

Graduation application on line - tutorial



SAPIENZA
UNIVERSITÀ DI ROMA

- 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

The screenshot shows the 'Graduation application' page on the Infostud Sapienza platform. The left sidebar contains a navigation menu with categories like PROGRAMMES, TUITION FEES, EXAMS, and PAYMENT FORM. The main content area is titled 'Graduation Application' and includes several sections:

- Personal Documents:** A green box indicates 'ID Document and Codice Fiscale inserted' with a 'Modify documents' button.
- University E-mail Address:** A green box indicates 'E-mail active' with a 'Go to Google-Apps' button.
- Contacts:** A green box indicates 'Valid Contact' with a 'Modify contact' button.
- NOTE:** A red-bordered box containing the text: '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.'
- List of Applications:** A box stating 'No application present'.
- New application:** A prominent blue button.

- 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

Home - Degree Programmes - Graduation application

Graduation Application

Personal Documents
[ID Document and Codice Fiscale inserted](#) [Modify documents](#)

University E-mail Address
[E-mail active](#) [Go to Google-Apps](#)

Contacts
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NOTE

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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

The image shows a dialog box titled "Upload Document" with a close button (X) in the top right corner. The dialog is divided into three sections by horizontal lines:

- Document Type:** A dropdown menu with "--Select--" as the current selection.
- Description:** A large, empty text input field.
- Select PDF file (max 5.0 MB):** A section containing a "Select" button, a "Select Document Type" button, and a "Select file" button.

At the bottom of the dialog, there are two buttons: "Cancel" and "Upload".

Background elements visible through the dialog include a sidebar with menu items like "Kru", "extern", "raduc", "thesis", "thesis", "attach", "of do", "e", "alaur", "er", "sis", and "guage". At the bottom of the background, there is a language selector showing "italiano".

- 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

Graduation Application

Personal Documents University E-mail Address Contacts

ID Document and Codice Fiscale not inserted [Modify documents](#) [E-mail action](#) [Go to Google-Apps](#) [Valid Contact](#) [Modify contact](#)

NOTE

Before continuing with graduation application, you must

- Provide a copy of an ID document and your codice fiscale by clicking on 'modify documents'

List of Applications

Academic Year	Session	Degree Course	Thesis Tutor	State	Last Modification	
2018	III	EDITORIA E SCRITTURA [LM (DM 270/04) - ORDIN. 2015]	DI MAGGIO MARCO	Accepted by tutor, in progress	19/07/2018 10:15	Modify Cancel log

- 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

[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.