STEP-by-STEP GUIDE TO THE

ONLINE APPLICATION PROCEDURE

for admission to the international Second-cycle degree

programmes of the SCIENCE AREA

In the event of system malfunctioning, send an e-mail to help.studentionline@unibo.it describing the error type (please send a screenshot of the message that appears) and clearly indicating your name, surname and registration number. This is the only way the Helpdesk can assist you.

1. Be sure you are using an English Browser.

2. In order to apply, go to https://studenti.unibo.it and register to the "Studenti Online" platform.

STUDENTI ONLINE

IT Versione italiana

Studenti Online Help Desk

To receive support in using Studenti Online or to report a malfunction

E-mail:
Support service e-mail
Telephone:
+39 051 20 99 882
Opening hours:
Monday - Friday 9:00-13:00 and 14:00-17:00

Studenti Online is a space reserved for students of the Alma Mater Studiorum - University of Bologna, which allows you to conveniently carry out online procedures, from registration to graduation.

Login to services   Forgot your password?   If you have not yet registered
Login »   **Retrieve »**   **Register »**

Cambia lingua

English

3. Switch to the **English version** by clicking on the flag on the left of the page.

4. If you have already registered, click on **Login »**
If you have forgotten your password, click on **RETRIEVE**
If you are registering for the first time, click on **REGISTER**

5. Type your tax ID number (the so-called Italian 'Codice fiscale'), if you have one. If you do not have an Italian tax ID, select "**International students registration**".

6. <u>FILL IN CAREFULLY ALL PERSONAL DATA/CONTACTS/RESIDENCE DETAILS REQUIRED.</u>

!! **NOTE: IT IS UNDER STUDENTS' RESPONSIBILITY TO CHECK THAT PERSONAL DATA ARE TYPED CORRECTLY.**
INCORRECT DATA MAY CAUSE IDENTIFICATION PROBLEMS DURING THE ENTIRE PROCEDURE AND, IN SOME CASES, MAY LEAD TO NON-ADMISSION.

7. To complete the registration procedure, enter the security code in the box as shown below. If the code is not clear, use the Regenerate button to create a new security code. Click on **Next** and wait for the system to process your data.

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

8. At the end of the registration procedure the platform displays your credentials for accessing the university web services.

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

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

9. Press Next to go to https://studenti.unibo.it, the homepage of the Studenti Online service, where you can enter your new UNIBO account by clicking on the Login » button.
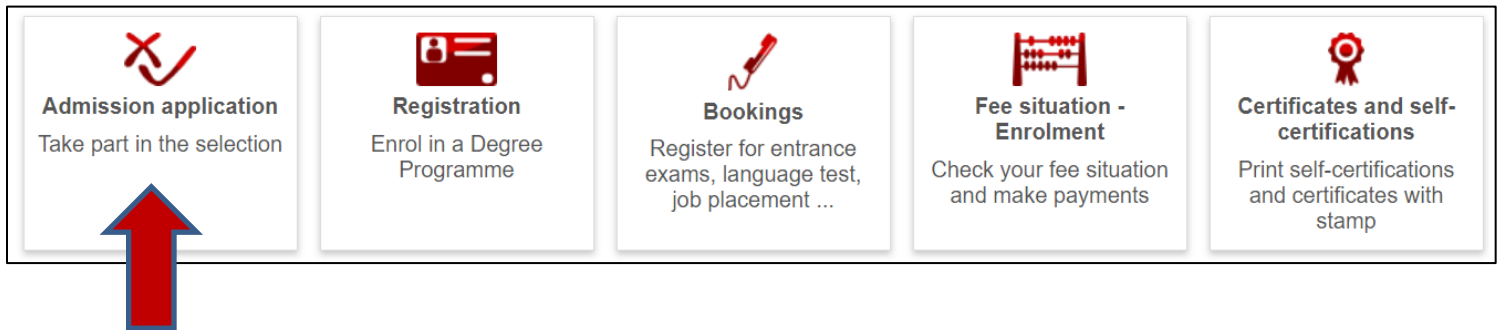

