Student Services @nline.
A single password for a world of services.

Tutorial on how to apply for your degree online

This document provides guidelines for filling out the online degree application form.

**NOTE:** To complete the degree application you need to do the following:
- complete the Almalaurea questionnaire (see [tutorial](#));
- verify that you have satisfied all academic requirements;
- verify that all tuition fees have been paid.

This guide provides operational instruction.
Access the university’s Service page at https://studenti.unimc.it and click on the «Menu» icon at the upper right of the page.
After opening the menu, select «Login» to access the site.

Enter your university credentials.
Gli studenti che intendono pronunciare un appello o discutere direttamente la propria tesi di laurea con la modalità di svolgimento a DISTANZA devono compilare online il form di richiesta disponibile nel sito del proprio Dipartimento utilizzando i seguenti link:

- Dipartimento di Scienze Umane
- Dipartimento di Scienze della Formazione, Beni Culturali e Turismo
- Dipartimento di Scienze Politiche, della Comunicazione e Relazioni Internazionali

Gli studenti che sosterranno gli esami in PRESENZA potranno prenotare solo dopo aver preso visione delle norme di tenuta per l'accesso alle sedi d'esame.

Open the menu at the top right.
Click on «Home» and choose «Degree Application».
Before beginning the application procedure, fill out the Almalaurea graduating student questionnaire using the «Registrazione/Accesso ad AlmaLaurea» button (if you encounter difficulties, consult the tutorial). To begin filling out the degree application form, click on the «Go to qualification conferment procedure» button.
Continue by clicking on the «Conseguimento titolo» button.
Select the final exam session you would like to sign up for from among those that are available. The description of the session indicates the time period during which each of the graduation exam will be scheduled. When you’ve selected the session, continue by pressing the «Avanti» button.
Indicate your preferences in the «Controlli» section regarding whether or not you authorize your university career information to be used for advertisement, for job postings, and for the consultation of your thesis. Continue by pressing the «Avanti» button.
If your application was accepted by the system, you can continue by clicking on the “Avanti” button.

If the application process cannot be completed, one of the following problems occurred:
- you’re not enrolled in the final year of the degree course;
- the status of your university career is not active;
- you did not pay all tuition and fees;
- you did not fill out the AlmaLaurea questionnaire for graduating students.
Enter the information for your thesis or final project (thesis type, title in Italian and English, the coursework linked to your thesis, etc.).

The list of “Tipo Tesi” allows you to choose how to defend your thesis. If you would like the defense to be remote, choose either «virtuale» or «online».

If the coursework linked to your thesis is not listed among those you completed, do not choose anything. Continue and you will be able to enter it manually on the next page.

After you have entered the data, continue by using the “Avanti” button.
Confirm the coursework linked to your thesis that has already been entered or add it manually in the “Altra attività Didattica” field. Then continue by pressing the “Next” button.
Insert your thesis advisor (Docente relatore) using the «Aggiungi» button if required. For some courses (graduate courses for example) you might not have to indicate the name of your thesis advisor and this step will be skipped.
Insert the last name of the professor in the Surname field and start the search using the «Next» button.

Select your thesis adviser and continue by pressing the «Avanti» button. If required, repeat the procedure to insert your thesis advisor or co-advisor.
Confirm your data by pressing the «Avanti» button.
Confirm your data by pressing the «Avanti» button.
Insert the list of all courses that still have not been passed to facilitate the Registrar’s Office in checking the application. Do not include courses that have been passed but not yet registered in your booklet. Please provide a telephone contact number where you can be reached. Then proceed using the «Next» button.
Please read the anti-plagiarism warning and continue by using the «Next» button.
This section allows you to request the delivery of your diploma. Check the «Richiedo di ricevere la pergamena» box and choose whether you want it delivered to your home address or at another destination, which you can specify in the appropriate field. Then continue by clicking on «Avanti».
**Conferma documentazione domanda conseguimento titolo**

Verificare le informazioni inserite nelle pagine precedenti.

