



**University of Bologna**

**SCHOOL OF ENGINEERING AND ARCHITECTURE**

**Studenti Online**

**GUIDE TO THE ONLINE  
APPLICATION PROCEDURE FOR PRE-  
ADMISSION TO THE INTERNATIONAL  
MASTER DEGREES OF THE SCHOOL OF  
ENGINEERING AND ARCHITECTURE  
(BOLOGNA AND RAVENNA CAMPUSES)**

In the event of computer problems when using the system, send an e-mail to [help.studentionline@unibo.it](mailto: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.

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# 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>.

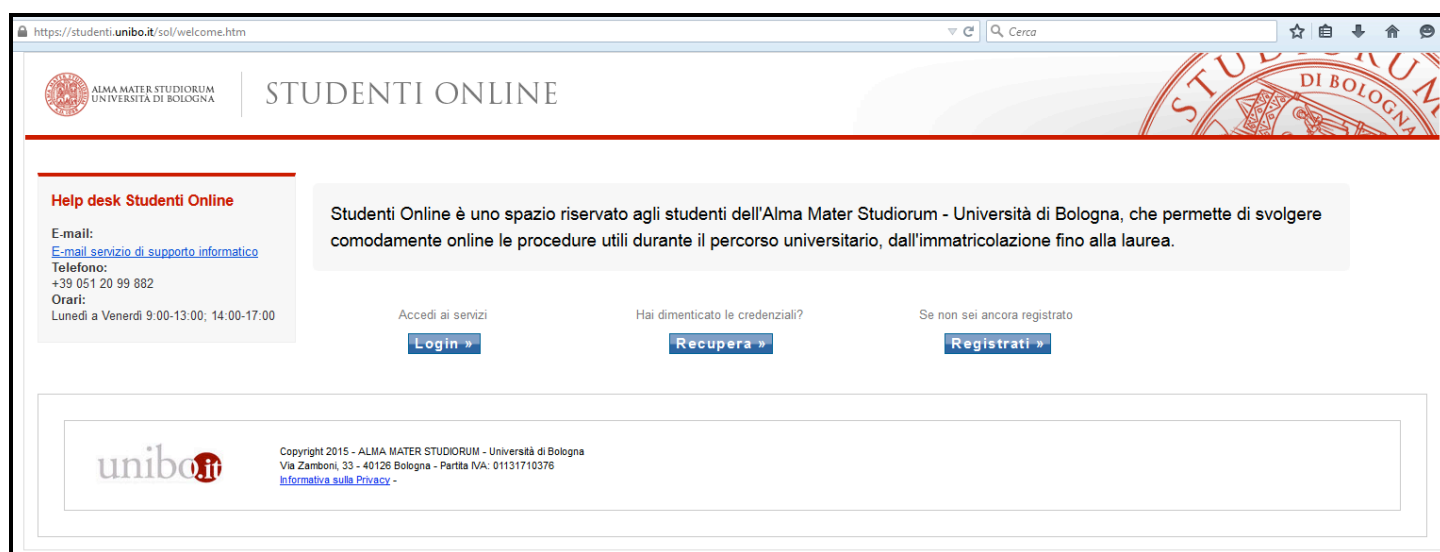


Figure 1 - Access to the system

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.

ALMA MATER STUDIORUM  
UNIVERSITÀ DI BOLOGNA

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

**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**

**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”.

ALMA MATER STUDIORUM  
UNIVERSITÀ DI BOLOGNA

UNIVERSITÀ DI BOLOGNA

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\*

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.


ALMA MATER STUDIORUM  
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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:

Figure 5 - Summary


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


ALMA MATER STUDIORUM  
UNIVERSITÀ DI BOLOGNA

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	mYbf6P8U

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



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Via Zamboni, 33 - 40126 Bologna - Partita IVA: 01131710376  
[Informativa sulla Privacy](#) - [Sistema di identità di Ateneo](#)

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 credentials.

