POLITECNICO
MILANO 1863

INSTRUCTIONS FOR ONLINE ENROLLMENT IN SPECIALIZING MASTER AND POSTGRADUATE COURSES

CONTENTS

Stage 0: **Registration/access to University Online Services**

Stage 1: **Putting together an application for enrolment**

Stage 2: **Filling in personal data**

Stage 3: **Filling in Academic qualifications** → **PLEASE NOTE**: the uploading of qualification certificates varies depending on the date and place of award.
Be sure to check STEP 3

Stage 4: **Filling in Upload and submitting application** → **Optional** Step – see admission requirements or contact the programme secretary.

ASSESSMENT OF APPLICATION
- -

Stage 5: **Check application status**

Stage 6: **Payment of enrolment fee and duty**

Your enrolment will be complete and confirmed when you have filled in all the necessary fields, your details have been approved by Politecnico Secretary and you have correctly paid the enrolment duty. You will now have your Politecnico di Milano student identification number.

N.B. when you are in PoliMi Online Services it is best to use the *Exit button* at the top right of every page.

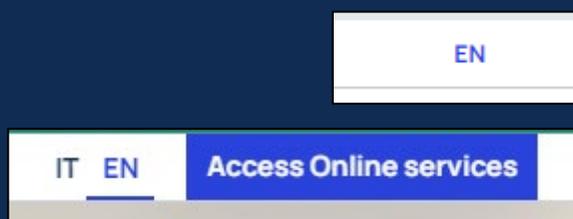Using the back arrow of your browser may result in errors in the application.

POLITECNICO MILANO 1863

← Online services > Specializing Master

Functions
  Exit ←

STAGE 0

Registration PoliMi Online services

SCHEDULE:
This step is **preparatory** to the rest of the enrolment process, so we advise you to register as soon as you choose to enrol in a programme at Politecnico.

To **change the language** of the site and Online Services to English, click EN at the top right of the pages

The **preliminary** step for your enrolment is to fill out your University identity.
You must register to the University's Online Services and get your **person code**. This is an 8-digit code which is essential for all computer operations on PoliMi website, so it is crucial to keep it secure.

Below are the instructions for registering for Online Services:
Welcome kit enrolment and authentication – University ICT Services (polimi.it)

For problems with your registration to the University Online Services:
AUTHENTICATION ASSISTANCE (polimi.it)
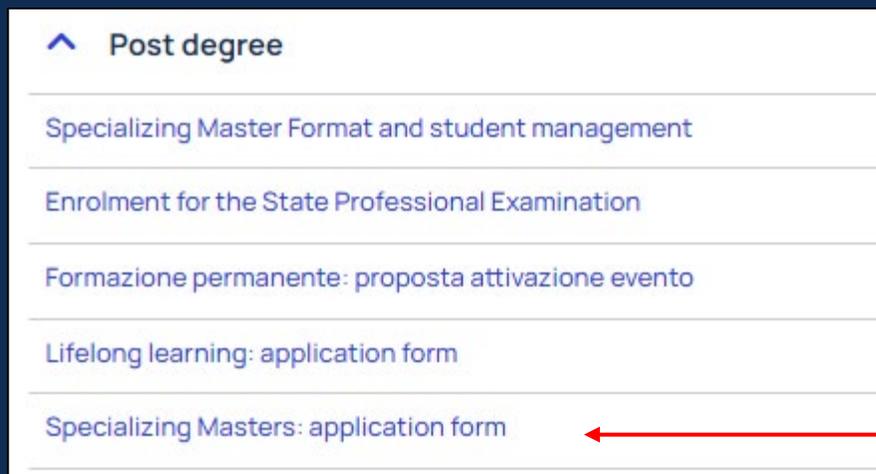
Putting together an application for enrolment

You have entered PoliMi Online Services. Here you will find many useful digital services for your career at the University, including the platform for your enrolment application.

SCHEDULE:
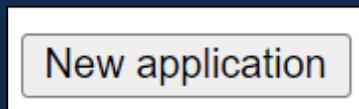You must begin your registration and enrolment process within 1 month of the start of the programme.

