

**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.

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 **Login »**

Forgot your password? **Retrieve »**

If you have not yet registered **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. **FILL IN CAREFULLY ALL PERSONAL DATA/CONTACTS/RESIDENCE DETAILS REQUIRED.**

!! 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.

ALMA MATER STUDIORUM UNIVERSITÀ DI BOLOGNA UNIVERSITÀ DI BOLOGNA

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 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

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.

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Change language
 Italiano

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	mYbf6P8J

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

[Next](#)

unibo.it

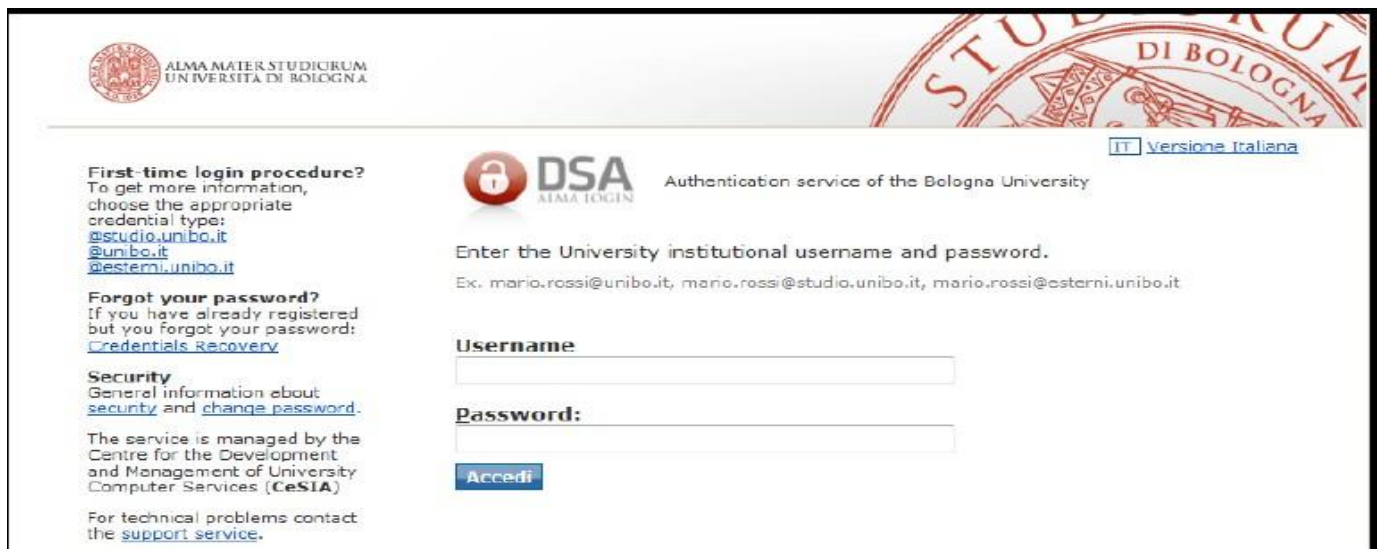
Copyright 2012 - ALMA MATER STUDIORUM - Università di Bologna
 Via Zamboni, 33 - 40126 Bologna - Partita IVA: 01131710376
[Informativa sulla Privacy](#) - [Sistema di Identità di Ateneo](#)

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.

