



ALMA MATER STUDIORUM  
UNIVERSITÀ DI BOLOGNA

**THIS VERSION OF THE CALL FOR APPLICATION IS NOT OFFICIAL. IT IS AN ONLINE-GENERATED TRANSLATION OF THE ONLY OFFICIAL VERSION OF THE CALL AVAILABLE IN ITALIAN.**

**Call for application to the Master's Degree Program in International Management - IM**

Academic year 2025/2026

<b>Code course</b>	<b>Name course</b>	<b>Class</b>	<b>Course website</b>
6803	International Management	LM-77	<a href="https://corsi.unibo.it/2cycle/InternationalManagement">https://corsi.unibo.it/2cycle/InternationalManagement</a>

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*This university has long been engaged important awareness-raising work for the purpose of countering gender stereotypes. With this in mind, it was decided to give greater linguistic visibility to differences. Where the masculine is used in this document, solely for the purpose of simplification, the form is intended to refer inclusively to all persons working within the community itself.*

## GENERAL INFORMATION

### TO WHOM THE ANNOUNCEMENT IS ADDRESSED

This announcement is intended for those who intend to enroll in the Master's Degree **Program in International Management**, class LM-77 - Economic and Business Sciences.

Complete information regarding the course of study (regulations, entry requirements, educational plan, educational goals, information and contacts, etc.) is available at the webpage:

<https://corsi.unibo.it/2cycle/InternationalManagement>.

### WHO HAS TO TAKE THE ADMISSION TEST

All students interested enrollment, including those who come by transfer from another course of study at this University or transfer from another University, **must undergo the selection process in accordance with the terms of this notice of admission.**

Candidates who intend to apply for recognition prior studies by holding an Italian or foreign academic degree, or for having carried out the study abroad, or because they are dropouts or lapses in a course of study.

Such candidates before registering for the test or otherwise making the transition or transfer, consult the conditions for admission to the years of course subsequent to the first, **as well as the rule governing the forfeiture of student status within this university published on the University web portal**, on the page: [.www.unibo.it/DecadenzaStudi](http://www.unibo.it/DecadenzaStudi)

**PLEASE NOTE:** In case of career shortening, course transfer or transfer with admission to the second year, students will be moved, ex officio, to the International Management course **cod. 5891** where, A.Y. 2025/2026, the second year is active.

### WHAT ARE THE DEADLINES THAT NEED TO BE OBSERVED

Failure to register for selection by the deadline result in inability to enroll in the course of studies.

In the event of a successful selection, a successful candidate who fails to pay the first installment of the annual contribution fee by the deadline will be considered tacitly renounced, regardless of any reasons for the delay.

All deadlines in the [General Calendar](#) are **peremptory**, and failure to meet them results in the following **exclusion** from selection or the possibility of enrollment in the course of study.

Below is **the overall outline of the deadlines**, referring to subsequent parts of the notice for details of the procedure ra.

### GENERAL CALENDAR

<b>Phases</b>	<b>Dates</b>
1) Application for selection	From 12/02/2025 to 19/03/2025 1:00 p.m.
2) Publication of list admitted to interview	23/04/2025
3) Talks	From 12/05/2025 to 23/05/2025
4) Publication of rankings	04/06/2025
5) Registrations	From 06/06/2025 to 13/06/2025
6) Publication of places still available	16/06/2025

7) Declaration of interest in recovery	From 16/06/2025 to 19/06/2025
8) Matriculations admitted to the first recovery	From 24/06/2025 to 01/07/2025
9) Matriculations admitted to the second recovery	04/07/2025 to 11/07/2025
<b>Deadline for obtaining the first-cycle degree</b>	<b>31/10/2025</b>

### **WHAT ARE THE FEES TO BE PAID**

Registration for the admission test requires the payment of 50.00 euros. Specific allowances are provided for those who intend to transfer from another course of study at this university or transfer from another university.

### **WHAT ARE THE BENEFITS THAT CAN BE ACCESSED**

Tuition fee amounts and information on benefits and waivers are posted on the University Portal at [.www.unibo.it/Tasse](http://www.unibo.it/Tasse)

**The contribution is calculated on a progressive basis according to ISEE Certificate only if this is submitted in the manner and by the deadlines contained in [.www.unibo.it/Tasse](http://www.unibo.it/Tasse)**

**If the ISEE statement is not submitted, the maximum contribution provided for the course of study.**

Information on other facilities can be found on the University Portal on page [www.unibo.it/it/servizi-e-opportunita](http://www.unibo.it/it/servizi-e-opportunita).

