

Application procedure UNIBO PhD Programmes

In order to submit your application correctly, there are two different stages to follow:

- 1) Request for an institutional email account (name.surname@studio.unibo.it);
- 2) Submission of the application.

Request for an institutional email account

In order to complete the first stage of the process, you need to:

- login to Studenti Online website: www.studenti.unibo.it;
- if you do not have a name.surname@studio.unibo.it email address, click on “*Registrati>>*”

Screenshot of the Studenti Online website in Internet Explorer. The page title is "STUDENTI ONLINE" and it features the Alma Mater Studiorum logo. A central text box states: "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." Below this are three buttons: "Login >>", "Recupera >>", and "Registrati >>". A "Help desk Studenti Online" sidebar on the left provides contact information: E-mail: servizio di supporto informatico, Telefono: +39 051 20 99 882, Orari: Lunedì a Venerdì 9:00-13:00; 14:00-17:00. The footer contains the unibo.it logo, copyright information for 2014, and contact details for the University of Bologna.

- you can choose English as language, by clicking on the English flag on the left menu;
- if you are an international student with no Italian tax code (Tax ID), you can register with a temporary code, therefore click on *“International students registration”*;

The screenshot displays the 'Registrazione Studenti' website for the University of Bologna. The browser window title is 'Registrazione Studenti - Windows Internet Explorer'. The address bar shows the URL: <https://stbase.unibo.it/stbase/preregistrazione.htm?execution=e2s18siteLanguage=en>. The page features a navigation bar with 'Tax ID', 'Personal data', 'Summary', and 'Account'. The main heading is 'Registration for students not yet registered - Tax ID'. Under 'Registration with Tax ID', there is a text input field for 'Tax ID' and a 'Next' button. Below this, the 'International students' section asks, 'Are you an international student with no Italian tax ID? You can register with a temporary code.' and provides a link to 'International students registration'. The 'Employee of the University of Bologna' section asks, 'Are you an employee of the University of Bologna? You can register by accessing with your credentials.' and includes a 'Login' button. On the left, the 'Students Online Help Desk' provides contact information: E-mail: [IT Support service e-mail](mailto:IT.Support.service@unibo.it), Telephone: +39 051 20 99 882, and Opening hours: Monday to Friday 9:00 am - 1.00 pm; 2pm - 6pm. A 'Change language' section shows the Italian flag and the word 'italiano'. The footer includes the 'unibo.it' logo and copyright text: 'Copyright 2013 - ALMA MATER STUDIORUM - Università di Bologna Via Zamboni, 33 - 40126 Bologna - Partita IVA: 01131710376'. Links for 'Informativa sulla Privacy' and 'Sistema di Identità di Ateneo' are also present. The Windows taskbar at the bottom shows the Start button, several open applications, and the system clock at 12:48.

- fill in the online forms with your personal data; then, click on “Next”;

Registrazione Studenti - Windows Internet Explorer

https://stbase.unibo.it/stbase/preregistrazione.htm?execution=e2s2

File Modifica Visualizza Preferiti Strumenti ?

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Segreteria Studenti(1) Registrazione Studenti

+39 051 20 99 882
Opening hours:
Monday to Friday 9:00 am
- 1.00 pm; 2pm - 6pm

Change language
Italiano

Personal data

Name*

Surname*

Sex* M F

Date of birth* 30/07/1995

Country of birth*

Town of birth*

Citizenship*

Contacts

Mobile phone*

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

Start Internet 100% 12:50

- read and enter the check code and then click on “Next”;
- once your name.surname@studio.unibo.it email account is issued, University of Bologna will send you an email containing your institutional username and password, then you can click on “Next” again (Studenti Online home page will be displayed);
- login again by inserting the new username and password and click on “Accedi”;

