



## ENROLLMENT UNDER CONDITION

### DEGREE SEEKING STUDENTS WITH FOREIGN QUALIFICATION IN A.Y. 2021/22

### GUIDELINES FOR SUBMITTING MISSING DOCUMENTS

If your enrollment is **with condition**, that is if you have not submitted all the required documents at the time of enrollment<sup>1</sup>, you have to drop this condition by submitting them according to the procedure explained below:


#### 1. HOW TO SUBMIT MISSING DOCUMENTS

1. **LOG IN** in your personal page of *Portale della Didattica* – **SEGRETERIA ON LINE/ONLINE SERVICES**
2. Click on **“GESTIONE ALLEGATI/ATTACHMENTS – Aggiungi documenti/Add new documents**
3. **SELECT** from the menu the type of document you are uploading (for ex: Declaration of Value, Residence permit, etc.)
4. **UPLOAD** a **SCANNED VERSION** of the required document (only in pdf format – no jpeg)
5. **INFORM US THROUGH TICKETING SERVICE WHEN YOU HAVE ATTACHED YOUR DOCUMENTS** and we will validate them. Notes will be removed from your personal page of *Portale della Didattica* and your **conditional enrolment** will be **dropped**.

**TO KNOW WHICH ARE THE MISSING DOCUMENTS TO SUBMIT SEE TAB “IMPORTANT REMARKS” IN THE MAIN PAGE OF YOUR TEACHING PORTAL/“PORTALE DELLA DIDATTICA”, UNDER YOUR PICTURE**

#### 2. DEADLINES

The provisional condition must be dropped by attaching all the missing documents within the following deadlines:

- **Visa: November 30<sup>th</sup> 2021**
- **Residence permit: ~~June 30<sup>th</sup>, 2022~~ Postponed to 30/11/2022!** 
- **Statement of validity/Declaration of Value (Dichiarazione di Valore) (or certificate issued by ENIC-NARIC): June 30<sup>th</sup>, 2022**
- **Fiscal code: June 30<sup>th</sup>, 2022**
- **Transcript of Records (only for Master of Science students): June 30<sup>th</sup>, 2022**

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<sup>1</sup> [Bachelor of science Enrollment a.y. 2021/22](#)  
[Master of science Enrollment a.y. 2021/22](#)



### 3. PLEASE NOTE THAT

- **NON-EU STUDENTS – STUDY VISA: you have to apply for VISA (D-study type)** and submit it (even if you do not come to Italy and attend on-line classes, if available)
  - ✓ If **by 30/11/2021** you don't upload the study visa type D, you will **have limited access to the services available on your personal page** of the Teaching Portal (i.e. you cannot request enrolment certificates nor register for any exam etc.) until you upload it.
  - ✓ If **by 30/06/2022** you still have to upload the study visa type D, your **enrolment will be cancelled** with immediate effect on previous academic progress.
  
- **NON-EU STUDENTS - RESIDENCE PERMIT**
  - ✓ If by ~~30/06/2022~~ **30/11/2022** you don't upload these documents you will have limited access to the services available on your personal page of the **Teaching Portal** (i.e. you cannot request enrolment certificates nor register for any exam etc.) until you upload them.
  - ✓ If **by 30/06/2022 30/11/2022** you are denied the residence permit by the Italian authorities (Questura di Torino), your enrolment at Politecnico will be cancelled with immediate effect on their previous academic progress.

**In case of enrolment cancellation, students are not entitled to any refund of the tuition fees**

- **EU AND NON-EU STUDENTS:**
  - **STATEMENT OF VALIDITY/DICHIARAZIONE DI VALORE** (or certificate issued by ENIC-NARIC)
  - **FISCAL CODE** issued by Agenzia delle Entrate/Italian Embassy in the home country
  - **TRANSCRIPT OF RECORDS** with official translation into Italian (if necessary) – only for Master of Science students
  
- ✓ If by **30/06/2022** you don't upload these documents you will have limited access to the services available on your personal page of the **Teaching Portal** (i.e. you cannot request enrolment certificates nor register for any exam etc.) until you upload them.

**Politecnico di Torino is entitled to request students to come to Politecnico and show their original documents to the office front desk at any time. A specific appointment will be given to the students (5% of all students) whose names are drawn for this in-person verification. Politecnico will verify the authenticity of their documents by querying official databases (if existing in the country where the qualification has been awarded) or by contacting competent authorities/institutions.**

So, please, **keep available the original documentation** that was required for enrolment.

For any doubt, please contact us **through ticketing system** well in advance of the deadline.