Studenti Online

GUIDE TO THE ONLINE APPLICATION PROCEDURE FOR PRE-ADMISSION TO THE INTERNATIONAL MASTER DEGREES OF RAVENNA CAMPUS

In the event of computer problems when using the system, send an e-mail to 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.

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.

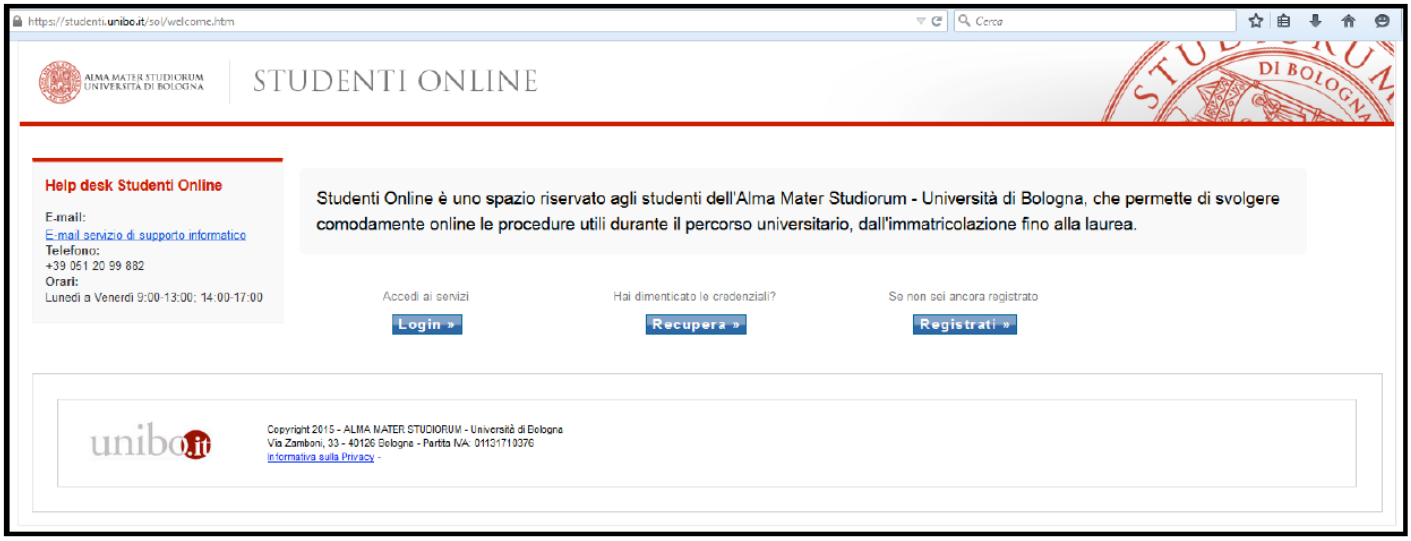

Figure 1: Access to the system

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 »**.

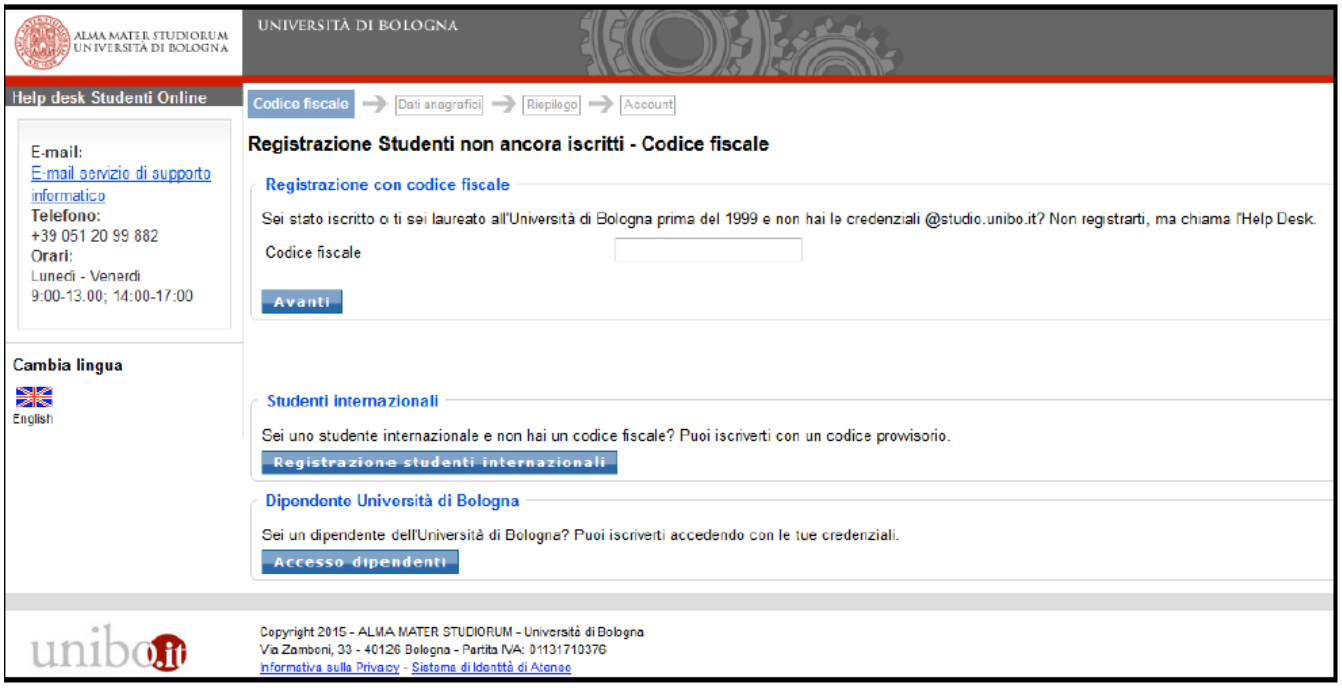

Figure 2: Switch to English

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

Figure 3: Regitration

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**".

