



ALMA MATER STUDIORUM - UNIVERSITÀ DI BOLOGNA

**First-level degree program – Bachelor’s
in
Business and Economics - CLaBE (code: 8965)
Call for Applications a.y. 2022- 2023**

This is an adapted translation in English of the original Call for Applications (“Bando di Ammissione”) in Italian and it is made only for publicity purposes. To enforce the call, resolve any dispute and for all legal purposes only the Italian version will be valid, and will prevail in the exact interpretation of the rules contained within.

Course code	Name of the Course	Class	Course Web-site
8965	Business and Economics – CLaBE	L-18	www.clabe.unibo.it

Index

1. Introduction	Pag. 2
2. Table of Deadlines	Pag. 3
3. Available positions	Pag. 4
4. Admission requirements	Pag. 4
5. Transferring students	Pag. 6
6. Selection criteria	Pag. 6
7. Applying to the selections	Pag. 7
8. Admission rankings	Pag. 8
9. OFA – Additional Learning Requirements	Pag. 9
10. Enrolment procedure	Pag. 9
11. Students with non-italian secondary school certificates	Pag. 10
12. Open positions	Pag. 12
13. Tuition fees and benefits	Pag. 12
14. Contacts	Pag. 12

1. Introduction

Welcome and thank you for your interest in our Bachelor's Degree in Business and Economics (CLABE) of the University of Bologna.

If you wish to know more about it, please check our website www.clabe.unibo.it, where you will find information about programme profile, learning outcomes, study plan, contact details, etc.

CLABE has a limited number of available places, and admission is based on the assessment of candidates' skills. Applying entails a number of steps: please read this document thoroughly to find out how to take part in the selection, and eventually how to enrol. As we go through the admissions procedure in detail, important dates and deadlines for every step will be provided. An overview of these dates and deadlines can be found in the table on the following page. Please note: all candidates, including transferring students from other degree programmes (either of the University of Bologna or from other Universities), will be required to follow the same selection procedure explained in the next pages.

Be aware that a separate document and **different admission** requirements apply if you wish to take part in the selection for the program held in **Buenos Aires**. Please find more information on this track at this page:

[CLaBE Buenos Aires Track](#)

2. Table of deadlines

Intakes		dates and deadlines
I intake (Eu and assimilated only)	Application deadline (selections)	From 24/02/2022 to 07/04/2022 - 1.00pm cet
	Candidates for whom the SAT General test score hasn't been received (i.e. for the ones the College Board hasn't given any feedback): a) List of candidates with no SAT general test score b) Deadline to send the score report	19/04/2022 20/04/2022
	Admission results	28/04/2022
	Enrollment	03/05/2022
	Enrolment deadline	13/05/2022
	Open positions available (if any)	17/05/2022
	Confirmation of interest	From 17/05/2022 to 19/05/2022
	Open positions – admission result	23/05/2022
	Enrolment deadline for open positions candidates	From 23/05/2022 to 30/05/2022
II intake (Non-Eu only)	Application deadline (selections)	From 24/02/2022 to 05/05/2022 - 1.00pm cet
	Candidates for whom the SAT General test score hasn't been received (i.e. for the ones the College Board hasn't given any feedback): a) List of candidates with no SAT general test score b) Deadline to send the score report	16/05/2022 17/05/2022
	Admission results	26/05/2022
	Enrollment	From 31/05/2022
	Enrolment deadline	08/06/2022
	Open positions available (if any)	13/06/2022
	Confirmation of interest	From 13/06/2022 to 16/06/2022
	Open positions admission results	20/06/2022
Enrolment deadline for open positions candidates	From 20/06/2022 to 27/06/2022	
III intake (Eu and assimilated only)	Application deadline (selections)	From 05/05/2022 to 20/06/2022 - 1.00pm cet
	Candidates for whom the SAT General test score hasn't been received (i.e. for the ones the College Board hasn't given any feedback): a) List of candidates with no SAT general test score b) Deadline to send the score report	04/07/2022 05/07/2022
	Admission results	14/07/2022
	Enrollment	19/07/2022
	Enrolment deadline	26/07/2022
	Open positions available (if any)	29/07/2022
	Confirmation of interest	From 29/07/2022 to 02/08/2022
	Open positions admission results	04/08/2022
Enrolment deadline for open positions candidates	From 04/08/2022 to 22/08/2022	

