

# Step #4:

## ENROLMENT@PoliTO

### MOBILITY FOR COURSES, COURSES AND FINAL PROJECT, FINAL PROJECT, PhD RESEARCH

1) Appointment with the Registrar's Office for collecting the Smart Card

2) Career status: ACTIVE

#### 1. Reserve your appointment with the Registrar's Office for collecting the Smart Card

- select the most appropriate time slot through the New PoliTO Profile>>My academic progress> My bookings>> Reservation Tool >> Office of the University Registrar >> Collecting or replacement Smart Card
  - the calendar shows you a weekly schedule, you have to change to the following weeks to see other slots
  - the Smart Card is collected in person therefore you have to select a day in which you are sure to be in Torino
  - if you cannot show up you must cancel your appointment in advance, otherwise for the following 5 days you won't be allowed to take new appointments
  - you have to bring with you the same passport/ID in original uploaded in the application form

#### 2. The status of your career will be changed from "Enrolment to be completed" to "Active"



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