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

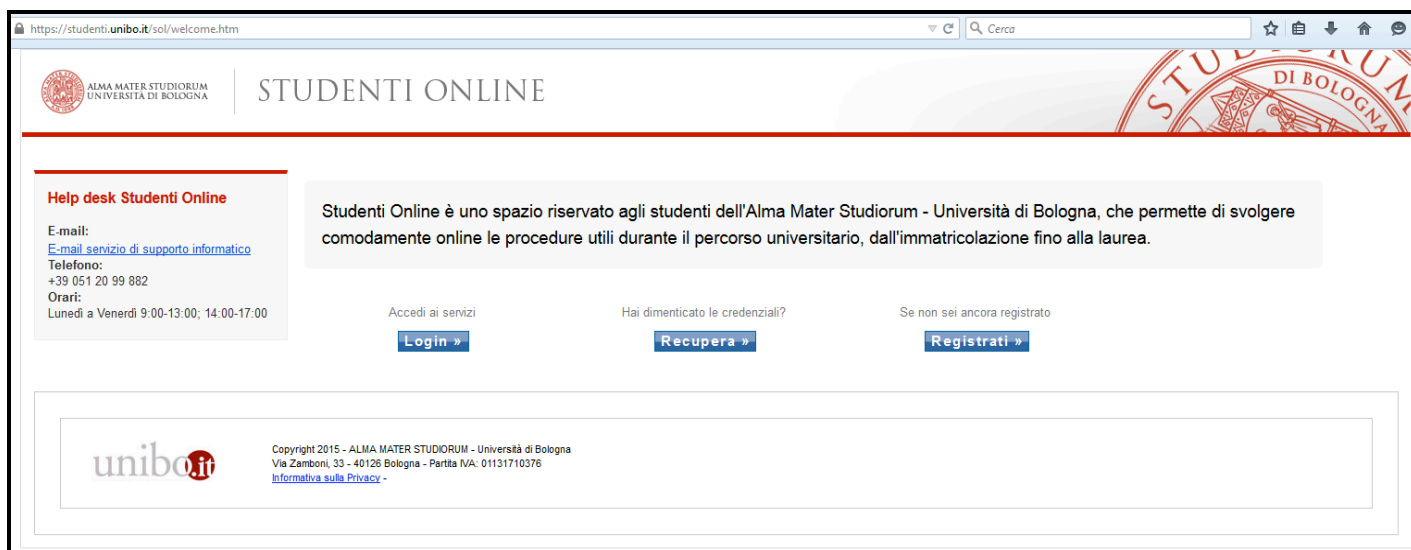


Figure 7 – Authenticated access

After clicking Login, you will see the page below:

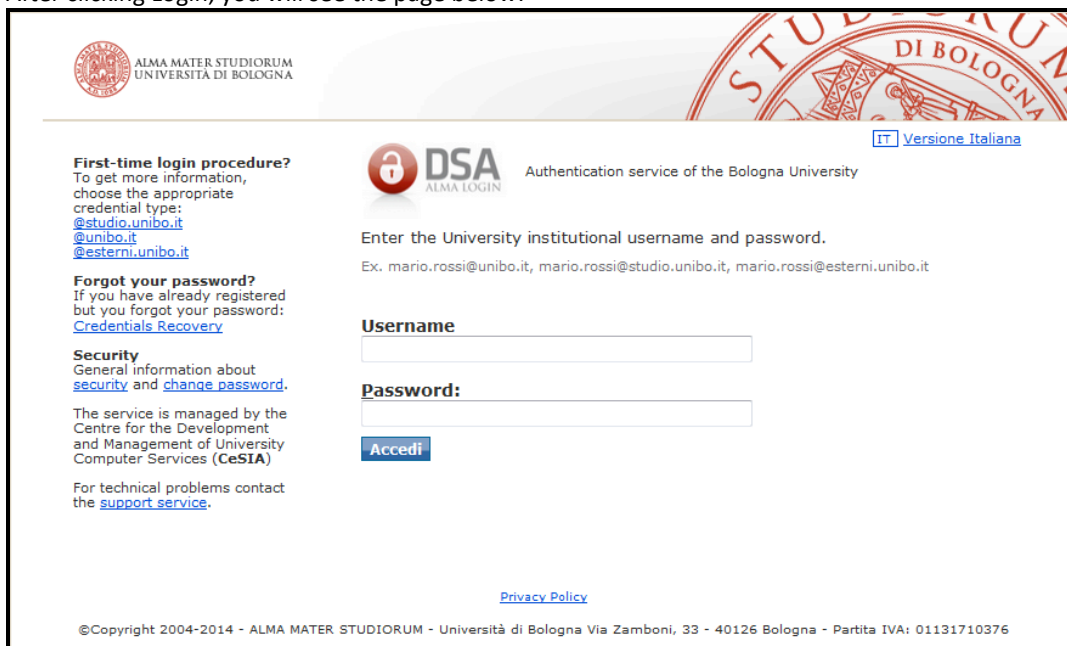


Figure 8 – Authenticated access

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. REGISTERING FOR AN ENTRANCE EXAM OR REQUIREMENTS CHECK

In order to apply for one of the International Degree Programmes of the School of Engineering and Architecture , you need to access “Studenti Online” using the credentials you’ve created (see point 1), and click on the box “**Entrance exams or requirements check**”.

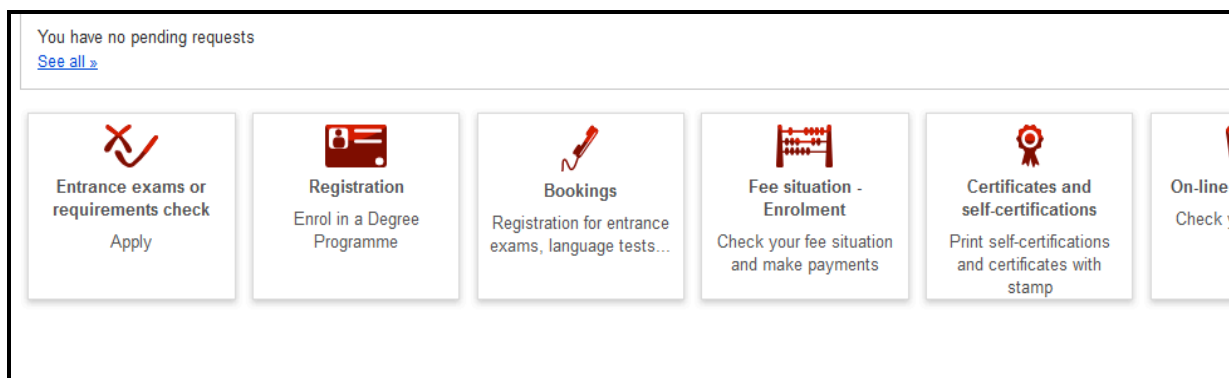


Figure 9 – View inside student’s profile

### CHOICE OF PROGRAMME TYPE

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

The screenshot shows the "STUDENTI ONLINE" interface. At the top, there's a navigation bar with the Alma Mater Studiorum logo, the text "STUDENTI ONLINE", and a user email "charlie.brown@studio.unibo.it". Below the navigation bar is a breadcrumb trail: "1. Type" (highlighted) → "2. Entrance Exam" → "3. Select entrance exam group" → "4. Personal data" → "5. Qualification" → "6. Options" → "7. Requirements" → "8. Summary". The main content area is titled "Type of degree programme" and includes the instruction "Select the programme type". Below this is a table titled "Programme type selection" with a single column "Type". The table lists 17 programme types, each with a radio button: "First cycle degree programme", "First cycle degree programme (new degree system)", "First cycle degree programme (old degree system)", "First level professional master's degree", "Internship", "Lifelong learning", "One cycle degree programme", "Phd programme", "Post graduate programme", "Second cycle degree programme", "Second cycle degree programme", "Second level professional master's degree", "Single cycle degree programme", "Specialisation school", "State exam", and "Summer school". At the bottom right of the table is a blue "Next" button. On the left side of the page, there is a "Home" button and a "Studenti Online Help desk" section with contact information: "E-mail: Support service e-mail", "Telephone: 051 20 99 882", and "Opening hours: Monday to Friday 9:00 am-1.00 pm".

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**

**STUDENTI ONLINE**

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

**Entrance exam**

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

**Search filters**

Description:

Campus:

School:

**Search**

**Search results**

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 6th 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

**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**

**STUDENTI ONLINE**

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**

**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
---------------------	-----

**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](#)

**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 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.

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: ☐

Back Next

unibo.it

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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 fields concerning your valid ID document.