Deadline to get the highschool degree: 30/12/2022

3. Available positions

There are 170 available places for the CLaBE degree programme a.y. 2022/2023, divided into the following three sections:

FIRST INTAKE (Eu and assimilated only) (A)	SECOND INTAKE (Non-Eu only) (B)	THIRD INTAKE (Eu and assimilated only) (A)
50	32 + 3 special programmes (if any)	85 + any remaining position from the first and the second window

Selections of candidates pertaining to special programmes may take place at different times than those indicated in this call, as a result of different admissions procedures. For information: internationaldesk@unibo.it

Which group of students do I belong to?

EU citizens: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Spain, Sweden, Slovenia, Slovakia, Hungary.

International students: Please find further information at this link <https://www.unibo.it/en/international/Who-are-international-students>

Non-EU citizens living outside of Italy: Citizens of a country that is not a member of the European Union, who do not have the requirements to be considered as equivalent (assimilated) to EU citizens - see above. The Italian Ministry of Education, University and Research - MIUR defines the regulations for the admission of non-EU citizens living outside of Italy. More details available here: <http://www.studiare-in-italia.it/studentistranieri/>

4. Admission requirements

- **ALL CANDIDATES** need to hand in through College Board the **SAT GENERAL TEST** (School Assessment Test) results, **using the code 6993**.
The SAT is organized by The College Board www.collegeboard.org and can be taken in any SAT centre in Italy and the resto fo the world. It is not necessary to take the SAT with Essay, since it does not add any additional score.
- *Make sure that your secondary school-leaving certificate complies with all the requirements below. If it does not, even if you apply and are selected, you will then not be able to enroll.*

If you are completing your secondary school education at a non-Italian secondary school, please consider the following mandatory regulations by the Italian Ministry of Education, University and Research.

In order to be admitted to an Italian Bachelor's Programme (First-Cycle Degree), as it is CLaBE, **your school leaving certificate must meet the following requirements:**

- was awarded following **at least 12 years of schooling**
- was awarded following a final period of at least two years of successful attendance in a foreign educational system
- grants access to a programme at a university in one's country of reference which is similar to that being applied to in Italy. If entrance exams are established for university admission in your country (i.e. the Gao Kao in China) you must pass these academic tests.

In calculating the above-mentioned twelve years, if necessary, a pre-school year may be considered provided that:

- attendance during that year was compulsory and an integral part of the curriculum

- the programme included the teaching of mother-tongue literacy and the initial elements of arithmetic calculation.

If you hold a **qualification obtained at the end of schooling lasting less than 12 years**, in addition to the original secondary school diploma, you must submit an academic certificate stating that you have passed all the required exams:

- for the first year of university studies, in the case of local school systems of eleven years
- for the first two years of university studies, in the case of local school systems of ten years.

Such academic certification (in addition to secondary school diplomas obtained following less than twelve years of schooling) allows matriculation only in the first academic year of the programme. Enrolment in a shortened programme may be possible only if the duration of previous university attendance is longer than the period required to make up for the missing school education.

The following certifications may also be accepted for the integration of educational systems lasting less than 12 years:

- final post-secondary studies qualifications in a subject related to the chosen programme obtained from a non-university higher education institute
- certificates from universities attesting the successful completion of Foundation Courses.

Check the page "[Foreign qualifications for enrolment in first and single cycle degree programmes: special cases and information by country](#)" to learn whether there are particular requirements for the diplomas of your country.

Important for transfer students: The exams passed in the academic year(s) that you need to fulfil the 12 years of schooling requirement cannot be transferred and used as credits for CLaBE. You can ask to transfer previously-obtained university credits to CLaBE only if your university years exceed those needed to integrate the 12 years' requirement. E.g.: if the school system in your country of reference is one of 11 years, and you have one complete year at university, the exams you passed in that year cannot be transferred to CLaBE and you can only enrol in the first year of the programme.

For further information regarding international school-leaving diplomas, please contact the local Italian Consulate or Embassy in the country where the diploma was issued, or alternatively, the University of Bologna International Desk (internationaldesk@unibo.it).