If you are interested in **right-to-study benefits**, see the relevant notice published by the Regional Right to Higher Education Company at [www.er-go.it](http://www.er-go.it).

If you are already enrolled in other courses of study, please consult the following before transferring or switching

carefully the merit requirements access to benefits, stated in the notice published at [www.er-go.it](http://www.er-go.it) as your career, following transfer or transfer to the destination course, is evaluated from the year of your first enrollment at the university, regardless of the awards obtained or the year of the course to which you will be admitted by the Board of Studies. This may result in loss of benefits.

### **WHICH OFFICES CAN BE CONTACTED**

For **administrative** concerns and information (e.g., deadlines, seat retrieval, registration arrangements, etc.), please contact:

#### **Economics, Management and Statistics student secretariat**

To contact the secretariat see [www.unibo.it/SegreteriaStudenti](http://www.unibo.it/SegreteriaStudenti)

#### **International Management Teaching Secretariat**

email [didatticascaravilli.im@unibo.it](mailto:didatticascaravilli.im@unibo.it)

**For information for international students or students with degrees earned** abroad (e.g., eligibility of foreign degrees for admission, pre-registration, visas and residence permits, financial benefits for international students, etc.).

#### **International desk (Bologna)**

email [internationaldesk@unibo.it](mailto:internationaldesk@unibo.it)

To contact the International Desk check the link [www.unibo.it/ContattiStudentiInternazionali](http://www.unibo.it/ContattiStudentiInternazionali)

**For information on matriculation of international students and those with foreign degrees:**

**International student secretariat, Bologna campus**

To contact the secretariat see [www.unibo.it/SegreteriaStudenti](http://www.unibo.it/SegreteriaStudenti)

**For information on fees and benefits**

ASES - Right to Study Sector - Student Contributions Office mail

[ases.contribuzionistudentesche@unibo.it](mailto:ases.contribuzionistudentesche@unibo.it)

**For computer-related information** (e.g., login credentials, data entry, application usage/functioning glitch, computer difficulties, etc.):

**Online student help desk**

Phone +39 051 2080301

[help.studentionline@unibo.it](mailto:help.studentionline@unibo.it)

## 1 - PLACES AVAILABLE

The course has a total of **70 seats** for A.Y. 2025/2026:

- No. **40** for "Italian citizens, citizens of the European Union, non-EU citizens equated with EU citizens, non-EU citizens residing abroad competing with EU candidates" (A);
- No. **30** for "non-EU citizens residing abroad" (B).

The available seats are divided into two quotas, one for Italian citizens, EU citizens and equated and the other for non-EU citizens residing abroad:

**A) places for Italian citizens only, citizens, non-EU citizens equated EU citizens, non-EU citizens residing abroad competing with EU candidates.**

Read who are non-EU citizens equated at [www.unibo.it/studentiinternazionali](http://www.unibo.it/studentiinternazionali), item 1.

Read who non-EU citizens are exempt from the international student quota at [www.unibo.it/studentiinternazionali](http://www.unibo.it/studentiinternazionali), item 2. Even if you are exempt from the international student quota, you still have to comply with the procedures for non-EU students residents abroad.

**B) places for non-EU citizens living abroad (international student quota) who can participate only within the quota reserved for them.**

To participate in the selection you must also follow the procedures defined by the Ministry University and Research (MUR) in a special circular (MUR Circular) that can be found at:

[www.universitaly.it/studenti-stranieri](http://www.universitaly.it/studenti-stranieri)

In particular, you need to:

- submit pre-registration application to the Italian diplomatic representation via [www.universitaly.it](http://www.universitaly.it);
- Be in possession of a degree that allows access to university.

Any remaining places in the quota of non-EU citizens residing abroad will be put available to citizens of the European Union and equivalent categories.