**Student**

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<tr>
<td>Name</td>
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<tr>
<td>Surname</td>
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<tr>
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<tr>
<td>Degree programme</td>
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<td>Percorso di studio</td>
<td>PERCORSO COMUNE</td>
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<td>Ordinamento</td>
<td>ORDIN. 2006 - GIURISPRUDENZA</td>
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**Conferma Informazioni aggiuntive**

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<tr>
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<td>Seminario da 3 CFU</td>
</tr>
<tr>
<td>Recapito telefonico dello studente</td>
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</tr>
<tr>
<td>Pergamena richiesta</td>
<td>Yes</td>
</tr>
<tr>
<td>Tipo indirizzo pergamena</td>
<td>Indirizzo di residenza</td>
</tr>
<tr>
<td>Indirizzo recapito della pergamena</td>
<td></td>
</tr>
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</table>

Proceed using the «Next» button.
Complete the procedure using the «Completa domanda conseguimento titolo» button.
If requested, express your opinion on the online procedure for submitting your degree application. If you like, you can provide us with suggestions to improve the procedure. Then continue by clicking on the «Avanti» button.
The online procedure for submitting your degree application is complete. Continue by clicking on the «Torna alla bacheca» button.
When you return to the «Conferment of Qualification Notice Board» page, you can modify or add to your application using the appropriate buttons in the various sections.

In the «Summary of Dissertation» section, use the «Upload Thesis» button to upload the final copy of your document. The procedure is explained in the «tutorial on uploading your thesis».

**NOTICE:** since graduating students in *Language Mediation* are not required to submit a thesis, they must upload the *degree exam topic form* duly signed by their faculty advisor in place of a thesis, using the «Upload Thesis» button.
After the degree application has been submitted, the system generates two PagoPA payment notices for the original diploma (only if you requested it) and for the digital stamp for the degree application. They are available on the «Payment» page in the Reserved Area («Home»), using the menu.

To open the detail page of the notices and to print them or to proceed directly with online payment, click on the link for the relative invoice number.
On the invoice detail page you can print it using the white Print notice for PagoPA («Stampa avviso per PagoPA») button or you can proceed directly with online payment using the red Pay with PagoPA («Paga con PagoPA») button.

If needed, you can consult the «Pagamenti tasse e contributi con PagoPA» tutorial.

If you need a receipt for your payments, visit the «Portale UniMC dei pagamenti con PagoPA».
NOTICE:

- If the registrar’s office has confirmed your application, you can no longer make changes to and all of the buttons to edit or delete information will disappear from the «Conferment of Qualification Notice Board» page. You will only be able to display the detail page of your application. If you need to cancel your degree application, you must contact your registrar’s office.

- If the registrar’s office has canceled your degree application because you have decided not to graduate during the session you chose or for other reasons, you will have to repeat the same procedure described in this tutorial to select a degree exam session and to submit the degree application. In this case, the system will display the information from your old application, which you can freely change if the information has changed or confirm if it has remained the same. Once you have completed the application procedure, you must notify the registrar’s office because they must charge you for another digital stamp for the second degree application.

- At the end of the online procedure, an e-mail will be automatically sent to the faculty advisor you selected. The same e-mail will be sent to you in CC as a notice that your degree application was correctly submitted.

- As regards graduating students from the Departments of Law, Education, Cultural Heritage and Tourism, the faculty advisor chosen must explicitly approved the title of your thesis. Upon approval, you will receive an automatically generated e-mail to confirm the acceptance of the thesis title by the advisor. For all other departments the title of the thesis does not have to be approved by the thesis advisor.

Do not forget to «logout» in order to terminate your session.
Student Services @line.
A single password for a world of services.

Tutorial on how to apply for your degree online

USEFUL LINKS:
- Tutorial on filling out the Almalaurea questionnaire
- Tutorial on uploading the final copy of you thesis
- Student services online
- Courses
- Enrollment and university career
- Registration
- Tuition and fees
- Financial aid
- Guide to paying tuition and fees using «PagoPA»
- Contacts