Please check further details on foreign qualifications:

<https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/enrolling-in-first-or-single-cycle-degree-programme-foreign-qualification>

4.1 Special regulations apply to some specific qualifications:

US High School diploma

Candidates holding a US High School Diploma, issued by an American high school in the US or by an American school in other countries, in order to be eligible to enrol to Italian University must, alternatively:

- 1) have earned at least 3 US Advanced Placements (APs), passed with a minimum grade of 3 out of 5, in subjects related to Business and Economics.
- 2) have successfully completed two years of college/university education (and be admitted to the third year)
- 3) have successfully completed one year of college education (and be admitted to the second year) and have earned at least 4 US Advanced Placements (APs) in subjects related to Business and Economics.

APs in Italian cannot be considered valid when applying to a degree course taught in English.

Please remember that APs are courses accredited by the College Board. You can have the College Board send your test results to the University of Bologna (recipient code 6993) and thereby avoid the legalization of their certification. Please note that The American High School Diploma alone is NOT valid.

GCE (from the British school system)

With a British GCE secondary qualification, you can be eligible if you have at least 3 A-levels in different subjects related to Business and Economics. A-levels in Italian cannot be considered valid when applying to a degree course taught in English.

Apolytirion

Candidates holding the Greek certificate “Apolytirion” need to have passed it with an overall mark of at least 10/20, and to have obtained a “Veveossi Prosvassis” certificate (special regulations apply to those who obtained the “Apolytirion” before 1999). The points 2 and 3 of this paragraph stay valid too.

International Baccalaureate Diploma

The International Baccalaureate (IB) Diploma is valid for admission to Italian universities, whereas the International Baccalaureate Certificate and the IB Diploma Programme courses are not valid for admission. We can only accept full IB Diplomas.

Other:

- If, in your home country, admission to university-level studies is subject to special exams, you must give evidence to have passed such selections with the required minimum scores (e.g. Gao Kao, Veveossi Prosvassis, Matura, YGS, Vestibular/ENEM) in order to enrol in any Italian university.
- Special agreements apply as for graduates from school listed in this file <http://www.studiare-italia.it/studenti stranieri/moduli/2018/allegato2.pdf>.

It is important that your secondary school-leaving certificate complies with all the requirements above. In case it does not, you may not be able to enrol. The information on this paragraph are updated to February 2020. If you have doubts it is a good idea, however, to get in contact with the local Italian Consulate or Embassy in the country where the diploma was issued and/or the University of Bologna International Desk (internationaldesk@unibo.it).

Italian language requirement: Non-Italian candidates enrolling in a degree course (taught in Italian) at an Italian University are normally requested to take an Italian language test in order to assess their knowledge of such language. If you are a non-Italian citizen and you are admitted to CLaBE, however, no Italian language is required and you will be exempted from taking the test, since all activities are carried out in English.

5. Transferring students

If you wish to transfer to CLaBE from another course of the University of Bologna, or from another Italian or non-Italian University, or if you wish to transfer to CLaBE after having already completed another Bachelor’s degree, you will have to follow the same admission process, up to enrolment, as all other applicants. Once you are admitted, if you wish, you can apply for the recognition within CLaBE of the exams you took at your previous University course. Transfers with recognition of exams are acceptable only if you have more than 12 years of schooling.

For more information on transfers and recognition of previous exams, please check this page and the related links: <https://corsi.unibo.it/1cycle/CLaBE/admission-test>

6. Selection Criteria

The SAT is a standardized test used to apply to colleges and universities in the US and in Italy. It assesses your critical thinking and problem solving skills in maths, reading and writing. It is managed by College Board: for information on the test such as dates, prices, test centres, deadlines and score reports please check College Board website www.collegeboard.org.

We accept SAT certificates obtained starting from 1st December 2019.