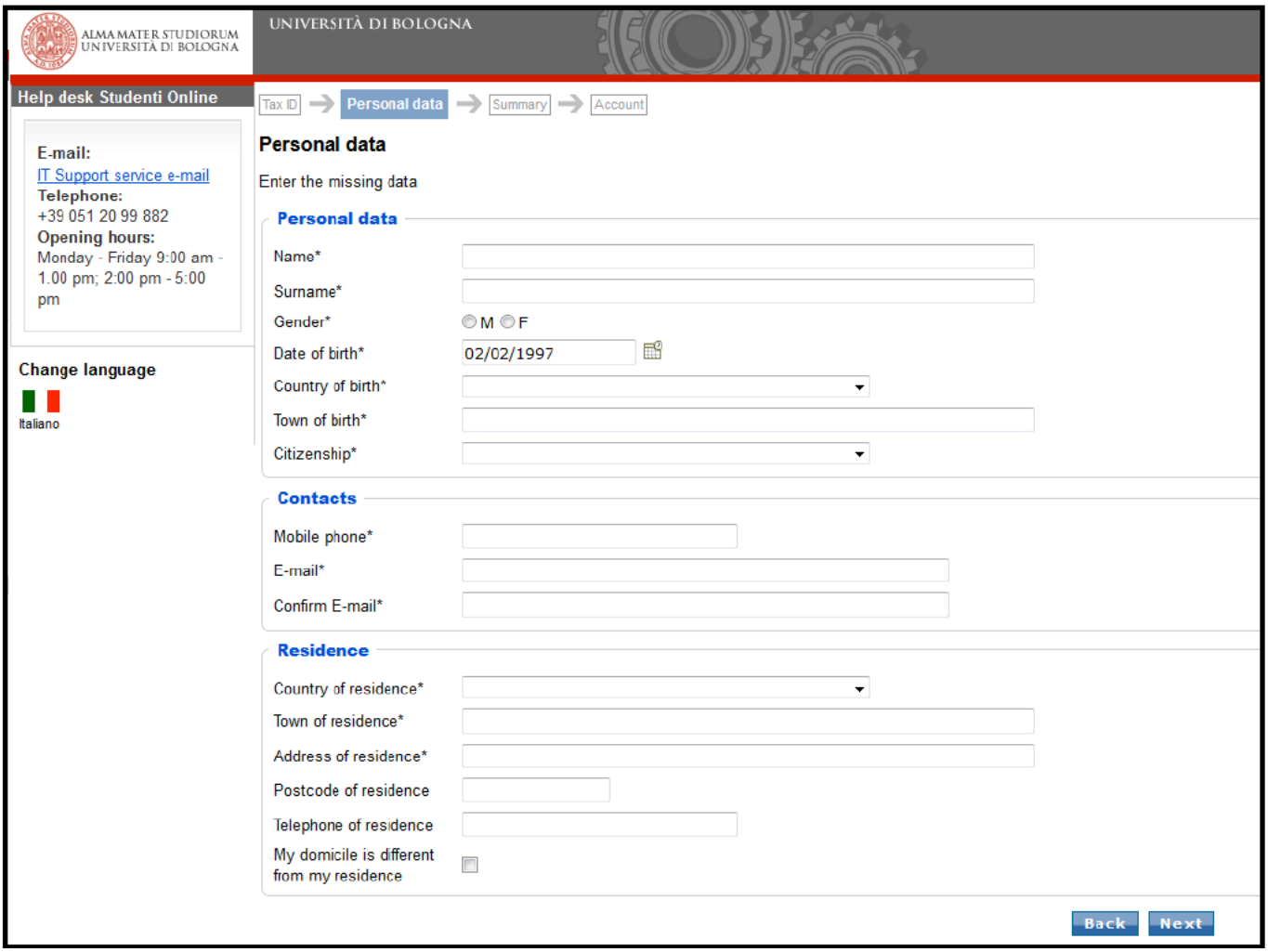

Figure 4: Data entry

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.

