



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

ENROLLING IN A MASTER'S DEGREE PROGRAMME

-

ARCHITECTURE AND CREATIVE PRACTICES FOR THE CITY AND LANDSCAPE

What to do before arriving



1. How to start the enrollment procedure
2. Scholarships and grants
3. Looking for a home
4. Apply for visa
5. The italian tax code
6. Translation, authenticity and value of foreign qualifications



1. How to start the enrollment procedure



1. Start by obtaining information on how to enrol as soon as possible.

Every degree programme always includes verification of the requirements and adequacy of your personal skills: check the methods and deadlines on the website of your degree programme.

READ THE CALL FOR APPLICATIONS!

2. If you studied in a country outside the European Union, contact the Italian Embassy in your country and the relevant local offices in good time for in preparing the documents

3. Plan your arrival in Italy months in advance:

- look for accommodation in Italy;
- collect documentation on your foreign qualification (the time required will depend on the country in which you obtained it);
- check with the Embassy or Consulate for an entry visa: the time required to obtain one will depend on the country you come from;
- also remember to pre-enrol and apply for a visa for study purposes



2. Scholarships and grants



Fees are calculated according to the year of enrolment and on a progressive basis, being less expensive if you have a low income. To calculate the reference year for the payment of tuition fees, you have to start with the academic year in which you first enrolled at the university.

To find out about possible exemptions and find out how much, when and how to pay, choose from the following options:

Amounts

The minimum fee to be paid to register for a degree programme is 157.04 € while the maximum varies depending on the programme [.pdf 103 KB].

The fee is composed of:

- a fixed amount of €157.04 that you have to pay even if you are fully exempt
- a variable amount calculated according to the economic situation of your family (ISEE).

Enter your ISEE value and the Degree Programme in which you wish to enrol in a tuition fee simulator to calculate your tuition fees.

Exemptions and funding

You are **fully exempt** and pay only €157.04 if your situation is one of those listed below:

- you have an ISEE of less than or equal to € 27,000
- you have citizenship in a particularly poor or developing countries [.pdf 132 KB] or in non-OECD countries [.pdf 144 KB], and your family has income and/or assets only outside Italy, you are entitled to a reduced fixed fee



2. Scholarships and grants



Depending on your country of origin or financial status, you can obtain scholarships, student accommodation, full or partial exemption from fees and other funding opportunities

You must prepare documentation on the income and assets of your family to submit the application for scholarships and exemptions

CITIZENS OF PARTICULARLY POOR AND DEVELOPING COUNTRIES OR NON-EU, NON-OECD COUNTRIES

Check at the end of this page to see if you fall into one of these countries:

- **Poor or developing country**
- **Non-OECD country**

If so, you are entitled to a reduced fixed fee for your degree program you can, without submitting the documentation to certify your family's economic situation.



2. Scholarships and grants



- **Submit the necessary documents:** prepare the necessary documents in good time in order to obtain full or partial exemption.
- **You have to keep up to date with the amounts and deadlines because the University of Bologna does not send notices.**
- If you do not submit your ISEE by the last deadline, or you submit it with missing or incorrect information, you will have to pay the maximum fees [.pdf 103 KB].
You can submit your application independently from the enrolment in a degree programme of the University of Bologna. Late submissions will not be accepted, even if the enrolment deadline for the degree programme has not expired yet.
- **Read the instructions** on the *Enrol* page on the website of the course you are interested in. If there is an admission test, the deadlines for payment of fees are specific
- **Proceed with the payment:** if you submit documents, you will pay in instalments. If you do not submit

Information on tuition fees and exemptions.

E-mail ases.contribuzionistudentesche@unibo.it

Virtual Help Desk [Connect](#)

[To connect, please read these instructions](#)

Office hours (direct access)

Mondays and Tuesdays from 9:00 to 11:30

ER.GO Scholarships and benefits

For further information about scholarships, housing and other benefits.

