



**University of Bologna**

**SCHOOL OF ENGINEERING AND ARCHITECTURE**

**Studenti Online**

**GUIDE TO THE ONLINE  
APPLICATION PROCEDURE FOR PRE-  
ADMISSION TO THE INTERNATIONAL  
MASTER DEGREES OF THE SCHOOL OF  
ENGINEERING AND ARCHITECTURE  
(BOLOGNA AND RAVENNA CAMPUSES)**

In the event of computer problems when using the system, send an e-mail to [help.studentionline@unibo.it](mailto:help.studentionline@unibo.it) describing the **error type** (send a print screen of the message that appears) and clearly indicating **your name, surname and registration number**. This is the only way that we can assist you.

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# 1. REGISTRATION AND ACCESS TO THE SYSTEM

In order to apply, you need to connect and register to the “Studenti Online” programme at <https://studenti.unibo.it>.

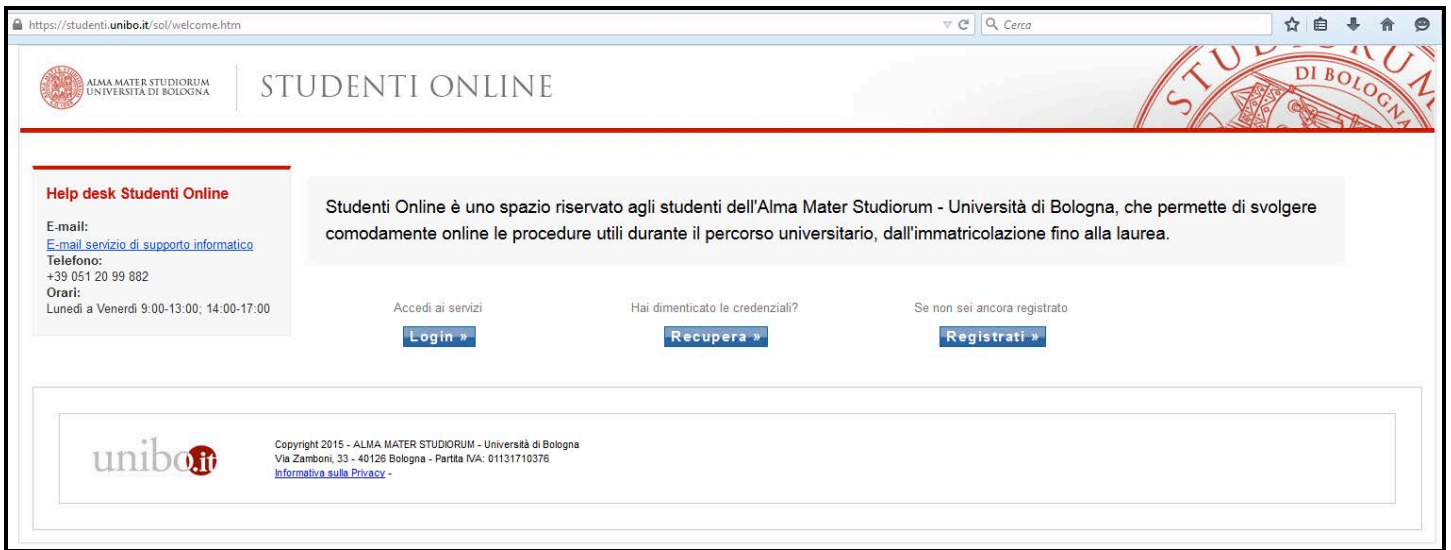


Figure 1 - Access to the system

If you have already registered, in order to access the service, click on **Login** under the “Accedi ai servizi” label.

In the event of difficulties, or if you have forgotten your password, you can recover it clicking on **Recupera**.

If you are registering with the university for the first time, follow the link **Registrati**.



Figure 2 – Switch to English

Any moment during the procedure you can switch to the **English version** clicking on the flag left of the page.

ALMA MATER STUDIORUM UNIVERSITÀ DI BOLOGNA UNIVERSITÀ DI BOLOGNA

Studenti Online Help Desk

E-mail: [IT Support service e-mail](#)  
 Telephone: 051 20 99 882  
 Opening hours: Monday to Friday 9:00 am-1.00 pm

Change language  
 Italiano

Tax ID → Personal data → Summary → Account

### Registration for students not yet registered - Tax ID

Registration with Tax ID

Tax ID

[Next](#)

International students

Are you an international student with no Italian tax ID? You can register with a temporary code.

[International students registration](#)

Figure 3 - Registration

Enter your tax ID number in the registration page.

If you are an international student and do not yet have an Italian tax ID, select “International students registration”.

