

STEP #4
ENROLMENT@ POLITO

1

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

- Select the most appropriate time slot through the Reservation Tool → Offices of the International Affairs Department
- The appointments will be from September 7th until September 24th
- No other slots will be added: don't wait to reserve yours and choose the most suitable day/time for you
- Hours of meeting are displayed according to the Italian time (CEST)
- 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. (CEST) of the previous day
- The appointment is individual (just for you) and it is dedicated only to your enrolment
- The virtual enrolment could be done through Zoom, so make sure to have it downloaded in advance
- Make sure to set up properly the microphone and the webcam: **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 be on time on the day of your appointment in order to avoid any delays, otherwise the appointment will be automatically cancelled

2 What documents do I need to show during the virtual enrolment?

Double Degree students

- 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* attached to your application form (if you have it)
- The language certificate/s uploaded in the application form**

Exchange students

- 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* attached to your application form (if you have it)

* Fiscal Code formats accepted:



PER IL CONTRIBUENTE

CERTIFICATO DI ATTRIBUZIONE DEL CODICE FISCALE

CODICE FISCALE

COGNOME

NOME

SEXO F

COMUNE (O STATO ESTERO DI NASCITA) RUSSIA (FEDERAZIONE RUSSA)

UFFICIO AMBASCIATA D'ITALIA - MOSCA

PROVINCIA DI NASCITA EE

DATA DI NASCITA 04/11/2013

IL FUNZIONARIO

DATA 18 GIUGNO 2015

AVVERTENZE

Il codice fiscale riportato sul presente certificato è stato attribuito dall'Agenzia delle Entrate mediante collegamento telematico ed è registrato in Anagrafe Tributaria.

! Other formats, Fiscal Code application receipts or University Fiscal Codes are not accepted.

**** Language certificates:**

During the virtual enrolment, only Double degree students must show their English/Italian language certificate:

- **English language certificate**

- Always compulsory (apart from Ingegneria della Produzione Industriale students)

- IELTS and Cambridge certificates were already verified online, there is no need to show them in original

- **Italian language certificate**

- Compulsory if you have been admitted to a degree course taught partially/totally in Italian

- CELI and CILS certificates were already verified online, there is no need to show them in original

! *In case Double Degree students hold Italian/English certificates not necessary for fulfilling PoliTO language requirements for the admission, can request the validation of them at the Engineering/Architecture Registrar's Offices after Step#4.*