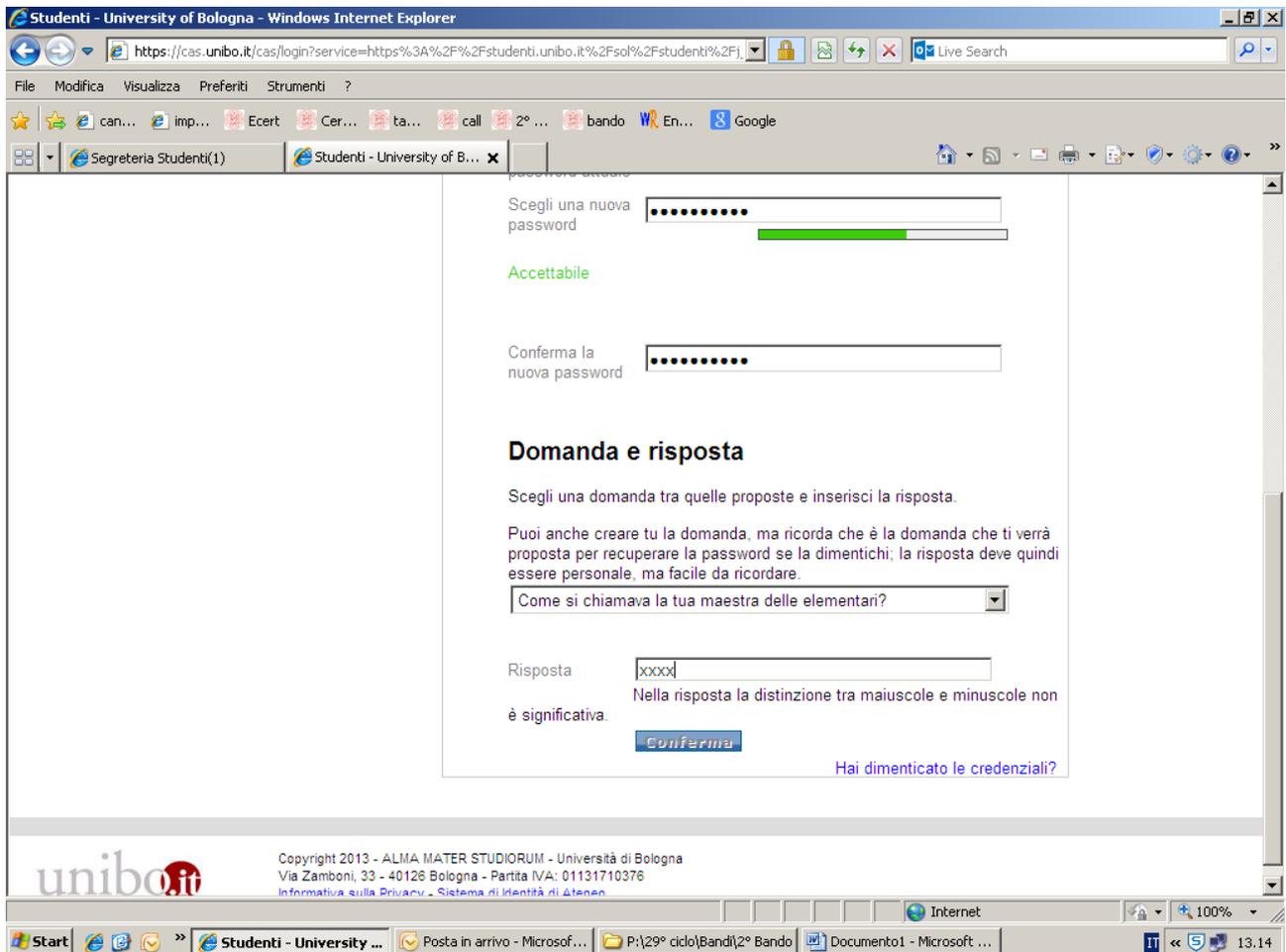
- modify your password;

The screenshot shows a Windows Internet Explorer browser window displaying the 'Modifica la password' page of the University of Bologna's 'LOGIN DI ATENEO DSA'. The browser's address bar shows the URL: <https://cas.unibo.it/cas/login?service=https%3A%2F%2Fstudenti.unibo.it%2Fsol%2Fstudenti%2F>. The page features the University of Bologna logo and the text 'WWW.UNIBO.IT' on the left. The main content area is titled 'Modifica la password' and includes instructions: 'Scegli una password difficilmente indovinabile che riesci comunque a ricordare (suggerimenti):'. Below this, a list of requirements is provided: 'deve essere lunga almeno 8 caratteri e non più di 16', 'mescola lettere maiuscole, lettere minuscole e numeri', 'ti consigliamo di inserire anche caratteri diversi da lettere e numeri (elenco caratteri consentiti)', 'non puoi inserire né il tuo nome, né il tuo cognome, né la tua data di nascita', and 'non puoi utilizzare le lettere accentate.'. There are three input fields: 'Inserisci la password attuale', 'Scegli una nuova password', and 'Conferma la nuova password'. The page also has a section titled 'Domanda e risposta' at the bottom.

Please remember that:

1. insert the former password (the one University of Bologna sent you by email) in the field “Inserisci la password attuale”;
2. insert the new password in the field “Scegli una nuova password” and write it again in “Conferma la nuova password”. The password has to be longer than 8 characters and shorter than 16; it must contain capital letters, small letters and numbers; do not use accented letters.

