

# EMJMD WACOMA

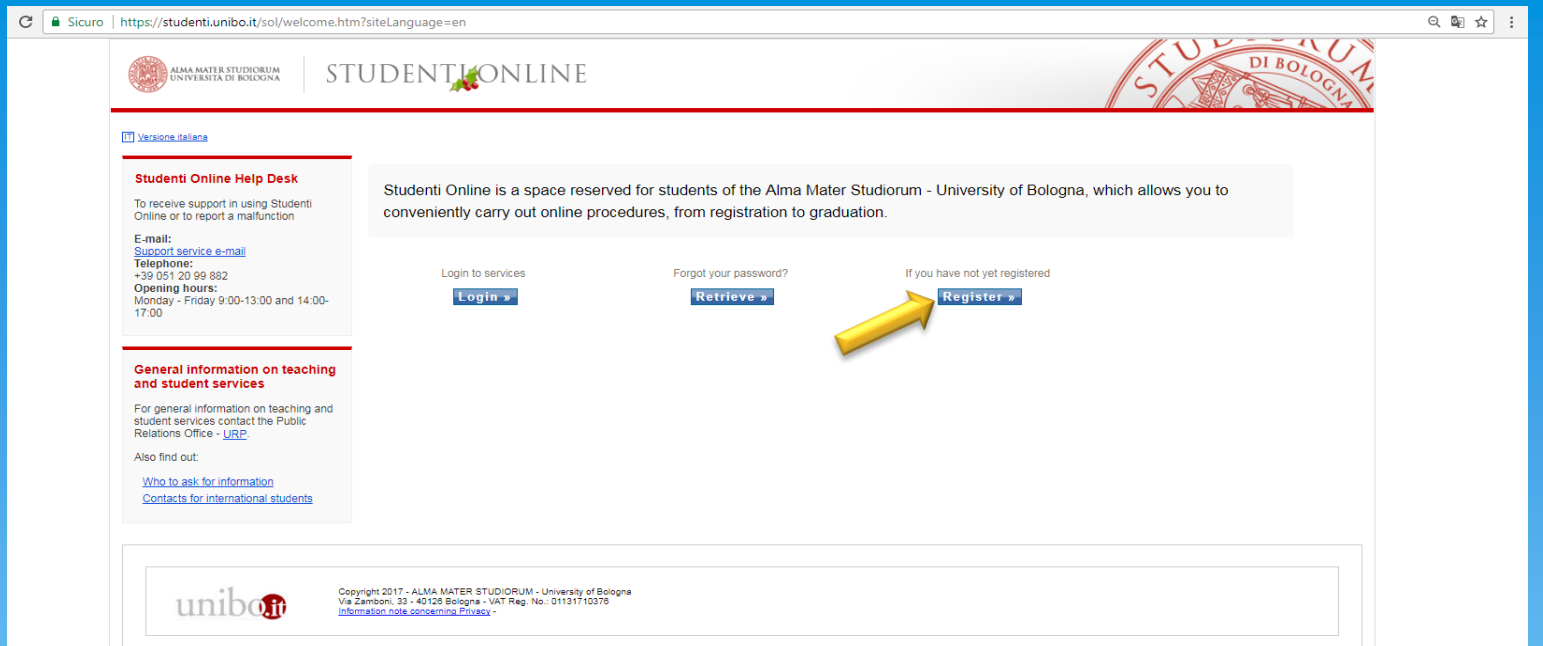
STUDENTI ONLINE

<https://studenti.unibo.it/sol/welcome.htm>

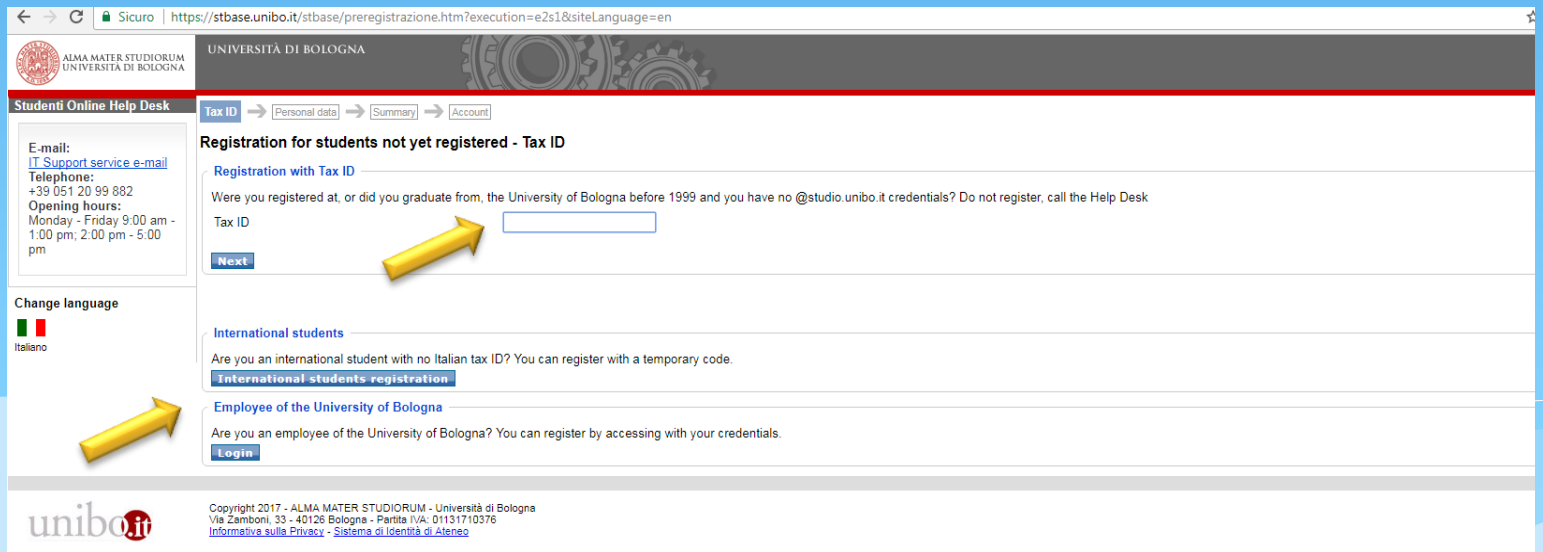
APPLICATION 2020/2021  
STEP-BY-STEP GUIDE



# STEP 1 REGISTER



The screenshot shows the 'Studenti Online' welcome page for the Alma Mater Studiorum - University of Bologna. The page is in English. On the left, there is a 'Studenti Online Help Desk' section with contact information: E-mail: [Support.service.e-mail](mailto:Support.service.e-mail@studio.unibo.it), Telephone: +39 051 20 99 882, and Opening hours: Monday - Friday 9:00-13:00 and 14:00-17:00. Below this is a section for 'General information on teaching and student services' with links for 'Who to ask for information' and 'Contacts for international students'. The main content area features three buttons: 'Login >', 'Retrieve >', and 'Register >'. A yellow arrow points to the 'Register >' button. The footer contains the 'unibo.it' logo and copyright information for 2017.



The screenshot shows the 'Registration for students not yet registered - Tax ID' page. The breadcrumb trail is 'Tax ID > Personal data > Summary > Account'. The main heading is 'Registration for students not yet registered - Tax ID'. Under 'Registration with Tax ID', there is a question: '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'. Below this is a text input field for 'Tax ID' with a yellow arrow pointing to it, and a 'Next' button. There are two other sections: 'International students' with a link to 'International students registration' and a question about international students, and 'Employee of the University of Bologna' with a link to 'Login' and a question about employees. A yellow arrow points to the 'International students registration' link. The footer contains the 'unibo.it' logo and copyright information for 2017.



