

# Studenti Online

## GUIDE TO THE ONLINE APPLICATION PROCEDURE FOR ADMISSION TO THE INTERNATIONAL MASTER IN HORTICULTURAL SCIENCE

In case of computer errors when using the online registration tool, send an e-mail to [help.studentonline@unibo.it](mailto:help.studentonline@unibo.it) describing the error type (please send a screenshot of the message that appears) and provide your name, surname and registration number so they can help you.

# 1. REGISTRATION AND ACCESS TO THE SYSTEM

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

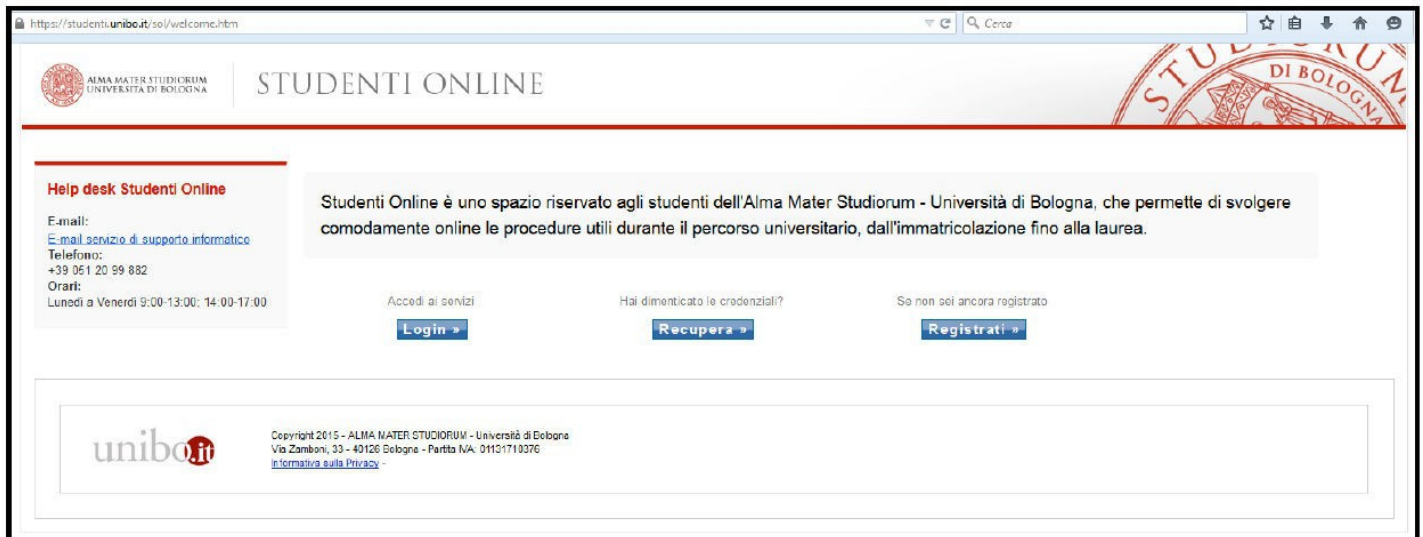


Figure 1: Access to the system

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

In case of difficulties, or if you have forgotten your password, you can recover it clicking on “Recupera” .

If you are registering for the first time with the UNIBO registration tool, follow the link