Services

Find a Service...
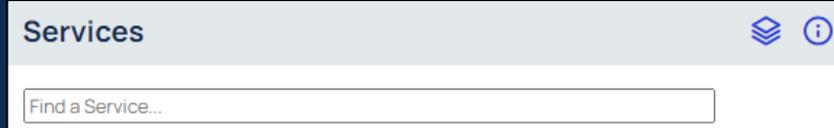
∧ Post degree

Specializing Master Format and student management

Enrolment for the State Professional Examination

Formazione permanente: proposta attivazione evento

Lifelong learning: application form
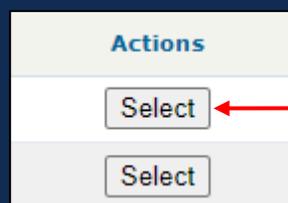
Specializing Masters: application form

To enrol for a postgraduate programme, you must enter into the application:
Specialising Masters: application form

1

New application

Click on **New Application**

2

Select the programme you want to

pag. 1/4 (total:68)   first   previous   1   2

List of programmes with open applicati

Search

🔍   🔍

Id   **Programme title**

You will be taken to the list of all open-enrolment programmes offered at Politecnico.
Search for the programme you wish to enrol in by entering its title or ID.

3

Actions

Select

Select

Click the **Select button** in the last column on the right corresponding to the programme row you are interested in

4

Filling in Personal data

You will now have to fill in the necessary fields for enrolment. The first section to be completed is *Personal data.* Failure to complete or inputting incorrect information in a field will prevent you from proceeding to the next section.

The 'personal data' section is automatically filled in with the information entered when you registered for Polimi Online Services;
You will still have to carefully check the accuracy of the data entered and update them if necessary by clicking on *Edit data and documents*

You can enter and update the data of each field by clicking on *Manage*

When you click on a field to fill it in, remember to **save** before returning to the data summary page
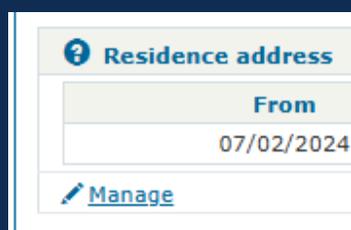

Once filled in, click on *Confirm and proceed*

Filling in Personal data - Address
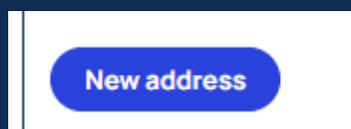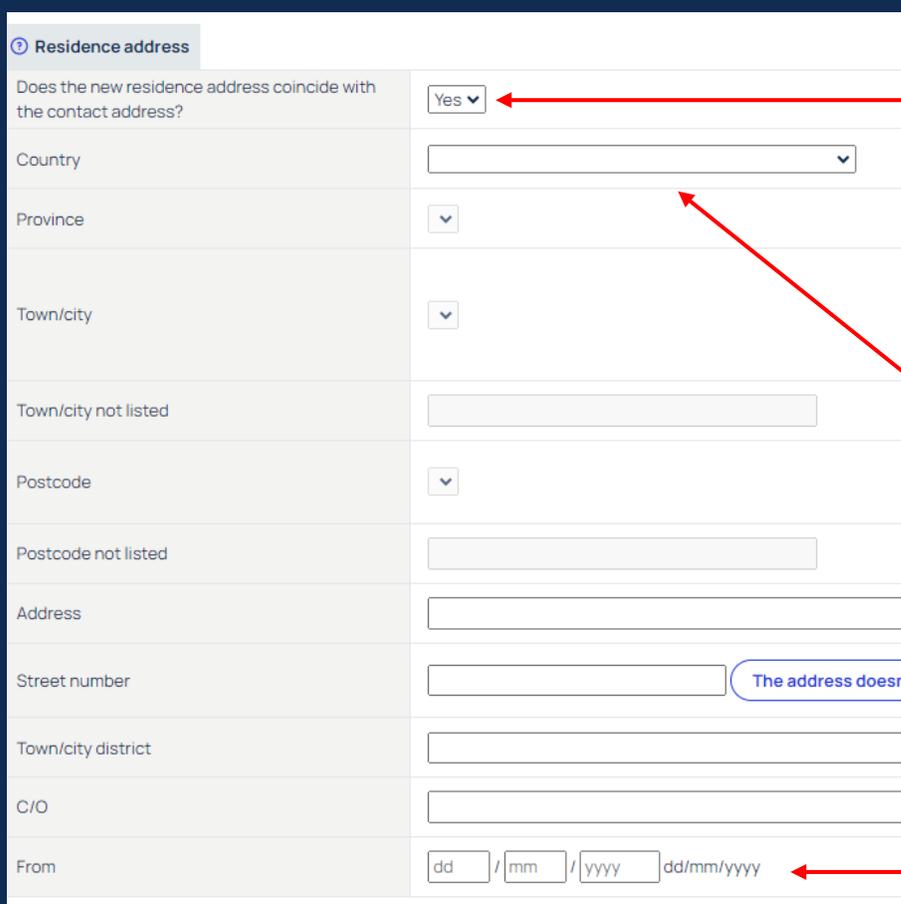
Pay particular attention to the **address** you enter because it is the one to which important paper documents will be sent during and after the programme. It's mandatory to insert your address.