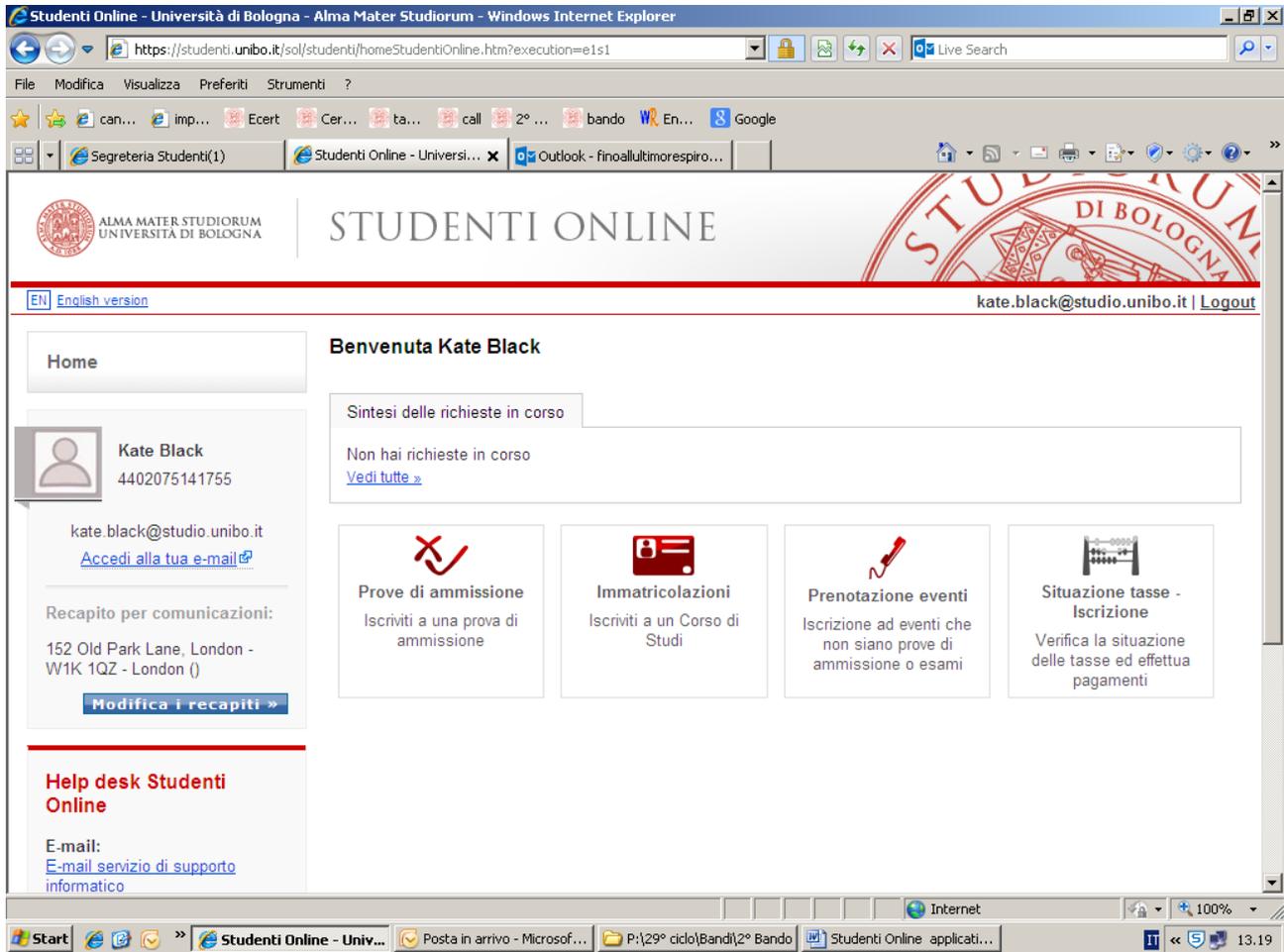
3. in the field “Domanda e risposta”, choose one question among the ones contained in the drop-down menu;
4. insert your answer in the field “Risposta”, then click on “Conferma”;



Submission of the application

You are ready for starting the second stage now:

- your Studenti Online personal page will be displayed now:



The screenshot shows a web browser window displaying the 'Studenti Online' portal for the University of Bologna. The page is personalized for 'Kate Black' with the email 'kate.black@studio.unibo.it'. The main content area is titled 'Benvenuta Kate Black' and includes a 'Sintesi delle richieste in corso' section stating 'Non hai richieste in corso' with a link to 'Vedi tutte'. Below this are four main navigation buttons: 'Prove di ammissione' (Entrance exams), 'Immatricolazioni' (Enrollment), 'Prenotazione eventi' (Event booking), and 'Situazione tasse - Iscrizione' (Taxes and enrollment). A sidebar on the left contains a user profile, contact information, and a 'Help desk Studenti Online' section. The browser's address bar shows the URL 'https://studenti.unibo.it/sol/studenti/homeStudentiOnline.htm?execution=e1s1'.