ALMA MATER STUDIORUM UNIVERSITÀ DI BOLOGNA UNIVERSITÀ DI BOLOGNA

Help desk Studenti Online

E-mail: [IT Support service e-mail](#)  
 Telephone: +39 051 20 99 882  
 Opening hours: Monday - Friday 9:00 am - 1.00 pm; 2:00 pm - 5:00 pm

Change language  
 Italiano

Tax ID → Personal data → Summary → Account

### Personal data

Enter the missing data

Personal data

Name\*

Surname\*

Gender\*  M  F

Date of birth\* 02/02/1997

Country of birth\*

Town of birth\*

Citizenship\*

Contacts

Mobile phone\*

E-mail\*

Confirm E-mail\*

Residence

Country of residence\*

Town of residence\*

Address of residence\*

Postcode of residence

Telephone of residence

My domicile is different from my residence

[Back](#) [Next](#)

Figure 4 – Data entry

Now simply check that the data you have entered are correct: check all data carefully, particularly those concerning your contact details.

To complete the registration procedure, enter the security code in the box. If the code is not clear, use the **Regenerate** function to create a new security code.

Having pressed [Next](#) wait for the system to process your data.

ALMA MATER STUDIORUM  
UNIVERSITÀ DI BOLOGNA

UNIVERSITÀ DI BOLOGNA

Studenti Online Help Desk

Tax ID → Personal data → **Summary** → Account

E-mail:  
[IT Support service e-mail](#)

Telephone:  
051 20 99 882

Opening hours:  
Monday to Friday 9:00 am-1.00 pm

Change language  
Italiano

### Summary

Here below are your contact details. **Check that there are no errors** before proceeding with registration.

#### Personal data

Name:	Charlie
Surname:	Brown
Sex:	M
Date of birth:	02/10/1950
Country of birth:	STATI UNITI D'AMERICA
Province / Town of birth:	Minneapolis
Citizenship:	ITALIA

#### Contacts

Mobile phone:	
E-mail:	help.studentionline@unibo.it

#### Residence

Country of residence:	ITALIA
Province / Town of residence:	BOLOGNA / BOLOGNA
Address of residence:	Mazzini
Postcode of residence:	40139
Telephone of residence:	
My domicile is different from my residence:	No

Read and enter the check code:

or

Listen and enter the check code:

**Back** **Next**

Figure 5 - Summary

At the end of the registration procedure you will be shown your credentials for accessing the university web services.

ALMA MATER STUDIORUM  
UNIVERSITÀ DI BOLOGNA

UNIVERSITÀ DI BOLOGNA

Studenti Online Help Desk

Tax ID → Personal data → Summary → **Account**

E-mail:  
[IT Support service e-mail](#)

Telephone:  
051 20 99 882

Opening hours:  
Monday to Friday 9:00 am-1.00 pm

Change language  
Italiano

### Account

Your registration has been completed successfully. Here are your username and password for accessing the University of Bologna online services.

Here are your username and password for accessing the University of Bologna online services.

#### Institutional credentials

Username	lucy.vanpelt@studio.unibo.it
Password	mYbf6P8U

When you access for the first time you will be asked to change your password.

**Next**

unibo.it

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Via Zamboni, 33 - 40126 Bologna - Partita IVA: 01131710376  
[Informativa sulla Privacy](#) - [Sistema di Identità di Ateneo](#)

Figure 6 – Credential notification

Press **Next** to go to <https://studenti.unibo.it>, the homepage of the Studenti Online service, where you can enter your new credentials.

