

## 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](mailto: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](http://www.studenti.unibo.it);
- if you do not have a [name.surname@studio.unibo.it](mailto: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 in English. 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 header includes the University of Bologna logo and the text 'ALMA MATER STUDIORUM UNIVERSITÀ DI BOLOGNA'. A navigation bar contains the following steps: Tax ID → Personal data → Summary → 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, there are two sections: 'International students' with the text 'Are you an international student with no Italian tax ID? You can register with a temporary code.' and a link to 'International students registration'; and 'Employee of the University of Bologna' with the text 'Are you an employee of the University of Bologna? You can register by accessing with your credentials.' and a 'Login' button. On the left side, there is an 'E-mail' section with contact information: 'IT Support service e-mail', 'Telephone: +39 051 20 99 882', and 'Opening hours: Monday to Friday 9:00 am - 1.00 pm; 2pm - 6pm'. Below that is a 'Change language' section with an Italian flag and the text 'italiano'. The footer contains the 'unibo.it' logo, copyright information for 2013, and contact details: 'Via Zamboni, 33 - 40126 Bologna - Partita IVA: 01131710376'. There are also links for 'Informativa sulla Privacy' and 'Sistema di Identità di Ateneo'. 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”;

The screenshot shows a web browser window titled "Registrazione Studenti - Windows Internet Explorer". The address bar contains the URL "https://stbase.unibo.it/stbase/preregistrazione.htm?execution=e2s2". The page content includes a sidebar with contact information and a language selector, and a main form area with the following sections:

- Personal data:**
  - Name\* (text input)
  - Surname\* (text input)
  - Sex\* (radio buttons for M and F)
  - Date of birth\* (text input with value 30/07/1995 and a calendar icon)
  - Country of birth\* (dropdown menu)
  - Town of birth\* (text input)
  - Citizenship\* (dropdown menu)
- Contacts:**
  - Mobile phone\* (text input)
  - E-mail\* (text input)
- Residence:**
  - Country of residence\* (dropdown menu)
  - Town of residence\* (text input)
  - Address of residence\* (text input)
  - Postcode of residence (text input)
  - Telephone of residence (text input)
  - My domicile is different from my residence (checkbox)

At the bottom of the form, there are "Back" and "Next" buttons. The browser's taskbar at the bottom shows several open applications, including "Registrazione Studen...", "Posta in arrivo - Microsof...", "P:\29° ciclo\Bandi\2° Bando", and "Documento1 - Microsoft ...". The system clock shows 12:50.

- read and enter the check code and then click on “Next”;
- once your [name.surname@studio.unibo.it](mailto: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;

Studenti - University of Bologna - Windows Internet Explorer

https://cas.unibo.it/cas/login?service=https%3A%2F%2Fstudenti.unibo.it%2Fsol%2Fstudenti%2F1

File Modifica Visualizza Preferiti Strumenti ?

can... imp... Ecert Cer... ta... call 2° ... bando W En... Google

Segreteria Studenti(1) Studenti - University of B... x

WWW.UNIBO.IT

LOG IN DI ATENEO  
DSA

## Modifica la password

Scegli una password difficilmente indovinabile che riesci comunque a ricordare (suggerimenti):

- 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
- non puoi utilizzare le lettere accentate.

