



**Politecnico
di Torino**

Area Internazionalizzazione

Ufficio Mobilità Incoming

Master of Science programs

Applicants with a foreign qualification - a.y. 2022/23 – 1st term

Guidelines for virtual appointment

1. **WAIT** for the Incoming Mobility Office communication that enables you to book your online appointment.

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 your pre-enrolment validated on University portal by PoliTO (only in case you need study visa type D)

2. **RESERVE** your **VIRTUAL APPOINTMENT**. READ instructions given in the RESERVATION TOOL section of your APPLY personal page
 - ❖ If slots are full, please wait until new slots are available

WARNING

If you applied for [CREDIT TRANSFER](#) you cannot complete the enrolment before the credit transfer evaluation is completed. This may take some weeks

3. **CONNECT** to the VIRTUAL APPOINTMENT on day and time reserved

You need:

- Webcam and microphone
- Zoom app
- Passport/Identity document as attached in the on-line application

WARNING

In case of missing devices/documents as requested, you will have to reserve a new appointment according to slots available.

If you do not connect on the date and time foreseen, you will not be able to reserve a new appointment for the next 2 days.

Area Internazionalizzazione

Servizio Mobilità Incoming e Outgoing

Ufficio Mobilità Incoming

Politecnico di Torino - Corso Duca degli Abruzzi 24, 10129 - Torino, Italia

https://international.polito.it/admission/prospective_students/contact_us - www.polito.it



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4. **PAY** online the first instalment of the tuition fees (161 euro) through credit card: **starting from July 21st, 2022**, ACCESS section EVALUATIONS of your APPLY page, CLICK on link COMPLETE YOUR ENROLMENT IN THIS DEGREE PROGRAMME and follow the instructions.

At the end of the process you will get your student number and password to access your personal page of the Teaching Portal.

DEADLINES FOR ENROLMENT:

First term:

- 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**

WARNING

In case for any reason (denied visa, enrollment in another university, personal reasons, etc.) you decide/you are forced to withdraw from Politecnico di Torino after you have paid the 1ST INSTALMENT OF THE TUITION FEES please note that this instalment WILL NOT BE REFUNDED.

5. **COMPLETE** your **ANNUAL PERSONAL STUDY PLAN (APSP)** - CARICO DIDATTICO within 10 days from the date of the first instalment tuition fees payment, following the instructions available in the Student Guide of your specific MSc program: <https://didattica.polito.it/guida/2023/en>
6. **ATTACH** the required enrolment documents no later than **13/10/2022** and wait for verification of enrolment documents by the Incoming Mobility Office (further info are available in the **Guidelines for enrolment**: https://international.polito.it/admission/prospective_students/master_of_science/2022_23/enrolment/enrolment_in_the_1st_term)