so even if you have not yet decided whether to enrol on a course at this University. Remember that if the ISEE is not presented in time, you will not be able to obtain any benefits, the deadline is mandatory and no exceptions are allowed.

### RIGHT-TO-STUDY BENEFITS PROVIDED BY ER.GO

The Regional Authority for the Right to Higher Education – ER.GO publishes every year on its website ([www.er-go.it](http://www.er-go.it)) call for applications for scholarships, places in university dormitory, catering and other benefits.

The procedures for applying for ER.GO benefits are independent from those for applying for and enrolling in degree programmes. **Attention:** You have to submit an application to obtain ER.GO benefits on the Authority's website by entering your ISEE. Submitting the application is very simple and it is advisable to do so even if you have not yet decided whether to enrol on a course at this University. Remember that calls for applications have a peremptory deadline and no exceptions are ever allowed.

### **IMPORTANT INFORMATION FOR THOSE WHO ALREADY HAVE AN ACTIVE UNIVERSITY CAREER**

If you already have an active university career, before transferring from another university or switching degree programme, in the case of being enrolled in a course at the University of Bologna, check carefully the merit requirements to access benefits set out in the notice published on [www.er-go.it](http://www.er-go.it) because, due to the recognition of training credits (CFUs) acquired in your previous career, your position may change as regards access to benefits.

**Attention:** It is very important, therefore, to know that for all ER.GO benefits, the minimum number of CFUs needed as a merit requirement is always determined **starting from the first year of enrolment at university** (even if at another university, university-level institution, degree programme, even abroad), regardless of the year of the course to which you are admitted following the recognition of CFUs, and only those that are recognised by the degree programme you enrol in are considered valid.

### **RIGHT-TO-STUDY BENEFITS PROVIDED BY THE UNIVERSITY**

Information on the University's benefits can be found on the University Portal under

<https://www.unibo.it/en/study/study-grants-and-subsidies/scholarships-and-funding-opportunities>

Carefully read the indications given for each benefit on the procedures and deadlines for submitting applications. Remember that deadlines are always peremptory and no exceptions are ever allowed.

## **7. FINAL NOTES AND CONTACTS**

Any notices concerning this call for applications will be published on [Studenti Online](#).

The information concerning the processing of personal data can be found at <https://www.unibo.it/en/university/privacy-policy-and-legal-notes/privacy-policy/personal-data-processing> .

This call for applications, issued by executive order with the protocol number and repertory shown in the header of the first page, is subject to the provisions of Decree no. 1154/2021 of the Ministry for University and Research, and its subsequent amendments and additions, regarding the accreditation of study courses.

Appeals against the decision may be lodged with the competent Regional Administrative Court within 60 days of the publication of the notice.

The person in charge of the administrative procedure is dott.ssa Patrizia Ussani, head of the Student Administrative Office at the FORLÌ Campus. tel. +39 0543 374815.

***For information regarding the Call and the Bachelor's Degree programme:***

**Programme coordinator dott.ssa Chiara Liverani**

Ufficio Gestione Corsi di Studio Scienze Politiche e Sociali - Via G. Della Torre 1, 47121 Forlì

E-mail [didatticafortli.lsid@unibo.it](mailto:didatticafortli.lsid@unibo.it)

Other contacts: <https://corsi.unibo.it/1cycle/InternationalStudies/contacts>

**Segreteria Studenti di Forlì (Forlì Campus Student Administration Office)**

Padiglione Melandri, Piazzale Solieri 1, 47121 Forlì

E-mail [segforli@unibo.it](mailto:segforli@unibo.it);

Other contacts: <https://www.unibo.it/en/campus-forli/campus-services/student-administration-office-1>

***For technical problems (for example: Username, data input, applications not properly working....)***

**Studenti Online Helpdesk**

Telephone n. +39 051 20 80 301

E-mail [help.studentionline@unibo.it](mailto:help.studentionline@unibo.it)

***Information for international students***

***Enrollment of international students and students with a qualification obtained abroad***

### **Segreteria Studenti di Forlì**

Padiglione Melandri, Piazzale Solieri 1, 47121 Forlì

E-mail [segforli@unibo.it](mailto:segforli@unibo.it)

Other contacts: <http://www.unibo.it/it/campus-forli/servizi-di-campus/segreteria-studenti>

*Other information for international students and students with a qualification obtained abroad*  
(e.g.: to verify if a qualification is eligible for the admission, pre-enrolment, VISA and residence permit, international students grants...)