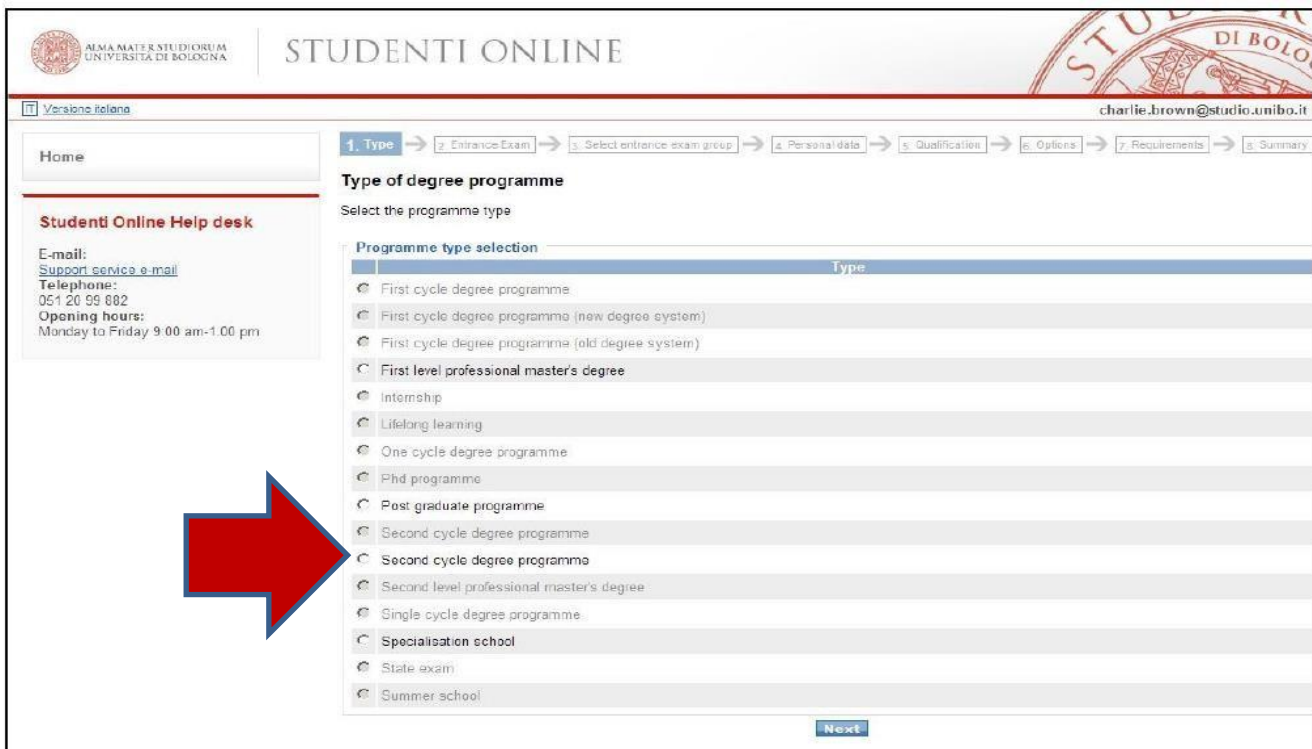**10.** Enter your UNIBO e-mail address and password.