**Registrati »**.

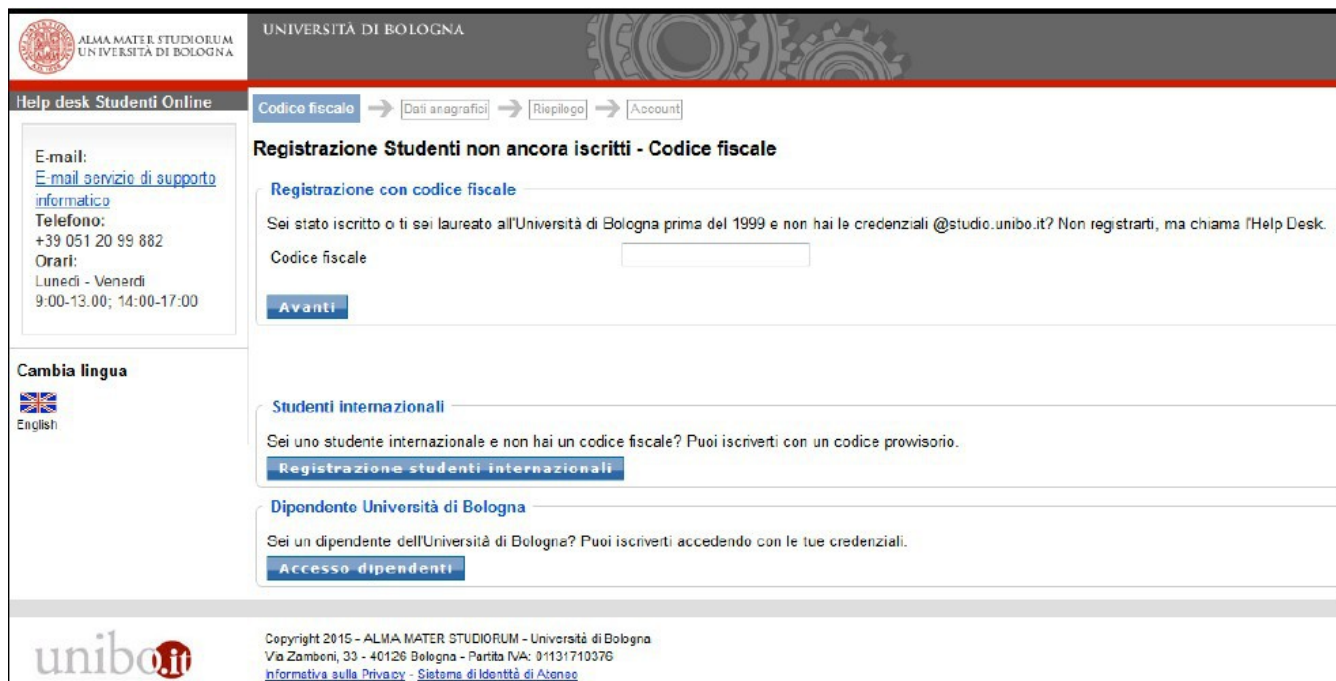


Figure 2: Switch to English

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



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**

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UNIVERSITÀ DI BOLOGNA

Help desk Studenti Online

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

**Personal data**

Enter the missing data

**Personal data**

Name\*

Surname\*

Gender\*  M  F

Date of birth\*

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](#)

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

**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.



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**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

### 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


Regenerate

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.