### **International Desk (Bologna)**

Via Marsala 49/A - Bologna

E-Mail [internationaldesk@unibo.it](mailto:internationaldesk@unibo.it)

Other contacts: <https://www.unibo.it/en/university/contacts-1/contacts-for-international-students>

### ***Italian language courses for international students***

#### **CLA - Centro Linguistico di Ateneo**

CLA Forlì, Via Lombardini 5, 47121 Forlì

E-mail [cla.fo-segreteria@unibo.it](mailto:cla.fo-segreteria@unibo.it)

Other contacts: <https://centri.unibo.it/cla/en/contacts>

### ***Information about fees and grants***

#### **Ufficio Contribuzioni studentesche**

E-mail [ases.contribuzionistudentesche@unibo.it](mailto:ases.contribuzionistudentesche@unibo.it)

Other contacts: <https://www.unibo.it/en/study/enrolment-fees-and-other-procedures/degree-programmes/tuition-fees-and-exemptions/fees-and-exemptions-amounts-and-deadlines1>

### ***Candidates with disabilities and SLD***

#### **Services for students with special needs and students with specific learning disabilities**

E-mail [ases.adattamentiammissione@unibo.it](mailto:ases.adattamentiammissione@unibo.it)

Other contacts: <https://site.unibo.it/studenti-con-disabilita-e-dsa/en>

More information about Forlì Campus services is available at: <https://www.unibo.it/en/campus-forli/campus-services/campus-services-1>

### **OFFICES CLOSING PERIOD**

- National holidays (<https://www.unibo.it/en/study/guide-to-choosing-your-programme/academic-calendar-1>)
- Friday 29 March 2024
- Friday 26 April 2024
- Summer closing period: from Monday 12 August to Friday 16 August 2024
- Friday 4 October 2024 (Help Desk, International Desk, Services for students with special needs and SLD; Ufficio Contribuzioni Studentesche);
- Tuesday 4 February 2025 (Forlì's Bank Holiday)

Updated information regarding the closing days will be available at [www.unibo.it](http://www.unibo.it)

### **THE HEAD OF FORLÌ CAMPUS AREA**

**Dott.ssa Antonella Mattioli**

## ANNEX 1 - Candidates with disabilities or SLD

### ADAPTATION TO ENGLISH TOLC-E EXAM

Please refer to “Service for students with disabilities and SLD (Specific Learning Disorders)”, available here: <https://site.unibo.it/studenti-con-disabilita-e-dsa/en> .

When registering to the English TOLC-E in CISIA portal ([www.cisiaonline.it](http://www.cisiaonline.it)), you will have to tick the specific option and declare which disability or SLD, which kind of adjustments and upload the necessary documentation.

Then, you will be able to choose the date and Campus where to take the English TOLC-E.

If you choose to take the ENGLISH TOLC-E test at the University of Bologna, the adaptations may consist of:

- additional time: 30% for candidates with SLD, other specific developmental disorders and pathologies; 50% for candidates with civil disability and/or disability according to L. 104/1992;
- necessary aids (assistance for reading the text, unscientific calculator, other).

Adjustments may be asked for only if students are in possession of the following documents:

- diagnosis of Specific Learning Disorders (SLD), based on L. 170/2010, prepared by the National Health Service, by a private Centre accredited by its own Region or by a private specialist accompanied by a document of conformity issued by the National Health Service. The documentation must be no older than three years or drawn up after the age of 18.
- Documentation, issued by an NHS specialist, attesting to another type of specific developmental disorder affecting learning.
- Handicap certification according to L. 104/1992.
- Certificate of civil invalidity.
- Medical documentation, drawn up by a specialist, certifying the presence of health conditions (physical and/or mental) that may result in an inability, even temporary, to study and conduct the test.
- The documentation must be clear and complete with all the information needed to understand the specific needs of the candidate.

*In view of the emergency situation that has led to a reduction in the activities of the clinics of the Italian NHS, the requests of candidates diagnosed with Specific Learning Disorders (SLD), referred to in Law No. 170/2010, will be admitted even for certification issued for more than three years. In these cases, the University reserves the right to request after the enrollment the*

*updated diagnosis or a written proof that the student is awaiting the renewal of the certification.*

**Applicants with disabilities or with SLD residing in foreign countries**, who wish to benefit from adaptations, must present the legalized certification attesting to the status of disability or SLD issued in the country of residence, accompanied by an official translation exclusively in Italian or English.

The University offices responsible for examining the above certifications ensure that the foreign documentation attests a condition of disability or a specific learning disorder recognized by Italian law.

The documentation is reviewed by the Service for Students with Disabilities and SLD for the assessment of the consistency of the requests for adaptations with the documentation submitted.

The results of the verification will be communicated by the office to the candidates through an e-mail sent to the address entered during registration on the CISIA portal that the candidates are required to check. In case of incomplete or hard-to-read documentation, it may be requested, always by e-mail, a supplement that must be submitted within the deadline for registration on the date chosen for the performance of the TOLC test.

The recognized adaptations will be valid for all registrations to the TOLC tests at the University of Bologna.

For clarification on the procedure for requesting adaptations you can contact the Service for Students with Disabilities and DSA by writing an e-mail to [ases.adattamentiammissione@unibo.it](mailto:ases.adattamentiammissione@unibo.it).