



ANNEX TO COMPETITION NOTICE FOR ADMISSION TO THE UNIVERSITY COURSE OF HIGHER EDUCATION, TECH FORWARD a.y. 2024-2025

This annex provides operational indications for accessing and navigating within Studenti Online, the space reserved for the students of the Alma Mater Studiorum - University of Bologna, which allows them to conveniently carry out useful procedures online during their university career. The naming of the "keys" as indicated in the following paragraphs is aligned with the situation of the online environment at the time of writing this document and may be subject to change based on possible updates.

If you have any problems with the online procedures, you can contact the Help Desk Service by writing to the address help.studentionline@unibo.it

PLEASE NOTE THAT THE DEADLINES TO BE MET ARE AS STATED IN THE INDIVIDUAL CALL FOR APPLICATIONS FOR WHICH YOU ARE APPLYING.

1. Registration

Log on to www.studenti.unibo.it

- a. if you already have the credentials (username and password) Unibo click on LOGIN
- b. if you already have your credentials (username and password) Unibo but have lost or forgotten them, click on RECOVER or contact colleagues at the Help Desk StudentOnLine (SOL)
- c. if you do not have credentials (username and password) Unibo click on REGISTER and proceed according to the directions provided by the system.

Once you log in, or complete your registration, you will find yourself on the page "Welcome" . The page contains a variety of information and "commands" that allow you to operate within it.

2. Registration for selection and payment of the selection fee

PLEASE NOTE - for "direct enrollment" courses, i.e., courses that do not include entrance selection, go directly to paragraph 3 "Registration and payment of the single enrollment installment" and supplement the required documentation with that indicated in the announcement

From the Welcome page:

- a. click on the <<Apply button.**for Admission** (Participate in Selection)>>
- b. select the type of course you are enrolling in by choosing from
 - Higher Education
 - Continuing education
 - Summer schooland click on the <<**Proceed**>>
- c. select the course title and click on the button<<**Proceed**>>
- d. proceed according to the directions provided by the system (enter/update/confirm your data)
- e. make payment of the selection by the deadline of the call for which you are applying and through the methods available in Students Online
- f. Upload the following documents required for selection purposes on the online student page:
 1. Double-sided copy of valid ID;
 2. degree certification
 - i. **for applicants with a degree obtained in Italy, self-certification of the degree** with details of the exams taken and their grades or, if not yet graduated, the exams taken with their grades and the presumed date of graduation;



- ii. **for applicants with a degree awarded abroad**, the **Dichiarazione di Valore** (or the Diploma Supplement for academic degrees awarded by Institutions in countries belonging to the European Higher Education Area - Bologna Process) together with the **officially translated** (if in a language other than English, French, Spanish) **and legalized** degree certificate and related academic transcript the degree certificate and related (as a preliminary step you can send official academic - as long as it is in one of the following languages: English, French, Spanish - together with transcript a document certifying that you have started the procedure for requesting the Dichiarazione di Valore from the Italian Diplomatic Representation in the country where you obtained the degree - or the Diploma Supplement to the relevant University; in this case you will be admitted to the selections under conditions and will have to produce the documentation at the time of matriculation);
3. The other specific documents required by the call for which you are applying:
- i. Curriculum Vitae, in English language only (indicating the degree obtained and its classification or the weighted average marks obtained in the examinations taken during the degree course);
 - ii. Link to a self-presentation video, in English only, lasting up to 2 minutes, outlining the applicant's motives, what innovation means to him or her, and his or her vision for the future (no special equipment is needed to make the video: a simple smartphone with a video camera is sufficient).
 - iii. Applicants must demonstrate that they are authorized to travel internationally by providing a copy of the necessary documents depending on the applicant's status (e.g., passport/visa/residency/student permit).
 - iv. Written rationale outlining the applicant's expectations for the program (in a maximum of 500 characters).

3. Registration and payment of the one-time tuition installment

If you have SPID credentials and use them to authenticate on Students Online during matriculation, activation of your college career will be faster because you will not need to proceed with identity verification

From the Welcome page:

- a. click on the button.<<**Matriculations** (Enroll in a course of study)>>
- b. select the type of course you are matriculating in by choosing from
 - Higher Education
 - Continuing education
 - Summer schooland click on the <<**Proceed**>>
- c. select the title of the course to which you are matriculating and click the button<<**Proceed**>>
- d. proceed according to the directions provided by the system (enter/update/confirm your data)
- e. Upload a passport-size photo according to the directions provided by the system;
- f. make the payment of the one-time tuition installment by the matriculation deadline specified in the announcement for which you are applying and through the methods available in Students Online.

ATTENTION - if you are a student from a country outside the European Union, remember to send to the Master Office (): master@unibo.it

- Copy of the study visa (Postgraduate) and the receipt showing that the application for a residence permit for study purposes has been made
or



- if you reside in Italy and hold an EU long-term resident permit (formerly the Residence Card) or a residence permit for: employment, self-employment or investors; family reasons; political asylum, subsidiary protection; religious reasons, a copy of the valid residence permit you hold.

PLEASE NOTE: Please note that **only in cases where the cost of enrollment course is borne by third parties** (Public Institutions, Foundations, Companies, etc.), the **"Matriculation - Data Entered"** form printable from the website StudentiOnline (www.studenti.unibo.it) after authenticating with your username and password, **must be sent signed to master@unibo.it along with a passport-size photo (.jpg). No payment will have to be made through the portalStudentiOnline**

For any inconsistencies, the Italian version shall prevail