



## Annex 2

### ATTACHMENT TO THE CALL FOR APPLICATIONS FOR FIRST OR SECOND LEVEL PROFESSIONAL MASTER PROGRAMMES

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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 PROFESSIONAL MASTER'S PROGRAMME DATA SHEET 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

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
  - First level professional master's degree
  - Second level professional master's degreeand 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 data sheet 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 conditional admitted to the selection procedure and will have to produce the relative documentation upon enrolment);

3. your CV (Resume) and the specific documents asked for the selection procedures in the data sheet regarding the programme you are applying for.

### 3. Registration and payment of the first instalment

*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:

- a. click on <<**Registration** (Enrol in a degree programme)>>
- b. select the type of programme you are going to register for, choosing between
  - First level professional master's degree
  - Second level professional master's degreeand 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 data sheet) 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](mailto: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](http://www.studenti.unibo.it)) following authentication using username and password – must be signed and sent to [master@unibo.it](mailto:master@unibo.it) with one passport photo.

### 4. Payment of further instalments and of late payment interest

From the "Welcome" page:

- a. click on <<**Fee situation - Enrolment** (Check your fee situation and make payments)>>
- b. make the payments by the deadlines provided in the data sheet you registered for and according the methods available on Studenti Online.