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
• 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

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.