

- 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 – page 7
- Stage 4: **Filling in Upload and submitting application** → **Optional Step** – see admission requirements or contact the programme secretary.

ASSESSMENT OF APPLICATION

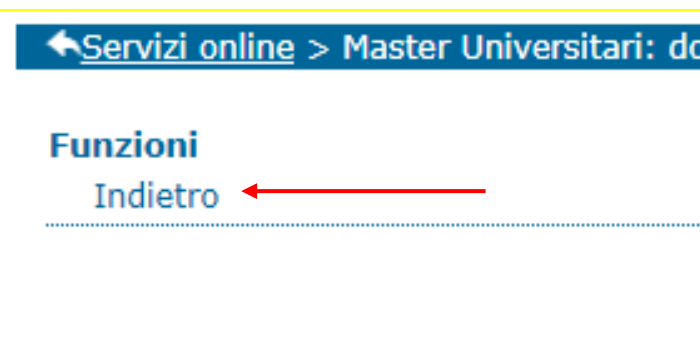
- Stage 5: **Check application status**
- Stage 6: **Payment of enrolment fee and duty**



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 **Back button** at the top right of every page.

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



Follow the instructions carefully.
 Each day, our ICT service receives numerous inquiries that could be prevented with greater adherence to instructions, diverting valuable time away from addressing more complex issues. Thank you for your helpful cooperation.

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



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.



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

Below are the instructions for registering for Online Services:

[Welcome kit enrolment and authentication – University ICT Services \(polimi.it\)](https://polimi.it)

[Welcome kit enrolment and authentication – University ICT services \(polimi.it\)](https://polimi.it)

For problems with your registration to the University Online Services:

[AUTHENTICATION ASSISTANCE \(polimi.it\)](https://polimi.it)

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.

Putting together an application for enrolment

Services [dropdown] [help]

Find a Service...

Post degree [up arrow]

- Specializing Master Format and student management [star]
- Enrolment for the State Professional Examination [star]
- Formazione permanente: proposta attivazione evento [star]
- Formazione permanente: domanda di iscrizione [star]
- Master Universitari: domanda di partecipazione ai corsi [star] ←

SCHEDULE:

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

To enrol for a postgraduate programme, you must enter into the application: **Specialising Masters: application for participation in programmes** 1

pag. 1/1 (totale:1)

Nuova domanda

Click on New Application 2

← Servizi online > Master Universitari: domanda di partecipazione ai corsi

Funzioni

- Indietro
- Elenco Iscrizioni

Seleziona il corso per cui vuoi fare domanda:

Termine domanda: tra 3 mesi [tra 6 mesi](#) [tutti i corsi](#)

pag. 1/3 (totale:43) [prima](#) [precedente](#) 1 2 3 [prossima](#) [ultima](#) elementi per pagina: [10](#) 20 50

Elenco corsi con domanda aperta

←

Id	Titolo corso
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You will be taken to the list of all open-enrolment programmes offered at Politecnico. 3

Search for the programme you wish to enrol in by entering its title or ID.

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

Azioni

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.

Filling in *personal data*

Dati personali
Titolo di studio
Upload
Conferma

Il corso selezionato è: **Id**

Completa o modifica i dati anagrafici:

Documento di identità

Tipo documento

Ente rilascio

Numero documento

Data rilascio

Data scadenza

Scansione del documento

Email personale

Indirizzo email personale

Contatti telefonici

Cellulare

Telefono residenza

Telefono recapito

[Modifica dati e documenti](#)

[Conferma e procedi](#)

[Torna al precedente](#)

Codice fiscale (solo scansione)

Nessun documento presente

[Gestisci](#)

File	Tipo	Numero
Apri	CARTA D'IDENTITA'	

[Gestisci](#)

Email personale

Indirizzo email personale: edmeatantazzini@gmail.com

[Cambia email](#)

Residenza

Dal	Al	Stato	Comune
	In corso	ITALIA	

[Gestisci](#)

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

[Salva](#) [Annulla](#)

[Modifica dati e documenti](#)

[Conferma e procedi](#)

[Torna al precedente](#)

Once filled in, click on *Confirm and next*

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. You must give your address.

Filling in personal data - Address

Residenza

Dal

07/02/2024

[Gestisci](#)

+ Nuovo indirizzo

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

Click on **New address**

Residenza

Il nuovo indirizzo di residenza coincide con il recapito?	<input type="button" value="Si"/>
Stato	<input type="text"/>
Provincia	<input type="text"/>
Comune	<input type="text"/>
Comune non presente nella lista	<input type="text"/>
CAP	<input type="text"/>
CAP non presente nella lista	<input type="text"/>
Indirizzo	<input type="text"/>
Numero civico	<input type="text"/> <small>L'indirizzo non ha un numero civico</small>
Frazione	<input type="text"/>
Presso (C/O)	<input type="text"/>
Dal	<input type="text" value="gg"/> / <input type="text" value="mm"/> / <input type="text" value="aaaa"/> gg/mm/aaaa

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.

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.

Filling in *academic qualifications*

Part 1

1

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

Elenco titoli di studio								
Stato ateneo	Ateneo	Scuola	Nome corso	Livello corso	Data conseguimento	Documenti	Selezionato	Azione
ITALIA	POLITECNICO DI BARI	SCIENZE DELL'INGEGNERIA CIVILE E DELL'ARCHITETTURA	INDUSTRIAL DESIGN	LAUREA MAGISTRALE LM-12	03/01/2024	<ul style="list-style-type: none"> Elenco esami sostenuti/Transcript (in lingua originale) 	Selezionato	<input type="button" value="Elimina selezione"/> <input type="button" value="Modifica"/> <input type="button" value="Elimina"/>

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.