Inserisci la password attuale

Scegli una nuova password

Conferma la nuova password

### Domanda e risposta

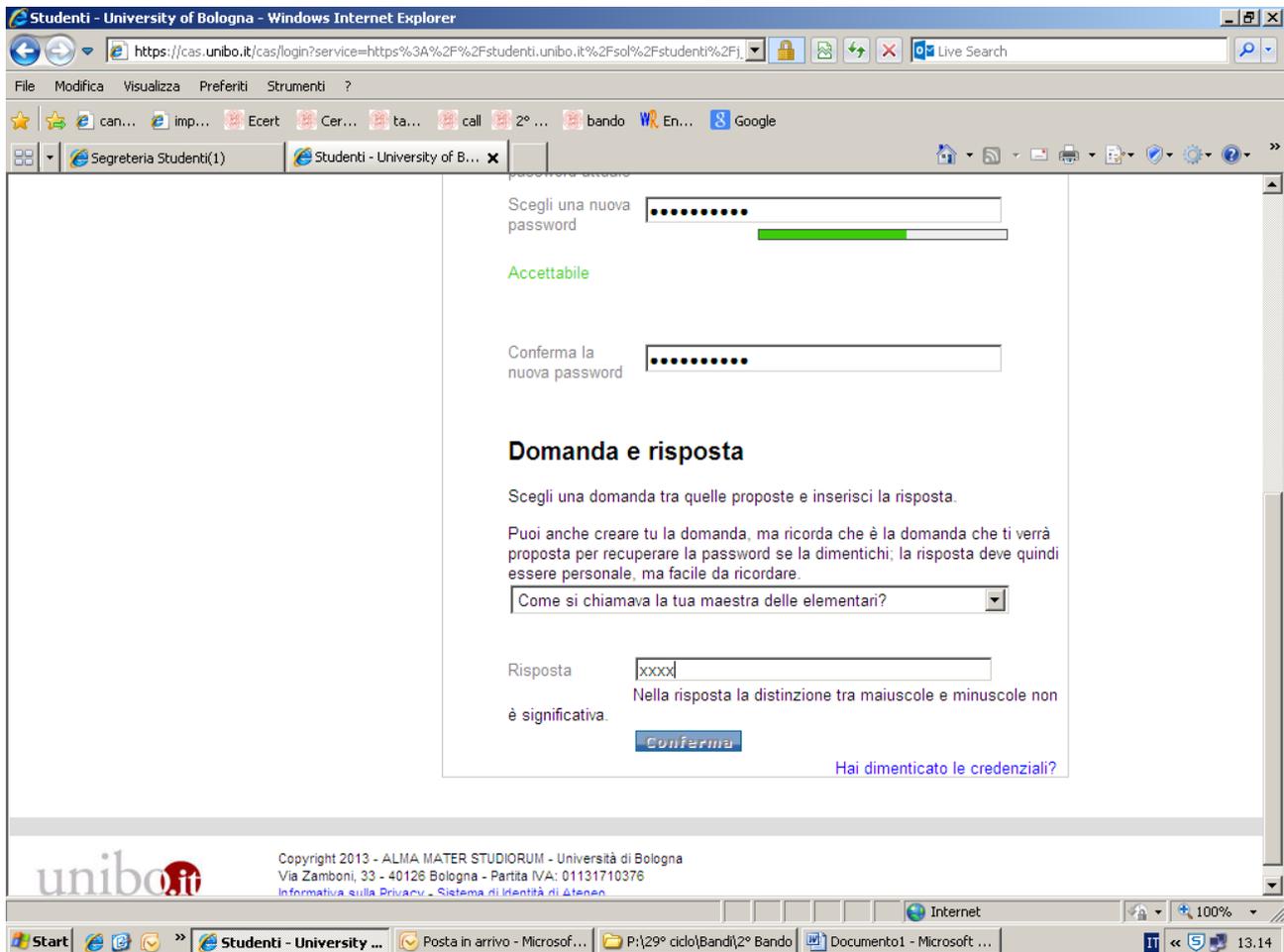
Internet 100%

Start Studenti - University ... Posta in arrivo - Microsof... P:\29° ciclo\Bandi\2° Bando Documento1 - Microsoft ... 13.05

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' (ID: 4402075141755). The main content area is titled 'Benvenuta Kate Black' and shows 'Sintesi delle richieste in corso' (Summary of requests in progress) with the message 'Non hai richieste in corso' (You have no requests in progress) and a link 'Vedi tutte >' (View all >). Below this, there are four main navigation buttons: 'Prove di ammissione' (Entrance exams) with a checkmark icon, 'Immatricolazioni' (Enrollments) with a book icon, 'Prenotazione eventi' (Event booking) with a pencil icon, and 'Situazione tasse - Iscrizione' (Taxes and enrollment) with a calculator icon. The 'Prove di ammissione' button has the subtext 'Iscriviti a una prova di ammissione' (Register for an entrance exam). The 'Situazione tasse - Iscrizione' button has the subtext 'Verifica la situazione delle tasse ed effettua pagamenti' (Check the tax situation and make payments). On the left sidebar, there is a 'Home' button, a user profile for 'Kate Black' with an email link 'Accedi alla tua e-mail' (Access your email), and contact information for the 'Help desk Studenti Online' (E-mail: [email.servizio.di.supporto.informatico](mailto:email.servizio.di.supporto.informatico)). The browser's address bar shows the URL 'https://studenti.unibo.it/sol/studenti/homeStudentiOnline.htm?execution=e1s1'. The taskbar at the bottom shows the Start button, several open applications, and the system clock at 13.19.

- 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”;

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

https://studenti.unibo.it/sol/studenti/provaAmmissione.htm?execution=e2s3

File Modifica Visualizza Preferiti Strumenti ?

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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.

**Personal data check**

**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
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**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

Start Studenti Online - Univ... Posta in arrivo - Microsof... P:\29° ciclo\Bandi\2° Bando Studenti Online applicati... 13:30

- 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

File Modifica Visualizza Preferiti Strumenti ?

can... imp... Ecert Cer... ba... call 2° ... bando En... Google

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!**