

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.studentonline@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 »**.

ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

UNIVERSITÀ DI BOLOGNA

Help desk Studenti Online

E-mail:
[E-mail servizio di supporto informatico](#)
Telefono:
+39 051 20 99 882
Orari:
Lunedì - Venerdì
9:00-13:00; 14:00-17:00

Cambia lingua
 English

Codice fiscale → Dati anagrafici → Riepilogo → Account

Registrazione Studenti non ancora iscritti - Codice fiscale

Registrazione con codice fiscale

Sei stato iscritto o ti sei laureato all'Università di Bologna prima del 1999 e non hai le credenziali @studio.unibo.it? Non registrarti, ma chiama l'Help Desk.

Codice fiscale

Avanti

Studenti internazionali

Sei uno studente internazionale e non hai un codice fiscale? Puoi iscriverti con un codice provvisorio.

Registrazione studenti internazionali

Dipendente Università di Bologna

Sei un dipendente dell'Università di Bologna? Puoi iscriverti accedendo con le tue credenziali.

Accesso dipendenti

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[Informativa sulla Privacy](#) - [Sistema di identità di Atenee](#)

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.

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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

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


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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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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.




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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

Read and enter the check code:

or

Listen and enter the check code:


Regenerate



Back Next

Figure 5: Summary

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

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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**

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

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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.

https://studenti.unibo.it/sol/welcome.htm

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STUDENTI ONLINE

Help desk Studenti Online

E-mail:
[E-mail servizio di supporto informatico](#)

Telefono:
+39 051 20 99 882

Orari:
Lunedì a Venerdì 9:00-13:00; 14:00-17:00

Studenti Online è uno spazio riservato agli studenti dell'Alma Mater Studiorum - Università di Bologna, che permette di svolgere comodamente online le procedure utili durante il percorso universitario, dall'immatricolazione fino alla laurea.

Accedi ai servizi **Login »**

Hai dimenticato le credenziali? **Recupera »**

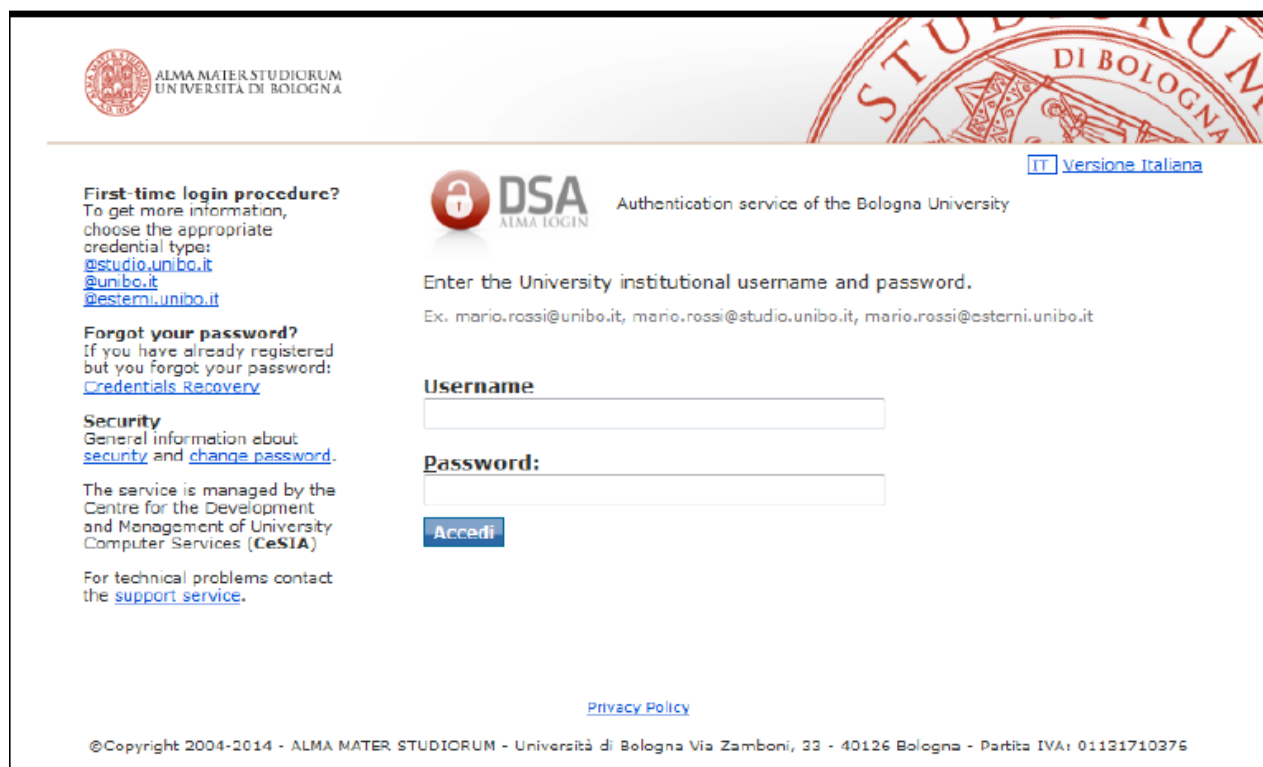
Se non sei ancora registrato **Registrati »**