For information and advice on ER.GO calls for applications

[contact ER.GO](#)



3. Looking for a home



SOME PIECE OF ADVICE:

- Look for an accommodation in advance
- When looking for an accommodation, consider transportation in relation to the main location of your course
- Choose a place in a suburban area: it might be convenient for reaching your classroom easily



3. Looking for a home



LOOKING FOR AN ACCOMMODATION

Options available to you:

- **a call for applications for accommodation**
 - Read more on the website of the Regional Agency for the Right to Higher Education (ER.GO)
- **the Accommodation Showcase (Vetrina Alloggi) service:** a virtual notice board where you can find privately rented accommodation
 - Access the Accommodation Showcase (Vetrina Alloggi) service using your University credentials or Federa/SPID
- **the Lodgings offer Servic:** for an accommodation for a short period of time
 - Consult the service

If you are from a **EU or NON-EU country:**

- **The Student Accommodation and Information Service (SAIS)**
 - Register with SAIS and look for an accommodation before arriving

Important to know: if you are coming from a non-EU country, you will need accommodation in order to apply for a residence permit

- Find out how



4. Apply for visa



- **PRE-ENROLLMENT**

If you have not already done so submit the pre-enrolment application which you will need to apply for an entry visa

- **PRIVATE ENSURANCE VALID IN ITALY**

From your arrival in Italy and throughout your stay you must be **covered by private health insurance** or **by the Italian National Health Service**.

You can only register with the Italian National Health Service after your arrival in Italy

You can find out how to obtain medical assistance for international students

- **ENTRY YOUR VISA FOR ‘STUDY/UNIVERSITY ENROLMENT’ PURPOSES**

Make an appointment at the Embassy or Consulate to gain all the required documents

You can find more information for visa application on the Farnesina page.



4. Apply for visa



DOCUMENTS TO BRING WITH YOU AT THE AMBASSY/CONSULATE:

- The **summary of the pre-enrolment** application on Universitaly validated by the University of Bologna
- The **document certifying the economic resources** needed to stay in Italy (minimum required for 2024: € 6.947,33). You can submit your bank or postal account statement, for example
- Any certificates relating to the **degree programme's language requirement**;
- Any **health insurance**
- **Italian Revenue Agency forms to apply for the Italian tax code**
 - You can find the forms on the website of the Embassy or Consulate if it offers this service
- **Your qualification** in order to translate, legalise and authenticate it, if necessary and if the service is provided
- Any **documentation to obtain financial benefits**





5. The Italian tax code

WHAT AN ITALIAN TAX CODE IS FOR

The Italian tax code is essential to:

- Open a bank account
- Enter into a rental contract
- Register with the Italian National Health Service
- Receiving payments or reimbursements from the University of Bologna

HOW TO OBTAIN AN ITALIAN TAX CODE

You can obtain your Italian tax code before or after arriving in Italy

A. Before arriving in Italy

If the Italian Consulate / Embassy in your country offers this service, you can apply for an official Italian tax code before you travel to Italy

B. After arriving in Italy

To obtain the tax code after arriving in Italy you have two alternatives:

- You can go to the local Revenue Agency (Agenzia delle Entrate) office on your campus
- Or you can contact the Tax Code desk service



5. The Italian tax code – Contact the Revenue Agency



OBTAINING THE TAX CODE AFTER ARRIVING IN ITALY THROUGH THE LOCAL REVENUE AGENCY

1. Contact one of the local offices, depending on the city in which you study, during opening hours and by appointment
 - to book the appointment on the “Agenzia delle Entrate” (Revenue Agency) website
2. Submit these documents:
 - the **application form**, which must be completed and signed
 - for **non-EU citizens**: valid **passport**, with **visa** (when required)
 - for **EU citizens**: **passport or identity document**

For more information on how to obtain the tax code, consult the [Agenzia delle Entrate](#) website

5. The Italian tax code – Contact the Tax Code desk service



OBTAINING THE TAX CODE AFTER ARRIVING IN ITALY THROUGH THE TAX CODE DESK SERVICE

To obtain the Italian tax code you must send an email to the Right to Higher Education Unit (ases.dirittoallostudio@unibo.it) attaching these documents:

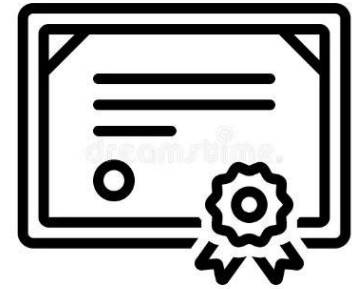
- the **application form**, which must be completed and signed
- for **non-EU citizens**: valid **passport**, with **visa** (when required)
- for **EU citizens**: **passport or identity document**

You will receive your tax code by email from the Right to Higher Education Unit

The issue of the Italian tax code through the University Desk can take approximately 7 - 10 days, so **if you need the tax code urgently, we suggest you go or contact to the local Agenzia delle Entrate (Revenue Agency)**



6. Translation, authenticity and value of foreign qualifications



TRANSLATION

- **Qualifications, certificates and syllabi** which are in **English, French or Spanish** do not require translation
- Documents in **other languages must be supported by a translation** into Italian or English.