The screenshot shows the 'STUDENTI ONLINE' web interface for the University of Bologna. The header includes the university logo and the text 'STUDENTI ONLINE'. A navigation bar at the top right shows the user's email 'charlie.brown@studio.unibo.it' and a series of steps: 1. Type, 2. Entrance Exam, 3. Select entrance exam group, 4. Personal data, 5. Qualification, 6. Options, 7. Requirements, and 8. Summary (highlighted). On the left, there is a 'Home' button and a 'Studenti Online Help desk' section with contact information: E-mail: [Support service e-mail](#), Telephone: 051 20 99 882, and Opening hours: Monday to Friday 9:00 am-1:00 pm. 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 summary is organized into four sections: 'Exam' (Description: Quantitative Finance, Period of registration: 30/01/2013-31/03/2013, Amount due: [empty]), '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), and 'Document' (Type: Carta di Identità, ID Number: [empty], Deadline: [empty]). Each section has an 'Edit >' link. 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	
<b>Exam</b>	
Description	Quantitative Finance
Period of registration	30/01/2013-31/03/2013
Amount due	
<a href="#">Edit &gt;</a>	
<b>Personal data</b>	
Name and Surname	CHARLIE BROWN
Tax ID	BRWCRL50R02Z404Z
Institutional e-mail	charlie.brown@studio.unibo.it
<a href="#">Edit &gt;</a>	
<b>Qualifications</b>	
Qualification type	Titolo accademico
Description	Classe 28 - scienze economiche
Grade	100/110
<a href="#">Edit &gt;</a>	
<b>Document</b>	
Type	Carta di Identità
ID Number	
Deadline	
<a href="#">Back</a> <a href="#">Confirm</a>	

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.

**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](#)

 [Application for PhD programme](#)

 [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
---------------	----------------------