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Figure 7: Authenticated access

After clicking Login, you will see the page below:



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 **DSA**
ALMA LOGIN

Authentication service of the Bologna University

[\[IT\] Versione Italiana](#)

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](#).

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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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”.

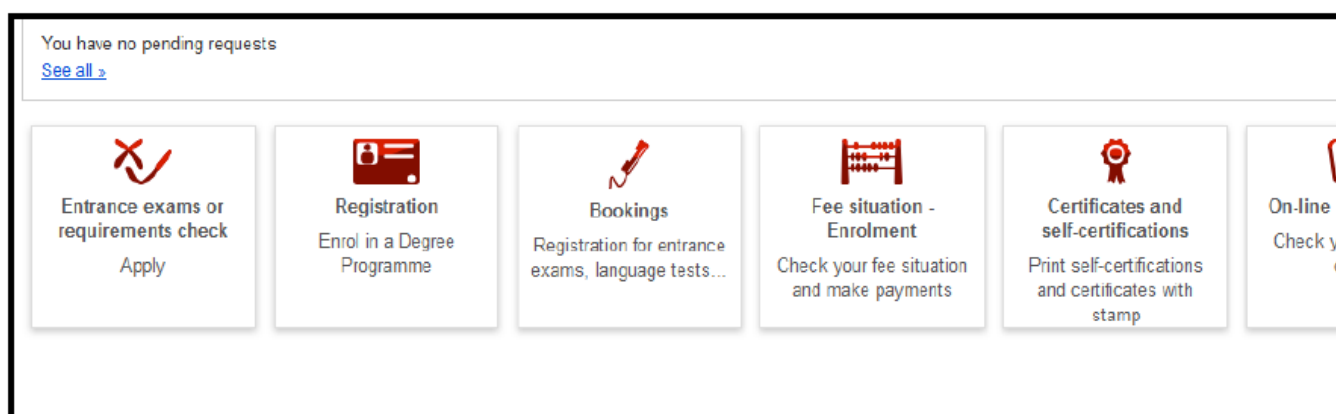


Figure 9: View inside student's profile

CHOICE OF PROGRAMME TYPE

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

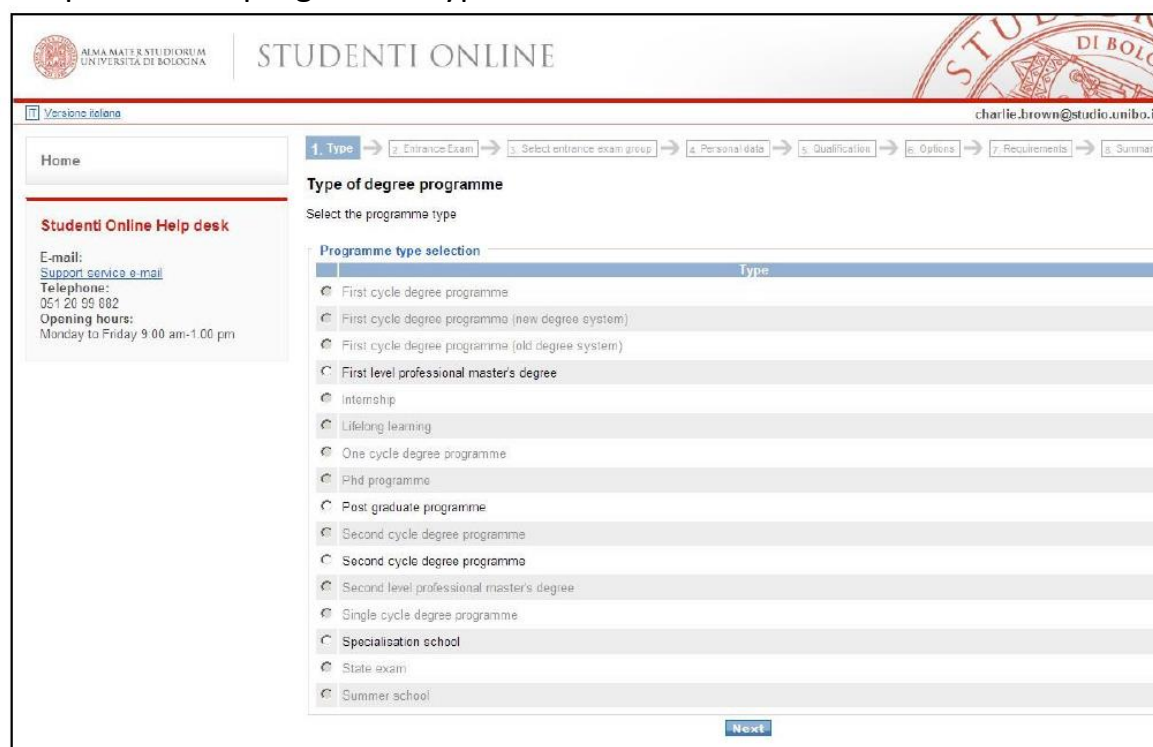


Figure 10: Types of degreeProgramme

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**.

The screenshot shows the 'STUDENTI ONLINE' portal for the University of Bologna. The user is logged in as 'charlie.brown@studenti.unibo.it'. The navigation bar indicates the current step is '2. Entrance Exam'.

Entrance exam
In this page you will find the list of exams for the selected type

Search filters

Description:

Campus:

School:

Search results

Name	Campus	School
Economics Period of registration: 27/12/2012-23/02/2013 Information on the call for applications	Bologna	School Of Economics, Management And Statistics
Economics and economic policy - 'health economics & management' (item) 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 Information on the call for applications	Bologna	School Of Economics, Management And Statistics
Quantitative finance Period of registration: 30/01/2013-31/03/2013 Prova Uno Information on the call for applications	Bologna	School Of Economics, Management And Statistics
Quantitative finance Period of registration: 20/05/2012-02/03/2013 Information on the call for applications	Bologna	School Of Economics, Management And Statistics

Back **Next**

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**.

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UNIVERSITÀ DI BOLOGNA

STUDENTI ONLINE

Versione italiana

charlie.brown@studio.u

Home

Studenti Online Help desk

E-mail:
Support service e-mail