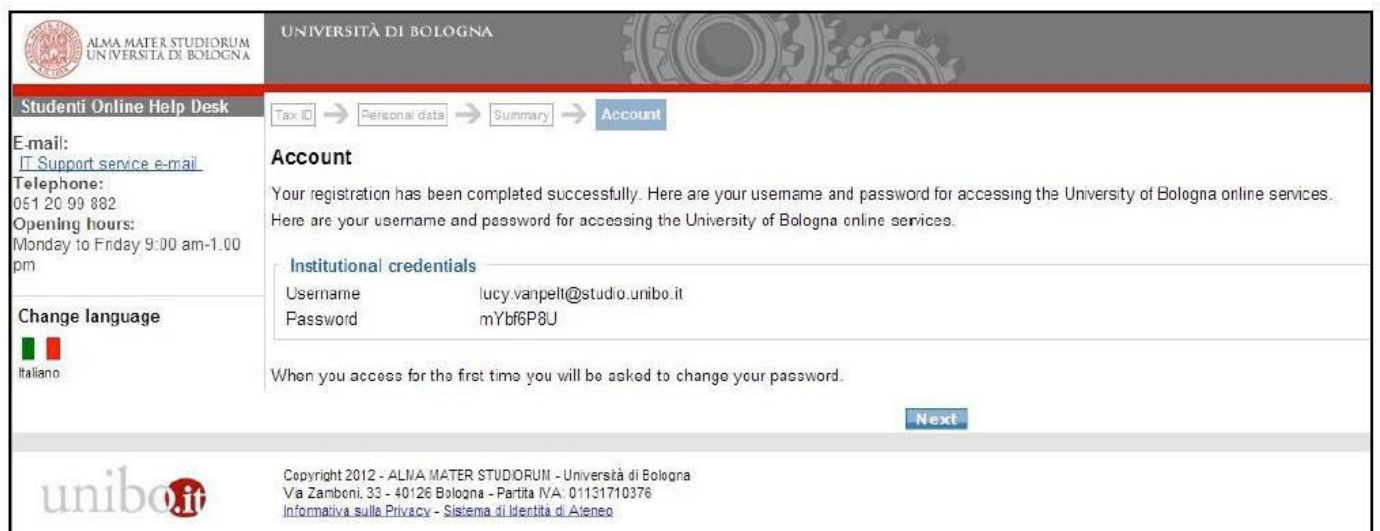


Figure 6: Credential notification

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