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


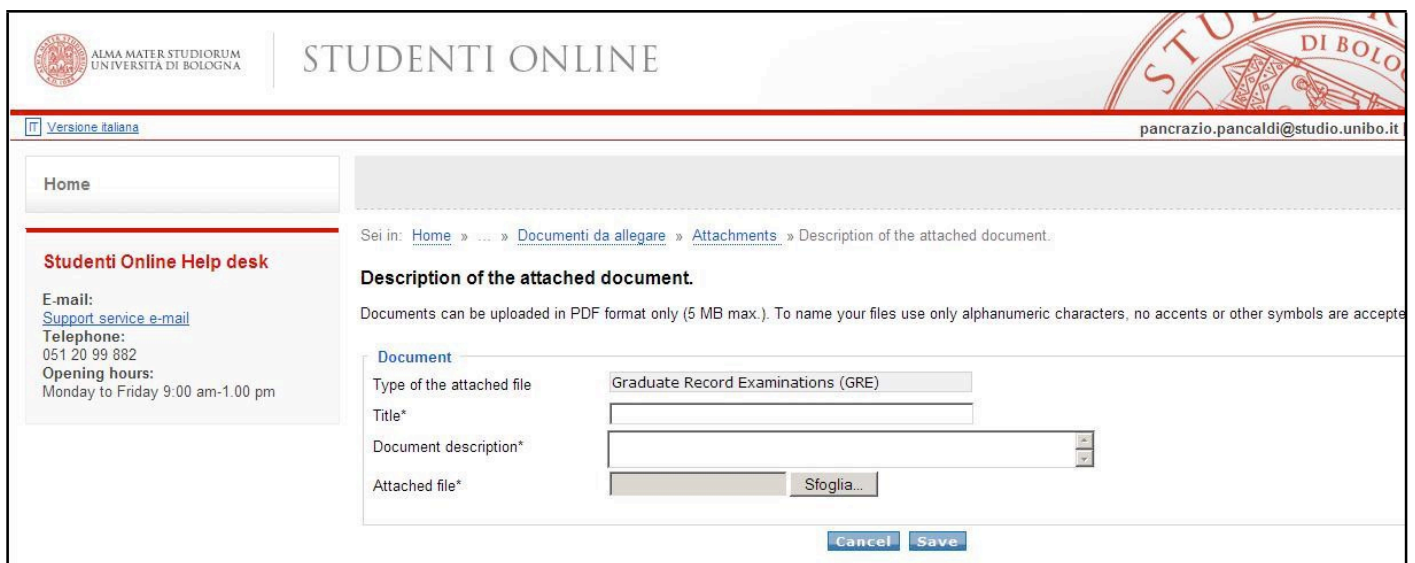
 Add document

Figure 16 - Compulsory and optional attachments

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



The screenshot shows the 'STUDENTI ONLINE' web application interface. The header includes the Alma Mater Studiorum University of Bologna logo and the text 'STUDENTI ONLINE'. A navigation bar at the top right shows the user's email: 'pancrazio.pancaldi@studio.unibo.it'. On the left, there is a 'Home' button and a 'Studenti Online Help desk' section with contact information: E-mail: [Support service e-mail](#), Telephone: 051 20 99 882, and Opening hours: Monday to Friday 9:00 am-1:00 pm. The main content area shows a breadcrumb trail: 'Sei in: Home » ... » Documenti da allegare » Attachments » Description of the attached document.'. Below this, the section 'Description of the attached document.' contains instructions: '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'. A form titled 'Document' has the following fields: 'Type of the attached file' (a dropdown menu with 'Graduate Record Examinations (GRE)' selected), 'Title\*' (a text input field), 'Document description\*' (a text input field), and 'Attached file\*' (a file selection area with an 'Sfoglia...' button). At the bottom right of the form are 'Cancel' and 'Save' buttons.

