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.

Login to services	Forgot your password?	If you have not yet registered
Login »	Retrieve »	Register »

3- Click on **" International students registration"**

Tax ID → Personal data → Summary → Account

Registration for students not yet registered - Tax ID

Registration with Tax ID

Were you registered at, or did you graduate from, the University of Bologna before 1999 and you have no @studio.unibo.it credentials? Do not register, call the Help Desk

Tax ID

Next

International students

Are you an international student with no Italian tax ID? You can register with a temporary code.

International students registration

Employee of the University of Bologna

Are you an employee of the University of Bologna? You can register by accessing with your credentials.

Login

4- Enter your **personal details** and click on **next**

Studenti Online Help Desk

Tax ID → Personal data → Summary → Account

E-mail:
IT Support service e-mail
Telephone:
+39 051 20 99 882
Opening hours:
Monday - Friday 9:00 am -
1:00 pm; 2:00 pm - 5:00
pm

Change language
Italiano

Personal data

Enter the missing data

Personal data

Name*
Surname*
Gender* ○ M ○ F
Date of birth* 27/11/1999
Country of birth*
Town of birth*
Citizenship*
Second citizenship

Contacts

Mobile phone*
E-mail*
Confirm E-mail*

Residence

Country of residence*
Town of residence*
Address of residence*
Postcode of residence
Telephone of residence
My domicile is different
from my residence ☐

Back Next

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

Tax ID → Personal data → Summary → Account

Summary

Here below are your contact details. Check that there are no errors before proceeding with registration.

Personal data

Name:
Surname:
Gender:
Date of birth:
Country of birth:
Province / Town of birth:
Citizenship:

Contacts

Mobile phone:
E-mail:

Residence

Country of residence:
Town of residence:
Address of residence:
Postcode of residence:
Telephone of residence:
My domicile is different from
my residence:

Regenerate

Read and enter the check code:

or

Listen and enter the check code:

Back Next

6- Write down your **credentials** and click on **next**

Account

Your registration has been completed successfully.
Here are your username and password for accessing the University of Bologna online services.

Institutional credentials

Username	@studio.unibo.it
Password	s5hs5V#i

When you access for the first time you will be asked to change your password.

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.

Accedi ai servizi   Hai dimenticato le credenziali?   Se non sei ancora registrato

Login »   Recupera »   Registrati »

🔒 DSA

Inserisci le credenziali istituzionali di Ateneo.

es. mario.rossi@unibo.it, mario.rossi@studio.unibo.it

Password

Accedi

Non riesci ad accedere?

Hai dimenticato le credenziali? | Vuoi cambiare la password?

Informazioni sulle credenziali
Scegli il tipo di credenziali che usi:
• @studio.unibo.it
• @unibo.it
• @esterni.unibo.it

8- Change your password and click **confirm**

① Change Password   ② Question & Answer

To protect your data correctly, choose a password that is difficult to guess but that you can in any case remember. Do not tell anyone your password, and never use a password you have already used before.

The safe password must:

• be at least 8 characters and at most 16 characters long;
• include these allowed characters:
  ◦ at least 4 letters and
  ◦ at least 2 numbers and
  ◦ at least 1 non-alphanumeric character;
• not contain your name, surname or date of birth;
• be different from your current password and the previous ones.

The longer the password and the variety of characters used, the safer your password will be (advice for safe passwords).
Enter the initial password (PUK) you were provided and enter the personal password you have chosen.

Enter your **PUK/Password**	••••••••
Choose a **new password**	••••••••••
Confirm your **new password**	••••••••••

Safe

Confirm   Cancel

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**

Type of degree programme

Select the programme type

Programme type selection

	Type
○ Collegio superiore	
○ First cycle degree programme	
○ First cycle degree programme (new degree system)	
○ First cycle degree programme (old degree system)	
○ First level professional master's degree	
○ Formazione insegnanti	
○ Institute of advanced studies (isa)	
○ Internship	
○ Lifelong learning	
○ One cycle degree programme	
○ Percorso abilitante speciale	
○ Phd programme	
○ Post graduate programme	
○ Second cycle degree programme	
● Second level professional master's degree	
○ Single course unit	
○ Single cycle degree programme	
○ Specialisation school	
○ State exam	
○ Summer school	

13- Select **Minimally invasive gynecologic surgery** and click on **Next**

| 1. Type | 2. Entrance Exam | 3. Select entrance exam group | 4. Personal data | 5. Qualification | 6. Options | 7. Requirements | 8. Statements | 9. Summary |

Entrance exam

In this page you will find the list of exams for the selected type

Search filters

Description	
Campus	All
School	All

Search

Search results

	Name	Campus	School
○	Alimentazione ed educazione alla salute Period of registration: 27/10/2017 00:00 - 22/01/2018 23:59	Bologna	
○	Chirurgia orale e implantologia Period of registration: 31/07/2017 00:00 - 18/12/2017 23:59	Bologna	
○	Chirurgia urologica robotica Period of registration: 06/11/2017 00:00 - 12/02/2018 23:59	Bologna	Medicine
○	Endodonzia clinica Period of registration: 01/09/2017 00:00 - 29/12/2017 23:59	Bologna	
○	Endoscopia avanzata Period of registration: 01/09/2017 00:00 - 28/12/2017 23:59	Bologna	
○	Gestione dell'energia Period of registration: 09/08/2017 00:00 - 27/11/2017 23:59	Bologna	Engineering and Architecture
○	Gestione e riutilizzo di beni e aziende confiscati alle mafie "pio la torre" Period of registration: 20/07/2017 00:00 - 30/01/2018 23:59	Bologna	Law
○	Materiali e prodotti polimerici per il settore biomedicale Period of registration: 01/08/2017 00:00 - 30/11/2017 23:59	Bologna	Pharmacy, Biotechnology and Sport Science
○	Medicina, chirurgia e biologia della riproduzione Period of registration: 19/07/2017 00:00 - 21/12/2017 23:59	Bologna	Medicine
○	Medicina del sonno Period of registration: 29/09/2017 00:00 - 08/02/2018 23:59	Bologna	Medicine
●	Minimally invasive gynecologic surgery Period of registration: 11/10/2017 00:00 - 29/01/2018 23:59	Bologna	Medicine
○	Odontoiatria conservativa estetica Period of registration: 08/09/2017 00:00 - 15/01/2018 23:59	Bologna	Medicine
○	Odontoiatria del sonno Period of registration: 27/07/2017 00:00 - 15/12/2017 23:59	Bologna	Medicine
○	Odontoiatria infantile e ortodonzia intercettiva Period of registration: 27/07/2017 00:00 - 15/12/2017 23:59	Bologna	Medicine
○	Records manager Period of registration: 29/09/2017 00:00 - 01/12/2017 23:59	Bologna	Arts, Humanities, and Cultural Heritage
○	Rigenerazione sostenibile. progetto multidisciplinare per ri-costruire la città resiliente Period of registration: 03/07/2017 00:00 - 30/11/2017 23:59	Bologna	Engineering and Architecture
○	Tecniche forensi e della prevenzione dei reati contro l'ambiente e l'incolumità pubblica Period of registration: 03/08/2017 00:00 - 12/12/2017 23:59	Bologna	Science
○	Terapia intensiva e semintensiva respiratoria Period of registration: 27/09/2017 00:00 - 06/12/2017 23:59	Bologna	Medicine

Back   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