

Step #4:

ENROLMENT@PoliTO MOBILITY FOR DOUBLE/JOINT DEGREE



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

- select the most appropriate time slot through the New PoliTO Profile>>My academic progress> My bookings>>Reservation Tool >> Offices of the International Affairs Department >> Ufficio Mobilità Incoming - Double Degree students - Virtual help desk **from September 1st to September 21st**
- no other slots will be added: don't postpone your reservation and choose the most suitable day/time for you
- hours of meeting are displayed according to the **Italian time (CEST): be on time!**
- 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. Italian time (CEST) of the previous day
- make sure to have installed Zoom and to set up properly the microphone and the webcam in advance. **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 show these documents:
 - 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
 - Italian Fiscal Code* if you already have it
 - The language certificate/s uploaded in the application form

*Fiscal Code formats accepted



Deadline for delivering the official Italian Fiscal Code: June 30th 2023

2. The status of your career will be changed from “Enrolment to be completed” to “Active”

3. Reserve your appointment with the Registrar's Office for collecting the Smart Card through the New PoliTO Profile>> My academic progress>> My bookings>> Reservation Tool>> Office of the University Registrar>> Collecting or replacement Smart card

- The appointment can be taken only after having attended the virtual enrolment with the Incoming Mobility Office



Check chapter 4 of the First Steps for further details on how to become a PoliTO student