

STEP #2: NEW POLITO PROFILE

These are the steps you will have to follow:

1st STEP

Enter in your Apply page. Click on “Enrolment” and then “Continue with the enrolment”. This section might not be already visible. If this is the case, it will be available soon. **It is not necessary to contact the Incoming Mobility Office.**

The screenshot shows a navigation menu on the left with the following items: Main, Personal information, Educational Background, Language skills, Mobility programme, Learning resources, Attachments, Accommodation, Save and Submit, Evaluations, **Enrolment** (highlighted with a red circle), and FAQ / Ticket. The main content area on the right has a green header 'Main' and a message: 'Dear [name], thank you for having submitted your application form for an exchange programme at Politecnico di Torino! The International Mobility Board will evaluate it and you can see the progress in the "Evaluation" section.' Below the message is a link: 'If you need help and you want to open a ticket go to FAQ / Ticket' and a 'Next >' button.

2nd STEP

In the “temporary address” you will have to input your long term address in Torino. If you do not have it you can leave the one in your country.

3rd STEP

Accept all the Declarations and click on **Next**

The screenshot shows the enrolment form with the following sections: 'Country' (ARGENTINA), 'Postal code' (5300), 'City' (Chilecito), 'Address' (Arturo Maestri 57), 'Telephone' (empty). 'Temporary address' section: 'Country' (ITALY), 'District' (TORINO), 'City' (TORINO - 10150), 'Address' (XXXXXXXXXX), 'Telephone' (123456789), 'Cellular' (empty). 'Enrolment' section: 'Type of enrolment' (Full time). 'Declarations' section: Four checkboxes, all checked, with the following text: 1. 'I declare that the data entered in the online enrolment procedure have been self-attested in accordance to the D.P.R. n.445/2000, as amended. I further declare that I am aware that, in case it transpires the untruthfulness of the content of the declaration, pursuant to Article 75 of the D.P.R. n. 445/2000 as amended, any benefits made will be re-visited following a declaration which contradicts the truth.' 2. 'I also certify that I have not presented any enrolment or registration application and that I am not enrolled to any other degree course at Politecnico di Torino.' 3. 'I allow the use and processing of the information entered in this form under the Italian Law on Privacy (DL 196/2003) and I declare that I have read the Note on Data Processing, published at the following link: http://idb.polito.it/privacy'. 4. 'I declare that I have read and accept the rules of Politecnico di Torino, with particular but not exclusive reference to the rules contained in the following documents: - Regolamento Studenti, - Codice Etico, - Statuto dello studente, - Fee regulation, - Fee guide 2016/2017'. 5. 'I have read the Note to Students on Occupational Health and Safety.'

According to the agreement with your home university or to the program you are in, you will see the following options:

A

OPTION

You **DON'T HAVE** to pay any fee

Fees

ITAJENG

Fees Information

Current account movements

Value Date	Deadline	Debit	Credit Type of transaction	Type of payment
12/02/2016	30/11/2015	0.00	Enrolment fee: 1st instalment	

Student in line with institution fees

Balance € 0.00 To pay € 0.00 **Value = 0.00 €**

Next

B

OPTION

You **HAVE TO PAY** external taxes by Credit Card

Fees

Fees Information

Current account movements

Value Date	Deadline	Debit	Credit Type of transaction	Type of payment
		161,00	Enrolment fee: 1st instalment	

Balance € 161,00 To pay € 161,00 **Value = 161.00 €**

Available type of payment

Standard

- MAV (Pag. mediante avviso)
- Credit Card

PagoPA

- Avviso di Pagamento
- Credit Card and online Bank transfer

Scarica il Tutorial in PDF

Pay

Potrai controllare tutti i dati prima di effettuare il pagamento.

Now you have created your NEW PoliTO PROFILE*!

***Pay Attention:** this is just the first part of the procedure. You will be formally enrolled only right before the beginning of your mobility as per instructions Step #4: ENROLMENT@ PoliTO that will be available in due time.