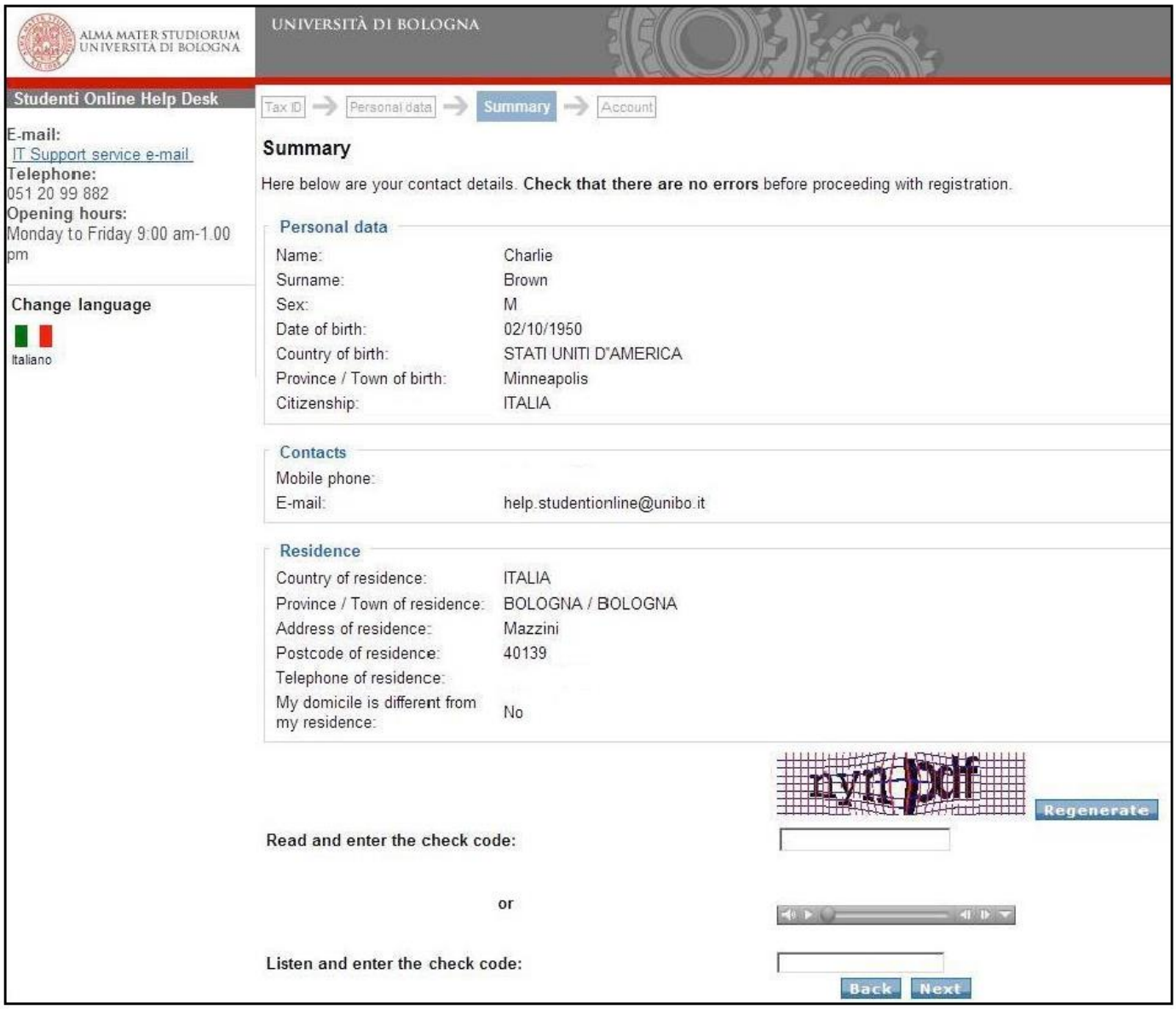

Figure 5: Summary

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

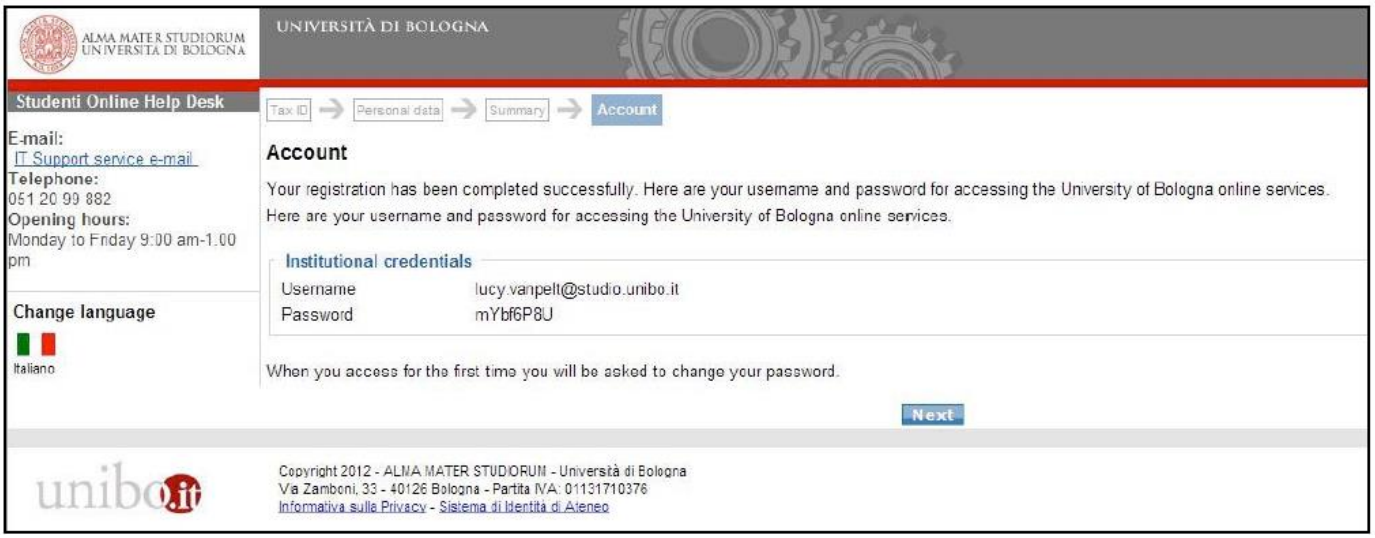

Figure 6: Credential notification

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.

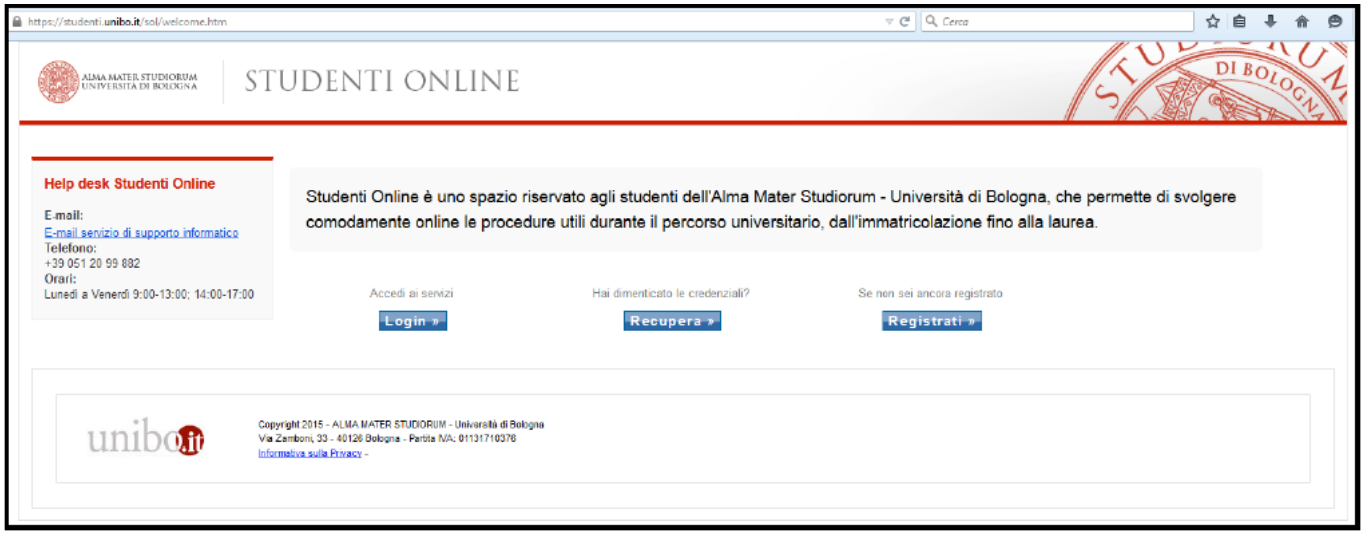

Figure 7: Authenticated access

After clicking Login, you will see the page below:

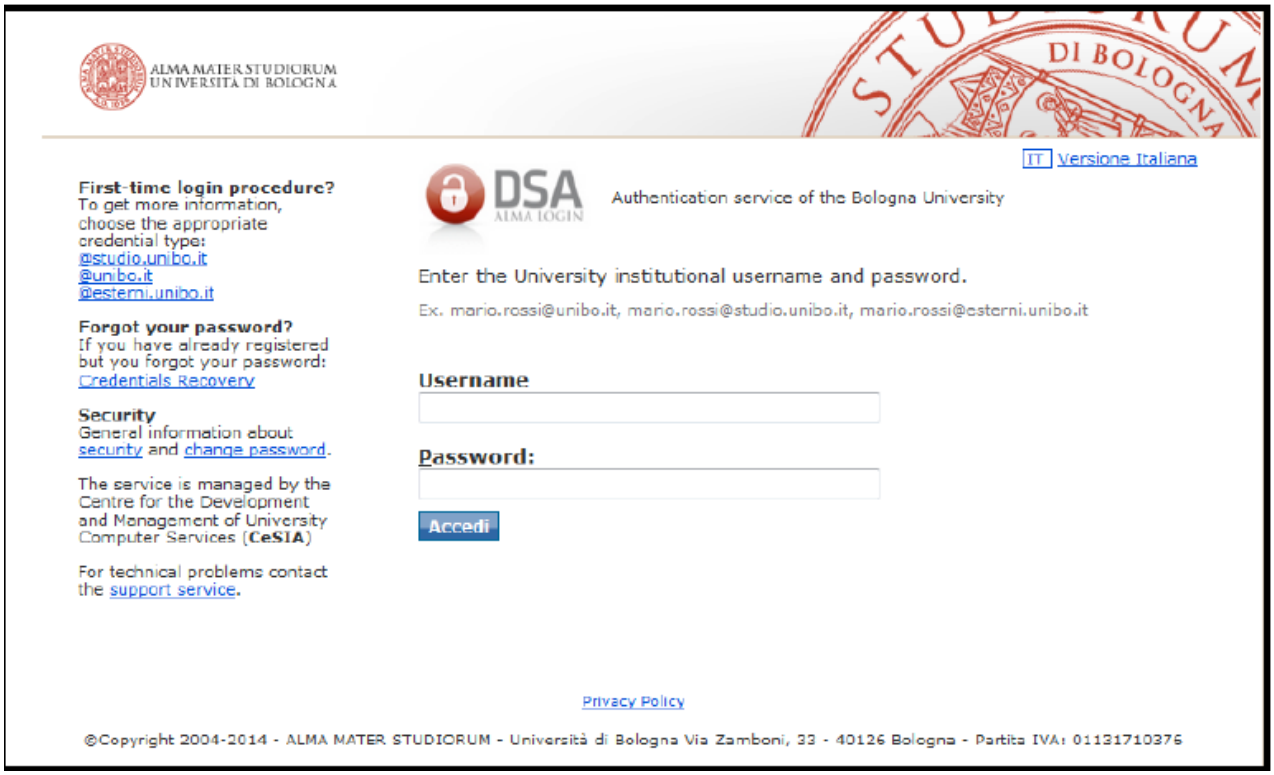

Figure 8: Authenticated access

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. REGISTRATION FOR AN ENTRANCE EXAM OR REQUIREMENTS CHECK

In order to apply for one of the International Degree Programme, you need to access "StudentiOnline" using the credentials you've created (see point 1), and click on the box "Entrance exams or requirements check".