To do it, first of all click on **Login** button

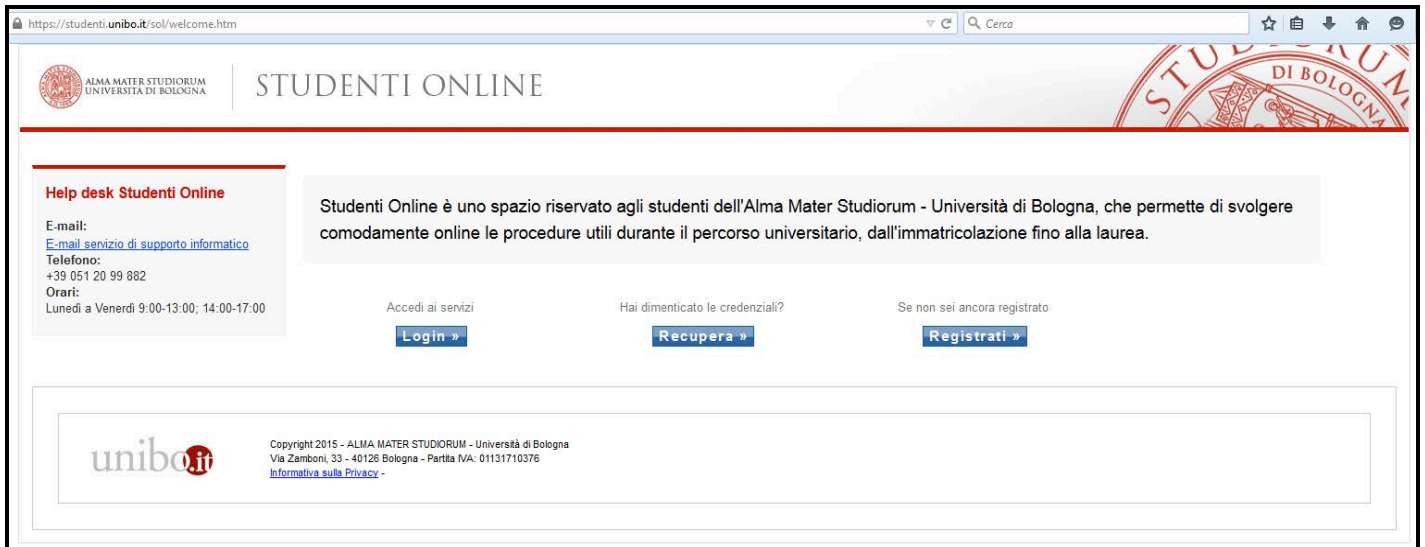


Figure 7 – Authenticated access

After clicking Login, you will see the page below:

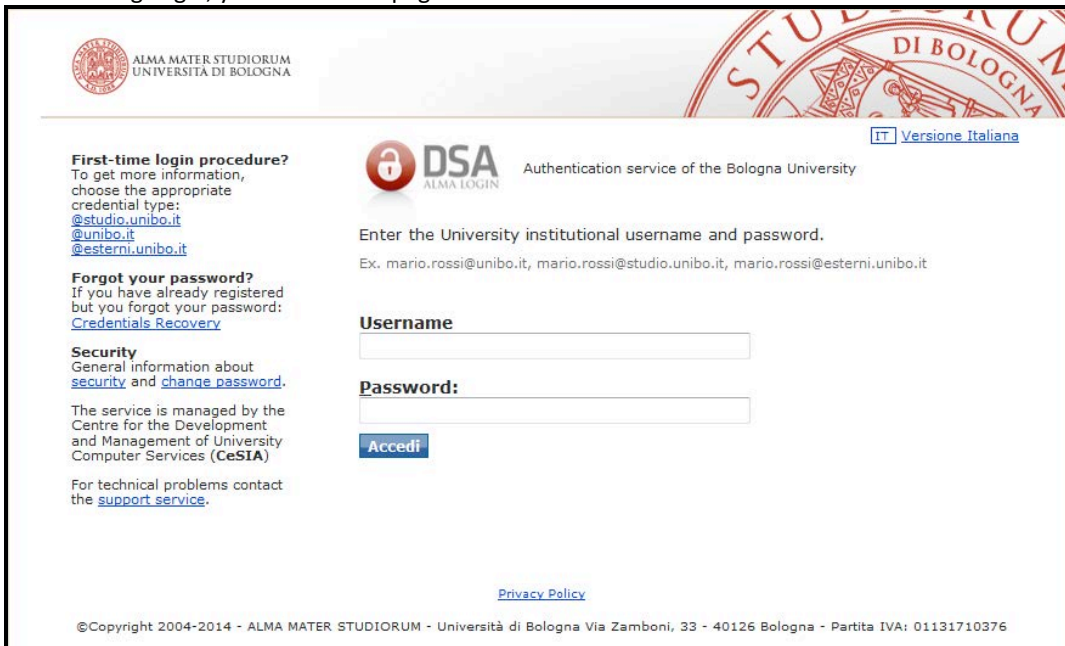


Figure 8 – Authenticated access

You can switch to the English version, selecting the **EN English Version** link on the top right corner of the screen.

Having entered your username and password the system will ask you to enter a new personal password in order to protect the confidentiality of your personal data.

## 2. REGISTERING FOR AN ENTRANCE EXAM OR REQUIREMENTS CHECK

In order to apply for one of the International Degree Programmes of the School of Engineering and Architecture, you need to access “Studenti Online” using the credentials you’ve created (see point 1), and click on the box “**Entrance exams or requirements check**”.

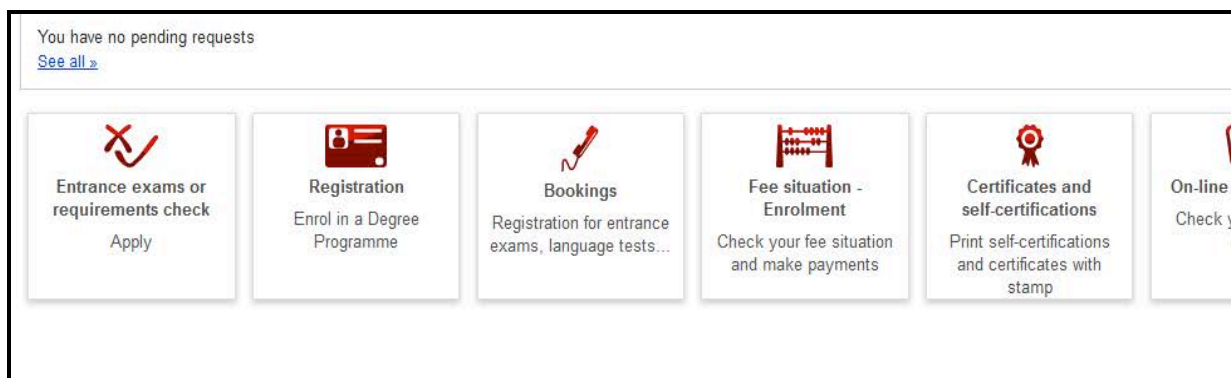


Figure 9 – View inside student’s profile

### CHOICE OF PROGRAMME TYPE

After selecting “**Entrance exams or requirements check**” you’ll be able to view the complete list of programme types.

