

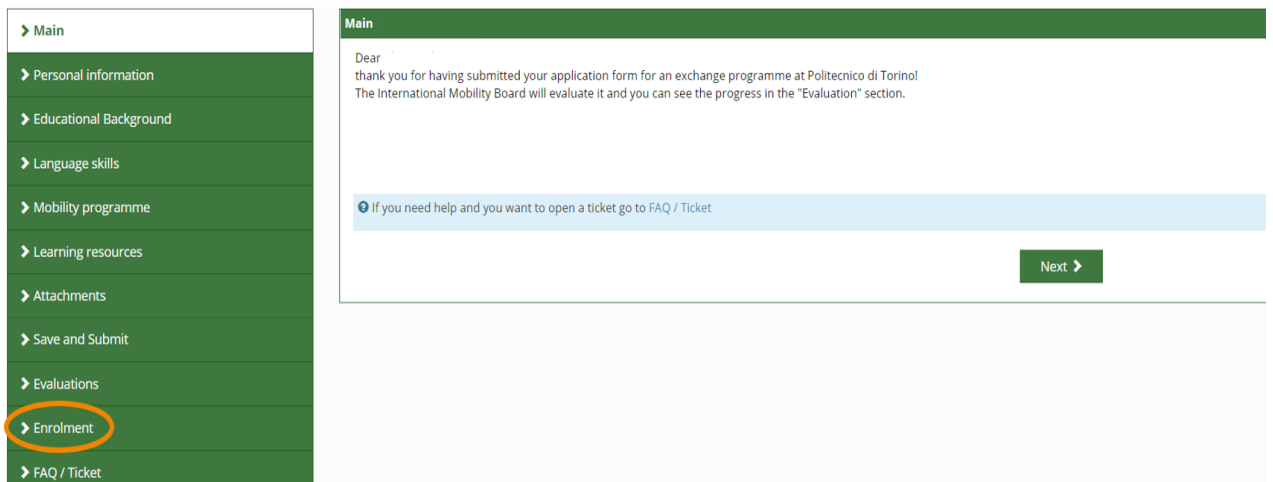
# STEP #2:

## NEW POLITO PROFILE

Deadline July 10<sup>th</sup>

These are the steps you will have to follow:

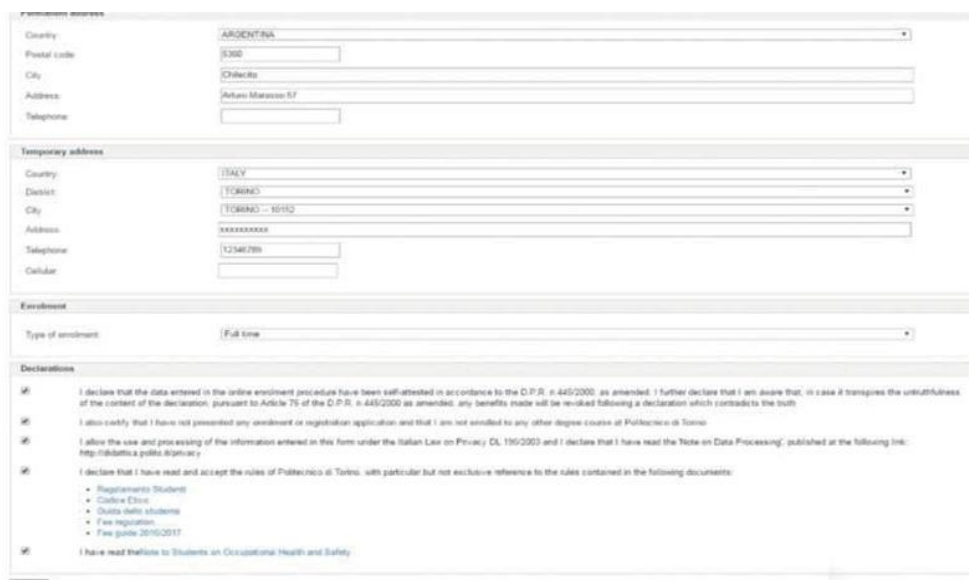
1 Enter in your Apply page. Click on "Enrolment" and then "Continue with the enrolment".



