CANDIDATES POSSESSING A DEGREE OBTAINED ABROAD

STEP BY STEP GUIDE FOR REGISTRATION

PHASE 1: recognition of qualification for the purposes of admission to the professional master programme.

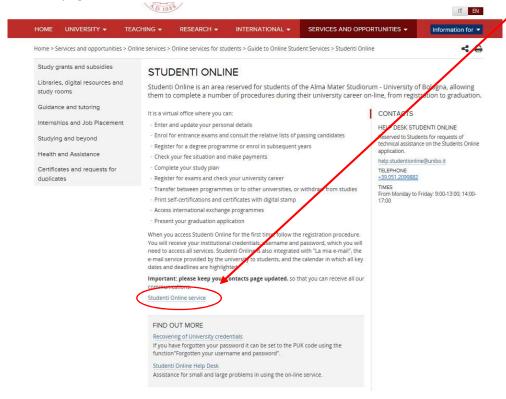
Candidates should contact the **Italian Diplomatic Representation** in the country the degree was obtained from (or the competent Italian Diplomatic Representation for the territory in question) and request:

- 1- an authenticated copy of the qualification and the academic transcript legalized;
- 2- the official translation of the qualification;
- 3- the declaration of value.

For EU citizens, the declaration of value can be substituted by the Diploma Supplement (issued by the University from which the degree was obtained as according to the model issued by the European Commission). The candidate is none the less obliged to produce a certified and legalized copy and the official translation of the diploma. The translation is not necessary for titles in English, French, German or Spanish.

PHASE 2: online registration.

1- Visit this page www.unibo.it/Portale/Guida/StudentiOnline and click on "Studenti Online service"

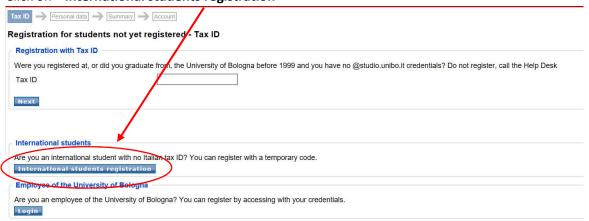


2- Click on "Register"

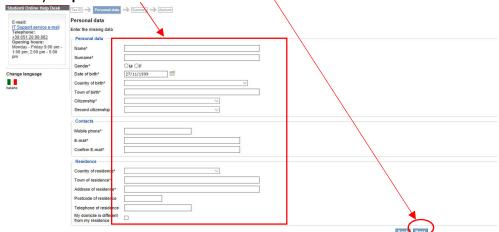
Studenti Online is a space reserved for students of the Alma Mater Studiorum - University of Bologna, which allows you to conveniently carry out online procedures, from registration to graduation.



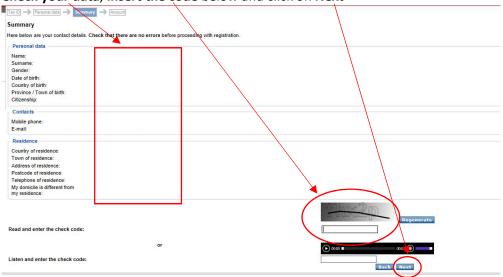
3- Click on "International students registration"



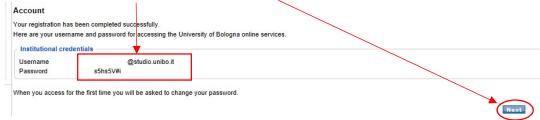
4- Enter your personal details and click on next



5- Check your data, insert the code below and click on Next

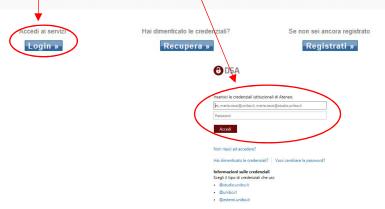


6- Write down your credentials and click on next

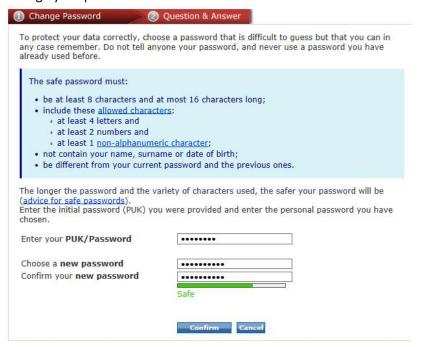


7- Click on login and enter your credentials

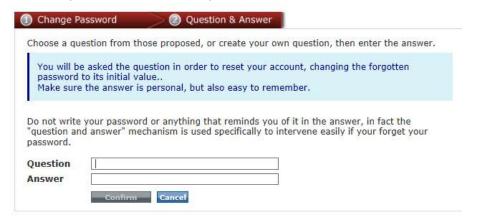
Studenti Online è uno spazio riservato agli studenti dell'Alma Mater Studiorum - Università di Bologna, che permette di svolgere comodamente online le procedure utili durante il percorso universitario, dall'immatricolazione fino alla laurea.