If you are not yet in Italy

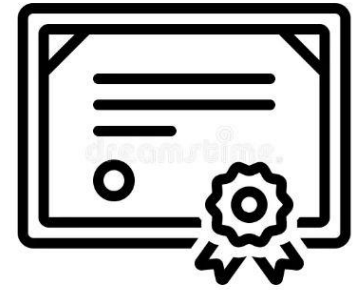
The translation must be completed according to the rules set by the Italian Ministry of Foreign Affairs and International Cooperation (MAECI).

If you are in Italy

You can **go to a district court** (*tribunale*) and have your **documents translated by a sworn translator**, who cannot be the person who holds the qualification or title (*traduzione giurata*)



6. Translation, authenticity and value of foreign qualifications



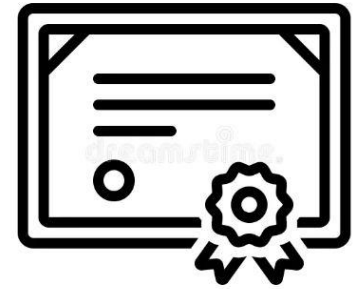
VERIFICATION OF THE AUTHENTICITY OF FOREIGN QUALIFICATIONS

The authenticity of foreign qualifications and certificates must be confirmed in one of the following ways:

- Legalization and Apostille
- Authenticity/Verification certificates
- Online verifications
- Exceptions



6. Translation, authenticity and value of foreign qualifications



DOCUMENTS CONCERNING THE VALUE OF FOREIGN QUALIFICATIONS

Foreign qualifications must be supported by one of the following documents concerning their value:

- **Declaration of value**
- **Diploma supplement based on the European Commission standards**
- **Certificates issued by ENIC-NARIC centres**
- **Exceptions:**
 - secondary school diplomas obtained in one of the countries in the European Union, Norway, Iceland, Liechtenstein, Switzerland, San Marino, United Kingdom
 - International Baccalaureate (IB Diploma)
 - Advanced Placements (APs)



What to do when you arrive in Italy



1. Get your tax code (if you were unable to get it before)
2. Get your appointment at the Student Administration Offices
3. Residence permit and health coverage
4. Activate your career
5. And what do I do now?



1. Get your tax code

TAX IDENTIFICATION NUMBER FOR FOREIGN CITIZENS

The tax identification number is made up of 16 alphanumeric characters and provides a means of identification of foreign citizens in their relations with public authorities and other administrations.

How to apply for a tax identification number from abroad or in Italy

Citizens from non-EU Countries must submit at least one of the following documents:

- a valid passport with visa (if required), or any other document accepted by the Italian authorities
- a certificate of identity issued by the Italian diplomatic or consular authorities of the Country of nationality (with photo)
- a valid residence permit (permesso di soggiorno)
- an ID card issued by the municipality of residence in Italy.

Non-EU citizens must also prove that they have the right to stay in Italy.





2. Get your appointment at the Student Administration Offices

Student Administration Offices help students to fulfil administrative requirements, providing both in-person and online services. In-person services are only for specific topics and by appointment.

You are be able to contact Student Administration Offices by:

- writing an e-mail;
- connecting to the virtual help desk.

Certificates, whether or not requiring duty stamps, **may be downloaded** via Studenti Online. If a duty stamp is required, please download the document and apply the duty stamp. Downloaded certificates are fully valid.





2. Get your appointment at the Student Administration Offices

Degree programmes in Engineering and Architecture in Bologna

E-mail seging@unibo.it

Virtual Help Desk Connect

To connect, please read these instructions

Virtual Help Desk office hours (direct access):

Wednesday 09:00 - 12:00

Friday 09:00 - 12:00

Virtual Help Desk office hours (appointments only):

Monday 09:00 - 12:00

Tuesday 14:00 - 15:30

Thursday 14:00 - 15:30

Remember: if you are unable to turn up, please cancel the booking so that the slot can be used for other students.





2. Get your appointment at the Student Administration Offices

International student administration office in Bologna

Submitting documents and completion of matriculation to degree programmes in Bologna, for students with foreign qualifications.