Proceed by entering your study qualification details. Use the Online Services database to speed up the University form completion process.

2

Per "Diploma di Specializzazione" si intende il titolo conseguito presso le Scuole di Specializzazione
Inserire uno o più parametri di ricerca per trovare l'ateneo che ha rilasciato il titolo accademico

Filtri di ricerca per gli Atenei

Stato:

Comune:

Nome Ateneo:

Indirizzo Ateneo:

Risultati della ricerca

Inserire i parametri di ricerca necessari e premere "Cerca Ateneo"

3

SCUOLA SUPERIORE PER MEDIATORI LINGUISTICI CARLO BO

UNIVERSITA' CATTOLICA DEL SACRO CUORE

UNIVERSITA' COMMERCIALE "LUIGI BOCCONI" DI MILANO

UNIVERSITA' DEGLI STUDI DI MILANO

4

Filtri di ricerca per i Corsi di Studio

Livello/Tipo di corso:

Nome Corso di Studi/Dottorato:

5

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

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.

Filling in *Academic qualification* Part 2

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.

1

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 \(mur.gov.it\)](https://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 achievement* section.

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

Degree obtained in **Italy after 2010**

If you graduated before 2010, you will have to upload a **Self-certification of your qualification** in the *Certificate of Achievement* section. You can find the form to fill out [HERE](#).

2

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.

Degree obtained **abroad**

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


3

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

Original transcript of examinations taken + translation into Italian in the *List of examinations taken/transcripts* section.

Dati del Titolo Accademico	
Ateneo/Corso	POLITECNICO DI BARI, BARI (ITALIA) Laurea Magistrale (ordinamento 270) - INDI
Titolo conseguito	<input checked="" type="checkbox"/> Deselezionare il flag in caso di titolo no
Anno accademico di conseguimento	2024/2025 ▼
Data di conseguimento (dd/mm/yyyy) *	03/01/2024
Voto	110

Documenti allegati al titolo di studio	
Tipologia documento	
Certificato di conseguimento del titolo di studio o copia del titolo in lingua originale (1)	←
Elenco esami sostenuti/Transcript (in lingua originale)	

Upload/Sostituisci	
 Upload	←
 Sostituisci	
a dichiarazione sostitutiva di certificazione (autocertific	

Tipologia documento	
Certificato di conseguimento del titolo di studio o copia del titolo in lingua originale (1)	→
Elenco esami sostenuti/Transcript (in lingua originale)	→

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

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.

Filling in *Upload*

Dati personali

Titolo di studio

Upload

Conferma

1

Upload dei file

Elenco documenti allegati:

Selez. una voce

Selez. una voce

Curriculum Vitae (CV)

Portfolio dei lavori

Altro

2

Upload dei file

Elenco documenti allegati:

Altro

Descrizione del contenuto del file

3

Scegli file

Nessun file selezionato

Solo file PDF, max 5 MB

4

Aggiungi file allegato

Ho letto l'informativa ?

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.

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."

⚠ **Attenzione: premendo "CONFERMA ED INVIA LA DOMANDA" la domanda non sarà più modificabile**

Conferma ed invia la domanda

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.

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.

Legenda	
	DOMANDA NON COMPLETATA



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

	DOMANDA INVIATA E COMPLETA
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← This is the stage before your application undergoes the verification process.

	STUDENTE IMMATRICOLATO SOTTO CONDIZIONE
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← 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 - page 10) and, if necessary, you will be shown other procedures required to confirm your application.

	DOMANDA ANNULLATA
	DOMANDA NON ACCOLTA

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

	DOMANDA IN ATTESA DI PAGAMENTO
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← If you see this, you can proceed to **STAGE 6**

	IMMATRICOLAZIONE CONFERMATA
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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.

Please Note: Please note that 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.

We ask for the quickest possible action; everyone's cooperation is essential to make Politecnico's processes efficient.

Payment of enrolment fee and duty

SCHEDULE:

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

1

DOMANDA IN ATTESA DI PAGAMENTO	
Stato	Azioni
DOMANDA IN ATTESA DI PAGAMENTO	Paga

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

2

I campi contrassegnati da * sono obbligatori

Dati per la Fatturazione	
A chi va intestata la fattura? (il destinatario della fattura deve coincidere con l'ordinante del bonifico)*:	<input type="radio"/> La fattura dovrà essere intestata a En <input type="radio"/> La fattura dovrà essere intestata ad a <input type="radio"/> La fattura/ricevuta dovrà essere intes <input type="radio"/> La fattura/ricevuta dovrà essere intes
Codice destinatario SDI (Sistema Di Interscambio) per la fatturazione elettronica solo per i possessori di Partita IVA:	<input type="text"/>
Codice Fiscale*:	<input type="text"/>
Indirizzo*:	Via, numero civico <input type="text"/>
Città*:	Nome comune (iniziali provin <input type="text"/>
Cap*:	<input type="text"/>
email (fatturazione)*:	<input type="text"/>
Telefono (fatturazione)*:	<input type="text"/>
<input type="button" value="Conferma e procedi"/>	

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

3

Click on the **Pay fee and duty** button and you will be taken to the **PAGOPA** platform, the payment system for public administrations and public service providers in Italy.

4

Esito pagamento: POSITIVO

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.

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