To update your address, begin by selecting your home address and then click on the *Manage* button

Click on *New address*

If you only wish to update your *delivery address*, ensure to select **No** in this section and proceed by clicking *Manage* in the delivery address section.
If your home address and delivery address match, select **Yes** and proceed to update your home address.

You will have to start by **selecting the country**, then proceed to selecting/filling in all fields.

In this section please enter **the date of the day you are registering your address**.

Filling in Academic qualifications

In this section you must **enter the qualification** you have obtained or are in the process of obtaining that is required for your enrolment.

For some programmes, a 3-Year Laurea degree (equivalent to Bachelor of Science) or equivalent is required, whereas for others a Laurea Magistrale degree (equivalent to Master of Science) or equivalent is required.
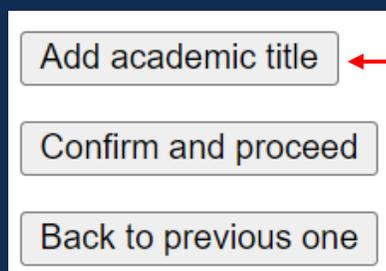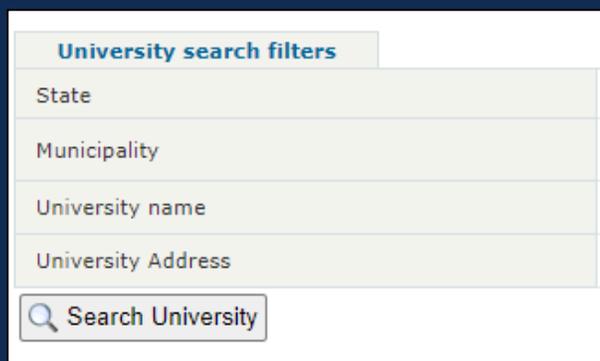
Check the **admission requirements** for your programme.

Add academic title

Confirm and proceed

Back to previous one

To enter the details of the study qualification you have obtained or are about to obtain, click on *Add academic title*

University search filters
State
Municipality
University name
University Address
🔍 Search University

The page for your qualification can also come pre-filled; it is your responsibility to check that the data is correct and make any necessary updates.
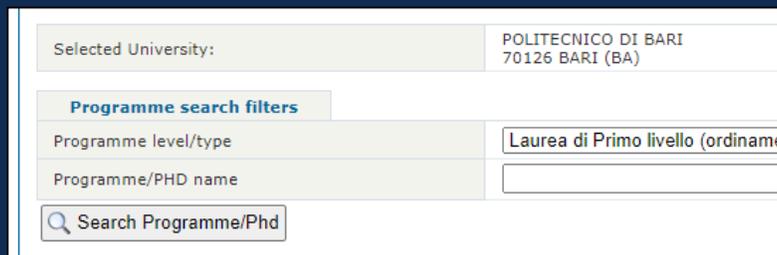
Selected University:	POLITECNICO DI BARI 70126 BARI (BA)
Programme search filters	
Programme level/type	Laurea di Primo livello (ordiname
Programme/PHD name	
🔍 Search Programme/Phd	

Proceed by entering your study qualification details. Use the Online Services database to speed up the University form completion process.
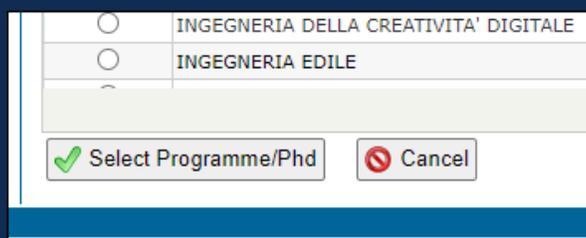
○	INGEGNERIA DELLA CREATIVITA' DIGITALE
○	INGEGNERIA EDILE
✔ Select Programme/Phd	🚫 Cancel

Please Note: In each field you can enter the details of your study qualification if they are not already in our database

7

STAGE 3

Filling in Academic qualifications

Once you have selected your study qualification, you will be asked to upload files to certify it. The documents you will have to upload depend on the date and place where you graduated and are categorised into **3 cases**, as outlined below.

