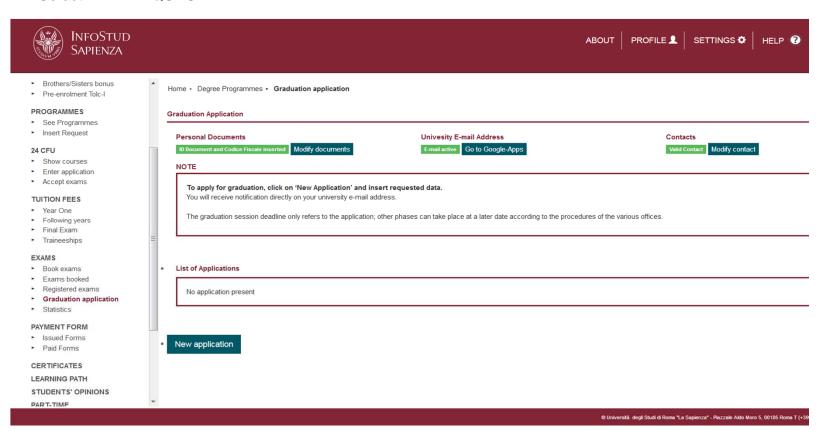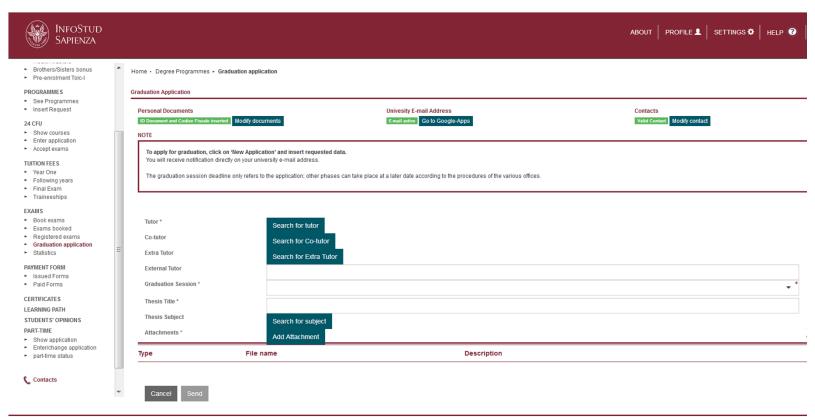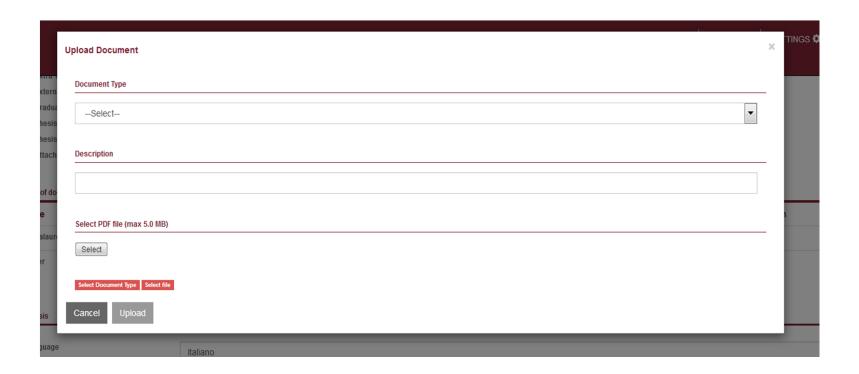# Graduation application: tutorial

- Log in Infostud 2.0, select TUITION FEES > FINAL EXAM from the left menu and click on PRINT PAYMENT FORM.
- Proceed to payment.
- Select EXAMS > GRADUATION APPLICATION from the left menu (the procedure will be activated within 24 hours after payment has been processed)
- Verify that all your personal documents have been uploaded correctly and your institutional email address has been activated
- Select NEW REQUEST

- Find your supervisor (mandatory)
- Insert thesis supervisor, co-supervisor and/or external advisor (if explicitly required by the "Guidelines for Graduation" referred to your course)
- Select the session (mandatory)
- Insert the title of the thesis
- Insert the subject (if explicitly required by the "Guidelines for Graduation")
- Click on "insert attachment" to upload the documents required by the "Guidelines for Graduation" of your Faculty

Click on "add attachment" to upload your file in .pdf

Upload Document   × ...TINGS ⚙

Document Type

--Select--   ▾

Description

Select PDF file (max 5.0 MB)

Select

Select Document Type | Select file
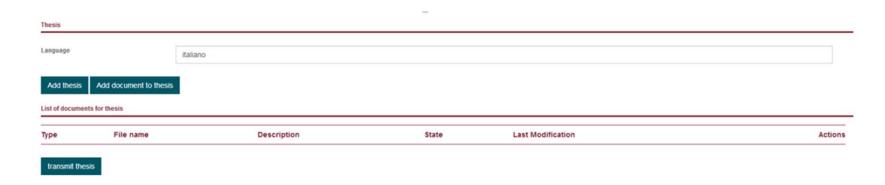
Cancel | Upload

italiano

• From now on, when you log in Infostud and selecting EXAMS > GRADUATION APPLICATION from the left menu, you will be able to see your request and check its progress.

Graduation Application

Personal Documents
ID Document and Codice Fiscale not inserted | Modify documents

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

Contacts
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 you need to insert other attachments, select MODIFY.
- If, for any reason, you are not able to graduate in the selected session anymore, click on REVOKE.
- Selecting the "LOG" button, you can check the person who is currently in charge of your request.

- As soon as your request has been accepted by the didactic office, you will be able to upload the .pdf file of your thesis within the deadline reported on the "Guidelines for Graduation" of your Faculty
- To do so, click on MODIFY.
- Select LANGUAGE (optional)
- Select ADD THESIS in .pdf
- ADD DOCUMENT 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

- A confirmation email including the approval of your request and the date of graduation will be sent at your institutional account.

Do you need to modify your thesis after it has been uploaded? Verify with your supervisor whether you are allowed to do it and until when. The supervisor must delete the first approval (always necessary within the deadline), then you will have to upload a new file.