E-mail segstudentbo@unibo.it

Virtual Help Desk Connect

To connect, please read these instructions

Virtual Help Desk office hours (direct access):

Monday 9:00 - 11:00

Friday 9:00 - 11:00



3. Residence permit and health coverage



Apply for a residence permit within 8 days of arriving in Italy if:

- you are a citizen of a non-EU country and reside outside Italy;
- you are enrolling in or attending a first cycle degree programme, a single cycle degree programme, a second cycle degree programme, a Professional Master's programme, a specialisation school, a PhD, or single course units at our University;
- you have obtained a type D student visa.

First release

- Prepare the documents
- Fill in the application
- Send the application
- Go to the central police station ("Questura")
- Collect the permit
- Send a copy of the permit to the University

Renewal

- Check when to do it
- Prepare the documents
- Fill in the application
- Send the application
- Activate your registration for the Italian National Health Service
- Go to the central police station ("Questura")
- Collect the permit renewal
- Send a copy of the permit to the University

This [web page](#) lists in detail all the fundamental steps for issuing the residence permit and for its renewal.



4. Activate your career



HOW TO ENROLL FOR THE FIRST TIME

- **Log in Studenti Online** using the SPID/CIE credentials or by entering the username (nome.cognome@studio.unibo.it) and password, obtained upon registration;
- **Pick “Immatricolazioni”**, select the **Architecture and Creative Practices for the City and Landscape** course in the “**Laurea Magistrale**” and enter the data required by the procedure, attaching a jpg file with the passport-size photograph of the face;
- **Pay either the first tuition fees instalment or the full-year single instalment** according to rules and regulations laid out on Studenti Online. **Applicants not paying the first instalment will be excluded from the procedure, late payments with overdue fee being not accepted;**

4. Activate your career



Those falling into one of the categories down below should finalize further steps.

a) Non-EU equivalent citizens who received an Italian degree: they should send off to seging@unibo.it the soft copy of their residence permit making them non-EU equivalent;

b) Non-EU citizens living abroad: log in [Studenti Online](#) , pick “BANDI”, select “Immatricolazione a.a. 24-25 - caricamento dei documenti degli studenti internazionali e con titolo estero” and upload: soft copy of the residence permit or – if not yet in possess of it – soft copy of the study visa and then receipt of the residence permit application. By doing so the career will be conditionally activated.

c) Those holding a foreign degree: log in [Studenti Online](#) , pick “BANDI”, select “Immatricolazione a.a. 24-25 - caricamento dei documenti degli studenti internazionali e con titolo estero” and upload your educational documents by February 29, 2024. Upon reaching Italy, the student will need to set an appointment with the Segreteria Studenti Internazionali to show the hard copies;

d) Graduating students enrolling under condition: must graduate by December 30, 2024, otherwise they will forfeit their position. If the degree was obtained at another University, the candidate must log on [Studenti Online](#) and enter the graduation grade by clicking on the "Inserisci voto laurea" button, whereas the graduation mark will be automatically retrieved for those graduating from the University of Bologna.

Activation of the career must take place no later than 28 February 2025, otherwise the registration will be cancelled.

With the activation of the career, it will be possible to **use services** such as the submission of the study plan, the booking of exams, access to the Wi-Fi network and to the online library resources and to carry out career acts (course transfer, transfer to another university, renounce to studies); an email will also be sent to you allowing you to print the badge, according to the methods that will be indicated.



5. And what do I do now?



myUnibo

myUnibo is the **official app** of the University of Bologna, that allows you to manage your university career wherever you want. You can consult the lesson timetable, access the agenda in which the days of lessons, details and useful references such as address, plan and room of the lesson are highlighted.

In the space dedicated to your university record you can scroll through the list of your exams, book them and check the results of those taken.

The messages area contains communications from teachers relating to the booked exams, such as changes to exam sessions, notices on the final grade or partial tests.

Thanks to the statistics you can know the average grade of your exams, the respective degree base and the percentage of credits taken. You can find all the references of your Course of Study including those of the Student Administration Offices, the teaching office, and the tutors in the "**Contacts**" area.



5. And what do I do now?



For any doubts that come to your mind...

1. Check the Programme Website – all you need is there!
2. Get in touch with the Programme Coordinator for issues about your admission, career, study plan, exams...
3. Ask to the Programme Director ([Prof. Antonini](#)) advice for issues on programme contents.
4. Contact the Internship office if you need info about opportunities and procedure.
5. Contact the International Mobility office if you want to spend a period abroad during your study.
6. Contact the International Desk (internationaldesk@unibo.it) for any other issue related to your status of international student.
7. Talk with the Programme Tutor if you want a peer-to-peer support.

CONTACT





ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

Thank you for you attention!