- click again on “English version” (see button on the left), and then on “*Entrance exams Register for an entrance exam*”;
- click on “*PhD programme*”, then click on “*Next*”;
- select the PhD programme you want to apply for (e.g. Architettura), then, click on “*Next*”

- check your “Personal data”, “Contacts” and “Address”, then edit or click on “Next”;

The screenshot shows the 'Studenti Online' web application interface. At the top, there is a navigation bar with the university logo and the text 'STUDENTI ONLINE'. Below this, a progress bar indicates the current step: '4. Personal data'. The main content area is divided into two sections: 'Student Personal Data' and 'Contacts'.

Student Personal Data

Personal data	
Name and surname	Kate Black
Tax ID	BLCKTA83T69Z114I
Sex	F
Date of birth	29/12/1983
Place of birth (municipality)	London
Country of birth	Gran Bretagna E Irlanda Del Nord
Citizenship	Gran Bretagna E Irlanda Del Nord

Contacts

E-mail	
Institutional e-mail	kate.black@studio.unibo.it

On the left side of the page, there is a 'Students Online Help desk' section with contact information: E-mail: [Support service e-mail](mailto:Support.service.e-mail), Telephone: +39 051 20 99 882, and Opening hours: Monday to Friday 9.00 am - 1.00 pm; 2.00 - 6.00 pm.

- fill in the next page “Qualification”, then click on “Next”

- in the page “Options” select the call in the drop-down menu, then select the entry available and click on “Next”;

Studenti Online - Università di Bologna - Alma Mater Studiorum - Windows Internet Explorer

https://studenti.unibo.it/sol/studenti/provaAmmissione.htm?execution=e2s5

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Segreteria Studenti(1) Studenti Online - Universi... x

ALMA MATER STUDIORUM UNIVERSITÀ DI BOLOGNA

STUDENTI ONLINE

Versione italiana kate.black@studio.unibo.it | Logout

Home

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

Options concerning the application

1. Prima Scelta II Bando del XXIX Ciclo

Select at least 1 entry/ies

Ammissione per titoli, prova scritta e orale

Back Next

Studenti Online Help desk

E-mail: Support service e-mail

Telephone: +39 051 20 99 882

Opening hours: Monday to Friday 9.00 am - 1.00 pm; 2.00 - 6.00 pm

unibo.it

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Via Zamboni, 33 - 40126 Bologna - VAT Reg. No.: 01131710376
[Information note concerning Privacy - University ID system](#)

Internet 100%

Start Studenti Online - Univ... Posta in arrivo - Microsof... P:\29° ciclo\Bando\2° Bando Studenti Online applicati...

13.34

In the page "Summary of the application for the entrance exam" check all data, then in the "Document" field write the type of documents you are enclosing (e.g. Passport), the document number and the expiration date. Finally, click on "*Confirm*".

Please be aware that all the following stages must be duly completed in order to successfully submit your application:

1. fill in all the online forms;
2. upload all the documents requested by the PhD programme table

Finally, remember that your application will be completed by clicking on the available buttons and following the specific instructions:

1. "Change level of your language competence"
2. "Statements"
3. "Research fellowship"
4. "Attach your documents"
5. "Letters of presentation", in case this is a compulsory requirement (see the PhD programme table you have chosen and the section "How can you request a presentation/reference letter?" below).
6. press the "SUBMIT" key. Applications that have not been submitted by the deadline of the call will be rejected.

How can you request a presentation/reference letter?

- Click on “To complete the application you must request one or more letters of presentation - *View letters of presentation*”;
- Insert your professor’s email address, then click on “*Send request*”;

The system will send immediately a notice to the professor you have indicated, who will be able to upload the presentation/reference letter on your personal Studenti Online profile, following the procedure available in the link contained in the email, and then complete the process by clicking on “Save”.

Please be aware that:

- 1) the email sent by the system could appear in the spam folder: you need to warn the involved professor about that;
- 2) only the UNIBO PhD Office, the PhD Programme’s Coordinator and the Admission Board will be able to display the uploaded presentation/reference letter, not you. Anyway, you will be able to verify the uploading of such letter on your profile.

Please remind...

Note concerning certifications and self-declarations

As for certifications and self-declarations to be mandatorily uploaded to your application, be aware that:

1. For degrees obtained **in Italy**, please upload a **SIGNED self-declaration** (who uploads an official certification issued by Italian Universities will be excluded from the selection). A self-declaration (a letter signed by the candidate containing all requested data) is different from a certification (declaration issued by a University);
2. For degrees obtained in **non-EU countries**, please upload the degree certificate issued by the relevant University;
3. For degrees obtained in **EU countries (except Italy)**, you can do either.

All the above mentioned documents must contain the following data: personal data, legal name of the awarding University, degree name and level, final score, transcript.

Thank you for your attention!