It is essential to comply with all of the following points:

- **When registering on the College Board website you must provide one of the two email addresses you have on Studenti Online: either your institutional email address, automatically given by the system (name.surname@studio.unibo.it) or your personal email address.**
- Carefully fill in your personal details (name, surname, date and place of birth, email) since they have to be the same indicated when registering on the College Board website and will be the ones on the SAT score report.
On pain of exclusion, your personal details on Studenti Online, MUST be the same shown on the SAT score report.
- **You must ask College Board to forward your SAT scores to the University of Bologna, using code 6993,**

as soon as you can. You can do this directly from the College Board website

<https://satsuite.collegeboard.org/sat/scores/send-scores-to-colleges/sending-scores>

- In any case, **we will consider only scores arrived to Unibo** no later than the following dates:

For the I round: April 7, 2022 - 1.00pm cet

For the II round: May 5, 2022 - 1.00pm cet

For the III round: June 20, 2022 - 1.00pm cet

It is important, therefore, to check with College Board the SAT score delivery timing. If you have taken more than one SAT General test starting from 1st December 2019 and have correctly sent all the scores to Unibo within the deadlines, **Unibo will consider that with the highest score.**

7. Applying to the selection procedure

FIRST STEP

Register on the Studenti Online website:

a) **if you have a SPID digital identity** (for information www.spid.gov.it) this can be used to register on Studenti Online by selecting the "Register" button and then the "Enter with SPID" button. The system will automatically retrieve the personal data from SPID and at the end it will create the name.surname@studio.unibo.it credentials.

b) **if you do not have a SPID digital identity**, you must register on Studenti Online by selecting the "Register" button and enter your data, at the end the system will create the name.surname@studio.unibo.it credentials.

In the case of foreign students who do not have an Italian tax code, access the "International Student Registration" section and follow the instructions until the institutional credentials are created; after the first access, the application requires you to enter a personal password.

IMPORTANT: remember and keep your institutional credentials for the entire duration of your career, as they will be required at every access to your personal profile on www.studenti.unibo.it;

SECOND STEP

1) Access the Portal www.studenti.unibo.it (Studenti Online). You can switch to the English version from the top left button.

2) Click on "Entrance exams or requirements check" > "First cycle degree program" > "Business and Economics - CLaBE" > Select the right option: are you a EU or EU-assimilated student, or a non-EU student living outside of Italy (check **par. 3** if you have doubts)

3) Fill in the "webform declarations" for the evaluation.

All candidates must fill in the webform indicating the total score of the SAT.

4) Upload all the required documents in **.pdf format**:

- ID/Passport
- Copy of your permit of stay (if applicable)

5) Pay the application fee (20,00 €), through one of the payment methods you will find on Studenti Online.

N.B. The application fee is **not refundable** and must be forwarded **within the deadline** of the relevant intake. Candidates who wish to take part in the first AND the second round will have to pay the application fee only once.

Deadlines:

I round: April 7, 2022 - 1.00pm cet

II round: May 5, 2022 - 1.00pm cet

III round: June 20, 2022 - 1.00pm cet

Only candidates who have completed the application, filling in the webform, uploading the required documents and paid the related contribution within the terms and in the manner above described, are admitted to the selection.

6) Check the list of candidates on Studenti Online, for whom the SAT score is not confirmed. The score indicated when registering is associated with the one sent by The College Board. By the deadline indicated in the general calendar of the call (point 2.a List of candidates with no SAT general test score) candidates will have to check in the section “pending requests”, the list mentioned. **If you are part of it, you will have to send by the deadline indicated the general calendar (point 2.b Deadline to send the score report) from your institutional email address name.surname@studio.unibo.it to the registrar’s office segecosta@unibo.it an email with the object: SCORE REPORT CLABE selection”, attaching:**

- The score report with which you want to take part in the selections
- Your passport or id
- The fiscal code (if applicable)

N.B. In case of discrepancy between the scores declared in the “webform declaration” and those sent by the College Board you will be admitted to the selection with the highest score confirmed by the College Board. If the College Board fails to confirm that you have taken the test, you will not be included in the ranking and therefore you will not be able to enroll in the course.

For technical support during the online application, candidates may contact:

Studenti Online Help Desk

help.studentionline@unibo.it or by phone +39 051 2080301

ATTENTION

We kindly remind that, if you are a non EU citizen holding a study permit and you formally withdraw from studies from this any other University, you lose the criteria of your legal stay in Italy and consequently you will receive the denial of the residence permit. In this case, you will have to go back to your country and apply for a student visa again, through Universitaly. Please see www.studiare-in-italia.it/studentistranieri/

8. Admission Rankings

All rankings will be issued on our Studenti Online on the following dates:

1st Round (for EU and EU assimilated candidates): **April 28, 2022**

2nd Round (for non-EU candidates): **May 26, 2022**

3rd Round (for EU and EU assimilated candidates): **July 14, 2022**

Candidates are requested to check the selection outcomes on studenti.unibo.it - the University of Bologna cannot notify successful and unsuccessful candidates via email or post.