Telephone:
061 20 99 882
Opening hours:
Monday to Friday 9:00 am-1:00 pm

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

Personal data

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

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.

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: ☐

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

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[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' web interface for the University of Bologna. The page is titled 'Summary of the application for the entrance exam'. It features a navigation bar with steps 1 through 9, where step 9 'Summary' is highlighted. On the left, there is a 'Home' button and a 'Studenti Online Help desk' section with contact information. The main content area displays a summary of the application data, organized into four sections: Exam, Personal data, Qualifications, and Document. Each section contains input fields for various details, and an 'Edit' link is provided for each section. At the bottom right, there are 'Back' and 'Confirm' buttons.

Summary of the application for the entrance exam	
Here below is a summary of your application: before confirming, check the data provided	
Exam	
Description	Quantitative Finance
Period of registration	30/01/2013-31/03/2013
Amount due	
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 >	
Document	
Type	Carta di Identità
ID Number	
Deadline	
Back Confirm	

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 a web interface for 'Studenti Online Help desk'. On the left is a sidebar with contact information. The main content area is titled 'Application details' and shows the status 'Application entered'. It includes a warning box stating that documents must be attached. Below this, a section titled 'Requirements for completing your application' lists missing documents: Curriculum Vitae, Statement of Purpose, and Reference letter. There are two links to upload documents: 'Application for PhD programme' and 'Enrolment summary'. At the bottom, there are sections for 'Information on the status of your application for the entrance exam' and 'Tuition fee'.