## 2 - ADMISSION REQUIREMENTS

To be admitted to the course, one must :

- qualification obtained abroad that is recognized as suitable, allowing access to the country of to bachelor's degree programs,

*or*

- Bachelor's degree from the previous four-year system,

*or*

- Bachelor's degree awarded in Italy in one of the following classes:

- L-8 Computer Engineering
- L-9 Industrial Engineering
- L-16 Administration and Organization Science
- L-18 Science of Economics and Business Management
- L-33 Economic Sciences
- L-36 Political Science and International Relations
- L-41 Statistics

Alternatively, you are required to hold a degree belonging to a Class other those listed above and have acquired at least 36 cfu from the following scientific disciplinary fields (SSDs):

- SECS-P/01 Political Economy,
- SECS-P/02 Economic Policy,
- SECS-P/03 Science of Finance,
- SECS-P/05 Econometrics,
- SECS-P/07 Business Administration,
- SECS-P/08 Business Economics and Management,
- SECS-P/09 Corporate Finance,
- SECS-P/10 Business Organization,
- SECS-P/11 Economics of Financial Intermediaries,
- SECS-S/01 Statistics,
- SECS-S/03 Economic Statistics,
- SECS-S/04 Demography,
- SECS-S/05 Social Statistics,
- SECS-S/06 Mathematical methods of economics and actuarial and financial sciences,
- AGR/01 Rural Economics and Estimation,
- ING-IND/35 Economic Management Engineering,
- ING-INF/05 Information Processing Systems,
- INF/01 Computer Science,
- MAT/03 Geometry,
- MAT/05 Mathematical Analysis,
- FIS/01 Experimental Physics,
- IUS/04 Commercial Law,
- IUS/05 Economic Law.

The verification of the aforementioned curricular requirements, in the case of a degree obtained in Italy according to previous educational systems or obtained abroad and recognized as suitable, will be carried out by a special Commission appointed by the Course of Study Council.

Specifically, the official foreign qualification must correspond to the first cycle according to the Bologna Process Qualifications Framework and level 6 according to European Qualifications Framework EQF achieved at higher education institution that allows on-site continuation of studies at academic institutions at the next level (second cycle of the Bologna Process/level 7 EQ).

The compatibility of the title, for the sole purpose of admission to the selection, is evaluated by the Commission, according to the provisions of the previous paragraph and with the same criteria used for the evaluation of Italian academic titles.

**Please note:** The evaluation of the foreign degree for purpose of admission to selection is purely substantive in terms of educational objectives and programs based on the documentation submitted. Formal checking of the foreign degree will be done by the [Bologna International Students Secretariat](#) after payment of the first matriculation installment and original submission of all required documentation.

**Language requirements:** an English language proficiency level of B2 (CEFR) is required to be indicated in the ENG FORM published on the course of study website.

The level is considered ascertained in the following cases:

- Possession of international certificate, namely: TOEFL, Trinity College London, IELTS, Cambridge English Language Assessment, OOPT test. For correspondence on level B2, please refer to the table available at <https://centri.unibo.it/cla/it/riconoscimento-suitability-linguistics> page. Please note that international certifications that have been issued no more than 4 years ago on the date of the application deadline for the selection of this call for applications will be accepted, regardless of the official duration of the qualification

established by the Certifying Body;

- Possession of a 1st or 2nd degree in English language;
- the requirement is fulfilled if there is a record in the previous career of an English language examination at the level of B2 or higher. The level must be explicitly reflected in the title of exam, the exam syllabus (indicate source), or a certification issued by the teacher(s) in charge of educational activity;
- be a native speaker, i.e., be an Italian citizen or a foreigner who, by family derivation or linguistic background, has the ability to express himself or herself naturally in the English language (indicate on CV).

The language requirement must be met by the deadline for submitting the application selection.

**Candidates who earn their bachelor's degree by October 31, 2025 will also be eligible to register for the selection test, *sub condicione*.** Candidates who do not graduate by that date will have their matriculation cancelled ex officio.

### **3 - REGISTRATION FOR THE ADMISSION TEST**

All candidates by the peremptory deadlines stipulated in Item 1 of the [General Schedule](#) must register for the selection test from the Students Online website ([www.studenti.unibo.it](http://www.studenti.unibo.it)) ([www.studenti.unibo.it](http://www.studenti.unibo.it)) according to the following procedures:

1. **log on** to Students Online ([www.studenti.unibo.it](http://www.studenti.unibo.it)) using **SPID** or **CIE**. An international student who does not have an ID issued in Italy can log in with University credentials; to obtain them, he or she must go to Students Online ([www.studenti.unibo.it](http://www.studenti.unibo.it)) choose "Register" and then "International Student Registration."
2. **click** on the "Application Admission" button, select "Master's Degree" competition "International Management" and then proceed;
3. **Upload all** required **documents** in .pdf format;
4. **proceed** up to the payment of the admission test fee of 50.00 euros, **which will not be refunded under any circumstances**. Payment must be made in the manner indicated on Students Online ([www.studenti.unibo.it](http://www.studenti.unibo.it)).