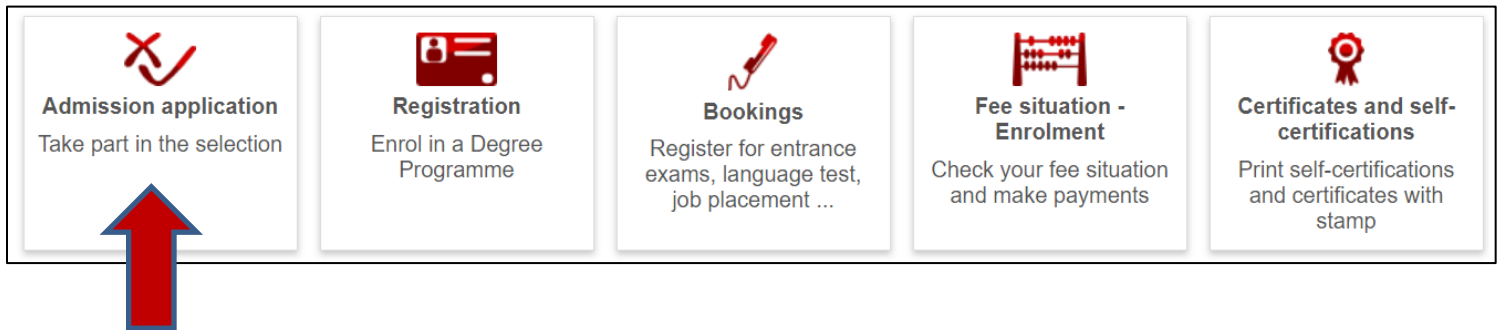


10. Enter your UNIBO e-mail address and password.

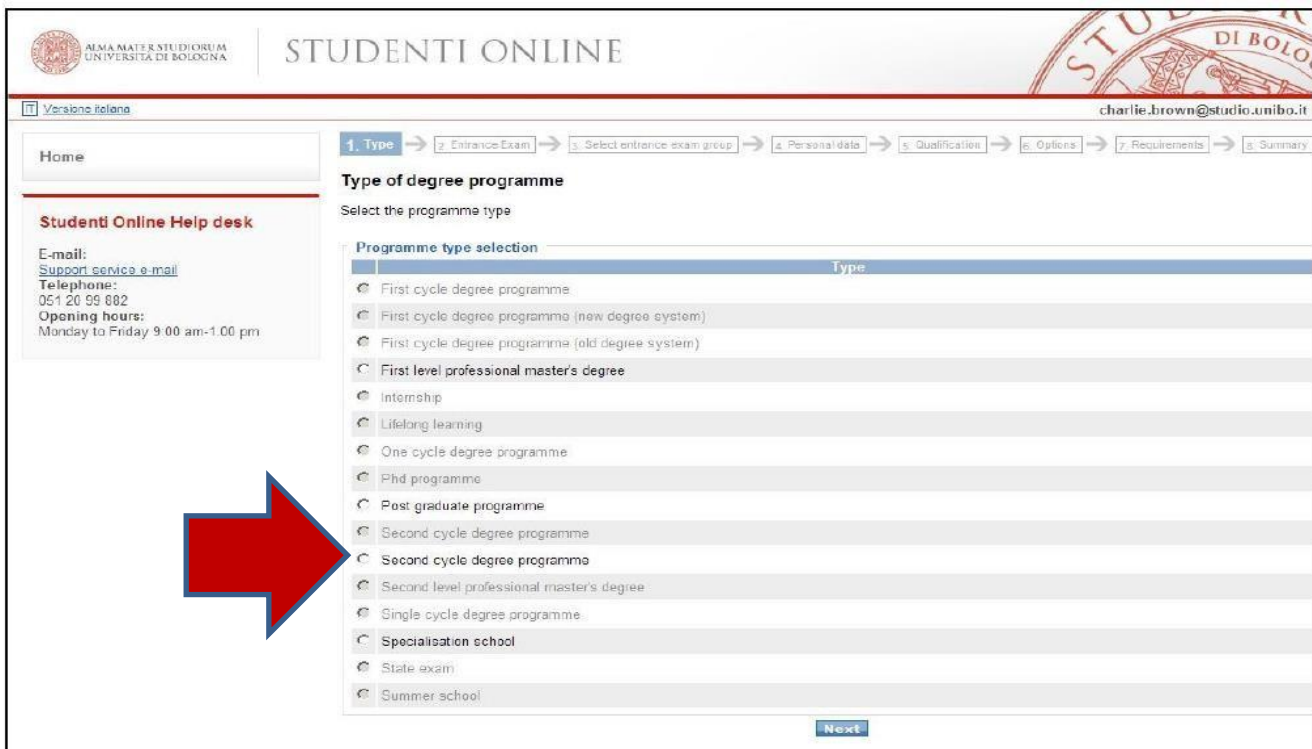
11. Once in, the system will ask you to create a new password in order to protect your personal data.