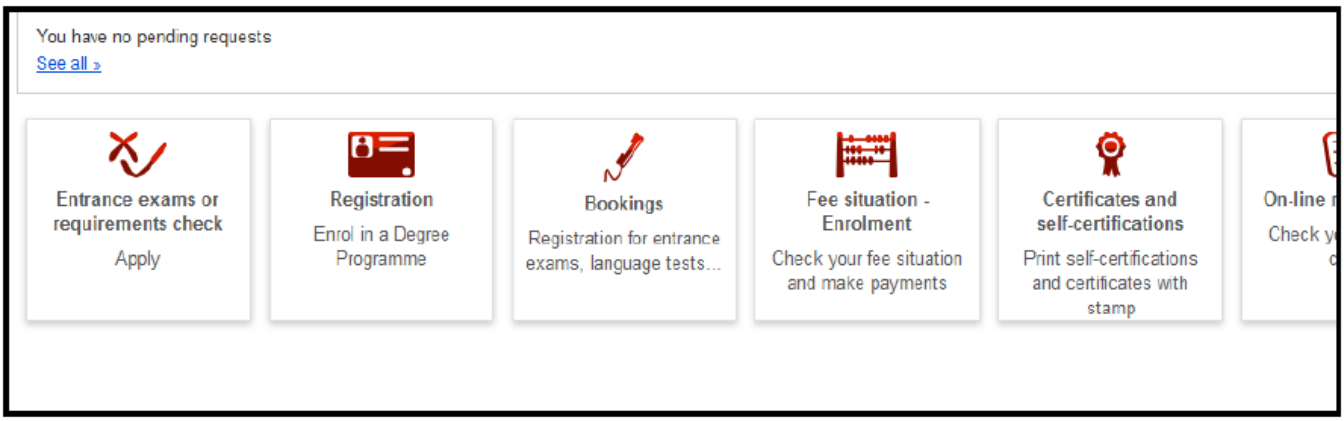

Figure 9: View inside student's profile

CHOICE OF PROGRAMME TYPE

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

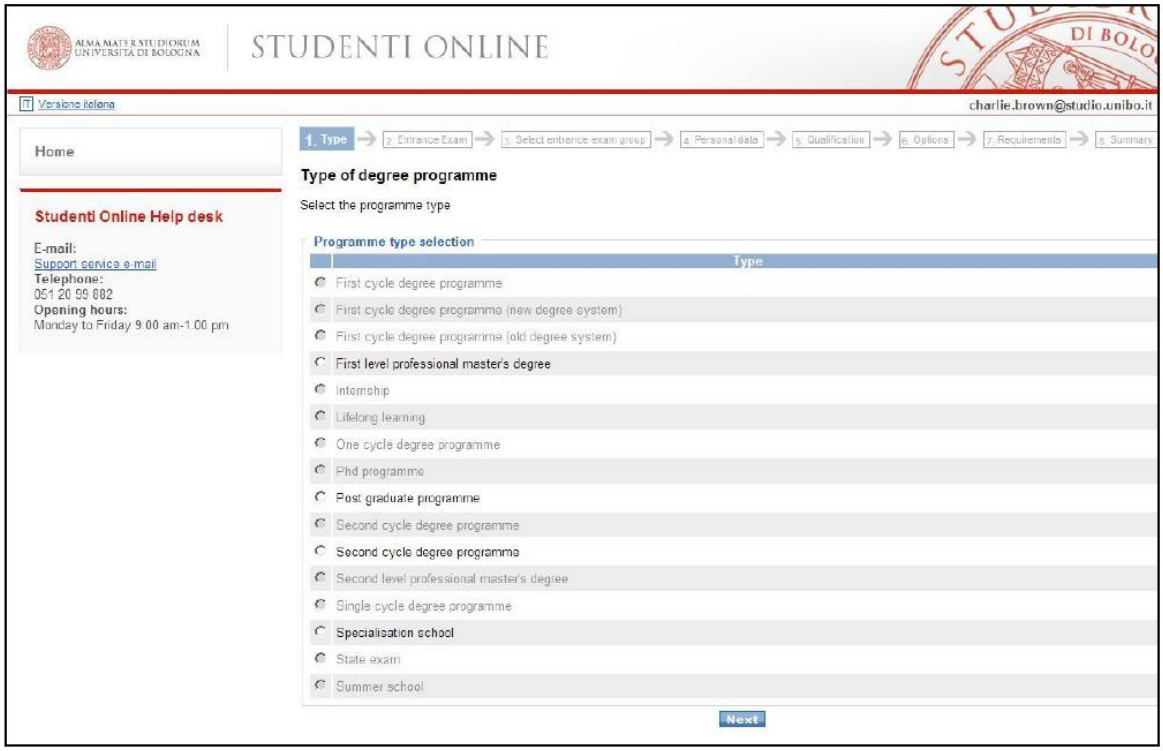

Figure 10: Types of degreeProgramme

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.

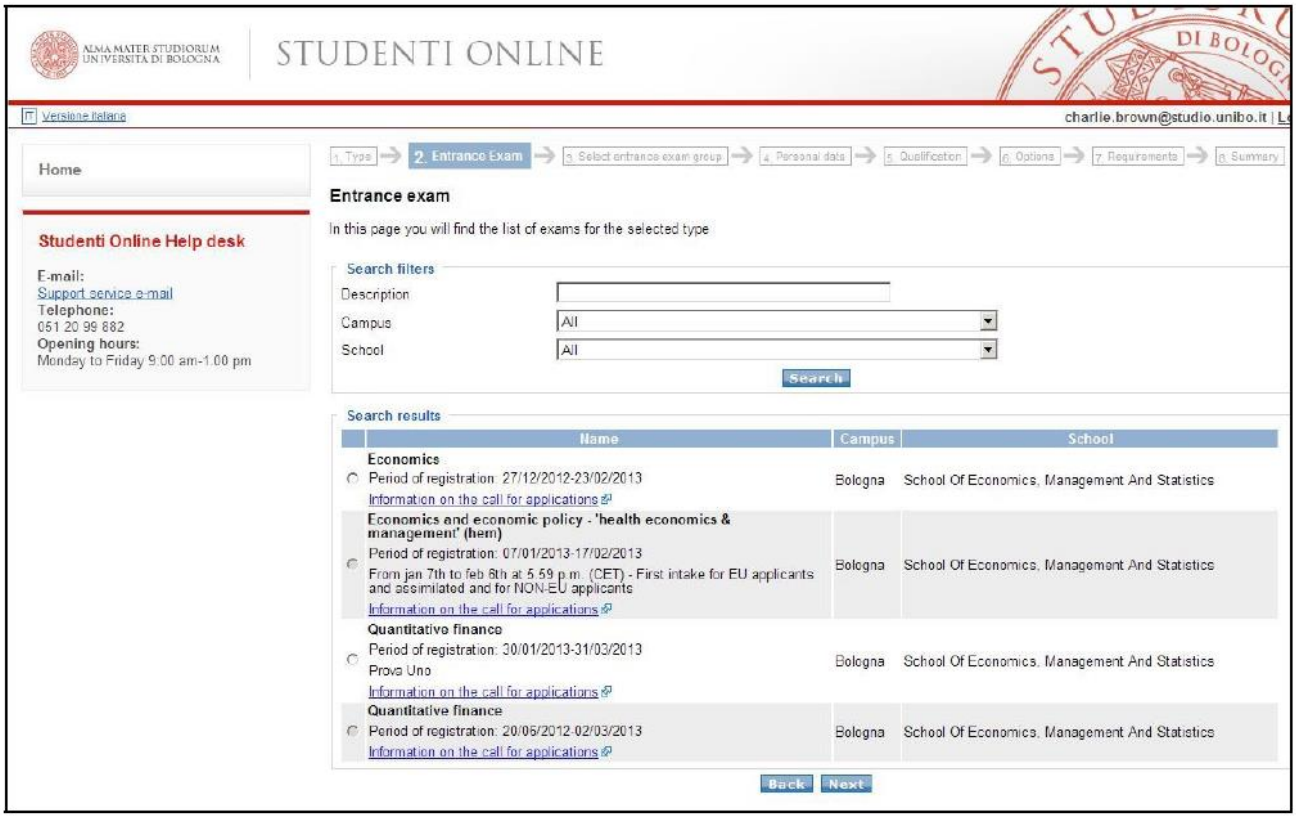

Figure 11: Exampleof available Programmes

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.