# STEP 2 LOGIN

Requests in progress [Bookings](#)

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



**Entrance exams or requirements check**  
Apply



**Registration**  
Enrol in a Degree Programme



**Bookings**  
Register for entrance exams, language test, job placement ...



**Fee situation - Enrolment**  
Check your fee situation and make payments



**Certificates and self-certifications**  
Print self-certifications and certificates with stamp



**On-line records book**  
Check your university career



**Calls**  
Opportunities offered to you by the University



**Diploma supplement**  
Request the Diploma Supplement



**International mobility - AlmaRM**  
International exchange programmes



**Entrance exams or requirements check**

Apply



# STEP 3 SELECT



# STEP 3 SELECT: SECOND CYCLE DEGREE PROGRAMME

The screenshot shows the 'StudentiOnline' interface for selecting a degree programme. The browser address bar shows the URL: <https://studenti.unibo.it/so/studenti/provaAmmissione.htm?execution=e9s1>. The page header includes the Alma Mater Studiorum University of Bologna logo and the 'STUDENTIONLINE' title. A navigation menu at the top lists steps: 1. Type, 2. Entrance Exam, 3. Select entrance exam group, 4. Personal data, 5. Qualification, 6. Options, 7. Requirements, 8. Statements, 9. Summary. The current step is 'Type of degree programme', where the user is asked to 'Select the programme type'. A list of options is shown, with 'Second cycle degree programme' selected. A yellow arrow points to this option. Below the list is a 'Next' button. On the left side, there is a 'Home' button and a 'Students Online Help Desk' section with contact information. At the bottom, there is a footer with the 'unibo.it' logo and copyright information.

Versione italiana

Home

**Students Online Help Desk**

To receive support in using Studenti Online or to report a malfunction

E-mail: [Support.service.e-mail](mailto:Support.service.e-mail)  
Telephone: +39 051 20 99 882  
Opening hours: Monday - Friday 9:00-13:00 and 14:00-17:00

**General information on teaching and student services**

For general information on teaching and student services contact the Public Relations Office - [URP](#)

Also find out:  
[Who to ask for information](#)  
[Contacts for international students](#)

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

**Type of degree programme**

Select the programme type

Programme type selection

type
<input type="radio"/> Collegio superiore
<input checked="" 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 checked="" type="radio"/> Second cycle degree programme
<input 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
<input type="radio"/> Tirocinio formativo attivo per il sostegno

Next

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Via Zamboni, 33 - 40128 Bologna - VAT Reg. No. 01131710379  
[Information note concerning Privacy](#)

A close-up view of the 'Second cycle degree programme' option from the list. A yellow arrow points to the radio button on the left, which is selected. The text 'Second cycle degree programme' is displayed in a large, bold, blue font.



# STEP 4 SELECT

1. Type → 2. Entrance Exam

## Entrance exam

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

### Search filters

Description

Campus

Ravenna

Search

### Search results

Name	Campus
<b>Wacoma – water and coastal management</b>	
<input checked="" type="radio"/> Period of registration: 12/11/2018 00:00 - 15/01/2019 23:59	Ravenna
<a href="#">Information on the call for applications</a>	

Back

Next

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

## Selection of entrance exam group

Select entrance exam group

### Search results

Code	Description
<input checked="" type="radio"/>	1° intake
	Period of registration: 12/11/2018 00:00 - 15/01/2019 23:59

Back

Next



# STEP

# 5

# SELECT

# COMPLETE

# DECLARE



1. Type → 2. Entrance Exam → 3. Select entrance exam group → 4. Personal data → 5. Qualification → 6. Statements → 7. 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

- I already have a qualification
- I will graduate by the date set in the call for applications

Country*	<input type="text" value="Italy"/>	Country where the University is located
University*	<input type="text"/>	
Type of qualification*	<input type="text"/>	
Academic title*	<input type="text"/>	
Date of graduation*	<input type="text"/>	
Final Grade*	<input type="text"/>	
Grading scale*	<input type="text" value="110"/>	
Honours	<input type="checkbox"/>	

[Back](#) [Next](#)



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

## Statements

### Requisiti curriculari

- I hereby declare that, at the time of sitting the entrance exam, I meet the curricular requirements laid down in the call for admissions.