**Only and exclusively candidates who have completed the following are eligible for evaluation registration for the selection test and have paid the relevant fee by the deadline and according to the methods described above.**

Therefore, no delivery or mailing of paper materials to the Offices should be made. To be assisted and guided in filling out the online application for the test, the candidates may contact the Online Student Help Desk by phone during the hours indicated at number +39 051 2080301 or by sending an email to [help.studentionline@unibo.it](mailto:help.studentionline@unibo.it).

#### **Documents required by the Course** (in pdf format)

- 1) Double-sided copy of a valid identification document (ID card, driver's license, passport);
- 2) Copy of residence permit, if held;
- 3) English Form, mandatory as per the template on the course website+ Certification document among those accepted;
- 4) curriculum vitae, as per the template posted on the course website (strictly in English);



- 5) Motivational letter (strictly in English);
- 6) letters of reference (max two), **optional** You may request up to a maximum of two letters from referring academics. To do so, you will need to indicate, in the specific section of the online application form ("view letters of reference"), the email address of university professors or researchers to whom you have asked to provide a reference. These faculty/researchers will receive an email with a link where they can upload their letters of reference, in pdf format. The link is personal and cannot be used by more than one faculty/researcher;
- 7) Certificate of examinations taken: non-EU and international candidates must produce a certificate showing the examinations and grades. Applicants, who hold a degree obtained in Italy, are required to produce, in lieu of the degree certificate, a declaration of the exams and grades obtained. Students (undergraduates/graduates) of the University of Bologna view their certificate of studies, which they must select to declare possession of the degree;
- 8) GRE/GMAT certificate **optional**;
- 9) **In order to complete the application, it is also mandatory to** declare the possession of the degree, indicating the subjects taken, the grades and the respective scientific disciplinary fields (SSDs) through the **online form** proposed by the application portal.  
Based on the condition at the time application for selection, candidates must Follow instructions below:
  - **Graduate or undergraduate candidates from the University of Bologna** must fill in the required information. For graduates, indicate the degree that is useful for selection (in case you have more than one); for undergraduates, the information on the courses that have been verbalized as of the registration deadline will be acquired automatically by the system;
  - **Candidates who are graduates or undergraduates from other universities or with foreign degrees** must fill out the form proposed by the system, reporting all of their verbalized teachings. Undergraduates can access the procedure and update the form until the selection deadline.

**Please note:** For the purpose of evaluation, the Commission will analyze only and exclusively the documents entered and the information indicated in the application present on selection deadline. **It will not be possible to supplement this information later.**

#### 4 - REQUEST FOR ADJUSTMENTS TO THE ADMISSION TEST

Candidates who wish to avail themselves of adjustments for the admission test must make a request, by the deadline for registration for the selection.

**Adaptations** may consist :

- additional time: by 30% for candidates with DSA, other specific developmental disorders and pathologies; by 50% for candidates with civil disability and/or handicap under L.104.
- possibility of using aids such as text-reading tools, non-scientific calculator, etc., or other arrangements to be evaluated according to the specific case and certification.

The list of possible adaptations can be found on the adaptation request form.

If, due to organizational requirements and/or mandatory regulations, it is not possible to guarantee the adaptation

required an alternative measure of equal compensatory value will be defined.

The procedure for applying for adjustments is as follows:

- **Access Students Online** ([www.studenti.unibo.it](http://www.studenti.unibo.it)) in the "Current Requests" detail section of

the main page;

