



**Politecnico  
di Torino**

## ENROLMENT WITH CONDITION

### Exchange and Double Degree students enrolled in a.y. 2022/23

#### GUIDELINES FOR SUBMITTING MISSING DOCUMENTS

If your enrolment is **under condition** because you have not submitted **your fiscal code** at the time of enrolment, you have to drop this condition by submitting it according to the procedure explained below.

#### HOW TO SUBMIT MISSING DOCUMENTS

- LOG IN in your personal page of Portale della Didattica – SEGRETERIA ON LINE (Online Services)
- Click on “GESTIONE ALLEGATI – INSERISCI NUOVO ALLEGATO” (Attachments: add new document)
- SELECT from the menu the type of document you are uploading
- UPLOAD a SCANNED VERSION of the required document (only in pdf format – no jpeg)
- INFORM US THROUGH TICKETING SERVICE (Incoming Mobility → Incoming Mobility - General information → Incoming Mobility Documents → Contact the Help Desk) WHEN YOU HAVE ATTACHED YOUR DOCUMENTS and we will validate them. Remarks will be removed from your personal page of Portale della Didattica and your conditional enrolment will be dropped.

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

#### PLEASE NOTE THAT

**Your career at Politecnico di Torino will be blocked if you fail to submit the missing documents by the deadline. That means that you will be denied to access to your personal page of the Portale della Didattica. A hold will be placed on your academic progress until you present these documents.**

#### DEADLINE

- **June 30<sup>th</sup> 2023**

The Incoming Mobility Office may ask you to show original documents (by appointment) in case it is needed for further verification. 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.