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, Save and Submit, Evaluations, **Enrolment** (highlighted with an orange circle), and FAQ / Ticket. The main content area displays 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](#)". A "Next >" button is located at the bottom right of the message area.

2 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.

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



The screenshot shows the application form with the following sections:

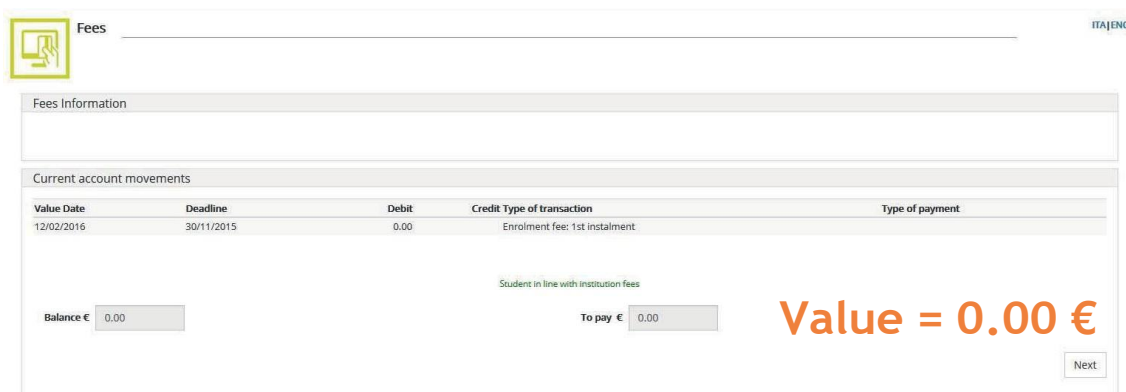
- Permanent address:** Country (ARGENTINA), Postal code (3300), City (Chilecito), Address (Autun Marasso 57), Telephone.
- Temporary address:** Country (ITALY), District (TORINO), City (TORINO - 10152), Address (XXXXXXXXXX), Telephone (12345678), Cellular.
- Enrolment:** Type of enrolment (Full time).
- Declarations:** Four checkboxes, all of which are checked. The first three checkboxes correspond to the following text:
  - 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 recalled following a declaration which contradicts the truth.
  - I also certify that I have not presented any enrolment or registration application and that I am not enrolled in any other degree course at Politecnico di Torino.
  - 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>.
  - 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
  - I have read the Note to Students on Occupational Health and Safety.

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

# A

OPTION

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



The screenshot shows the 'Fees' page with a search bar and a 'Next' button. Below the search bar, there is a section for 'Fees Information' and 'Current account movements'. The 'Current account movements' table has the following data:

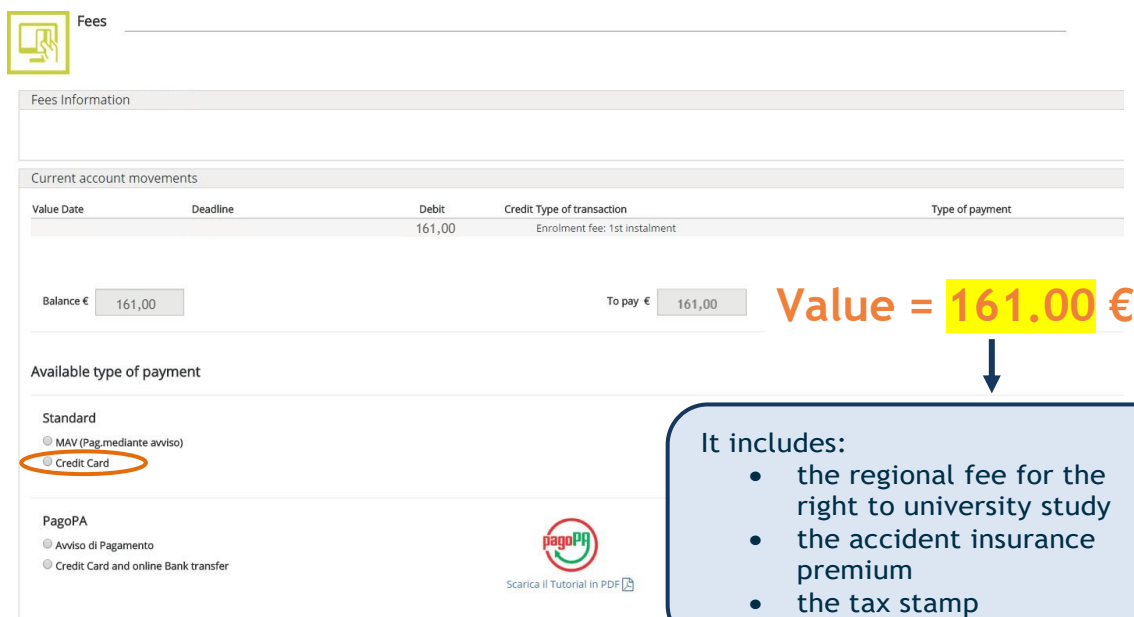
Value Date	Deadline	Debit	Credit	Type of transaction	Type of payment
12/02/2016	30/11/2015	0.00		Enrolment fee: 1st instalment	

Below the table, there is a 'Student in line with institution fees' section. The 'Balance €' is 0.00 and the 'To pay €' is 0.00. A large orange text overlay reads 'Value = 0.00 €'.

# B

OPTION

You **HAVE TO PAY** the external taxes only by clicking on credit card in the standard section. No other payment methods are allowed



The screenshot shows the 'Fees' page with a search bar and a 'Next' button. Below the search bar, there is a section for 'Fees Information' and 'Current account movements'. The 'Current account movements' table has the following data:

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

Below the table, there is a 'Student in line with institution fees' section. The 'Balance €' is 161,00 and the 'To pay €' is 161,00. A large orange text overlay reads 'Value = 161.00 €'. Below this, there is a section for 'Available type of payment' with two main categories: 'Standard' and 'PagoPA'. Under 'Standard', there are two radio buttons: 'MAV (Pag. mediante avviso)' and 'Credit Card', with 'Credit Card' selected and circled in orange. Under 'PagoPA', there are two radio buttons: 'Avviso di Pagamento' and 'Credit Card and online Bank transfer'. A 'pagoPA' logo and a link to 'Scarica il Tutorial in PDF' are also visible.

It includes:

- the regional fee for the right to university study
- the accident insurance premium
- the tax stamp

# 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.

# What to do after having done Step#2?

## Mobility for Courses/Courses and final project

- Wait 24 hours;
- Enter your new PoliTO profile and read carefully Step#3 instructions available in your Portale della Didattica >> Online Services >> Incoming Students >> Get ready for your mobility;
- Define PoliTO Learning Agreement (Step#3) by July 13<sup>th</sup>;
- Have your PoliTO Learning Agreement approved by your PoliTO Academic Advisor;
- Download your acceptance letter in your Portale della Didattica >> Online Services>> Incoming Students >> Incoming Students Documents

## Mobility for Double Degree

- Wait 24 hours;
- Enter your new PoliTO profile and download your acceptance letter in your Portale della Didattica >> Online Services >> Incoming Students >> Incoming Students Documents;
- Read carefully Step#3 instructions available in your Portale della Didattica >> Online Services >> Incoming Students >> Get ready for your mobility;
- Define PoliTO Learning Agreement (Step#3) by July 13<sup>th</sup>;
- Have your PoliTO Learning Agreement approved by your PoliTO Academic Advisor

## Mobility for Final Project and PhD research

- Wait 24 hours;
- Enter your new PoliTO profile and download your acceptance letter in your Portale della Didattica >> Online Services >> Incoming Students >> Incoming Students Documents;
- No need to define PoliTO Learning Agreement