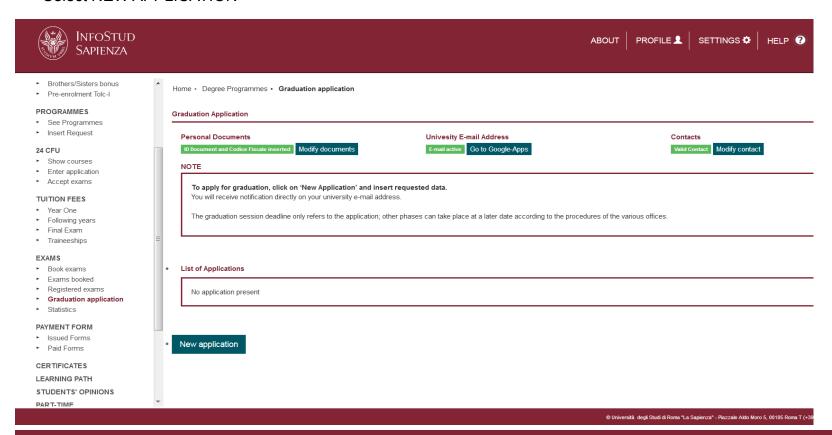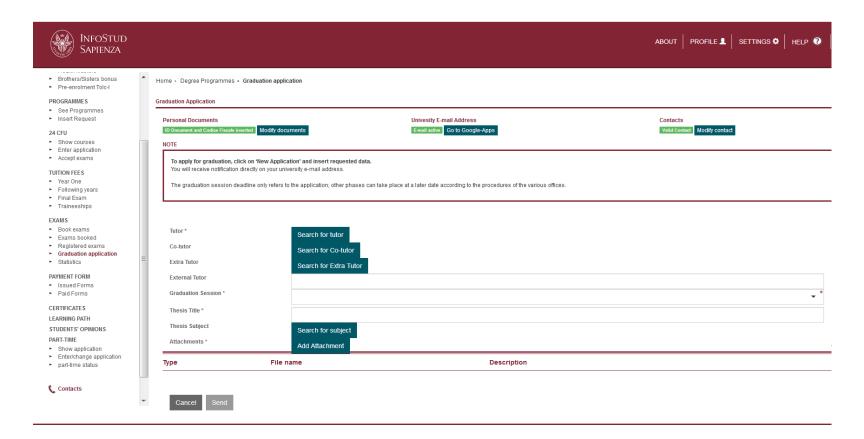# Graduation application on line - tutorial

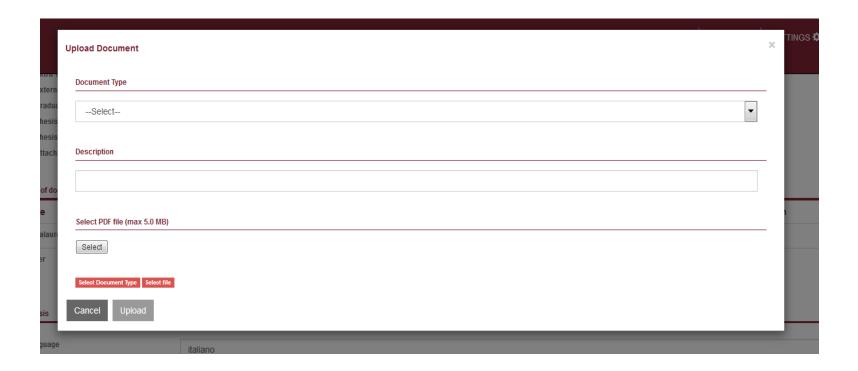- Log in to Infostud 2.0, from the left menu select TUITION FEES>FINAL EXAM and then click on PRINT PAYMENT FORM.
- Pay the graduation fee.
- Select EXAMS>GRADUATION APPLICATION from the left menu (the procedure will be operating 24 hours after the graduation fee payment has been processed);
- Check that you have uploaded your "Personal documents" and that you activated your institutional e-mail account
- Select NEW APPLICATION

- Search for your tutor (mandatory)
- Enter your co-tutor, your extra tutor, the external tutor (if required by the Guidelines for Graduation);
- Select the graduation session you are interested in (mandatory)
- Enter the thesis title
- Search for the thesis subject (if required by the Guidelines for Graduation)
- With "Add Attachments" upload the required documents indicated in your faculty's Guidelines for Graduation

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Graduation Application

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Insert Request

24 CFU
Show courses
Enter application
Accept exams

TUITION FEES
Year One
Following years
Final Exam
Traineeships

EXAMS
Book exams
Exams booked
Registered exams
Graduation application
Statistics

PAYMENT FORM
Issued Forms
Paid Forms

CERTIFICATES
LEARNING PATH
STUDENTS' OPINIONS
PART-TIME
Show application
Enter/change application
part-time status

📞 Contacts

Personal Documents
ID Document and Codice Fiscale inserted | Modify documents

Univesity E-mail Address
E-mail active | Go to Google-Apps

Contacts
Valid Contact | Modify contact

NOTE

To apply for graduation, click on 'New Application' and insert requested data.
You will receive notification directly on your university e-mail address.

The graduation session deadline only refers to the application; other phases can take place at a later date according to the procedures of the various offices.

Tutor *   Search for tutor
Co-tutor   Search for Co-tutor
Extra Tutor   Search for Extra Tutor
External Tutor
Graduation Session *   ▼ *
Thesis Title *
Thesis Subject   Search for subject
Attachments *   Add Attachment

Type	File name	Description

Cancel | Send

- With "Upload Document" you can upload .pdf files

- Going back to Infostud and selecting EXAMS>GRADUATION APPLICATION from the left menu you will find
- your application and you will be able to check its STATUS

- If the administrative office did not accept some of your attachments or it required additional ones you can complete
- your application by selecting MODIFY
- If you change your mind and decide you don't want to graduate in the selected session you must CANCEL your application
- By selecting the LOG button you can check who is currently in charge of your application

- Once your application has been accepted by the administrative office you will be able to upload the .pdf files of
- your THESIS or FINAL PAPER (if required) within the deadline indicated in your faculty's Guidelines for Graduation);
- To do so you must select MODIFY, so that the image showed in the picture below will be displayed
- Enter the LANGUAGE (optional)
- ADD THESIS in pdf format and any attachments if required
- ADD DOCUMENTS TO THESIS (optional)
- TRANSMIT thesis

Thesis

Language			italiano	

Add thesis   Add document to thesis

List of documents for thesis

Type	File name	Description	State	Last Modification	Actions

transmit thesis

- You will receive a final application approval e-mail and the communication of the graduation date on your institutional e-mail account.

- **Do you need to modify your thesis after the upload?** Ask your tutor if you are allowed to do so and up to which time limit. The tutor must cancel the first approval (always required before the deadline), you must then upload a new file, and submit it so that the tutor may approve it again.