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

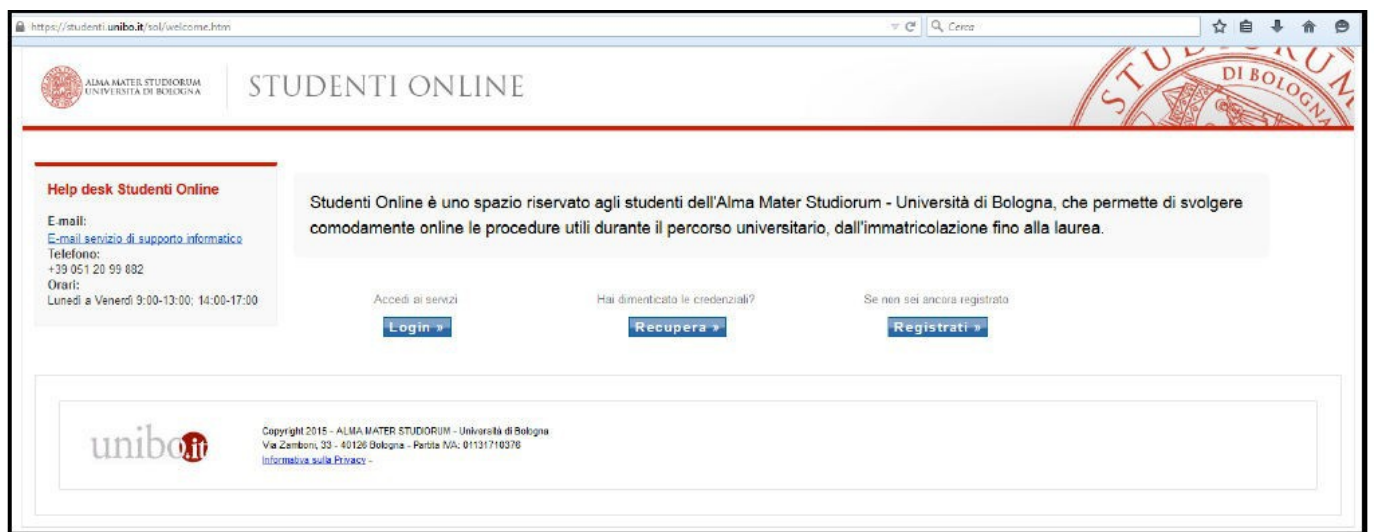
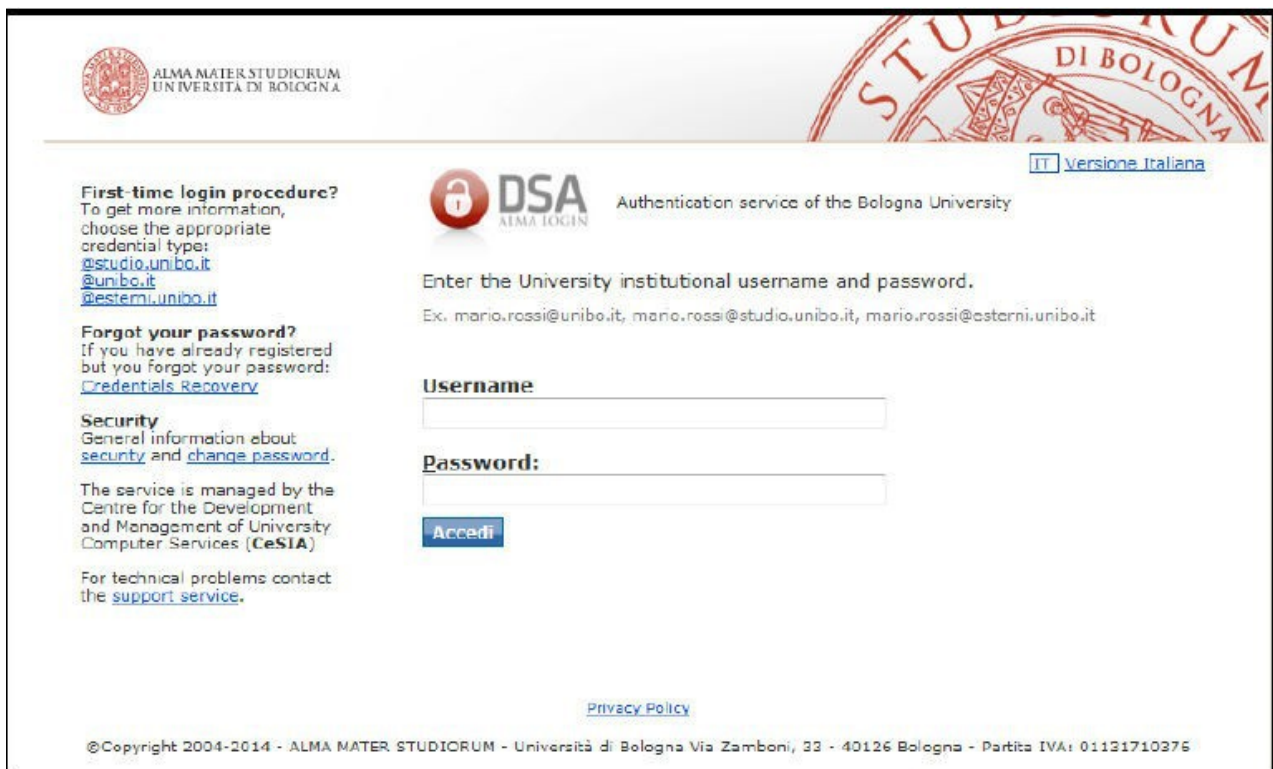