1 Degree obtained in Italy after 2010

If you graduated **in Italy after 2010**, you will have to upload your **ANIS certificate**. If you do not know what we are talking about, don't worry, we will explain it to you.

Access the ANIS portal using the following link via Public Digital Identity System (SPID) or Electronic Identity Card (CIE):

[ANIS National Register of Higher Education (mur.gov.it)](#)

Follow this guide to download your qualification certificate: [Download ANIS guide.pdf](#).

Once you have downloaded the PDF file of your certificate, upload it in the **Certificate of completion** section.

If you do not find your qualification on ANIS proceed as in case 2.

Academic Qualification Data
University/Course
Qualification attained
Academic year of Graduation
Date of graduation (dd/mm/yyyy) *
Marks *

Upload/Replace
⬆ Upload ←
⬆ Upload

2 Degree obtained in Italy before 2010

If you graduated **in Italy before 2010**, you will have to upload a **Self-certification of your qualification** in the **Certificate of completion section**. You can find the form to fill out [HERE](#).
PLEASE NOTE: DO NOT USE THIS FORM IF YOU HAVE OBTAINED A QUALIFICATION ABROAD.

The PoliMi Secretary will proceed to confirm your qualification by contacting the issuing University.

3 Degree obtained abroad

If you have obtained a qualification abroad, you will need to upload it:

Original qualification certificate + translation into Italian in the *Certificate of completion* section.

Original transcript of examinations taken + translation into <u>Italian, English, Spanish or French</u> in the *Academic transcript of records* section.

Documents supporting the qualification
Document type
Certificate of completion of the degree or copy of the degree in the original language (1)
Academic transcript of records (original language)

For further information please visit the [dedicated section of our site](#)

PLEASE NOTE: In the case of composite titles, the two titles constituting the minimum entry requirements must be added.

STAGE 4

Filling in Upload

This is the last section before submitting the application
Here you can upload any document required for enrolment in the programme.
This step is OPTIONAL and only necessary for some programmes.
The Secretary of your programme will tell you which documents need to be uploaded and how to upload them.

Personal Data	Qualification	Upload	Confirm

1

File upload
List of attached documents:

Select an entry
- Select an entry
- Curriculum Vitae (CV)
- Portfolio of works
- Declaration of Value FOREIGN QUALIFICATIONS
- Declaration of Dual Enrolment
- Other

You can choose between CV and Work Portfolio, all other documents must be uploaded in the *Other* category.
In the *Other* category, you must enter keywords to describe the uploaded file in the appropriate section.

2

Other

Scegli file   Nessun file selezionato   PDF files only,

3

Add attached file

☐ I have read the policy ❓

Don't forget to check the privacy flag; it's the only requirement to proceed beyond the Upload section.

Sending the application

Continue to the *Confirmation* page. Thoroughly review the information and data you've uploaded before **submitting your application**.
Once submitted, your application **cannot be changed**. Now your application will follow an assessment stage that may **take several days**. The Programme Secretary will notify you of any errors or additions required to your application and provide an opportunity for you to make corrections or updates.

⚠ **Attention: after pressing 'CONFIRM AND SUBMIT THE APPLICATION' your application will no longer be editable**
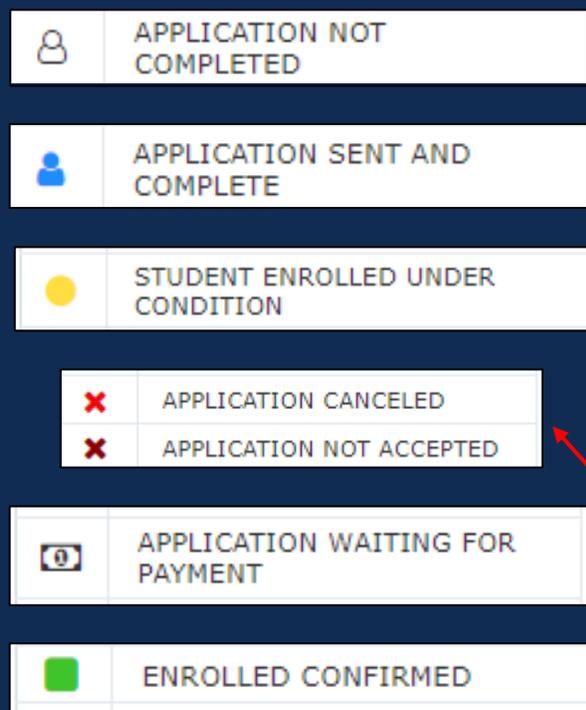
Confirm and submit the application