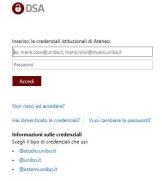
8- Change your password and click confirm



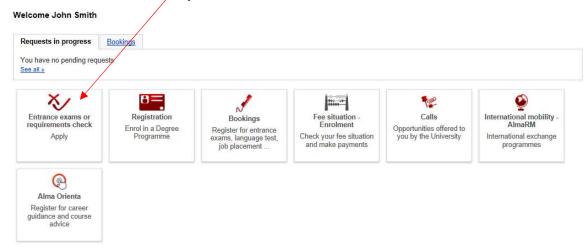
9- Create a question to recover the password and click on Confirm



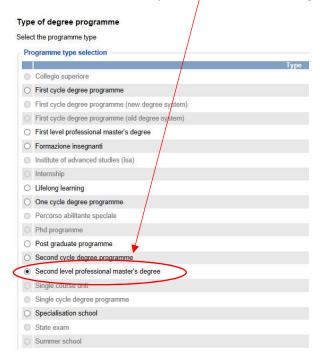
10- Enter your credentials again



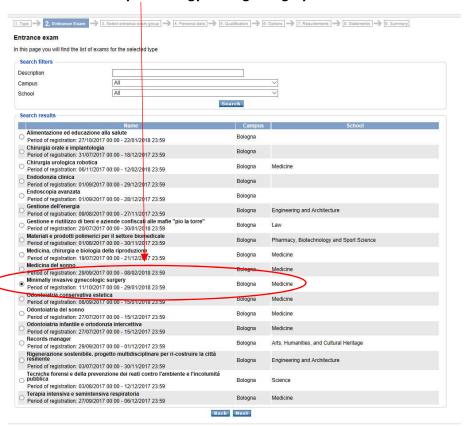
11- Click on Entrance exam or requirement check



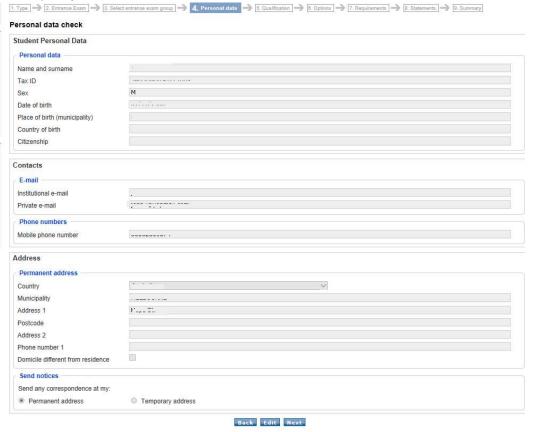
12- Select Second level professional master's degree and click on Next



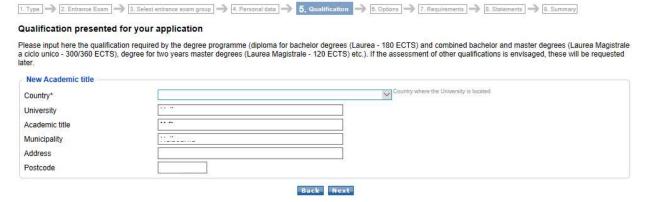
13- Select Minimally invasive gynecologic surgery and click on Next



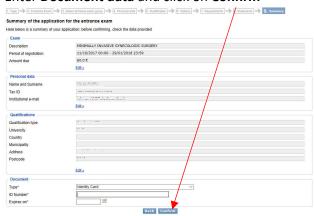
14- Check your personal data and click on Next



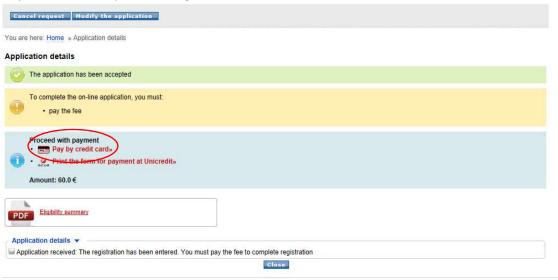
15- Enter your qualification data and click on Next



16- Enter Document data and click on Confirm



17- Pay the fee to complete the registration



18- Print the summary sheet and sign it.

PHASE 3: send documents

Candidates must send the following documents to the **Master's Office (address;** *Alma Mater Studiorum – Università di Bologna, Settore Post Lauream, Ufficio Master, via Zamboni, 33 – 40126 Bologna.*) by the deadline 29 of January 2018:

- 1- a certified copy of the qualification and the academic transcript, legalized or, if not yet graduated, the list of exams with grades and the expected date of graduation;
- 2- the official translation of the qualifying degree (only for graduated candidates);
- 3- the declaration of value (only for graduated students);
- 4- the Diploma Supplement (substituting the Declaration of Value);
- 5- the signed "eligibility summary sheet";
- 6- a photocopy, front and back, of a valid ID card or passport;
- 7- a copy of the payment receipt of the administrative fee of 60.00 Euros;
- 8- the following qualifications and documents: University Degree certificate (with legalized translation in Italian or English language); license for medical practice and membership in the appropriate professional registers or, for foreigners, equivalent organization; signed and dated curriculum