

# HOW TO SUBMIT YOUR APPLICATION

## How to submit your application:

### Case 1 (for those who do not have a UNIBO account):

1. Go to Studenti Online ([www.studenti.unibo.it](http://www.studenti.unibo.it)) and create a user ID and password by clicking on the box "If you have not yet registered". If necessary, it is possible to switch to the English version of the website;
2. Register by filling in the required fields. International students with no Italian tax ID must click on "International students registration" and fill in the form to obtain a user ID and password;
3. After the first login, you will be asked to reset your password. Please remember your user ID and password as they are always required to login on Studenti Online;
4. Click on "Admission application";
5. Select "Second Cycle Degree Programme" and click on "Next";
6. Select the chosen course and click on "Next";
7. Attach the required documents in the .pdf format.

### Case 2 (for those who already have a UNIBO user ID and password)

1. Log in to Studenti Online ([www.studenti.unibo.it](http://www.studenti.unibo.it)) using your user ID and password. If necessary, switch to the English version of the website;
2. Click on "Admission application";
3. Select "Second Cycle Degree Programme" and click on "Next";
4. Select the chosen course and click on "Next";
5. Attach the required documents in .pdf format.

### ATTENTION:

Documents are not to be sent via e-mail.

No fee is required for the admission procedure.

The admission procedure consists in the evaluation, performed by the appointed commission, of the documents sent by the student.

### Documents to be scanned and attached to the online admission application. Mandatory documents:

For the candidates holding an Italian degree:

- copy of a valid form of identification;
- certificate of B2 level of knowledge in the English language;
- certificate/self-declaration of the first-level degree achieved, with the indication of the final grade, the list of passed exams, their grades, the corresponding Scientific-Disciplinary Sectors (SSD) and credits (CFU). For UNIBO graduates, the certification is available for download on Studenti Online.

For the candidates who have not yet graduated from an Italian university:

- copy of a valid form of identification;
- certificate of B2 level of knowledge in the English language;
- certificate/self-declaration of the passed exams, with the indication of their grades, the corresponding ScientificDisciplinary Sectors (SSD) and credits (CFU). For UNIBO students, the self-declaration is available for download on Studenti Online.

For both EU and extra-EU candidates holding a degree obtained abroad:

- copy of a valid form of identification (e.g passport);
- certificate of B2 level of knowledge of the English language;
- certificate/self-declaration of the degree achieved, with the indication of the final grade and the list of passed exams. An official translation of the degree into English or Italian is required. The translation is not to be submitted if the certificate is in English, French or Spanish.

### Optional documents:

Any other documents attesting the possession of the necessary requirements for admission (e.g., self-declaration of the acquisition of additional CFU by enrolling in single courses and passing the corresponding tests, etc....).

### Contact details:

- For technical problems with the online procedure on Studenti Online please refer to [help.studentionline@unibo.it](mailto:help.studentionline@unibo.it).