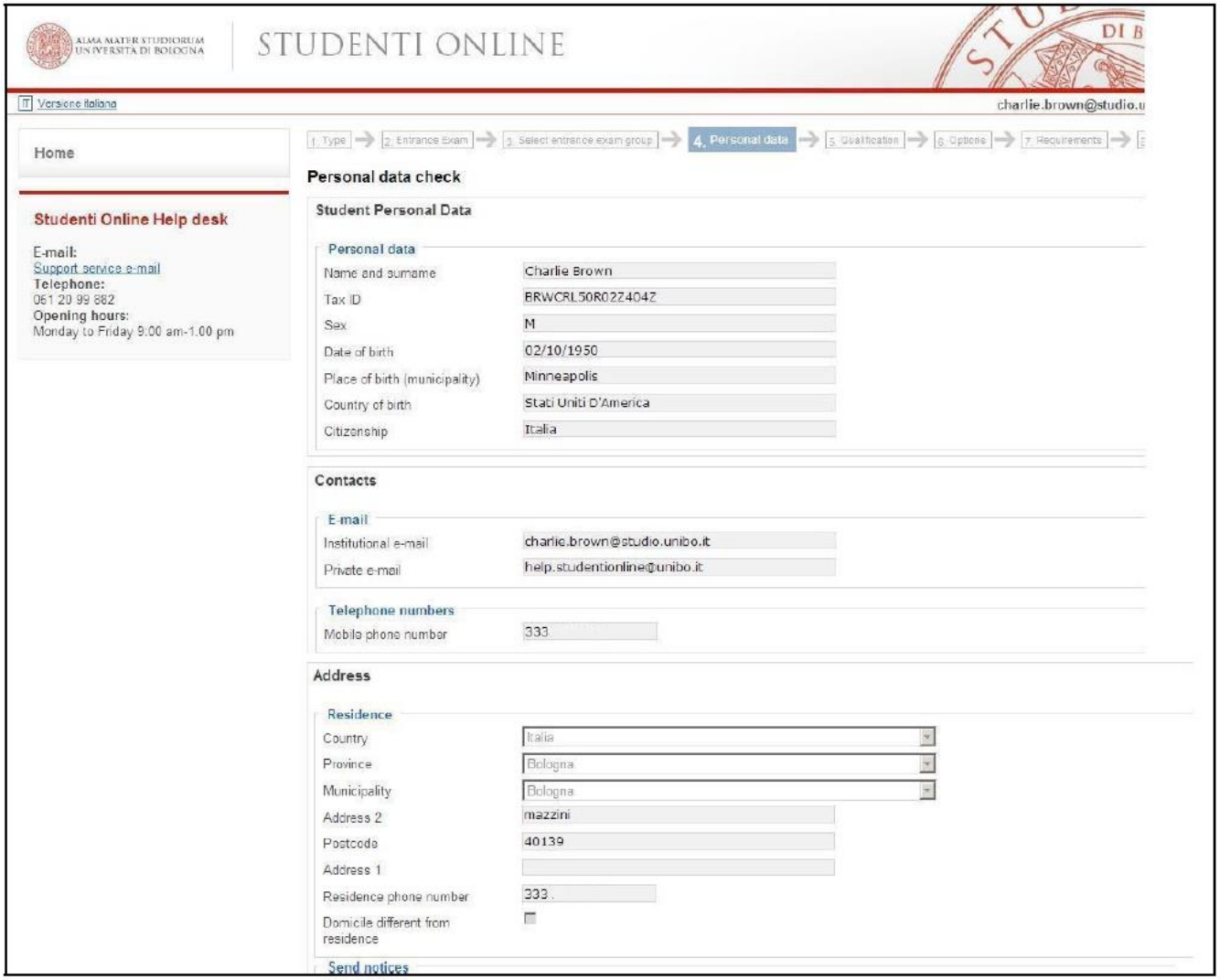

Figure 12: Contact details summary

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.

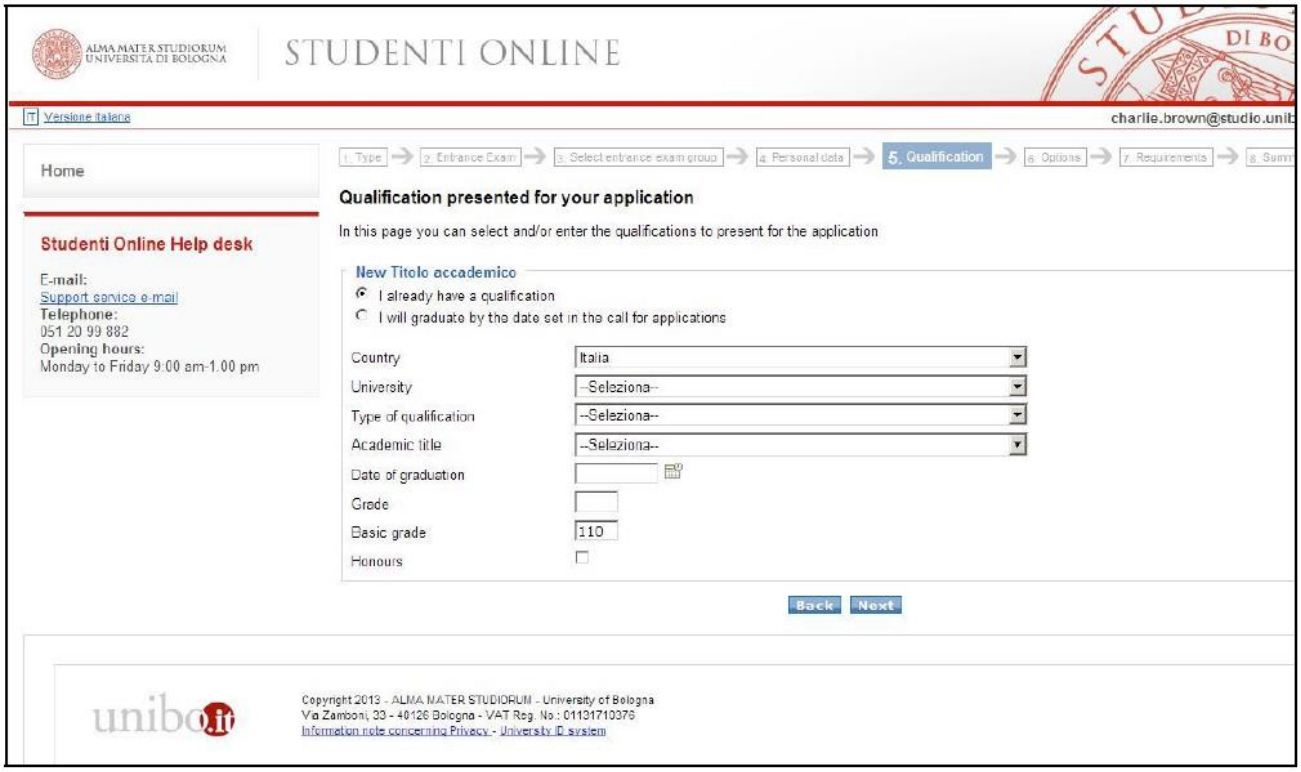

Figure 13: Qualifications

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.