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**

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

Take part in the selection

Choose the selection you wish to take part in

Search filters

Description

Campus

Search results

Selection	Campus
<input type="radio"/> Call For Applications To The International Curriculum In Italian Studies (its) Period of registration: 01/02/2021 00:00 - 27/09/2021 23:59	Bologna
<input type="radio"/> Ingegneria Elettronica - Curriculum "electronics For Intelligent Systems, Big-data And Internet Of Things" - Call For Application Period of registration: 11/02/2021 13:00 - 10/06/2021 13:00 Information on the call for applications	Bologna

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

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

Selection of entrance exam group

Select entrance exam group

Search results

Code	Description
<input type="radio"/> 1	SELEZIONE VALIDA PER TUTTI I CANDIDATI Period of registration: 18/04/2019 12:00 - 15/11/2019 23:59

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

ALMA MATER STUDIORUM UNIVERSITÀ DI BOLOGNA | STUDENTI ONLINE

Versione italiana | charlie.brown@studio.u

Home

1. Type → 2. Entrance Exam → 3. Select entrance exam group → **4. Personal data** → 5. Qualification → 6. Options → 7. Requirements → 8. Summary

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
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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](#)

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

ALMA MATER STUDIORUM UNIVERSITÀ DI BOLOGNA | STUDENTI ONLINE

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

Home

1. Type → 2. Entrance Exam → 3. Select entrance exam group → 4. Personal data → **5. Qualification** → 6. Options → 7. Requirements → 8. Summary

Qualification presented for your application

In this page you can select and/or enter the qualifications to present for the application

New Titolo accademico

I already have a qualification
 I will graduate by the date set in the call for applications

Country	Italia
University	--Seleziona--
Type of qualification	--Seleziona--
Academic title	--Seleziona--
Date of graduation	
Grade	
Basic grade	110
Honours	<input type="checkbox"/>

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

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 Via Zamboni, 33 - 40126 Bologna - VAT Reg. No.: 01121710375
 Information note concerning Privacy - University ID system

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](#)

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 message: 'Here below is a summary of your application: before confirming, check the data provided'. The summary is divided into four sections: 'Exam', 'Personal data', 'Qualifications', and 'Document'. Each section contains input fields for various details and an 'Edit' link. At the bottom right, there are 'Back' and 'Confirm' buttons.

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

Site 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](#)



Information on the status of your application for the entrance exam

Information on the request

Reference ID	04869
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
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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.

The screenshot shows the 'STUDENTI ONLINE' web interface. The header includes the Alma Mater Studiorum University of Bologna logo and the text 'STUDENTI ONLINE'. The breadcrumb trail is 'Home > ... > Documenti da allegare > Attachments > Description of the attached document'. The page title is 'Description of the attached document.' Below the title, there is a note: '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.' The form contains the following fields: 'Type of the attached file' (text input with 'Graduate Record Examinations (GRE)'); 'Title*' (text input); 'Document description*' (text input); and 'Attached file*' (file selection button labeled 'Sfoggia...'). At the bottom of the form are 'Cancel' and 'Save' buttons.

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

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

This screenshot shows the same 'STUDENTI ONLINE' web interface as above, but with a file selection dialog box open in the foreground. The dialog box is titled 'Selezionare il file da caricare' and shows the 'Desktop' location. The file list includes folders like 'Documenti', 'Risorse del computer', 'Risorse di rete', 'Allegati_Imma', 'Cittadinanza', 'Docs', 'DSA', 'Samples upload per test', 'SOL Slide', and 'Adobe Acrobat 9 Pro'. The 'Nome file' field is empty, and the 'Tipo file' is set to 'Tutti i file (*.*)'. The 'Apri' and 'Annulla' buttons are visible at the bottom of the dialog. The background web form is partially obscured but shows the 'Type of the attached file' field with the text 'Certificato di conoscenza della lingua inglese'.

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.

STUDENTI ONLINE

Veronica Italiana charlie.brown@studio.unibo.it

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 See detail »

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

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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.

STUDENTI ONLINE

Versione Italiana charlie.brown@studio.unibo.it

Home

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 See detail »
Application completed	94951	Entrance exam	Business administration	28/02/2013 See detail »

See all »

Entrance exams or requirements check Apply

Registration Enrol in a Degree Programme

Fee situation - Enrolment 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

- 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**

Status	Id	Type	Description	Start date
 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 >

3 [See all >](#)

- 30.** To cancel your application click on [Cancel request](#)