



## ATTACHMENT TO THE CALL FOR APPLICATIONS FOR POST-GRADUATE VOCATIONAL TRAINING PROGRAMMES AND SUMMER/WINTER SCHOOL

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This attachment provides instructions on how to access Studenti Online, a space reserved for students of the Alma Mater Studiorum - University of Bologna, which allows you to conveniently carry out online procedures, from registration to graduation. The names of the "buttons" as indicated below are in line with the online environment at the time of drafting this document and may be subject to change based on any updates.

To receive support in using Studenti Online or to report a malfunction contact Studenti Online Help Desk to the email address [help.studentionline@unibo.it](mailto:help.studentionline@unibo.it)

**PLEASE NOTE: THE DEADLINES ARE PROVIDED IN THE CALL TO WHICH YOU ARE APPLYING.**

### 1. Registration

Link to the website [www.studenti.unibo.it](http://www.studenti.unibo.it)

- a. if you already have a Unibo username e password click on LOGIN
- b. if you already have a Unibo username e password but you missed or lost them, click on RETRIEVE or contact Studenti Online (SOL) Help Desk
- c. if you do not have a Unibo username e password click on REGISTER and follow the instructions provided by the system

After logging in, or after having registered, you will be on the 'Welcome' page containing information and a menu.

2. **Admission application and payment of the admission fee** (for programme without entry selection procedure go directly to paragraph 3 "Registration and payment of the tuition fees" and send the document listed both in the call and in the paragraph 3)

From the 'Welcome' page:

- a. click on <<**Admission application** (Take part in the selection)>>
- b. select the type of programme you are going to apply for the selection process, choosing between
  - Alta formazione
  - Formazione permanente
  - Summer schooland click on <<**Next**>>
- c. select the title of the programme and click <<**Next**>>
- d. follow the instructions provided by the system (input/update/confirmation of your data)
- e. pay the admission fee by the relevant call deadline, using methods available on Studenti Online
- f. send to the **place of teaching** (and to [master@unibo.it](mailto:master@unibo.it) **only if you are in possess of a degree obtained abroad**) the following documents asked for the selection procedure:
  1. a valid identity document (front and back);
  2. academic qualification and transcript
    - i. **for students possessing a degree obtained in an Italian University**, the **self-certified declaration** of the academic qualification giving the final degree score, details of the exams passed and relative grades or, if not yet graduated, the presumed date of graduation along with details of exams passed and their marks;
    - ii. **for students possessing a degree obtained abroad**, the **Declaration of Value** (or Diploma Supplement for academic qualifications awarded by institutions in countries in the European Higher Education Area -Bologna Process) and the **Official Academic Qualification and Accademic Transcript officially translated** (if different from English, French or Spanish language) and **legalized** (you can send in advance your degree qualification and the relative



academic transcript - provided that it is in one of the following languages: English, French, Spanish - together with proof that the request for the Declaration of Value has been submitted to the Italian Consulate in the country where you obtained the degree qualification - or the Diploma Supplement from the relevant University; in this case, you will be conditionally admitted to the selection procedure and will have to produce the relative documentation upon enrolment);

- the other specific documents if required by the call you are applying for.

### 3. Registration and payment of the tuition fees

*If you use a SPID username e password to access studentonline at the registration stage, your student career will be activated faster because it will not be necessary to check your identity.*

From the 'Welcome' page:

- click on <<**Registration** (Enrol in a degree programme)>>
- select the type of programme you are going to register for, choosing between
  - Alta formazione
  - Formazione permanente
  - Summer schooland click on <<**Next**>>
- select the title of the programme you are going to register for and click <<**Next**>>
- follow the instructions provided by the system (input/update/confirmation of your data)
- pay the tuition fees (by the deadline set for enrolment provided in the call) using methods available on Studenti Online
- send by mail to [master@unibo.it](mailto:master@unibo.it), by the deadline set for enrolment provided in the call, the following documents:
  - the registration form "Immatricolazione – Dati inseriti" **signed**;
  - one passport photo in bitmap or jpeg format;
  - **for non-EU citizens** copy of a Study Visa (post-graduate studies) and copy of the receipt confirming the application for the residence permit or, if you reside in Italy and if you have a EU long-term residence permit (formerly the Residence Card) or a residence permit for: employment, self-employment or for investor; family reasons; political asylum, subsidiary protection; religious reasons, a copy of the valid resident permit you are already in possess.

N.B. In the event of registration fees being paid by third parties (public bodies, foundations, businesses, etc.) the registration form is available immediately on the Studenti Online website ([www.studenti.unibo.it](http://www.studenti.unibo.it)), following authentication using username and password.