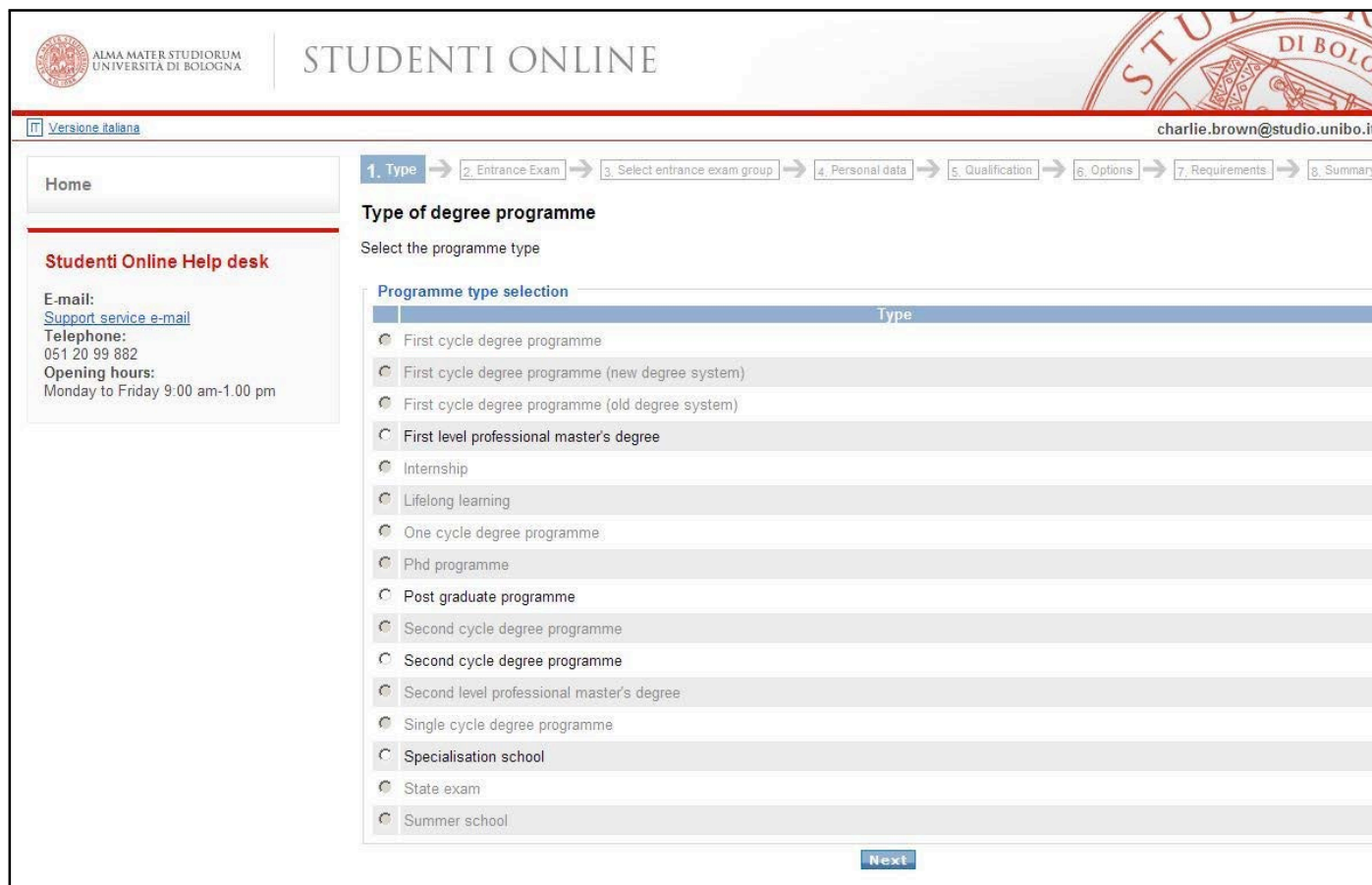


Figure 10 – Types of degree Programme

Choose “**Second cycle degree programme**” and press “**Next**” to access the application procedure of the currently available programme.

## CHOICE OF APPLICATION PROCEDURE

For each Programme you will see the period in which it is possible to register, the link to the call for applications, the School and Campus in which the Programme is set.