Figure 7: Authenticated access

After clicking Login, you will see the page below:



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[IT | Versione Italiana](#)

**DSA**  
ALMA LOGIN  
Authentication service of the Bologna University

Enter the University institutional username and password.  
Ex. mario.rossi@unibo.it, mario.rossi@studio.unibo.it, mario.rossi@esterni.unibo.it

**Username**

**Password:**

[Accedi](#)

[Privacy Policy](#)

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**First-time login procedure?**  
To get more information, choose the appropriate credential type:  
[@studio.unibo.it](#)  
[@unibo.it](#)  
[@esterni.unibo.it](#)

**Forgot your password?**  
If you have already registered but you forgot your password:  
[Credentials Recovery](#)

**Security**  
General information about [security](#) and [change password](#).

The service is managed by the Centre for the Development and Management of University Computer Services (**CeSIA**)

For technical problems contact the [support service](#).

**Figure 8: Authenticated access**

You can switch to the English version, selecting the 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. REGISTRATION FOR AN ENTRANCE EXAM OR REQUIREMENTS CHECK

In order to apply for one of the International Degree Programme, you need to access again to Studenti Online using the credentials given (see point 1), and click on “Entrance exams or requirements check”

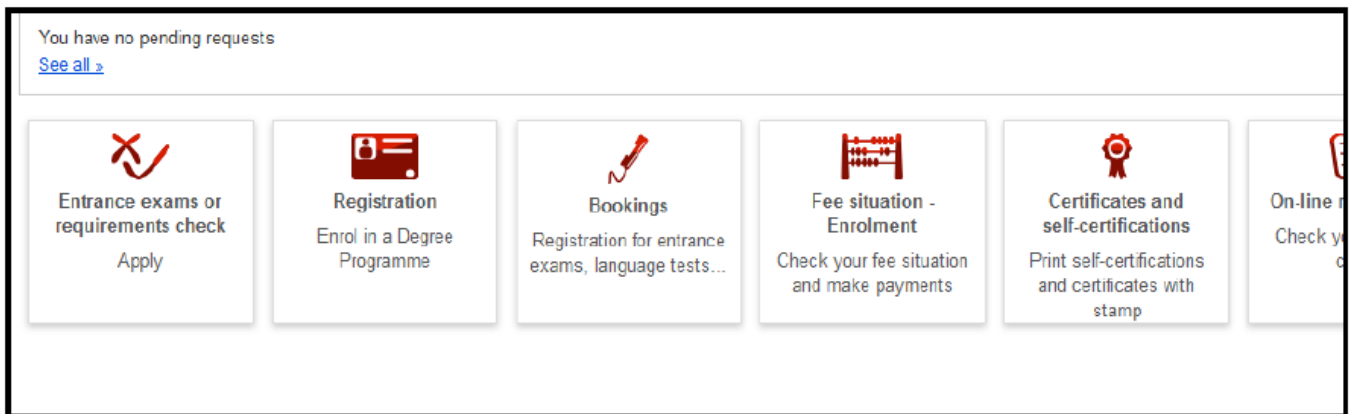


Figure 9: View inside student's profile

## CHOICE OF PROGRAMME TYPE

After selecting **Entrance exams or requirements Check** you will be able to view the complete list of programme types.

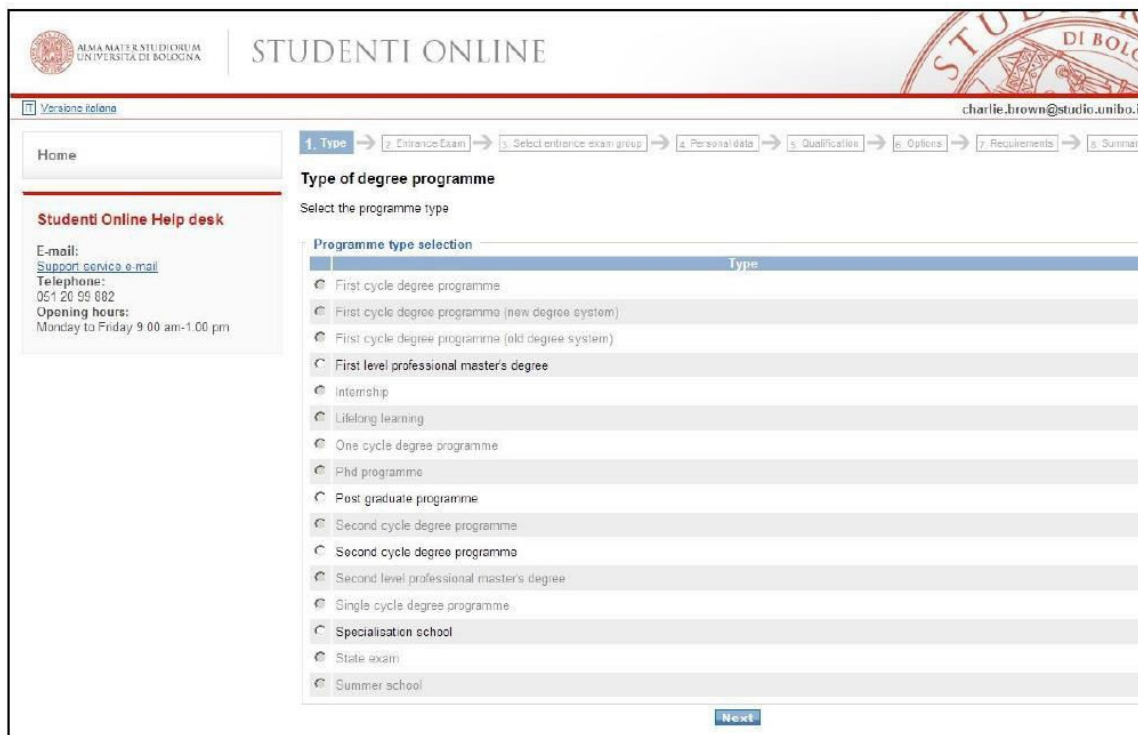


Figure 10: Types of degree Programme

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. At the top, there is a navigation bar with steps: 1. Type, 2. Entrance Exam (selected), 3. Select entrance exam group, 4. Personal data, 5. Qualification, 6. Options, 7. Requirements, 8. Summary. Below this, the 'Entrance exam' section contains search filters for Description, Campus (set to 'All'), and School (set to 'All'). A 'Search' button is present. The 'Search results' section displays a table of programmes:

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 8th 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 section, 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**.