### International student

Under penalty of exclusion from the ranking list and/or from the degree programme in case of false declarations, on the basis of the statements available at this [link](#) I declare I am:

- a non-EU citizen with residency abroad and I undertake to submit/have submitted the pre-enrolment application from the Italian Embassy/Consulate
- a non-EU citizen with EU equivalent status
- a non-EU citizen with residency abroad, exempted from the quota of reserved places for non-EU international students (contingente degli studenti internazionali)
- a Chinese citizen taking part in the Marco Polo project

[Back](#) [Next](#)



# STEP

# 6

# CHECK

# INSERT ID

# CONFIRM



1. Type → 2. Entrance Exam → 3. Select entrance exam group → 4. Personal data → 5. Qualification → 6. Statements → 7. 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: WACOMA - Water and Coastal Management  
Period of registration: 12/11/2018 00:00 - 15/01/2019 23:59  
Amount due: 0.0 €

[Edit »](#)

### Personal data

Name and Surname  
Tax ID  
Institutional e-mail

### Qualifications

Qualification type  
Description  
University  
Country

### International student

Under penalty of exclusion from the ranking list and/or from the degree programme in case of false declarations, on the basis of the statements available at this [link](#) I declare I am:  
a non-EU citizen with residency abroad and I undertake to submit/have submitted the pre-enrolment application from the Italian Embassy/Consulate

[Edit »](#)

### Document

Type\*: Identity Card  
ID Number\*:  
Expires on\*:

[Back](#) [Confirm](#)



# STEP

# 7

## INSERT EMAIL REFEREE

## DOWNLOAD FORMS AND TEMPLATES



Home

**Studenti Online Help Desk**

To receive support in using Studenti Online or to report a malfunction

**E-mail:**  
[Support service e-mail](#)

**Telephone:**  
+39 051 20 99 882

**Opening hours:**  
Monday - Friday 9:00-13:00 and 14:00-17:00

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**General information on teaching and student services**

For general information on teaching and student services contact the Public Relations Office - [URP](#).

Also find out:  
[Who to ask for information](#)  
[Contacts for international student](#)

**Modify the application**

You are here: [Home](#) » Application details

### Application details

To complete the on-line application, you must:

- Attach all the required documents

### Requirements for completing your application

⚠ **Deadline: 15/01/2019 23:59**

To complete your application you need to attach these missing documents

- Copy of Diploma, Official Academic Transcript of records with grades, average, and Syllabus of previous studies: 1
- Proof of English language proficiency (B2-CEFR): 1
- CV: 1
- Application Form: 1
- Passport/Identity document: 1
- Proof of Residence: 1
- Declaration on Honour: 1

**Attach your documents**

⚠ To complete the application you must request one or more reference letters  
**View reference letters**

**PDF** [Eligibility summary](#)

**PDF** [CV TEMPLATE](#)

**PDF** [ENGLISH LANGUAGE PROFICIENCY \(B2 CEFR\)](#)

**PDF** [REFERENCE LETTER GUIDELINES](#)

**PDF** [SCHOLARSHIP DECLARATION ON HONOUR](#)

**PDF** [STUDENTS APPLICATION FORM](#)

**Application details** ▾

🟡 To be completed: The registration to the entrance exam has been completed. You must enclose some compulsory documents

**Close**



# STEP 7 UPLOAD



You are here: [Home](#) » [Application details](#) » [Reference letters](#) » Attachments

## Attachments

The system checks that you have uploaded a minimum number of the compulsory documents (ie. ID document, academic transcripts, etc.). As for other compulsory documents which are required for the admission to a specific programme (ie. receipt of admission fee, abstract of final dissertation, etc.) it is your responsibility to make sure that your application is complete.

To complete your application you need to attach these missing documents:



- Copy of Diploma, Official Academic Transcript of records with grades, average, and Syllabus of previous studies: 1
- Proof of English language proficiency (B2-CEFR): 1
- CV: 1
- Application Form: 1
- Passport/Identity document: 1
- Proof of Residence: 1
- Declaration on Honour: 1

## Documents required to complete your application

### Copy of Diploma, Official Academic Transcript of records with grades, average, and Syllabus of previous studies

Upload suitable Bachelor Degree/ First cycle or equivalent (min. 180 ECTS / 3 years of study). Non graduate students can apply provided they upload an official document issued by the University of origin stating the estimated date of graduation that shall take place before the beginning of the Master Degree (by August each academic year). List of completed courses and grades obtained, corresponding to the bachelor degree or equivalent. Official certificate which reflects your average grade throughout the course of your Bachelor studies. In exceptional cases, you can calculate the average grade yourself and attach a signed declaration. Syllabus: general course information, Course objectives, grading and evaluation.