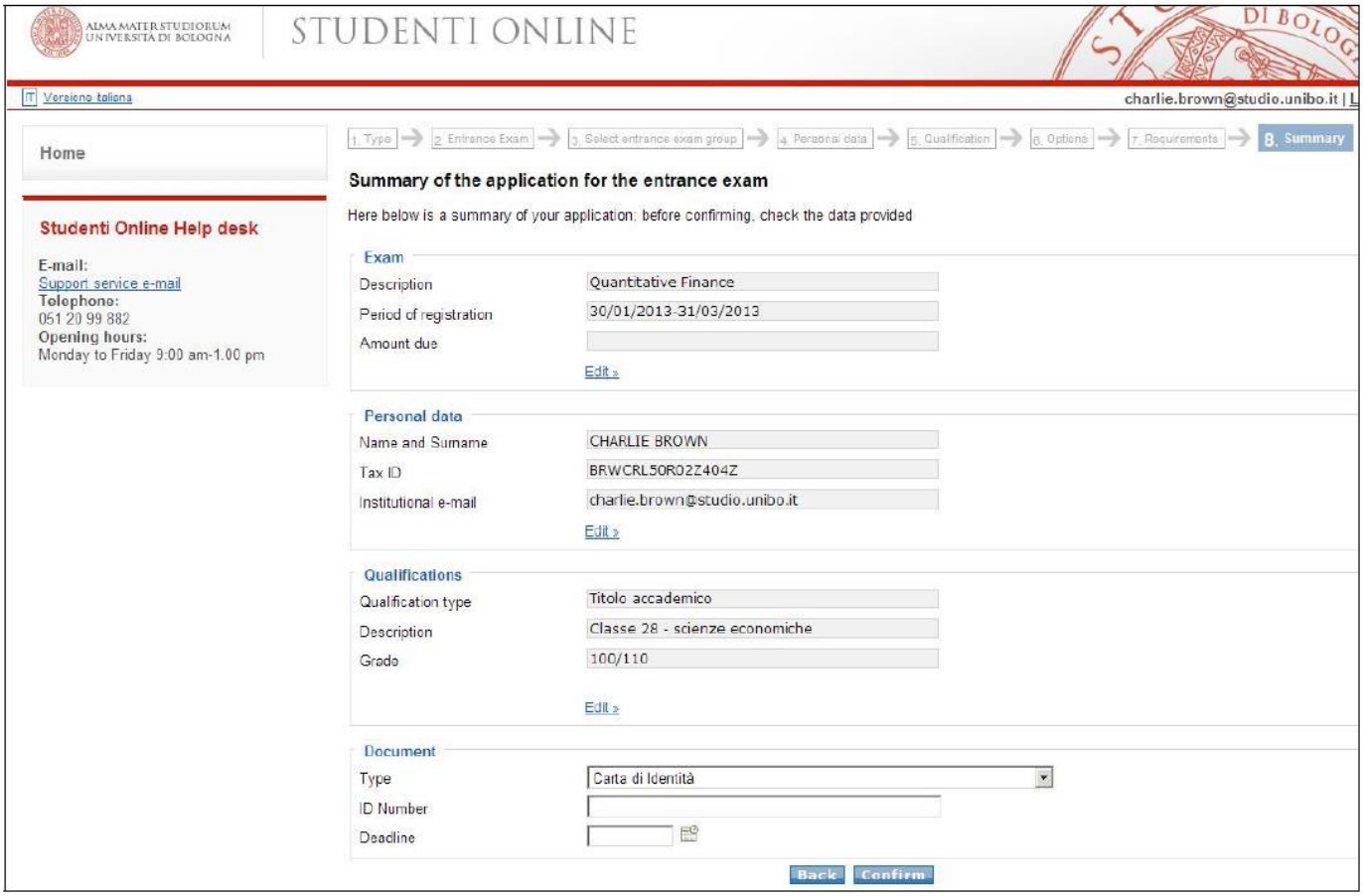

Figure 14: Summary

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.

