



**Politecnico
di Torino**

Area Internazionalizzazione

Ufficio Mobilità Incoming

Enrolment procedures for Master degree programs Applicants with a foreign qualification – A.Y. 2022/23

Deadlines and procedures to enroll at Politecnico di Torino are detailed in the **Guidelines for enrolment** published at:

https://international.polito.it/admission/prospective_students/master_of_science/2022_23/enrolment/enrolment_in_the_1st_term

SUMMARY

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1. Virtual appointment for identification with The Incoming Mobility Office

You have to go through the identification and verification of personal information: for this purpose, you have to reserve a virtual appointment with the Incoming Mobility Office.

In order to reserve this appointment, you need to wait the Incoming Mobility Office enabling you to see the available slots. In order to be enabled you have to:

- be eligible for a Master degree program for the a.y. 2022-23
- update EDUCATIONAL BACKGROUND section of your application with info regarding your Bachelor degree graduation (if applicable)
- get the pre-enrolment validation on University portal by PoliTO (only in case you need study visa type D)

Wait for the Incoming Mobility Office communication notifying you that you are enabled to reserve the virtual appointment and read carefully the **Guidelines for appointment** available at https://international.polito.it/admission/prospective_students/master_of_science/2022_23/enrolment/enrolment_in_the_1st_term

Deadlines have been approved by Senato Accademico on 16/06/2022.



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2. Payment of 1st instalment of tuition fees

In order to enroll you need to pay the 1st instalment of tuition fees (161 euros) by credit card through the online procedure starting from **July 21st, 2022**. The deadlines to complete the payment are the following:

- Master of Science programs in Architecture Construction City - Architecture for Sustainability - Architecture for Heritage: **4/10/2022**
- Master of Science programs in Engineering - Digital Skills for Sustainable Societal Transitions - Territorial, Urban, Environmental and Landscape Planning - Systemic Design: **13/10/2022**

At the end of this step you will receive the student ID number and password to access your Teaching Portal page.

If you do not complete the enrolment process according to the above-mentioned terms and deadlines you will be excluded from the enrolment process and you will not be entitled to any refund of the first instalment of tuition fees, whatever the reason brought forward as a justification.

3. Enrolment documents

You have to upload the compulsory enrolment documents detailed at https://international.polito.it/admission/prospective_students/master_of_science/2022_23/enrolment/enrolment_in_the_1st_term no later than **13/10/2022**.

WARNING: you have time to upload the **study visa type D** within **30/11/2022**.

4. Enrolment process conclusion

Once you complete the procedure described in paragraphs 1-2-3 of this document, be aware that the enrolment process is NOT completed. The enrolment process is completed only once the Incoming Mobility Office **verifies that you meet the admission requirements and that you have the required enrolment documents within 10/11/2022**.

Until Politecnico completes this verification process, you are enrolled with condition (enrolment with condition will be shown on your personal page of the Teaching Portal). During this period, you will have limited access to the



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services available on your personal page of the Teaching Portal (i.e. you cannot request enrolment certificates, register for exams etc.).

If the verification process reveals that you do not meet one or more admission requirements your enrolment will be cancelled with immediate effect on previous academic progress.

Politecnico di Torino is entitled to request students to come to Politecnico and show their original documents to the office front desk at any time. A specific appointment will be given to the students (5% of all students) whose names are drawn for this in-person verification. Politecnico will verify the authenticity of their documents by querying official databases (if existing in the country where the qualification has been awarded) or by contacting competent authorities/institutions. Students whose documents have already been verified by an Italian authority (ex. CIMEA or Italian Diplomatic Mission aboard) are excluded from this sample check.

Practical details will be published at https://international.polito.it/admission/prospective_students/master_of_science/2022_23/enrolment/enrolment_in_the_1st_term

5. Conditional enrolment – lack of study visa type D

If by **30/11/2022** you don't upload your study visa type D, you will have limited access to the services available on your personal page of the Teaching Portal (i.e. you cannot request enrolment certificates nor register for any exam etc.) until you upload it.

If by **30/06/2023** you still have to upload the study visa type D, your enrolment will be cancelled with immediate effect on previous academic progress.

6. Conditional enrolment – lack of other enrolment documents

If by **13/10/2022** you don't upload the following documents, you will be considered as “student enrolled with condition”:

- a) Fiscal code issued by Agenzia delle Entrate/Italian Embassy in the home country OR
- b) Transcript of Records with official translation into Italian (if necessary) OR
- c) Declaration of Value/ CIMEA Statement of Comparability/ Diploma Supplement OR
- d) Residence permit

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In this case you are allowed to fully access the services available on your personal page of the Teaching Portal (i.e. you can request enrolment certificates, register for any exam etc.).

If the verification of the enrolment documents stated above reveals that you do not meet one or more admission requirements, your enrolment will be cancelled with immediate effect on previous academic progress and you will not be entitled to any refund of the first instalment of tuition fees.

If by **30/06/2023** you don't upload documents a) b) c) d) listed above you will have limited access to the services available on your personal page of the Teaching Portal (i.e. you cannot request enrolment certificates nor register for any exam etc.) until you upload it.

If by **30/06/2023** you are denied the residence permit by the Italian authorities (Questura di Torino), your enrolment at Politecnico will be cancelled with immediate effect on your previous academic progress.