- **Download the "Adjustment Request Form"** and fill it out

- **upload, in the dedicated section, the completed "Adjustment Request Form"** (in pdf format)
- **Also upload, in the dedicated section, the necessary specialized documentation** below, namely:
  - Diagnosis of Specific Learning Disorders (**DSA**), according to Law 170/2010, drawn up by the National Health Service, an accredited private center or a private specialist accompanied by a document of compliance issued by the National Health Service. The documentation must be no older than three years or drawn up after the age of 18.  
*In view of the emergency situation that has led to a reduction in the activities of NHS outpatient clinics, DSA diagnoses, as referred to in Law No. 170/2010, will be admitted for requests for adjustments for admission tests, even if they were issued more than three years ago. The Service reserves the right to request after matriculation the updated diagnosis or at least a written proof that it is pending renewal.*
  - For further details we refer to the page on the website: <https://site.unibo.it/studenti-con-disabilita-e-dsa/en/for-students/certifications-applications>
  - Documentation, issued by an NHS specialist, attesting to another type of disorder developmentally specific than learning.
  - Certification of disability **under L. 104/92**;
  - Certification of **civil disability**;
  - Medical documentation, drawn up by a specialist, attesting to the presence of health conditions (physical and/or mental) that may result in an inability, even temporary, to study and take the test.

The documentation must be clear and complete with all information useful in understanding the specific needs of the candidate.

(N.B. If in possession of both Law 104 Certification and other medical documentation, it is important to submit both).

**Applicants with disabilities or DSA residing in foreign countries**, who wish to take advantage of adaptations, must submit **legalized certification** (or with Apostille where applicable), attesting to the disability or DSA status issued in the country of residence, accompanied by an official translation in Italian or English only.

Certifications are examined by the relevant facilities to ensure that the documentation attests to a condition of disability or specific learning disorder recognized by Italian law.

**ATTENTION: BEFORE CLOSING THE TRIAL REGISTRATION, PLEASE VERIFY THAT YOU HAVE UPLOADED THE ADJUSTMENT REQUEST FORM AND HEALTH DOCUMENTATION.**

The documentation is reviewed by the Service for Students with Disabilities and with DSA to assess the consistency of the requests for adaptations with the documentation submitted. In case of incomplete or unreadable documentation, a supplement will be requested by email to the institutional email address [nome.cognome@studio.unibo.it](mailto:nome.cognome@studio.unibo.it) and must be sent within the peremptory deadlines set in the communication.

**An applicant who fails to submit the request within the time limits specified in the notice or fails to send any required supplementary documents within the time limits specified by the Service for Students with Disabilities and DSA will not be granted the requested adjustments.**

Adjustments granted are always communicated by email from the Student Secretary's Office. Clarifications on the adjustment request procedure can be obtained from the Service for the Students with Disabilities and with DSA at the email address [.ases.adattamentiammissione@unibo.it](mailto:ases.adattamentiammissione@unibo.it)

## 5 - MODE OF CONDUCTING THE ADMISSION TEST

Only candidates who meet the admission requirements will be admitted to the test. The admission test will be held in **two stages**:

### a. **Step 1: Curriculum Evaluation (100 points)**

The committee will analyze and evaluate the qualifications and certifications presented by the candidate. A score 60/100 or higher is required to pass this stage. The Commission will evaluate the application based on the following criteria:

- Academic merit (max 40 points);
- Consistency of the candidate's CV with the purpose of the course (max 16 points), according to the indicated CV FORM template;
- International Experience (max 12 points);
- Letters of reference, maximum 2 letters (max 8 points), the letter of reference can be written in either Italian or English;
- The possession of a GRE/GMAT/Focus certificate (max 24 points).

Applicants who have obtained a minimum score of 60/100 will be admitted to the interview (Stage 2).

Candidates who obtain in Stage 1 of the test (Curriculum Evaluation) a score of less than 60/100 will not be admitted to Stage 2 of the test (Colloquium) and will not be allowed to matriculate to the IM degree program in any case.

### b. **Step 2: Aptitude Interview (100 points)**

Candidates who have passed Phase 1 will be called for an interview in English aimed at ascertaining the aptitude characteristics and the actual consistency of the candidate's profile with IM's training objectives.

A score of 60/100 or higher will need to be obtained to pass this stage.

**By the deadline mentioned in item 2 of the [General Calendar](#)**, the lists of those admitted to the interviews of the respective selections will be posted on Students Online ([www.studenti.unibo.it](http://www.studenti.unibo.it)).

**This will represent the only means of legal publicity.**

The committee reserves the right to set up an interview agenda. Students are encouraged constantly check the agenda posted on Students Online ([www.studenti.unibo.it](http://www.studenti.unibo.it)).

The interviews will be held under the terms of Item 3 of the [General Schedule](#).

The interviews will be conducted remotely. All directions will be posted along with the list of candidates admitted to the interview itself.

