ATTACHMENT TO THE CALL FOR APPLICATION FOR THE POST-GRADUATE VOCATIONAL TRAINING PROGRAMME "CBI.ATTRACT" a.a. 2023-2024

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

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

1. Registration

Link to the website 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

ATTENTION - 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 school
       and 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. upload the following documents, required for the selection procedure, to your Studenti Online page:
       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);

3. the other specific documents required by the call you are applying for:
   i. Curriculum Vitae, exclusively in English (indicating the degree awarded and the relative classification or the weighted average of the grades achieved in the exams taken during the degree programme);
   ii. Link to a self-presentation video, which must be exclusively in English, of a maximum duration of 2 minutes, outlining the candidate's reasons for applying (no special equipment is required to make the video: a simple smartphone equipped with a video camera is sufficient).
   iii. Candidates must demonstrate to be allowed to travel internationally, by providing a copy of the needed documents according to the candidate status (e.g. passport/visa/resident/study permit).

3. Registration and payment of the tuition fees

If you use a SPID username e password to access studentionline 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:

a. click on <<**Registration** (Enrol in a degree programme)>>
b. select the type of programme you are going to register for, choosing between
      ▪ Alta formazione
      ▪ Formazione permanente
      ▪ Summer school
    and click on <<**Next**>>
c. select the title of the programme you are going to register for and click <<**Next**>>
d. follow the instructions provided by the system (input/update/confirmation of your data)
e. upload one passport photo following the instructions provided by the system
f. pay the first instalment (by the deadline set for enrolment provided in the call) using methods available on Studenti Online.

IMPORTANT - if you are a student from a non-EU country remember to send to Master Office (master@unibo.it)

• 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.

IMPORTANT: only in the event of registration fees being paid by third parties (public bodies, foundations, businesses, etc.) the registration form "Immatricolazione - Dati inseriti" – available immediately on the Studenti Online website (www.studenti.unibo.it) following authentication using username and password – must be signed and sent to master@unibo.it with one passport photo. **No payment must be made through the Studenti Online portal**.