If you have taken more than one SAT, you must have taken it from 1st December 2019. Selection will be based on a ranking of the points attained. In case of a tie, the youngest candidate will prevail

9. OFA – Additional learning requirement

If you do not reach a minimum set threshold for math (math only) in your test, you will be assigned with OFA (standing for Obbligo Formativo Aggiuntivo = Additional Learning Requirement).

The minimum set thresholds, for the **math sections** only, for SAT are 500/800.

Having been assigned an OFA does not prevent one from enrolling, going to class and sitting exams; if you are selected, but were assigned an OFA, you can still register to the program and take exams, but must as soon as possible fulfil the OFA requirement. Such requirement is fulfilled by passing the Mathematics exam within 31 March 2024. If you don't you pass the exam within this deadline you will have to repeat the first year, which DOES NOT entail retaking exams you have already passed.

10. Enrolment procedure

If you have been accepted, congratulations! Now you have to enrol to confirm your place in the programme. Please note this is different from registering to the selection! These are the deadlines:

1st round: May 3 to May 13, 2022

2nd round: May 31 to June 8, 2022

3rd round: July 19 to July 26, 2022

Important! If you cannot fully enrol by these deadlines because you do not have all the requested documents ready yet (see par. 10), in order to secure your place at CLaBE it is essential that, within such deadlines, you at least pay the first instalment of tuition fees for the first academic year.

First ever enrolment to the University of Bologna:

- 1) Login on www.studenti.unibo.it with your personal username and password and select "Registration" > "First-cycle degree program (new degree system)" > "Business and Economics - CLaBE";
- 2) Insert the requested information and upload a JPG file of your passport-size photo (beware of consequences under art. 496 of Italian Criminal Code regarding false declarations: in such case, you are punishable by law, will be not enrolled, and will lose any right to benefits or reimbursements);
- 3) Pay the first instalment – or the total amount – of the CLaBE tuition fees. Payment methods other than those indicated on the Portal will not be accepted.
- 4) Once you are in Bologna, you need to go the **Students Administration Office** with a valid ID and receive your student card (badge), if the enrolment is complete.
- 5) In the following cases, in order to complete your enrolment, you need to deliver in person to the Students Administration Office some specific documents:
 - **Students with disabilities:** please refer to this link: <https://www.unibo.it/en/services-and-opportunities/study-grants-and-subsidies/exemptions-and-incentives/exemptions-for-disabled-students>
 - **All non-European citizens** should hand in a copy of their valid residence permit (*carta/permesso di soggiorno*). If you have applied for the residence permit, but have not received it yet, it is important that you hand in at least a copy of the application receipt (you will be considered as conditionally enrolled, until you hand in the copy of your permit of stay)
 - **Students applying for the recognition of exams from previous academic careers must apply by no later than November 2022:** please follow the procedure (and hand in the documents) available at this link: <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/recognition-of-academic-qualifications-and-shortened-programmes-1/shortening-of-the-degree-programme>
 - **Students holding a non-Italian secondary school certificate:** all the documents you received from the embassy and anyway what listed at the following link under the paragraph "Matriculation":

The activation of the career must be done by February 28, 2023.

11. Students with NON-Italian school certificates

If you hold a non-Italian school-leaving certificate, it needs to be legalized, officially translated, validated and accompanied by a suitable “Declaration of Value” (Dichiarazione di Valore) confirming the eligibility to enrol in the Degree programme. You can take part in the selection even though you do not have all the needed documents yet, but if you are eventually admitted to the programme, you will need them in order to finalize your enrolment.