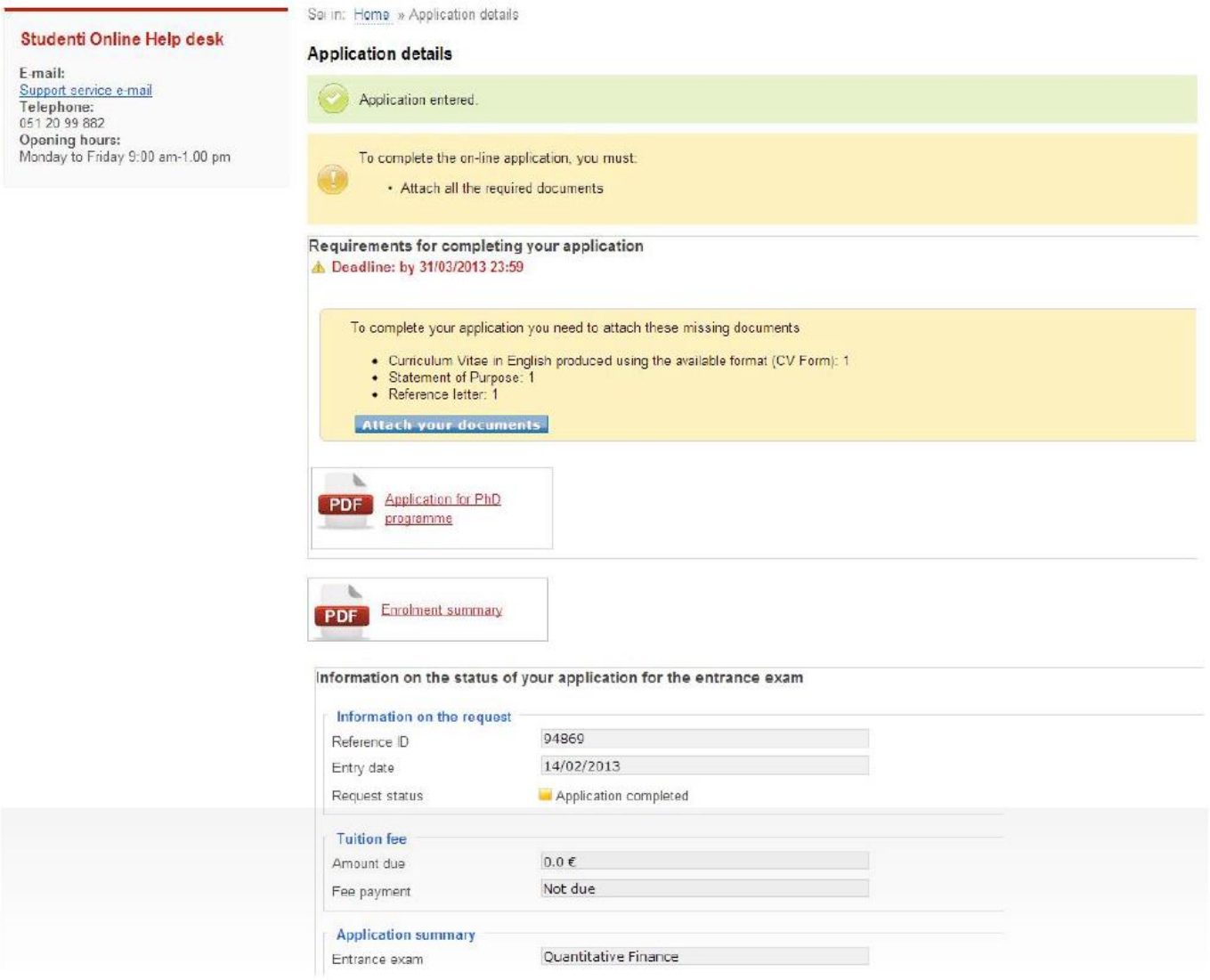

Figure 15: Upload attachments

Before pressing **Attach your documents** read and follow the instruction 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 attacments.

Figure 16: Compulsory and optional attachments

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

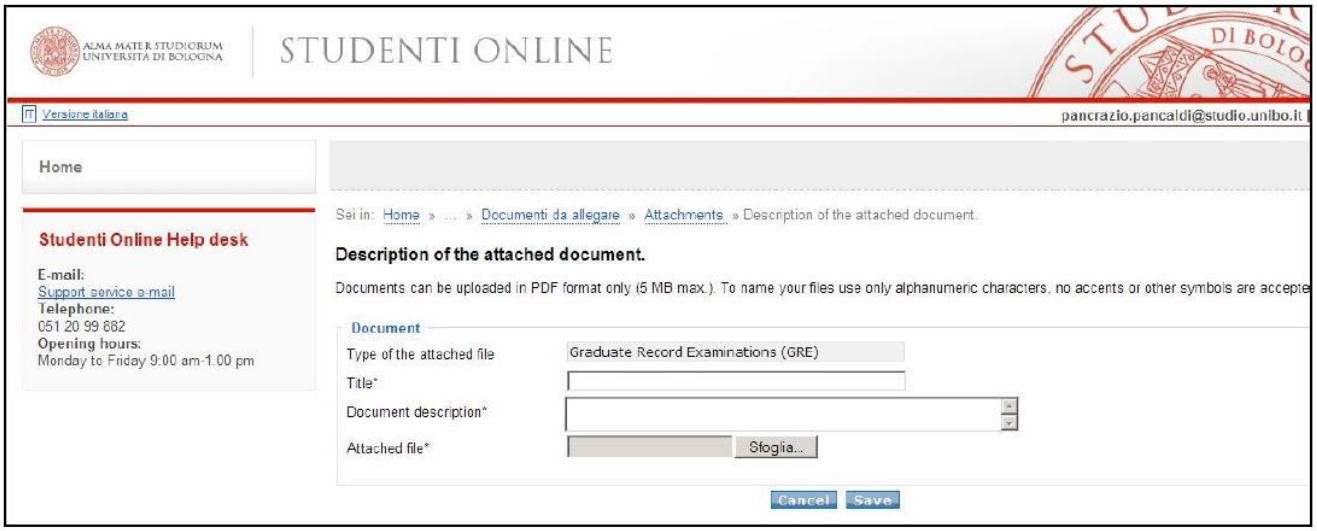

Figure 17: Definition of attachments

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

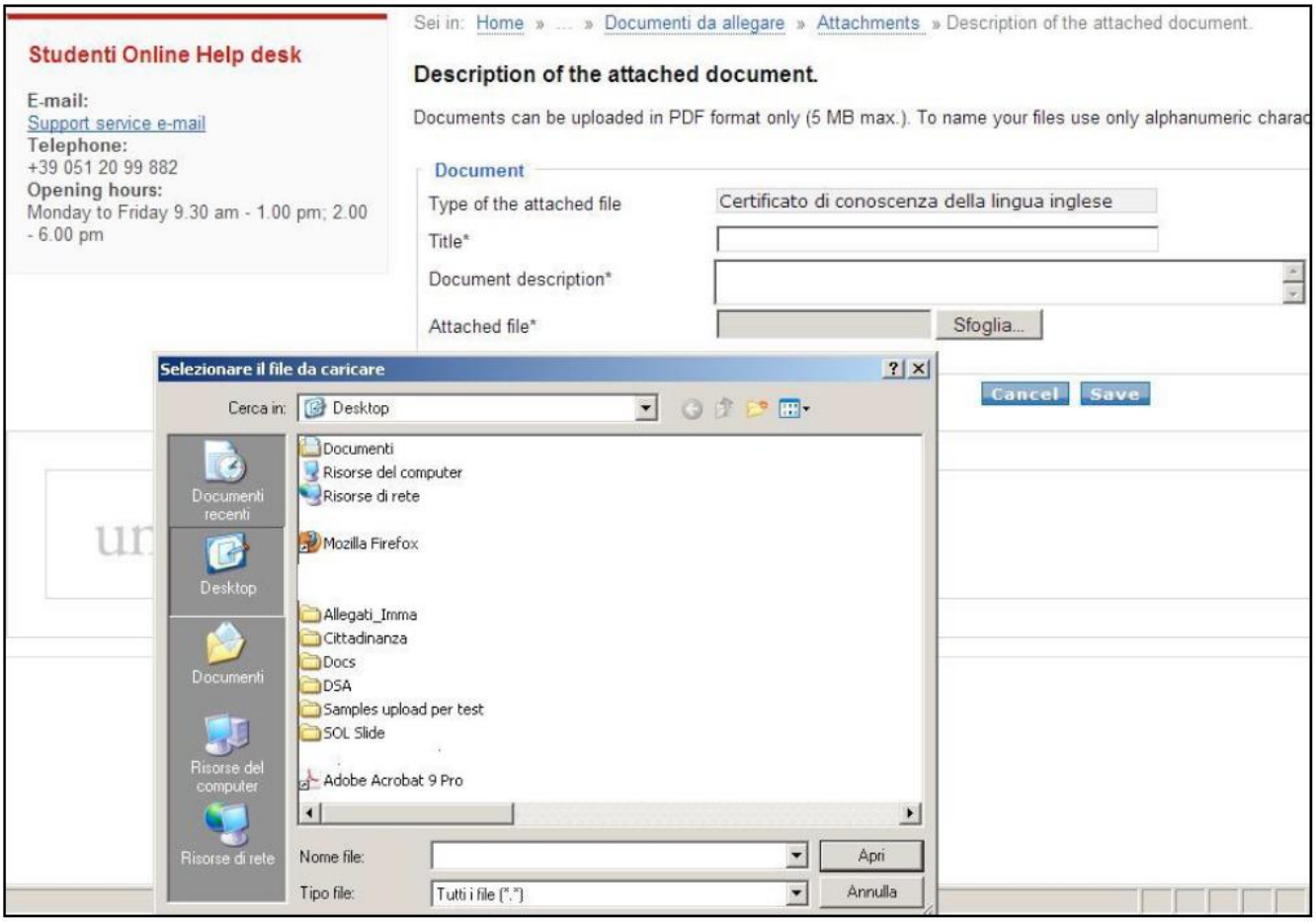

Figure 18: Upload attachment

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.

