

STEP #4
ENROLMENT@ POLITO

1 Reserve your appointment with the Incoming Mobility Office for the virtual enrolment:

- Select the most appropriate time slot through the Reservation Tool – Offices of the International Affairs Department
- The appointments will be from September 7th until September 24th →
- No other slots will be added: don't wait to reserve yours and choose the most suitable day/time for you
- Hours of meeting are displayed according to the Italian time (CEST)
- The calendar shows you a weekly schedule, you have to change to the following weeks to see other slots
- The appointment can be booked or cancelled within 2 p.m. (CEST) of the previous day
- The appointment is individual (just for you) and it is dedicated only to your enrolment
- The virtual enrolment could be done through Zoom, so make sure to have it downloaded in advance
- Make sure to set up properly the microphone and the webcam: **the webcam is compulsory**
- The day and time of your enrolment, you will have to click on "Access your Virtual Enrolment". **This link will only be available during your selected timeslot!**
- You have to be on time on the day of your appointment in order to avoid any delays, otherwise the appointment will be automatically cancelled

2 What documents do I need to show during the virtual enrolment?

The same passport/ID **in original** uploaded in the application form. For Non-European students with a European citizenship it is compulsory to enroll with the European passport/ID.