**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 → 8.

**Personal data check**

**Student Personal Data**

<b>Personal data</b>	
Name and surname	Charlie Brown
Tax ID	BRWCRL50R022404Z
Sex	M
Date of birth	02/10/1950
Place of birth (municipality)	Minneapolis
Country of birth	Stati Uniti D'America
Citizenship	Italia

**Contacts**

<b>E-mail</b>	
Institutional e-mail	charlie.brown@studio.unibo.it
Private e-mail	help.studentionline@unibo.it

<b>Telephone numbers</b>	
Mobile phone number	333

**Address**

<b>Residence</b>	
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. Accordingly to the type of Programme selected you may be required to possess different documentation. Please refer to the Call for Application for this step.

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 current step is '5. Qualification'. On the left, there is a 'Home' button and a 'Studenti Online Help desk' section with contact information: E-mail: [Support.service@unibo.it](mailto:Support.service@unibo.it), 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 contains the instruction: 'In this page you can select and/or enter the qualifications to present for the application'. Below this is a section for 'New Titolo accademico' with two radio button options: 'I already have a qualification' (selected) and 'I will graduate by the date set in the call for applications'. The form includes several 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 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 a link for 'Information note concerning Privacy - 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 **Next**.

# SUMMARY

The next step offers a summary of the data you have entered. Before pressing **Confirm** check the data entered and complete the field 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. 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', 'Personal data', 'Qualifications', and 'Document'. Each section contains input fields with pre-filled values and an 'Edit' link. At the bottom, there are 'Back' and 'Confirm' buttons.

Section	Field	Value
Exam	Description	Quantitative Finance
	Period of registration	30/01/2013-31/03/2013
	Amount due	
Personal data	Name and Surname	CHARLIE BROWN
	Tax ID	BRWCRL50R02Z404Z
	Institutional e-mail	charlie.brown@studio.unibo.it
Qualifications	Qualification type	Titolo accademico
	Description	Classe 28 - scienze economiche
	Grade	100/110
Document	Type	Carta di Identità
	ID Number	
	Deadline	

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.

The screenshot shows the 'Studenti Online Help desk' interface. On the left is a help desk contact box. The main content area is titled 'Application details' and shows a green status bar 'Application entered.' followed by a yellow warning box stating 'To complete the on-line application, you must: Attach all the required documents'. Below this is a section 'Requirements for completing your application' with a deadline of 31/03/2013 23:59. A yellow box lists missing documents: Curriculum Vitae, Statement of Purpose, and Reference letter, with an 'Attach your documents' button. Two PDF upload boxes are shown: 'Application for PhD programme' and 'Enrolment summary'. At the bottom, a table shows application status (completed), tuition fee (0.0 €), and entrance exam (Quantitative Finance).

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

See 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	94969
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.

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STUDENTI ONLINE

Versione italiana

pancrazio.pancaldi@studio.unibo.it

Home

Sei in: [Home](#) > [Documenti da allegare](#) > [Attachments](#) > [Description of the attached document.](#)

**Description of the attached document.**

Documents can be uploaded in PDF format only (5 MB max.). To name your files use only alphanumeric characters, no accents or other symbols are accepted.

**Document**

Type of the attached file: Graduate Record Examinations (GRE)

Title\*:

Document description\*:

Attached file\*:  [Sfoggia...](#)

[Cancel](#) [Save](#)

