



INSTRUCTIONS FOR FILLING IN THE ON-LINE APPLICATION FOR THE FINAL EXAM (starting from XXIX round)

1. Log on to the web page <http://sportello.unibg.it/esse3/Home.do>
2. click “Login” and insert your username and password
3. select “Laurea” from the menu on the left side

Please, fill in the ALMALAUREA questionnaire. Click on “Almalaurea” and then go ahead. For any other information, link to the web page <http://www.unibg.it/campus-e-servizi/servizi-gli-studenti/segreteria-studenti/questionario-laureandi-almalaurea>

4. click on “Inserimento domanda di conseguimento titolo”
5. click on “Conseguimento titolo” at the bottom of the page
6. where “Sessione e appello” thick the button “Appelli” and then “Avanti”
7. click “Avanti”
8. click “Avanti”
9. in the page “Deposito titolo tesi” you will find the following sections:

- Tipo tesi: “Non specificata” (not compulsory field)
- Titolo tesi: insert the title of your thesis. Please, pay attention to ensuring that the title is complete and that spelling, punctuation, capital letters etc. are correct. These information will be printed on your Doctoral Research Diploma
- Titolo tesi in lingua inglese: insert the title in the English version even if you have already done it in the previous field. Please, pay attention because also the English title of your thesis will be printed on your Doctoral Research Diploma
- Abstract tesi: (not compulsory field)
- Abstract tesi in lingua inglese: (not compulsory field)
- Lingua tesi: choose the Language from the Menu
- Autorizzazione alla pubblicazione del curriculum sul portale AlmaLaurea: (not compulsory field)

At the end of the page click “Avanti”



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SERVIZIO STUDENTI - SEGRETERIA STUDENTI

10. click “Aggiungi” near the field “Primo relatore” on the second line; insert the surname of the first supervisor and click “Avanti”
 11. select the name of your supervising professor and click “Avanti” (if you cannot find your supervising professor’s name, please send an e-mail to carriera.dottorandi@unibg.it)
 12. if any, add other supervisors (click “Aggiungi” on the first line) and then “Avanti”
 13. in the page “Conferma tesi” check all information and, if everything is right, click “Avanti”
 14. click “Completa domanda conseguimento titolo”
 15. click “Stampa domanda”
- Now you should save your final exam application. Print, put your signature, fix a duty stamp of 16,00€ and deliver it to the Students Service Front Office - Via Dei Caniana, 2 – 24127 Bergamo (open on Monday 13.30 - 15.30; Tuesday, Wednesday and Friday 10.00 - 12.00, Thursday 8.30 - 10.30). The doctoral students of the Phd course in Engineering and Applied Sciences should deliver the application to the Students Service Front Office - Via Einstein, 2 – 24044 DALMINE (Bg) (open Monday and Wednesday 13.30 – 15.30; Tuesday, Thursday and Friday 10.00 – 12.00). You can also deliver your application by recorded mail with return receipt to the same address.
 - It is also necessary to pay the amount of € 51,00 (including € 35,00 for the collection of your diploma and € 16,00 for the duty stamp paid by virtue of Agenzia delle Entrate Authorization). In order to print the invoice, select Registrar’s Office from the menu on the left, then Payment and last click on the invoice number. You can pay it in any bank office. Please, deliver a copy of the receipt of payment together with the application for the final exam.