[+](#) Add document

### Proof of English language proficiency (B2-CEFR)

Upload certificate and use English Language Proficiency Statement Form

[+](#) Add document

### CV

Upload CV. Use Europass sample

[+](#) Add document

### Application Form

Upload Application Form. The application form shall be duly filled in, signed and dated. All fields are mandatory.

[+](#) Add document

### Passport/Identity document

Upload a valid Passport. Please Upload copy of all pages (Personal data, VISA stamp pages. For EU citizens upload a valid identity document. Please note: non EU applicants shall comply with the Six Month Validity Passport Rule (European Countries will not permit a traveler to enter their country unless the passport is set to expire at least six months after the final day of travel to be allowed to travel internationally.

[+](#) Add document

### Proof of Residence

Attach a scanned copy of a valid official document that certifies your residence (the address where you live) at the time of submitting your application. The residence certificate needs to be issued in accordance with your municipality's normal address registration rules. It must be an officially notarized copy in English or an official English translation. Applicants selected for an Erasmus Mundus Joint Masters Degree scholarship will be required to submit the original of the uploaded document at the time of enrollment. The Coordinating HEI may ask for additional relevant documents in order to determine the current "country of residence" of a student.

[+](#) Add document

### Declaration on Honour

Attach a scanned copy of the Declaration on Honour signed. Applicants selected for an Erasmus Mundus Joint Masters Degree scholarship will be required to submit the original of the uploaded document at the time of enrollment

[+](#) Add document

[Close](#)

# STEP 8

INSTRUCTIONS  
FORM  
SAMPLES  
CHECKLIST

ALL DETAILS ON HOW TO APPLY, THE MINIMUM REQUIREMENTS, FORMS AND TEMPLATES IN WORD FORMAT, CHECKLIST AND INSTRUCTIONS ARE AVAILABLE ON WACOMA WEBSITE:












<https://wacoma.unibo.it/application.php>

### Applicants will be requested to upload:

1. copy of Diploma with Official Academic Transcript of Records with Grades, Final mark/grade and Syllabus of previous studies. Diplomas without Transcript of Records, Grades, Final mark/grade and syllabus will not be considered [mandatory]
2. proof of English language proficiency (use both the English Proficiency Form and attach a certificate and/or an official statement) [mandatory]
3. CV (preferably use the sample provided) [mandatory]
4. students Application Form (use form) [mandatory]
5. copy of Passport (all pages and visa) [mandatory]
6. 2 reference Letters (ask your referees to UPLOAD ONLINE a reference letter addressed to the EMJMD WACOMA Consortium – see Form and Guidelines) [mandatory]
7. proof of Residence [mandatory]
8. Declaration on Honour (use Form) [mandatory]
  - other supporting Documents [recommended]
  - interview [according to the Selection Board]

The Academic Board may as well request to have an online (Skype) interview with candidates. In case a candidate is invited to sit an interview, the interview will become part of the selection process and will therefore be mandatory.

### DOWNLOAD WORD FORMAT TO FILL IN THE REQUESTED DOCUMENTS AND UPLOAD THEM ONLINE:

- Download EMJMD WACOMA ENGLISH PROFICIENCY STATEMENT FORM  • 
- Download WACOMA STUDENTS APPLICATION FORM  • 
- Download EMJMD WACOMA CV TEMPLATE  • 
- Download EMJMD WACOMA REFERENCE LETTER GUIDELINES  • 
- Download EMJMD WACOMA SCHOLARSHIP DECLARATION ON HONOUR  • 
- Download WACOMA Students Application Checklist and F.A.Q. on requested documents 



**THANK YOU FOR YOUR ATTENTION**

**CONTACT:**

**WACOMA@UNIBO.IT**

**WEBSITE: <https://wacoma.unibo.it/home.php>**



With the support of the  
Erasmus+ Programme  
of the European Union