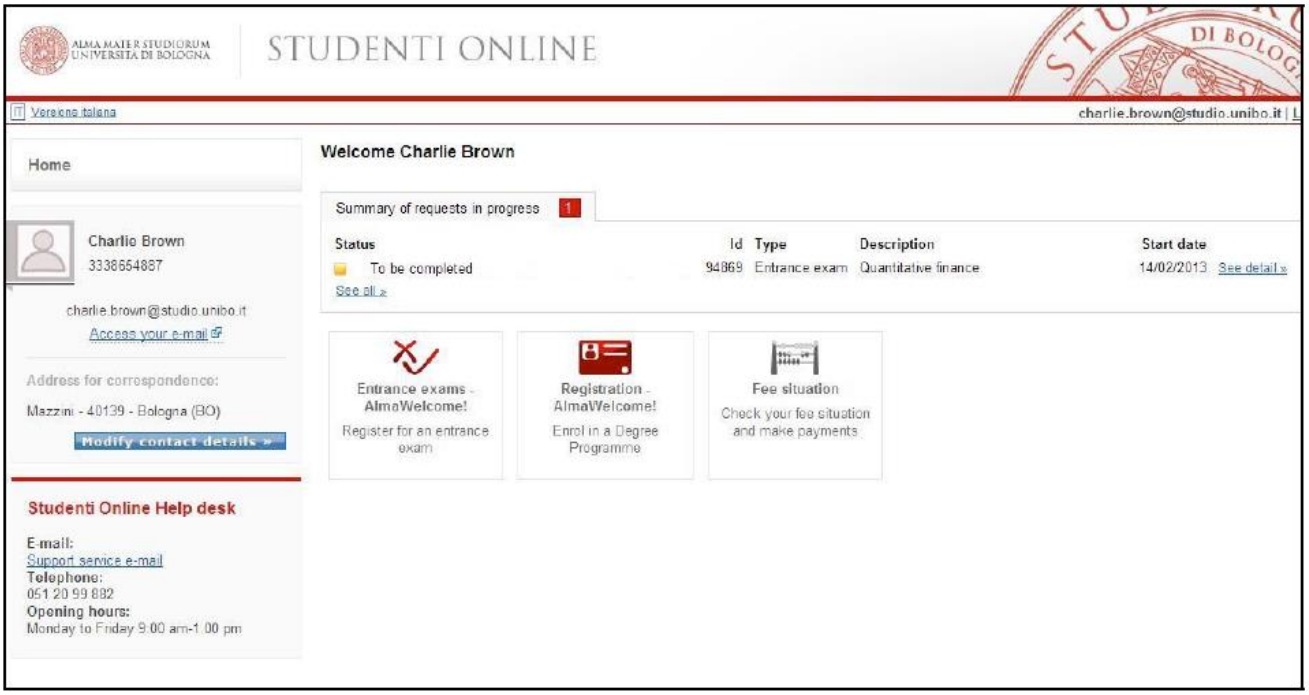

Figure 19: Profile with registration to entrance exam to be complete

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.

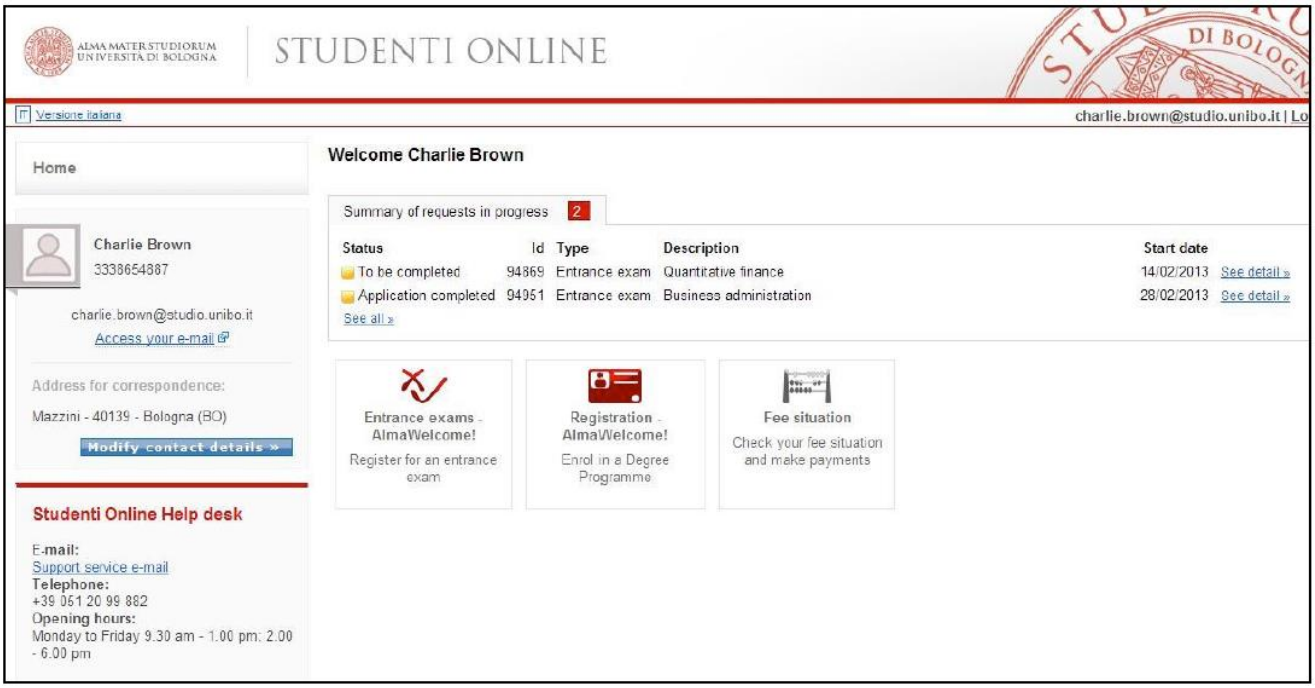

Figure 20: Profile with completed registration

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)**

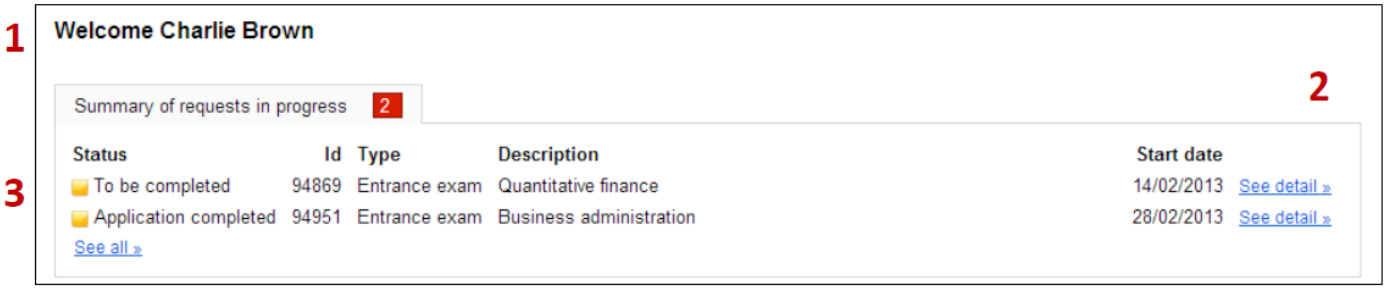

Figure 21: Summary of requests in progress

CANCELLING YOUR REQUEST

To cancel an applicationfor 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.