LEGALIZATION: Foreign qualifications have no legal validity in Italy, therefore they must be legalized in order to guarantee their authenticity. Ask the relevant authority to legalize the documents that attest your degree before going to the Italian Embassy/Consulate. If you are not sure about which is the relevant authority, please ask the Italian Embassy/Consulate to which your school system refers (e.g. all British Schools graduates should refer to the Italian Consulate in London). Legalization is not required if the country where the qualification was obtained is part of the Hague Convention (1961). In this case, legalization is substituted with an “Apostille”. Nor is legalization required if your qualification was awarded by an institution in Belgium, Denmark, France, Ireland or Latvia (Brussels Convention 1987), Germany (Rome Convention 1969), Austria (Vienna Convention 1975). Students with non-legalized International Baccalaureate (IB) Diplomas must give the University of Bologna permission to check their results on the International Baccalaureate Organization website.

TRANSLATION: Your final secondary school diploma and all other relevant school documents must be submitted along with an official translation in Italian, obtained from the Italian Embassy. If you are in Italy you can get your documents translated by official translators (traduzione giurata), at district court offices (Tribunali). Please note: the University of Bologna does not require a translation for diplomas, certificates and syllabuses that are issued in English, French, German or Spanish. However, some Embassies or Consulates may ask you to have such documents translated into Italian anyway to release you a visa.

DECLARATION OF VALUE: The Declaration of Value (Dichiarazione di Valore) is an official information document describing the characteristics of a given qualification obtained within an education system other than the Italian one. It is used by the competent University offices to assess qualifications for the purposes of admission. The Embassy where you apply for the visa may or may not be the same that will release you the DoV. This is because the DoV is issued by the Italian Embassy in the country related to the school system (which means, for example, that if you are in Kenya and graduated from a British school in Kenya, you need to request the DoV to the Italian General Consulate in London.) If your diploma needs to be legalized (see above), the Italian Embassy in charge will issue the DoV only after the qualification has been legalized by the competent authorities in that country (for further information visit the MIUR website). A declaration of value is not required for International Baccalaureate (IB) Diplomas and for Advanced Placements (APs). The declaration of value can also be substituted by attestations issued by ENIC-NARIC centres that contain all the information given in the Declaration of Value, which are necessary for the evaluation of the degree.

11.1 What to do:

You should contact the Italian Embassy/Consulate in your country of reference, and provide them with:

- The original of your secondary school certificate
- Your legalized documents (see “legalization” above)
- (Only if you are a non-EU student resident outside of Italy) Two passport-size photos
- (Only if the education system in your country lasts 10 or 11 years) the certificate attesting any extra academic year that you may have completed)

- (Only if in your country you are required to take a qualifying academic exam for university admission) the certificate proving that you have passed the academic test
- (Only if you are applying for the recognition of exams from previous academic careers) the documents required at the following link <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/recognition-of-academic-qualifications-and-shortened-programmes-1/shortening-of-the-degree-programme>
- (Only if you are a non-EU student resident outside of Italy) The application for pre-enrolment (Form A): ask for it at the Italian Consulate/Embassy in your country of residence. Please ask the Embassy/Consulate about this as soon as possible for information and guidance.
- (Only if you are a non-EU student resident outside of Italy) Health insurance policy (if requested) and the documents required for the visa application

The Embassy/Consulate must issue with:

- the Declaration of Value of your qualification (see above)
- (Only for non-EU students living outside of Italy)
 - One of the passport-size photo you brought, authenticated
 - The application form for pre-enrolment (Form A), authenticated
 - a stamped health insurance policy (where applicable)
 - An entry visa to Italy for study purposes

If you are interested in applying for Er.Go. financial aid, (study grants, housing and tuition fee waivers), you must obtain a certification attesting to your family's income and assets from the Italian Embassy, which has to be translated and legalized. Er.Go. calls for applications will be published in July 2020.

11.2 Visa and rules for residence in Italy

EU and EU-assimilated If you have been living in Italy for more than 3 months, it is a good idea to register with the Registry office (Anagrafe) in the city you live and study in: Bologna, Cesena, Forlì, Rimini or Ravenna (however, not all municipalities require such registration).

Non - EU If you are a non-EU citizenship, you are required to apply for a student visa at the Italian Embassy or Consulate in your country of citizenship or residence. Such visa (Visto D: studio/ immatricolazione università) is typically issued after the pre-enrolment procedures have been completed, and when you have proof of having been admitted to a degree programme.

Read the information about the visa for Italy here <http://vistoperitalia.esteri.it/home/en>, selecting "study – university enrolment" as the reason for your stay. Contact the relevant Italian Embassy well in advance and find out what documents are required. Make an appointment if necessary.

