

# 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](http://www.unibo.it/Portale/Guida/StudentiOnline) and click on “**Studenti Online service**”

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Home > Services and opportunities > Online services > Online services for students > Guide to Online Student Services > Studenti Online

## STUDENTI ONLINE

Studenti Online is an area reserved for students of the Alma Mater Studiorum - University of Bologna, allowing them to complete a number of procedures during their university career on-line, from registration to graduation.

It is a virtual office where you can:

- Enter and update your personal details
- Enrol for entrance exams and consult the relative lists of passing candidates
- Register for a degree programme or enrol in subsequent years
- Check your fee situation and make payments
- Complete your study plan
- Register for exams and check your university career
- Transfer between programmes or to other universities, or withdraw from studies
- Print self-certifications and certificates with digital stamp
- Access international exchange programmes
- Present your graduation application

When you access Studenti Online for the first time, follow the registration procedure. You will receive your institutional credentials (username and password, which you will need to access all services. Studenti Online is also integrated with "La mia e-mail", the e-mail service provided by the university to students, and the calendar in which all key dates and deadlines are highlighted).

**Important: please keep your contacts page updated**, so that you can receive all our communications.

[Studenti Online service](#)

### FIND OUT MORE

[Recovering of University credentials](#)  
If you have forgotten your password it can be set to the PUK code using the function "Forgotten your username and password".

[Studenti Online Help Desk](#)  
Assistance for small and large problems in using the on-line service.

### CONTACTS

[HELP DESK STUDENTI ONLINE](#)  
Reserved to Students for requests of technical assistance on the Students Online application.  
[help\\_studentonline@unibo.it](mailto:help_studentonline@unibo.it)  
TELEPHONE  
[+39 051 2099882](tel:+390512099882)

TIMES  
From Monday to Friday: 9:00-13:00; 14:00-17:00

## 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"

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 Student 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\*

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:

Read and enter the check code:

or

Listen and enter the check code:

**Regenerate**

**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 **Login »**    Hai dimenticato le credenziali? **Recupera »**    Se non sei ancora registrato **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
- @estemi.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**

1 Change Password > 2 Question & Answer

Choose a question from those proposed, or create your own question, then enter the answer.

You will be asked the question in order to reset your account, changing the forgotten password to its initial value..  
Make sure the answer is personal, but also easy to remember.

Do not write your password or anything that reminds you of it in the answer, in fact the "question and answer" mechanism is used specifically to intervene easily if your forget your password.

**Question**

**Answer**

## 10- Enter your credentials again

 DSA

Inserisci le credenziali istituzionali di Ateneo.

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

## 11- Click on **Entrance exam or requirement check**

Welcome John Smith

Requests in progress [Bookings](#)

You have no pending requests  
[See all »](#)

 <b>Entrance exams or requirements check</b> Apply	 <b>Registration</b> Enrol in a Degree Programme	 <b>Bookings</b> Register for entrance exams, language test, job placement ...	 <b>Fee situation - Enrolment</b> Check your fee situation and make payments	 <b>Calls</b> Opportunities offered to you by the University	 <b>International mobility - AlmaRM</b> International exchange programmes
 <b>Alma Orienta</b> Register for career guidance and course advice					

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

### Type of degree programme

Select the programme type

Programme type selection

Type
<input type="radio"/> Collegio superiore
<input type="radio"/> First cycle degree programme
<input type="radio"/> First cycle degree programme (new degree system)
<input type="radio"/> First cycle degree programme (old degree system)
<input type="radio"/> First level professional master's degree
<input type="radio"/> Formazione insegnanti
<input type="radio"/> Institute of advanced studies (isa)
<input type="radio"/> Internship
<input type="radio"/> Lifelong learning
<input type="radio"/> One cycle degree programme
<input type="radio"/> Percorso abilitante speciale
<input type="radio"/> Phd programme
<input type="radio"/> Post graduate programme
<input type="radio"/> Second cycle degree programme
<input checked="" type="radio"/> Second level professional master's degree
<input type="radio"/> Single course unit
<input type="radio"/> Single cycle degree programme
<input type="radio"/> Specialisation school
<input type="radio"/> State exam
<input type="radio"/> 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:

School:

### Search results

Name	Campus	School
<input type="radio"/> Alimentazione ed educazione alla salute Period of registration: 27/10/2017 00:00 - 22/01/2018 23:59	Bologna	
<input type="radio"/> Chirurgia orale e implantologia Period of registration: 31/07/2017 00:00 - 18/12/2017 23:59	Bologna	
<input type="radio"/> Chirurgia urologica robotica Period of registration: 06/11/2017 00:00 - 12/02/2018 23:59	Bologna	Medicine
<input type="radio"/> Endodonzia clinica Period of registration: 01/09/2017 00:00 - 29/12/2017 23:59	Bologna	
<input type="radio"/> Endoscopia avanzata Period of registration: 01/09/2017 00:00 - 28/12/2017 23:59	Bologna	
<input type="radio"/> Gestione dell'energia Period of registration: 09/08/2017 00:00 - 27/11/2017 23:59	Bologna	Engineering and Architecture
<input type="radio"/> 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
<input type="radio"/> Materiali e prodotti polimerici per il settore biomedicale Period of registration: 01/09/2017 00:00 - 30/11/2017 23:59	Bologna	Pharmacy, Biotechnology and Sport Science
<input type="radio"/> Medicina, chirurgia e biologia della riproduzione Period of registration: 19/07/2017 00:00 - 21/12/2017 23:59	Bologna	Medicine
<input type="radio"/> Medicina del sonno Period of registration: 29/09/2017 00:00 - 08/02/2018 23:59	Bologna	Medicine
<input checked="" type="radio"/> Minimally invasive gynecologic surgery Period of registration: 11/10/2017 00:00 - 29/01/2018 23:59	Bologna	Medicine
<input type="radio"/> Odontoiatria conservativa estetica Period of registration: 08/09/2017 00:00 - 15/01/2018 23:59	Bologna	Medicine
<input type="radio"/> Odontoiatria del sonno Period of registration: 27/07/2017 00:00 - 15/12/2017 23:59	Bologna	Medicine
<input type="radio"/> Odontoiatria infantile e ortodonzia intercettiva Period of registration: 27/07/2017 00:00 - 15/12/2017 23:59	Bologna	Medicine
<input type="radio"/> Records manager Period of registration: 29/09/2017 00:00 - 01/12/2017 23:59	Bologna	Arts, Humanities, and Cultural Heritage
<input type="radio"/> Ripgenerazione 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
<input type="radio"/> 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
<input type="radio"/> Terapia intensiva e semintensiva respiratoria Period of registration: 27/09/2017 00:00 - 06/12/2017 23:59	Bologna	Medicine

## 14- Check your **personal data** 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

### Personal data check

#### Student Personal Data

**Personal data**

Name and surname	<input type="text"/>
Tax ID	<input type="text"/>
Sex	<input type="text" value="M"/>
Date of birth	<input type="text"/>
Place of birth (municipality)	<input type="text"/>
Country of birth	<input type="text"/>
Citizenship	<input type="text"/>

#### Contacts

**E-mail**

Institutional e-mail	<input type="text"/>
Private e-mail	<input type="text"/>

**Phone numbers**

Mobile phone number	<input type="text"/>
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#### Address

**Permanent address**

Country	<input type="text"/>
Municipality	<input type="text"/>
Address 1	<input type="text"/>
Postcode	<input type="text"/>
Address 2	<input type="text"/>
Phone number 1	<input type="text"/>
Domicile different from residence	<input type="checkbox"/>

**Send notices**

Send any correspondence at my:

Permanent address     Temporary address

[Back](#)   [Edit](#)   [Next](#)

## 15- Enter your **qualification data** 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

### Qualification presented for your application

Please input here the qualification required by the degree programme (diploma for bachelor degrees (Laurea - 180 ECTS) and combined bachelor and master degrees (Laurea Magistrale a ciclo unico - 300/360 ECTS), degree for two years master degrees (Laurea Magistrale - 120 ECTS) etc.). If the assessment of other qualifications is envisaged, these will be requested later.

**New Academic title**

Country*	<input type="text"/>	Country where the University is located
University	<input type="text"/>	
Academic title	<input type="text"/>	
Municipality	<input type="text"/>	
Address	<input type="text"/>	
Postcode	<input type="text"/>	

[Back](#)   [Next](#)

## 16- Enter **Document data** and click on **Confirm**

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

### Summary of the application for the entrance exam

Here below is a summary of your application, before confirming, check the data provided

Exam

Description	MINIMALLY INVASIVE GYNECOLOGIC SURGERY
Period of registration	11/10/2017 00:00 - 29/01/2018 23:59
Amount due	60,0 €
	<a href="#">Edit</a>

Personal data

Name and Surname	<input type="text"/>
Tax ID	<input type="text"/>
Institutional e-mail	<input type="text"/>
	<a href="#">Edit</a>

Qualifications

Qualification type	<input type="text"/>
University	<input type="text"/>
Country	<input type="text"/>
Municipality	<input type="text"/>
Address	<input type="text"/>
Postcode	<input type="text"/>
	<a href="#">Edit</a>

Document

Type*	<input type="text" value="Identity Card"/>
ID Number*	<input type="text"/>
Expires on*	<input type="text"/>
	<a href="#">Back</a> <a href="#">Confirm</a>

## 17- Pay the fee to complete the registration

The screenshot shows a web interface for application details. At the top, there are two buttons: "Cancel request" and "Modify the application". Below this, a breadcrumb trail reads "You are here: Home > Application details". The main heading is "Application details". A green bar indicates "The application has been accepted". A yellow bar with an exclamation mark icon states "To complete the on-line application, you must:" followed by a bullet point "• pay the fee". A light blue bar contains the heading "Proceed with payment" and two options: "Pay by credit card" (circled in red) and "Print the form for payment at Unicredit". Below this, it says "Amount: 60.0 €". A PDF icon and the text "Eligibility summary" are visible. At the bottom, there is a dropdown menu for "Application details" and a notification box that says "Application received: The registration has been entered. You must pay the fee to complete registration" with a "Close" button.

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