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](#)

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	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 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 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

Sai 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*: [Sfoglia...](#)

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

Studenti Online Help desk

E-mail:
[Support service e-mail](#)
Telephone:
051 20 99 682
Opening hours:
Monday to Friday 9:00 am - 1:00 pm

Figure 17: Definition of attachments

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

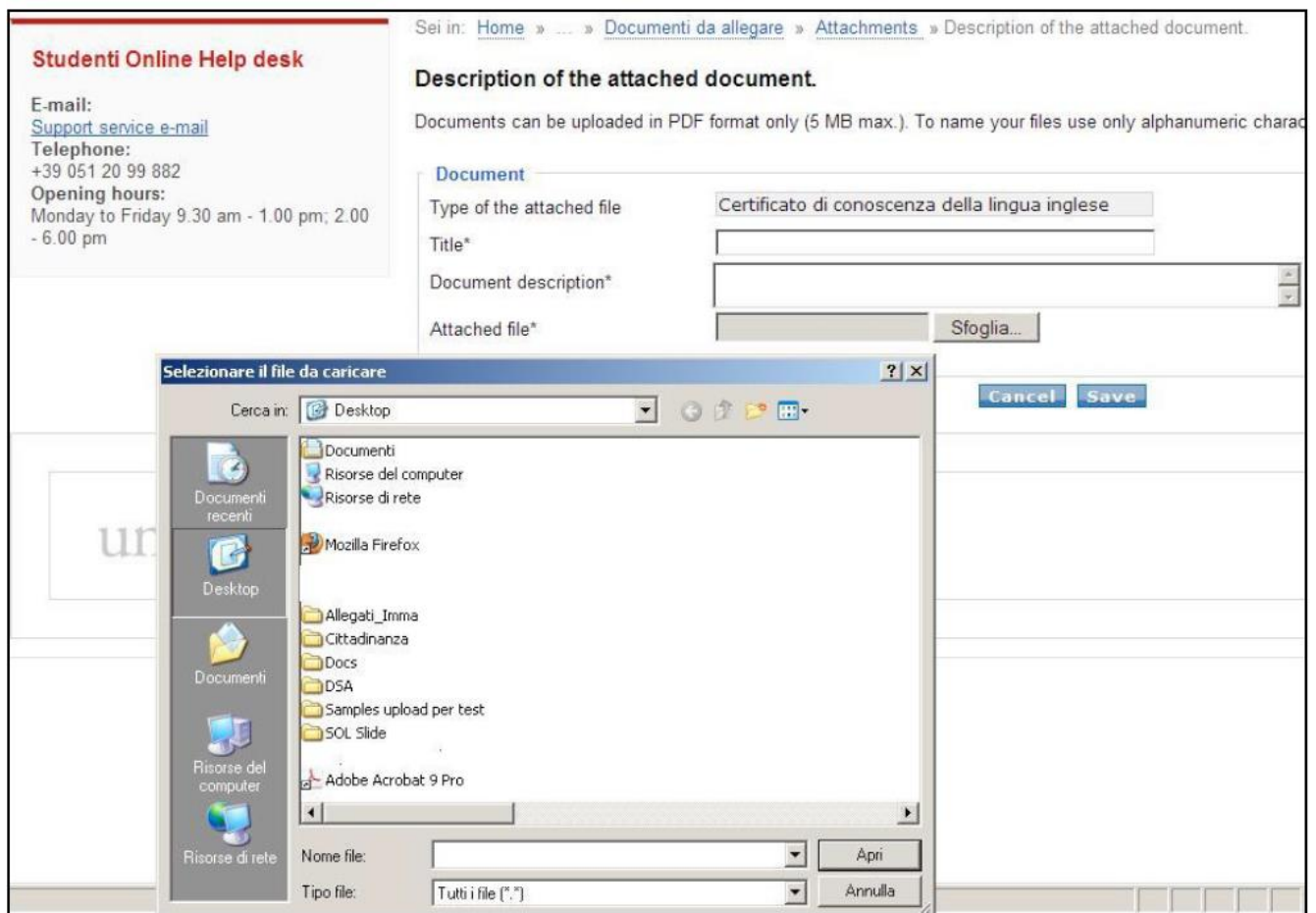



Figure 18: Upload attachment

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.



**ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA**

STUDENTI ONLINE

Verona, Italia

charlie.brown@studio.unibo.it | [Logout](#)


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:
 051 20 99 882
 Opening hours:
 Monday to Friday 9:00 am-1:00 pm

Welcome Charlie Brown
 Summary of requests in progress 1

Status	Id	Type	Description	Start date
 To be completed See all >	94869	Entrance exam	Quantitative finance	14/02/2013 See details


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 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

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

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

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