11. Once in, the system will ask you to create a new password in order to protect your personal data.
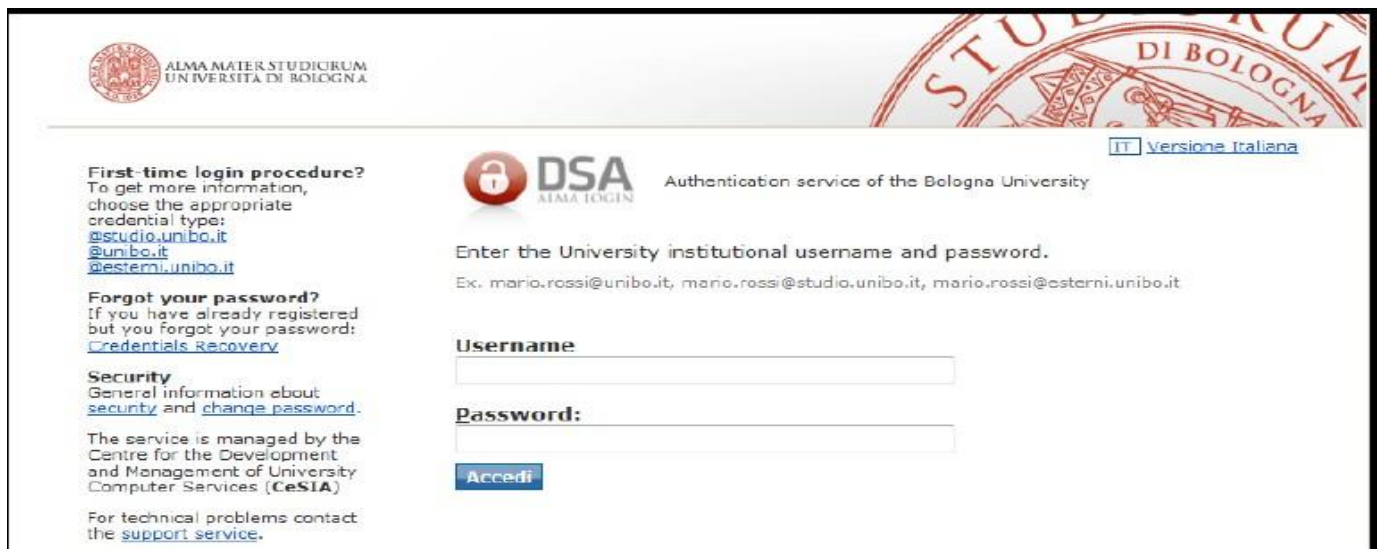
12. On the homepage, click on the "Admission application – take part in the selection" tab

13. Select "Second cycle degree programme" and click on **Next**.

14. Select **Campus → Bologna** and click on **SEARCH**.

15. Click on the chosen Degree Programme and click on **NEXT**

16. Click on the option **'Selezione Valida per tutti i candidati'** (Unique application procedure) and **NEXT**

17. **<u>Check carefully again your personal data</u>.** Enter your contact details by clicking on the **Edit contacts** tab and then click on **Next**.

18. **Type the qualifications required** to enter the evaluation procedure, according to the details published on the website of the relevant programme.

19. NOTE: **You can apply prior to obtaining the qualification required for admission (eg. Bachelor's Degree) by indicating "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 allow you to do so, it means that you cannot apply before obtaining your qualification. After entering your qualifications, click on Next

20. Check the entered data and complete the field concerning your valid ID document, then click on Confirm

21. Click on Confirm : the system will automatically indicate the next steps to complete your application, according to the requirements of the chosen degree programme.

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

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

PDF Application for PhD programme

PDF 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

22. Upload your documents: Click on **Attach your documents** and proceed.

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

23. **NOTE:** 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 documents required have been uploaded according to the instructions provided by the specific Programme.

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

25. The **Sfoglia (Browse)** tab is used to select the document you wish to submit for your application.

26. **If you are a Non-EU citizen with equivalent status to EU students** (check your status here: https://www.unibo.it/en/international/Who-are-international-students) **UPLOAD YOUR RESIDENCE PERMIT.**

27. Press **Save** to upload the attachments which will be assessed by the Board as part of the evaluation process. You can add and replace the documents until the application deadline. To edit your application, simply click on   See detail »   from the application summary in the Studenti Online homepage.

28. **You have now completed your registration to the evaluation process**. Press **Home** to return to your profile and see a summary of your applications' status.

29. In this section you can:
  1. Monitor the status of the application 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**   **2**

Status		Id	Type	Description		Start date	
3	To be completed	94869	Entrance exam	Quantitative finance		14/02/2013	See detail »
	Application completed	94951	Entrance exam	Business administration		28/02/2013	See detail »
	See all »						

30. To cancel your application click on Cancel request