The Selection Committee, appointed by the Council of the Department of Business Sciences, upon the proposal of the Course Council, composed of at least three full members, and alternates chosen from among the teaching and research staff pertaining to the Course of Study, will ensure the proper conduct of the tests.

At the interviews, the Selection Committee will check the identity of each candidate and verify that the personal data contained in the identity document correspond to those communicated by the candidate in the application procedure for the selection test.

Therefore, candidates are reminded to preferably show up with the same ID used in the test registration process.

Candidates who obtain in Stage 2 of the test (Aptitude Interview) a score less than 60/100 will not be allowed to matriculate in the International Management master's degree program.

Applicants, who have obtained an overall score of less than 120/200 will not be allowed to matriculate in International Management in any case.

## **6 - RANKINGS.**

Candidates who achieve an overall score of 120/200 or higher (including at least 60/100 in the resume evaluation and at least 60/100 in the interview) are considered eligible and placed on the merit list.

In the event of tie, priority shall be given to the person with the youngest age.

**The rankings will be published on Students Online ([www.studenti.unibo.it](http://www.studenti.unibo.it)) within the time limits set forth in Item 4 of the [General Schedule](#). This will represent the only means of legal publicity On the outcome of the selection.**

## **7 - MATRICULATION OF THE SUCCESSFUL CANDIDATES WHO HAVE BEEN SUCCESSFULLY PLACED IN THE RANKING LIST**

### TERMS AND MODALITIES

#### **7.1. First-time applicants matriculating**

Successfully ranked candidates, by the deadlines in Item 5 of the [General Schedule](#) must:

1. **log on** to the Student Online platform ([www.studenti.unibo.it](http://www.studenti.unibo.it)) by entering their username and password, obtained from the selection application process;
2. choose "Matriculation," select "Master's Degree," and then the course of study "International Management."
3. **enter** the required data and attach a passport-size photograph of the face. Please note that in case of false statements, in addition to incurring the penalties set forth Article 496 of the Criminal Code, the person concerned automatically forfeits the right to registration and any benefits obtained, without the right to any refund of the sums paid;
4. **Make** the payment of the installment of the annual contribution fee, according to the methods indicated on the Students Online website ([www.studenti.unibo.it](http://www.studenti.unibo.it)).

**Payment methods other than those listed on the Students Online site are not allowed.**

**A student with a civil disability certification of 66 percent or more or with a certification under Law 104/92**, in order to his or her fees waived, must submit, to the Economics, Management and Statistics Student Secretariat the certificate attesting to his or her condition <https://www.unibo.it/it/servizi-e-opportunita/borse-di-studio-e-agevolazioni/esoneri-e-incentives/exemptions-for-students-with-disabilities>).

**A student who requests recognition of previous careers**, matriculation and by **Nov. 27, 2025**, must submit an application for course abbreviation according to the directions and by the deadlines indicated at <https://www.unibo.it/it/didattica/iscrizioni-trasferimenti-e-graduation/abbreviation-of-course> to the Economics, Management and Statistics Student Secretary.

By logging in with SPID or CIE credentials and using them during matriculation, after making the payment the university career will be activated directly without any further fulfillment.

With the activation of the career, it will be possible to use services such as submitting the study plan, booking exams, accessing the Wi-Fi network and online library resources, and performing career acts (switching courses, transferring to another university, dropping studies); an email will also be sent allowing the badge to be printed, according to the modalities that will be indicated.