STAGE 5

Check application status

At this stage of application assessment, we advise you to frequently **check** the status of your application until it reads *ENROLMENT CONFIRMED*.
The Secretary will contact you to request the necessary changes or additions.
For updating or adding data or files, you can follow the instructions in this guide.

👤	APPLICATION NOT COMPLETED
👤	APPLICATION SENT AND COMPLETE
🟡	STUDENT ENROLLED UNDER CONDITION
✖	APPLICATION CANCELED
✖	APPLICATION NOT ACCEPTED
💰	APPLICATION WAITING FOR PAYMENT
🟩	ENROLLED CONFIRMED

Once submitted, your application will be assessed by Politecnico Secretary.
This process can take several days.
Until this process is completed, you will not be enrolled as a student at Politecnico.

If you see this, it means that you have **not confirmed and submitted your application** (see STAGE 4).

This is the stage before your application undergoes the verification process.

When you see a **yellow stamp** next to your application, your application has passed the first assessment steps but the assessment process is not yet complete; at this stage, the university **verifies your assessed qualification**, it is a phase in which you will not have visibility of the process, but you will be contacted by the secretariat in case verification actions are required; subsequently you will have to pay the fee and duty (STEP 6) and, if necessary, you will be shown other procedures required to confirm your application.

Your application may be voided if you do not update or add to the data requested on time.

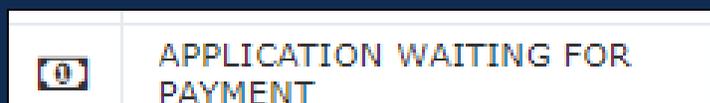If you see this, you can proceed to **STAGE 6**

Please Note: **within one week before the final examination** of the programme you will have to pay the **final examination fee.**

The Secretary of your programme will notify you in good time and give you directions, we ask you at that time to proceed as quickly as possible.

TO SUM UP: Your enrolment will be complete when you have filled in all the necessary fields, your details have been approved by Politecnico and you have correctly paid the enrolment duty.

Payment of enrolment fee and duty

For Corporate programmes there is no fee payment but only payment of the enrolment fee and duty.

SCHEDULE:
The enrolment duty must be paid no later than 15 days before the start of classes.

1

APPLICATION WAITING FOR PAYMENT

Stato	**Actions**
DOMANDA IN ATTESA DI PAGAMENTO	Pay

When you see this symbol next to your application and the words **APPLICATION WAITING FOR PAYMENT** you can proceed with the payment of the enrolment fee and duty.

2

electronic invoicing only for those registered for VAT:

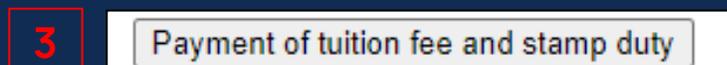Fiscal Code (Foreign students who don't reside in Italy can dial the number 0 10 times)*:

Address*: Street, house number

City*: Municipality name (initials of

ZIP code*:

email (invoicing)*:

Telephone (invoicing)*:

Confirm and proceed

Back to previous one

Fill in the billing data and click *Confirm and Proceed*

3

Payment of tuition fee and stamp duty

Click on the *Payment of tuition fee and stamp duty* button and you will be taken to the PagoPA platform, the payment system for public administrations and public service providers in Italy.

After completing the process, please note that the system may take up **to 15 minutes to process the payment**. If you encounter the payment page again during this time, there's no need for concern.

4

Esito pagamento: POSITIVO

If the payment was successful, you will receive a **confirmation e-mail** at the e-mail account you entered when submitting your application.

**POLITECNICO
MILANO 1863**

**Research, Innovation and Corporate
Relations Division**
Corporate & Continuing Education Unit
Piazza Leonardo Da Vinci 32 – 20133 – Milano