Having selected the Programme you are interested in, click on

**Next**

The screenshot shows the 'STUDENTI ONLINE' interface for the University of Bologna. The main navigation bar includes a breadcrumb trail: 1. Type → 2. Entrance Exam → 3. Select entrance exam group → 4. Personal data → 5. Qualification → 6. Options → 7. Requirements → 8. Summary. The 'Entrance Exam' step is currently selected.

On the left, there is a 'Studenti Online Help desk' section with contact information: E-mail: [Support service e-mail](#); Telephone: 051 20 99 882; Opening hours: Monday to Friday 9:00 am-1.00 pm.

The main content area is titled 'Entrance exam' and contains a search filter section with fields for Description, Campus (set to 'All'), and School (set to 'All'). A 'Search' button is located below these filters.

Below the search filters, a 'Search results' table is displayed. The table has columns for Name, Campus, and School. It lists four programmes, all of which are located at the 'Bologna' campus and the 'School Of Economics, Management And Statistics'.

Name	Campus	School
<b>Economics</b> Period of registration: 27/12/2012-23/02/2013 <a href="#">Information on the call for applications</a>	Bologna	School Of Economics, Management And Statistics
<b>Economics and economic policy - 'health economics &amp; management' (hem)</b> Period of registration: 07/01/2013-17/02/2013 From jan 7th to feb 6th at 5.59 p.m. (CET) - First intake for EU applicants and assimilated and for NON-EU applicants <a href="#">Information on the call for applications</a>	Bologna	School Of Economics, Management And Statistics
<b>Quantitative finance</b> Period of registration: 30/01/2013-31/03/2013 Prova Uno <a href="#">Information on the call for applications</a>	Bologna	School Of Economics, Management And Statistics
<b>Quantitative finance</b> Period of registration: 20/06/2012-02/03/2013 <a href="#">Information on the call for applications</a>	Bologna	School Of Economics, Management And Statistics

At the bottom of the results table, there are 'Back' and 'Next' buttons.

Figure 11 – Example of available Programmes



## PERSONAL DATA

In the next page, check your personal data. You can edit your contact details, residence (municipality where you are registered) and domicile (place where you live, if different from the residence address) using the **Edit contacts** button.

Check your contact details and click

**Next**

ALMA MATER STUDIORUM  
UNIVERSITÀ DI BOLOGNA

STUDENTI ONLINE

Versione italiana

charlie.brown@studio.u

1. Type → 2. Entrance Exam → 3. Select entrance exam group → 4. Personal data → 5. Qualification → 6. Options → 7. Requirements →

Home

**Studenti Online Help desk**

E-mail:  
[Support service e-mail](#)  
Telephone:  
051 20 99 882  
Opening hours:  
Monday to Friday 9:00 am-1:00 pm

**Personal data check**

**Student Personal Data**

**Personal data**

Name and surname	Charlie Brown
Tax ID	BRWCRL50R02Z404Z
Sex	M
Date of birth	02/10/1950
Place of birth (municipality)	Minneapolis
Country of birth	Stati Uniti D'America
Citizenship	Italia

**Contacts**

**E-mail**

Institutional e-mail	charlie.brown@studio.unibo.it
Private e-mail	help.studentionline@unibo.it

**Telephone numbers**

Mobile phone number	333
---------------------	-----

**Address**

**Residence**

Country	Italia
Province	Bologna
Municipality	Bologna
Address 2	mazzini
Postcode	40139
Address 1	
Residence phone number	333
Domicile different from residence	<input type="checkbox"/>

[Send notices](#)

Figure 12 - Contact details summary

## QUALIFICATIONS

Having checked your personal data the system asks you to enter the qualification required to access the evaluation.

According to the type of Programme selected you may be required to have different qualifications. See details in the “Call for applications” published on the website of the Programme of your choice.

The screenshot shows the 'STUDENTI ONLINE' application interface. At the top, there is a navigation bar with the Alma Mater Studiorum University of Bologna logo and the text 'STUDENTI ONLINE'. Below this, a breadcrumb trail shows the current step: '1. Type' → '2. Entrance Exam' → '3. Select entrance exam group' → '4. Personal data' → '5. Qualification' → '6. Options' → '7. Requirements' → '8. Summary'. The user's email 'charlie.brown@studio.unibo.it' is visible in the top right corner.

On the left side, there is a 'Home' button and a 'Studenti Online Help desk' section with contact information: E-mail: [Support service e-mail](#), Telephone: 051 20 99 882, Opening hours: Monday to Friday 9:00 am-1.00 pm.

The main content area is titled 'Qualification presented for your application' and includes the instruction: 'In this page you can select and/or enter the qualifications to present for the application'. Under the heading 'New Titolo accademico', there are two radio button options: 'I already have a qualification' (selected) and 'I will graduate by the date set in the call for applications'. Below these are several form fields: 'Country' (dropdown menu with 'Italia' selected), 'University' (dropdown menu with '--Seleziona--'), 'Type of qualification' (dropdown menu with '--Seleziona--'), 'Academic title' (dropdown menu with '--Seleziona--'), 'Date of graduation' (text input with a calendar icon), 'Grade' (text input), 'Basic grade' (text input with '110' entered), and 'Honours' (checkbox).