Figure 17: Definition of attachments

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

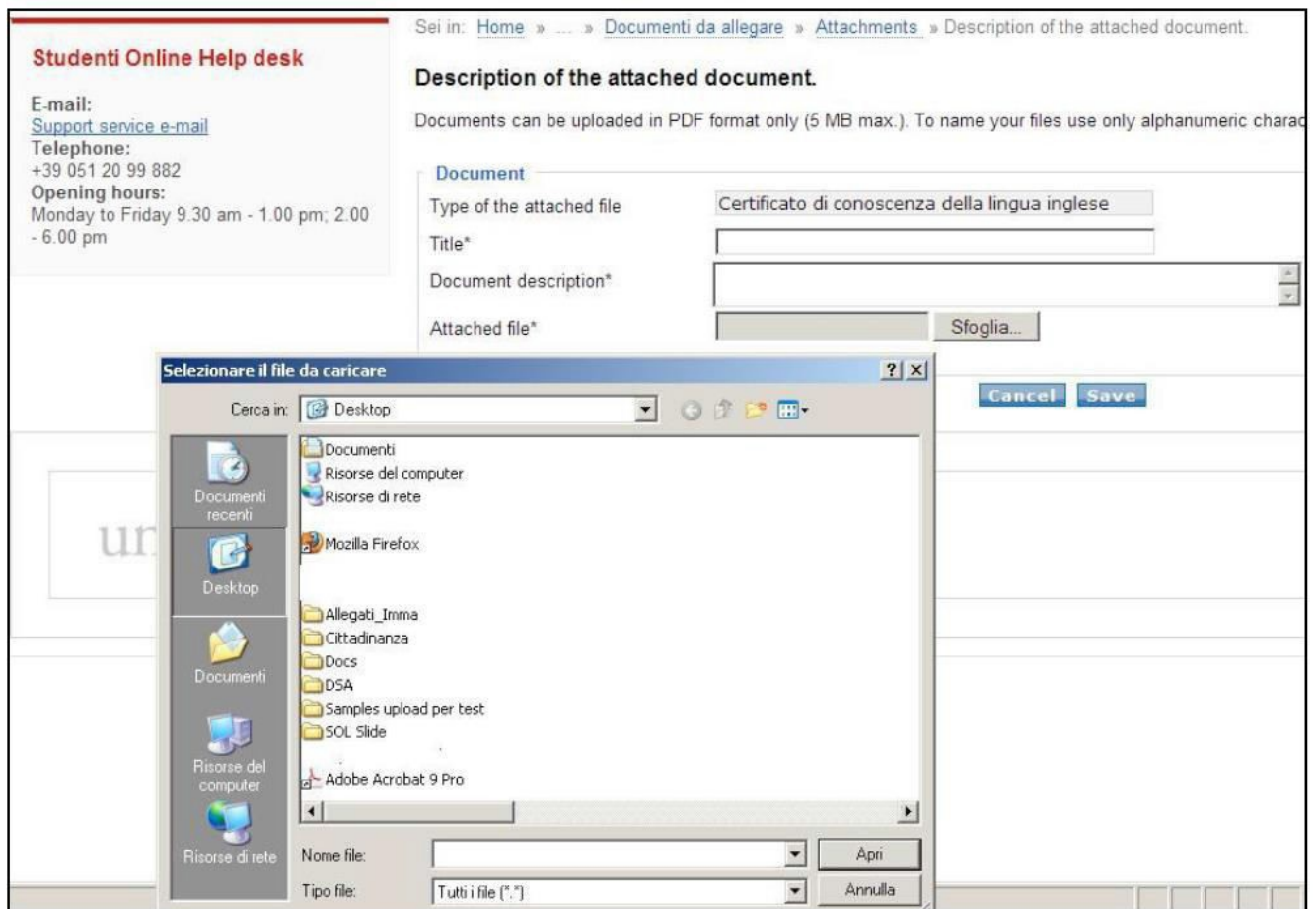


Figure 18: Upload attachment

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.

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STUDENTI ONLINE

Visuale italiana charlie.brown@studio.unibo.it | L


Home

**Welcome Charlie Brown**


Summary of requests in progress **1**

Status	Id	Type	Description	Start date
 To be completed	94869	Entrance exam	Quantitative finance	14/02/2013 <a href="#">See details</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

**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

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.

STUDENTI ONLINE

charlie.brown@studio.unibo.it | Lo

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 &gt;</a>
Application completed	94951	Entrance exam	Business administration	28/02/2013 <a href="#">See detail &gt;</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

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

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)**

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 &gt;</a>
Application completed	94951	Entrance exam	Business administration	28/02/2013 <a href="#">See detail &gt;</a>

See all >

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;
- If you have already paid the fee, go to the Student Administration Office and request the cancellation of your application.