Figure 17 - Definition of attachments

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

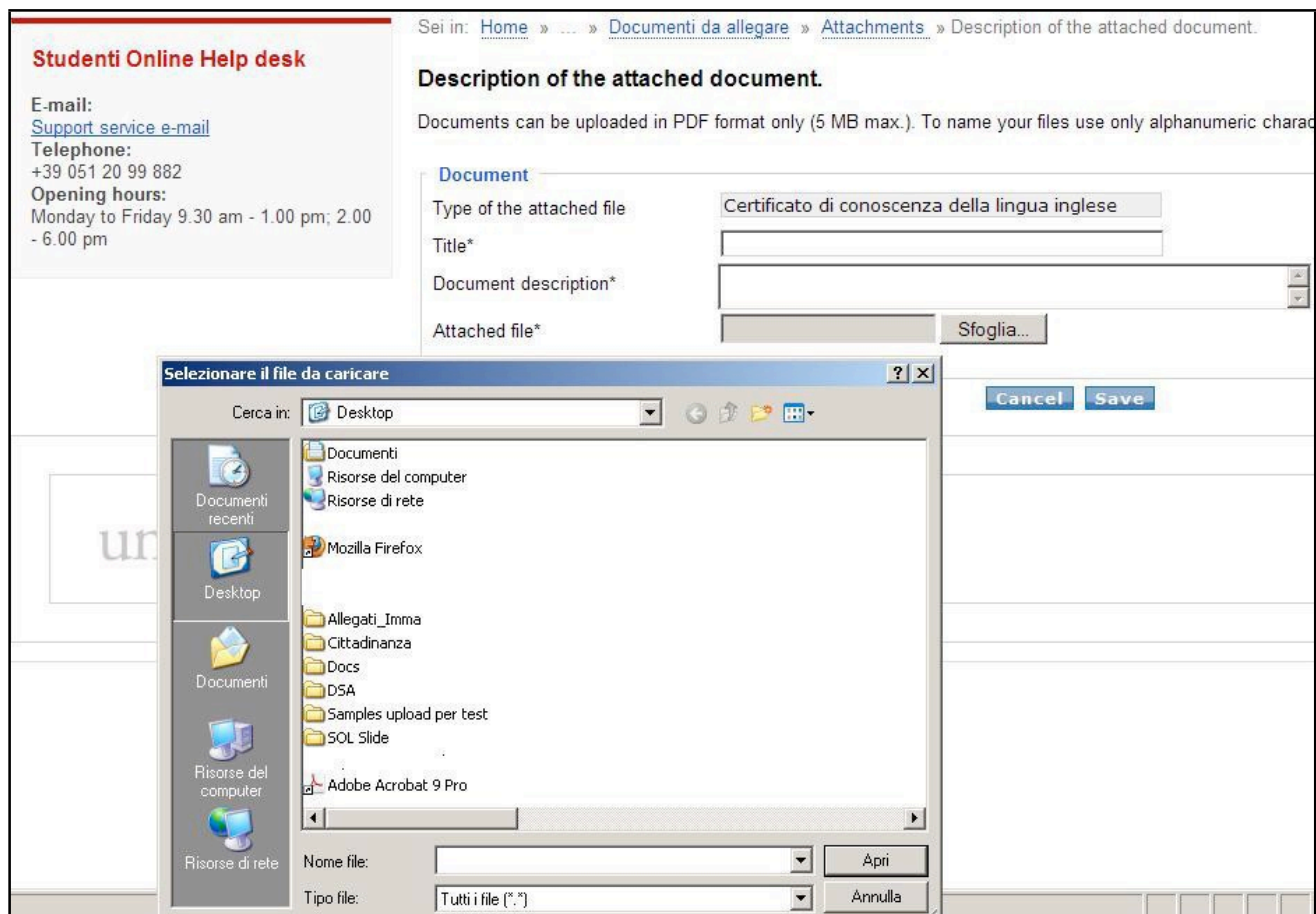


Figure 18 - Upload attachment

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.

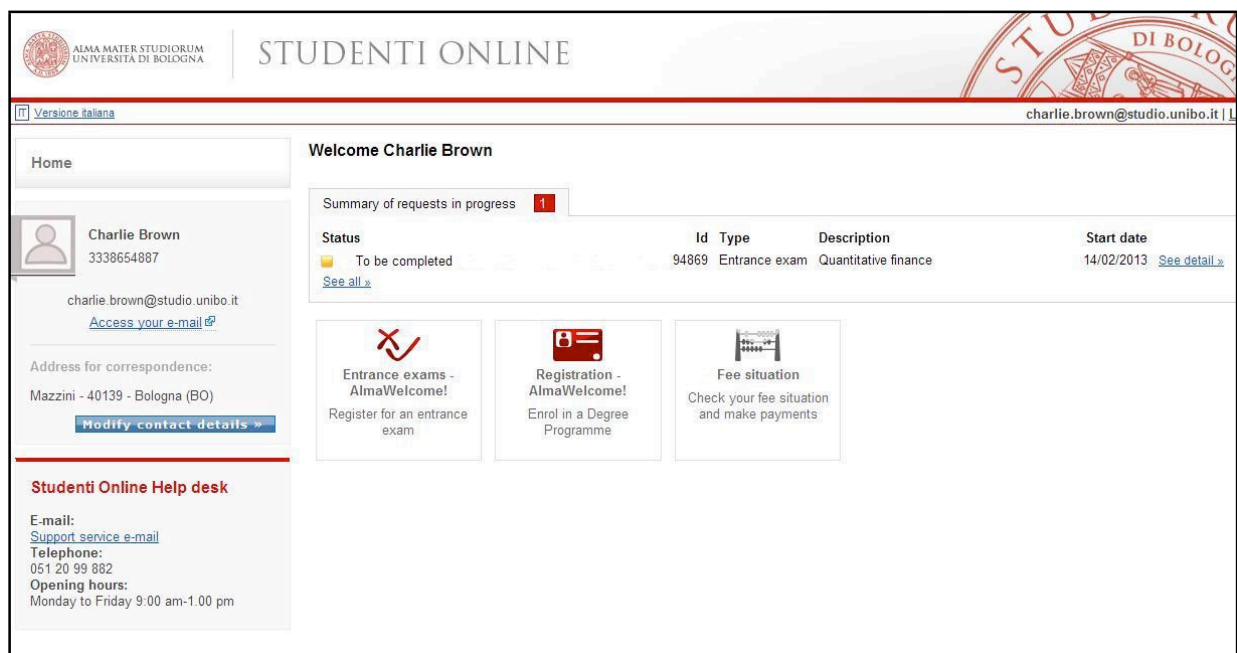


Figure 19 - Profile with registration to entrance exam to be complete



## 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.

STUDENTI ONLINE

Versione italiana

charlie.brown@studio.unibo.it | Lo

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 <a href="#">See detail »</a>
Application completed	94951	Entrance exam	Business administration	28/02/2013 <a href="#">See detail »</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)**

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 <a href="#">See detail »</a>
Application completed	94951	Entrance exam	Business administration	28/02/2013 <a href="#">See detail »</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 [Cancel request](#)
- If you have already paid the fee, go to the Student Administration Office and request the cancellation of your application.