At the bottom of the form, there are 'Back' and 'Next' buttons. The footer contains the 'unibo.it' logo and copyright information: 'Copyright 2013 - ALMA MATER STUDIORUM - University of Bologna', 'Via Zamboni, 33 - 40126 Bologna - VAT Reg. No.: 01131710376', and links for 'Information note concerning Privacy' and 'University ID system'.


Figure 13 - Qualifications

Some Programmes allow you to apply for eligibility prior to obtaining the qualification required for admission (eg. Bachelor's Degree).

You may declare that you will soon obtain a qualification by selecting “I will graduate by the date set in the call for applications”.

This allows you to proceed without entering the data concerning the date and grade of your qualification.

If the system does not permit you to do so, the chosen degree Programme does not allow you to register before obtaining your qualification.

Having entered your qualification, select 

## SUMMARY

The next step offers a summary of the data you have entered.

Before pressing **Confirm** check the data entered and complete the fields concerning your valid ID document.

The screenshot shows the 'STUDENTI ONLINE' interface for the University of Bologna. The page title is 'STUDENTI ONLINE' and the user is logged in as 'charlie.brown@studio.unibo.it'. A navigation bar at the top shows steps 1 through 8, with step 8 'Summary' highlighted. On the left, there is a 'Home' button and a 'Studenti Online Help desk' section with contact information: E-mail: Support service e-mail, Telephone: 051 20 99 882, and Opening hours: Monday to Friday 9:00 am-1:00 pm. The main content area is titled 'Summary of the application for the entrance exam' and includes a warning: 'Here below is a summary of your application; before confirming, check the data provided'. The data is organized into four sections: 'Exam' (Description: Quantitative Finance, Period of registration: 30/01/2013-31/03/2013, Amount due: [empty], Edit >), 'Personal data' (Name and Surname: CHARLIE BROWN, Tax ID: BRWCRL50R02Z404Z, Institutional e-mail: charlie.brown@studio.unibo.it, Edit >), 'Qualifications' (Qualification type: Titolo accademico, Description: Classe 28 - scienze economiche, Grade: 100/110, Edit >), and 'Document' (Type: Carta di Identità, ID Number: [empty], Deadline: [empty] with a calendar icon). At the bottom right, there are 'Back' and 'Confirm' buttons.

Figure 14 - Summary

Having pressed **Confirm** the system will automatically indicate the next steps to complete your application, according to the requirements of the call for applications.

### 3. COMPLETION OF THE APPLICATION

#### HOW TO UPLOAD YOUR DOCUMENTS

In order to complete your application, you need to attach a number of compulsory or optional documents.

**Studenti Online Help desk**

E-mail:  
[Support service e-mail](#)

Telephone:  
051 20 99 882

Opening hours:  
Monday to Friday 9:00 am-1.00 pm

Sei in: [Home](#) » Application details

#### Application details

Application entered.

To complete the on-line application, you must:

- Attach all the required documents

#### Requirements for completing your application

**Deadline:** by 31/03/2013 23:59

To complete your application you need to attach these missing documents

- Curriculum Vitae in English produced using the available format (CV Form): 1
- Statement of Purpose: 1
- Reference letter: 1

[Attach your documents](#)

[Application for PhD programme](#)

[Enrolment summary](#)

#### Information on the status of your application for the entrance exam

**Information on the request**

Reference ID	94869
Entry date	14/02/2013
Request status	Application completed

**Tuition fee**

Amount due	0.0 €
Fee payment	Not due

**Application summary**

Entrance exam	Quantitative Finance
---------------	----------------------

Figure 15 - Upload attachments

Before pressing [Attach your documents](#) read and follow the instructions carefully.

The system only accepts documents in **pdf format** and checks that you have uploaded a minimum number of compulsory documents (ID document, qualification certificates etc.).

The candidate is responsible for checking that all the attachments required have been uploaded according to the instructions provided in the call for application of the specific Programme.

**Attach your documents** takes you to the dedicated section for uploading your attachments.

**Documents required to complete your application**

**Letter of presentation**  
One or two letters of presentation (from teachers)  
 Add document

**Identity document**  
Copy of an identity document - ID card or Passport  
 Add document

**Optional supporting documents to complete your application.**

**Certificate of knowledge of the English language**  
Students who are not English native speakers must enclose a certificate attesting their knowledge of the English language (TOEFL, Cambridge, etc. or a declaration that proves their fluency in English)  
 Add document

Figure 16 - Compulsory and optional attachments

Press  to see the details, where you can enter the title and description of the attachments.

