

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 >> Ufficio Mobilità Incoming - Exchange students - Virtual help desk*

- The appointments will be from January 24th to February 21st
- Hours of meeting are displayed according to the **Italian time (CET)**
- 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 (CET)** of the previous day



No other slots will be added: don't wait to reserve yours and choose the most suitable day/time for you

- 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?

- 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;