**Annex 2. Degree application**

The procedure, for students enrolled in degree courses and doctoral courses, also includes the compulsory registration on the AlmaLaurea website and the completion of the relevant questionnaire. The Degree application procedure is exclusively online.

The student must enter the site and follow the following path: ***Servizi>Servizi online>Servizi di segreteria on-line>Domanda di laurea>Login*** with their credentials.

It will then be necessary to click on the menu item ***Laurea\Esame Finale>Conseguimento Titolo*** (on the right of the screen), from which the ***Bacheca conseguimento titolo*** ("Degree Achievement Notice Board") screen will appear, and then start filling ***Domanda di conseguimento titolo*** ("Application for Degree achievement").

Please note that, for students enrolled in a degree course or a doctorate, before applying for the degree it will be necessary to access to ***Registrati/Accedi ad Alma Laurea*** (“Register / Access to Alma Laurea”) in order to register within the Alma Laurea web site and fill in the evaluation questionnaire (see ***Attachment 3***).

After completing the procedure, the system automatically generates **the bulletin of the graduation fee of € 132** (payable via PagoPA), including the cost of the parchment (€ 100) and two revenue stamps.

In case of any renewal of the online application in subsequent sessions, the same procedure must be carried out again for the chosen exam session. In that case, the payment of € 100 of the parchment and € 16 revenue stamp already paid for a previous appeal will be considered valid. It will therefore be necessary to pay only the residual amount of the € 16 revenue stamp for the new application, payable via PagoPA (online or print payment notice)