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

• 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;

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:

  - 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”;

• 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”;}
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!**