**A student who falls into the cases listed below is required verify the following in order to matriculate:**

- a) **if he/she is an equated non-EU citizen with a qualification obtained in Italy:** he/she should send to the Economics, Management and Statistics Student Secretariat the copy of the valid residence permit **that allows for the equivalence;**
- b) **if he/she holds a degree obtained abroad:** he/she will need to check [the documentation necessary](#) for matriculate <https://www.unibo.it/it/didattica/iscrizioni-trasferimenti-e-graduation/enrollment-course-undergraduate-degree-with-foreign-degree>. Remember that the documentation you used for admission to the course (e.g. , transcript...) will have to be translated and with verification of authenticity e of value where provided (<https://www.unibo.it/it/didattica/iscrizioni-trasferimenti-e-laurea/traduzione-autenticita-e-value-of-foreign-student-documents>). You will have to upload the documents related to the foreign title on [Students Online](#) in the "Announcements" section by choosing "Matriculation a.y. 25\_26 - uploading documents of international students and with foreign title" and make an appointment with the International Students Secretariat in Bologna to show the original documentation
- c) **if you are an equated non-EU citizen and have obtained your degree abroad:** you must consult the detailed information at <https://www.unibo.it/it/didattica/iscrizioni-transfer-and-graduate/enroll-undergraduate-course-with-foreign-title>, access [Students Online](#) ([www.studenti.unibo.it](http://www.studenti.unibo.it)), choose "Announcements," select "Matriculation a.y. 25\_26 - uploading documents of international students and with foreign title," and upload, in addition to the degree documents, the copy of the residence permit that allows for equalization. In addition, you must book an appointment at the International Students Secretariat in Bologna to show the original documents.
- WARNING:** Check very carefully who are non-EU students who are equated and what types of residence permits allow for equating [at https://www.unibo.it/it/internazionale/chi-sono-gli-studenti-internazionali](https://www.unibo.it/it/internazionale/chi-sono-gli-studenti-internazionali)
- Participation in the selection as an equated non-EU citizen without possessing the equated title will not allow the completion of registration even in the case of admission and payment of the first installment.
- d) **if it is "non-EU citizen/resident abroad" and you earned your degree abroad** you need to see the detailed information at [www.unibo.it/iscrizioniStudentiNonUE](http://www.unibo.it/iscrizioniStudentiNonUE) access [Students Online](#) ([www.studenti.unibo.it](http://www.studenti.unibo.it)), choose "BANDS", select "Matriculation a.y. 25\_26 - uploading documents of international students and with foreign title" and upload in addition to the title documents, copy of the study entry visa. Upon your arrival in Italy, book an appointment at the International Students Secretariat in Bologna to show the original documents.

**Please note** Admission and subsequent acceptance of an applicant by University does not confer any right to perfect matriculation, even in the case of

obtaining an entry visa, physical presence in the country, eligibility and/or actual disbursement of scholarships/grants of any kind, acceptance of the candidate under conditions in order to be able to begin teaching activities. For the purpose of furthering of matriculation will be necessary to verify the actual eligibility of the foreign degree and the authenticity of the documentation produced. The formal check of the degree will be done by the Bologna International Students Secretariat after the payment of the first matriculation installment and the original submission of all the required documentation.

e) **if he wants to apply for concurrent enrollment in two courses of study**, he should check <https://www.unibo.it/it/didattica/iscrizioni-trasferimenti-e-laurea/iscrizione-contemporanea-a-courses-different> if he can do so and how to do so.

**Career activation must take place no later than Feb. 26, 2026 penalty  
The cancellation registration.**

**WARNING:** If you matriculate under conditions your career will be activated only after you have obtained your degree. If you are graduating from the University of Bologna, your degree will be directly transposed by the systems; if you are graduating from another University, you must go into Studenti Online ([www.studenti.unibo.it](http://www.studenti.unibo.it)) in the details of your matriculation file and enter your degree grade by typing the appropriate "enter degree grade" button.

Students matriculated *under condicione*, who do not obtain their degrees **by October 31, 2025**, will have their matriculation cancelled ex officio.

## **7.2. Candidates currently enrolled at another university who intend to make the Transfer**

**Successful candidates who** are enrolled in another university and who intend to transfer must, by the deadlines in Item 5 of the [General Schedule](#):

1. **Enroll** by following the instructions under A, indicating willingness to move to the University of Bologna and pay the first installment of the annual contribution fee;
2. Apply for transfer to the home university by the deadlines therein planned.

N.B. It is possible to support teaching activities at the home university up to the time the transfer application is submitted. At University of Bologna, the career will be active only after course council has approved recognition and continuation of studies.

In addition to the installment of the annual contribution fee for the new academic year, the applicant is also required to pay the specific transfer allowance published at <http://www.unibo.it/it/didattica/iscrizioni-trasferimenti-e-laurea/trasferirsi-alluniversita-di-bologna/transfer-university-of-bologna> and which the student secretary will request upon arrival of the documentation sent by the home university.

## **7.3. Candidates currently enrolled in other courses of study at the University of Bologna (Passages)**

**Successful candidates** enrolled in another course of study at the University of Bologna who intend to make the Course Transition, they must:

1. **enroll** in the new degree program by following the instructions Section 7.1, by the deadline in Section 5 of the [General Schedule](#) and pay the installment of the annual contribution fee;
2. **beginning July 24, 2025**, and by the peremptory deadline of **Sept. 25, 2025**, must complete the course transfer application online by following the instructions on Studenti Online ([www.studenti.unibo.it](http://www.studenti.unibo.it))

In particular, they must:

3. **click** on '*Course*' and enter the required data;
4. **Pay** the passage allowance.