The screenshot shows the 'STUDENTI ONLINE' web interface. The header includes the Alma Mater Studiorum University of Bologna logo and the text 'STUDENTI ONLINE'. A navigation breadcrumb shows 'Home > Documenti da allegare > Attachments > Description of the attached document.'. The main content area is titled 'Description of the attached document.' and contains a form with the following fields: 'Type of the attached file' (dropdown menu with 'Graduate Record Examinations (GRE)' selected), 'Title\*' (text input), 'Document description\*' (text input), and 'Attached file\*' (file selection area with an 'Sfoggia...' button). At the bottom of the form are 'Cancel' and 'Save' buttons. A sidebar on the left contains a 'Studenti Online Help desk' section with contact information: E-mail: [Support service e-mail](#), Telephone: 051 20 99 882, and Opening hours: Monday to Friday 9:00 am-1:00 pm.

Figure 17 - Definition of attachments

The **Sfoggia (Browse)** button is used to select the document you wish to present for your application.

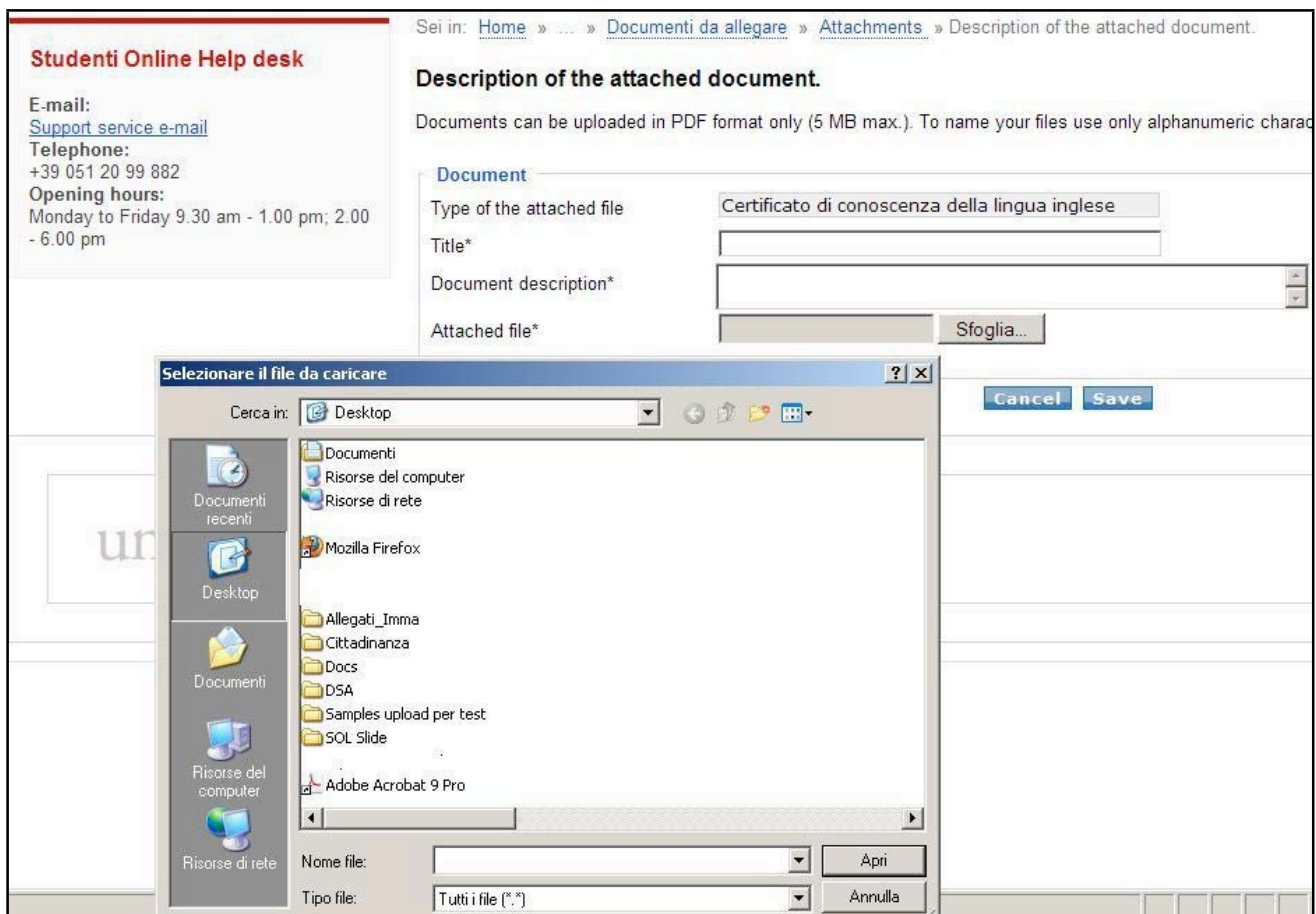


Figure 18 - Upload attachment

Press **Save** to enter the attachment in the documents the board will review as part of their assessments. You can add and replace the documents you have attached until the date set as deadline for the application. To edit your application, simply select [See detail](#) from the application summary in the Studenti Online homepage.