Important: an entry visa for tourism cannot be used to enrol at the university or to obtain a residence permit for study purposes.

Before leaving, you will need to purchase health insurance in your own country (which must be valid in Italy and cover illnesses, accidents and maternity). Take the policy documentation with you to the embassy together with the other documents required for obtaining a visa and make sure that the embassy stamps the insurance policy to certify its validity. Without the embassy's stamp, once you arrive in Italy you may be obliged to purchase another policy, as foreign insurance not validated by the Embassy is not acceptable for obtaining a residence permit.

Once in Italy, all non-EU citizens who hold a valid and correct type of student visa for Italy must apply for a **permit of stay for study purposes** (Permesso di soggiorno per motivi di studio). The permit of stay (aka "residence permit") is issued by the local Police Department (Questura - Ufficio Stranieri) in the place where you live in Italy; however, the applicant must physically submit his/her application not directly to the Police, but at the Post Office.

N.B. Upon arrival in Bologna, specific sessions will be organized to support students in their applications for permit of stay.

Candidates transferring from other Italian Universities:

If you are a student in another Italian University, have passed the selection for CLaBE and wish now to enrol in CLaBE:

- 1) Follow the instructions for CLaBE registration as above, specifying (in the right field) that you are transferring from another University;
- 2) By the deadlines indicated above, pay the first instalment (or full amount) of CLaBE tuition fees + the transfer fee, following all the instructions indicated here: <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/transferring-to-the-university-of-bologna>
- 3) Submit a transfer request to your home university;

Later on, you will be asked to submit a transfer fee, together with the first instalment of your tuition fees.

Candidates enrolled in another degree course of the University of Bologna:

If you are a student in another degree course of the University of Bologna, have passed the selection for CLaBE and wish now to enrol in CLaBE (*passaggio di corso*):

- 1) Follow instructions for CLaBE registration as above;
- 2) Pay the first instalment (or full amount) of CLaBE tuition fees, within the deadlines;
- 3) Fill in the specific transfer request (*passaggio di corso*) on Studenti Online **from July 21 to August 22, 2022**, and pay the transfer fee.

12. Open positions

Not all selected students eventually enrol, which is why, after each admission round, there might still be some places left available; if that is the case, the Students Administration Office will publish on Studenti Online the number of places left available. So, if you are listed in the general ranking as admissible, but were not selected, check Studenti Online in the dates indicated in the general calendar at the beginning of the call; **if there are places available and you are still interested in being included in the programme, there might be another chance for you to join in.**

Remember that you have to confirm your interest, by selecting the appropriate button on Studenti Online (if not, you will not be picked up!). A list of newly admitted candidates will then be published: if it features your name, you should enrol as soon as possible. Please check all the relevant deadlines in the mentioned table.

13. Tuition fees and benefits

- Tuition fees: information at this link: <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/tuition-fees-and-exemptions/tuition-fees> Just for reference, annual tuition fees are about €2000, the exact amount will be published in May
- Information on grants, scholarships and other benefits are available at this link: <https://corsi.unibo.it/1cycle/CLaBE/partial-tuition-fee-waivers-unibo-action-1>
<https://www.unibo.it/en/services-and-opportunities/services-and-opportunities>
<http://www.er-go.it/index.php?id=5963>
<https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/International-Students-how-to-prepare-for-enrollment>

14. Contacts

Office in charge of the application procedure:

Segreteria studenti Economia e Management, Via Zamboni, 33 – 40126 Bologna,
e-mail: segecosta@unibo.it - tel. +39 0512099270 – fax +39 051 2086226

For further info and support on selections please refer to:

Students Administration Office (<i>Segreteria Studenti</i>)	www.unibo.it/SegreteriaStudenti mail: segecosta@unibo.it
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CLABE Programme coordinator Angela Adamo	mail: angela.adamo3@unibo.it
Tutor CLaBE	Mail: didatticasociale.tutorclabe@unibo.it
International students registrar office	mail segstudint@unibo.it

For info on international qualifications and visas:

International Desk: Via Filippo Re 4 - 40126 Bologna

e-mail: internationaldesk@unibo.it

tel. +39 051 2088101 - fax +39 051 2086113

<https://www.unibo.it/en/international/contacts-for-international-students>