It will be possible to support educational activities at the home course until the time of the application for transfer, while at destination course, the career will be active only after the course board's resolution of recognition and continuation of studies.

## **8 - RECOVERY PLACES**

The seat recovery procedure makes it possible to accept a number of applicants equal to the number of unfilled seats after matriculations, according to the criterion of ranking order.

Two retrievals are planned. The procedure consists of two steps:

### **STEP 1 - DECLARATION OF INTEREST IN RECOVERY**

By the deadline in Item 6 of the [General Calendar](#) on Students Online ([www.studenti.unibo.it](http://www.studenti.unibo.it)), the number of **places still available** at the end of registration will be published. As of that day, and by the deadline referred to in Item 7 of the [General Calendar](#), all candidates in "Eligible" status placed in the ranking after the last of the winners, **if interested in the two scheduled recoveries must:**

1. **Log on** to Students Online ([www.studenti.unibo.it](http://www.studenti.unibo.it));
2. **express** interest in being retrieved by clicking on the appropriate button, which is available in the admission test file detail only after the publication of the ranking list.

Candidates in "Ineligible", "Absent" or "Excluded" status are not eligible to participate in the remedial places.

### **WARNING:**

Candidates who do not request to be retrieved in the above manner will be excluded from all subsequent stages of the procedure.

Applicants will be admitted by operating exclusively with reference to the order of ranking.

The list of those admitted to remediation will be posted on Students Online ([www.studenti.unibo.it](http://www.studenti.unibo.it)) by the corresponding deadlines in items 8 and 9 of the [General Calendar](#).

Publication of the lists on Students Online represents the only means of legal publicity  
On the outcome of the seat recovery procedure.

### **PHASE 2 - REGISTRATION ADMITTED TO RECOVERY**

Those admitted to remediation will to matriculate within the respective deadlines set out in Sections 8 and 9 of the [General Schedule](#).

The second make-up may be made only if there are any vacancies remaining at the end of the first make-up and if there are still eligible candidates on the ranking list who have expressed interest in being recovered within the terms specified in this notice.

### **WAYS.**

#### **A. First-time applicants matriculating**

Admitted candidates are required register within respective deadlines in Sections 8 and 9 of the [General Schedule](#), according to the procedure in Section 7.1 above.



## **B. Candidates currently enrolled at another university who intend to make the Transfer**

Admitted candidates are required register within the respective deadlines in Sections 8 and 9 of the [General Schedule](#), according to the procedure in Section 7.2 above.

## **C. Candidates currently enrolled in other courses of study at the University of Bologna (Passages)**

Admitted candidates enrolled in another course of study at the University of Bologna who wish to make a Course Change must follow the procedure in Section 7.3 above, within the respective deadlines in Sections 8 and 9 of the [General Schedule](#).

If, at the end of the retrieval procedures, there are still places available, a special notice of rankings escalation may be published on Studenti Online ([www.studenti.unibo.it](http://www.studenti.unibo.it)) for candidates who may still be in the rankings and who have expressed an interest in being retrieved within the previously indicated deadlines.

## **9 - FINAL NOTES.**

Any notices regarding changes in enrollment procedures will be posted on the University Portal on the Online Students page ([www.studenti.unibo.it](http://www.studenti.unibo.it)).

### **OFFICE CLOSURE**

**Extraordinary closures will be posted on the University Portal ([www.unibo.it](http://www.unibo.it)).**

The Italian language version of the notice is full faith with respect to authentic interpretation of the rules contained therein, including with regard to any disputes.

The information regarding the processing of personal data can be found on page [www.unibo.it/PrivacyBandiCds](http://www.unibo.it/PrivacyBandiCds).

The person in charge of the administrative process is the Head of the Economics, Management and Statistics Student Secretariat: Dr. Silvia Spada.

This notice, issued by executive order with the reference number listed in the header of the first page, is subject to the regulations set forth in the Decree of the Ministry of University and Research No. 1154 of October 14, 2021, and its subsequent amendments and additions, regarding the accreditation of courses of study.

An appeal against the decision may be lodged with the competent Regional Administrative Court within 60 days of the publication of the notice.