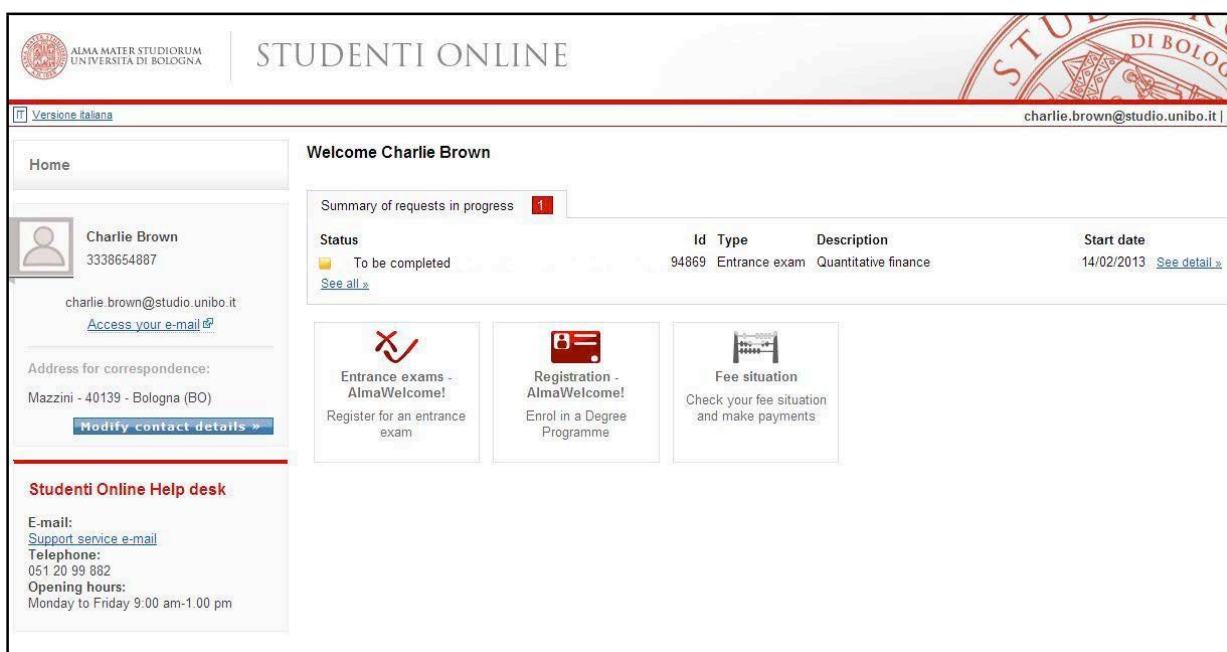


Figure 19 - Profile with registration to entrance exam to be complete

## 4. APPLICATION COMPLETED

You have now completed your registration for the entrance exam.

Press **Home** to return to your profile and see a summary of your applications in progress, with status updates.

Versione italiana charlie.brown@studio.unibo.it | Lo

Home

Charlie Brown  
3338654887  
charlie.brown@studio.unibo.it  
[Access your e-mail](#)

Address for correspondence:  
Mazzini - 40139 - Bologna (BO)  
[Modify contact details](#)

**Studenti Online Help desk**  
E-mail:  
[Support service e-mail](#)  
Telephone:  
+39 051 20 99 882  
Opening hours:  
Monday to Friday 9.30 am - 1.00 pm; 2.00 - 6.00 pm

**Welcome Charlie Brown**

Summary of requests in progress **2**

Status	Id	Type	Description	Start date
To be completed	94869	Entrance exam	Quantitative finance	14/02/2013 <a href="#">See detail</a>
Application completed	94951	Entrance exam	Business administration	28/02/2013 <a href="#">See detail</a>

[See all](#)

**Entrance exams - AlmaWelcome!**  
Register for an entrance exam

**Registration - AlmaWelcome!**  
Enrol in a Degree Programme

**Fee situation**  
Check your fee situation and make payments

Figure 20 – Profile with completed registration

### SUMMARY OF REQUESTS IN PROGRESS

In this section you can:

1. Monitor the status of the requests in progress **(1)**
2. View the summary of the requests in progress and see their details **(2)**
3. View your request history **(3)**

**1** Welcome Charlie Brown

Summary of requests in progress **2**

Status	Id	Type	Description	Start date
To be completed	94869	Entrance exam	Quantitative finance	14/02/2013 <a href="#">See detail</a>
Application completed	94951	Entrance exam	Business administration	28/02/2013 <a href="#">See detail</a>

[See all](#)

**3**

Figure 21 – Summary of requests in progress

### CANCELLING YOUR REQUEST

To cancel an application for registration to an entrance exam:

- If you have not completed your application including payment of the fee (request status: "Request entered"), select [See detail](#) and click on [Cancel request](#)
- If you have already paid the fee, go to the Student Administration Office and request the cancellation of your application.