

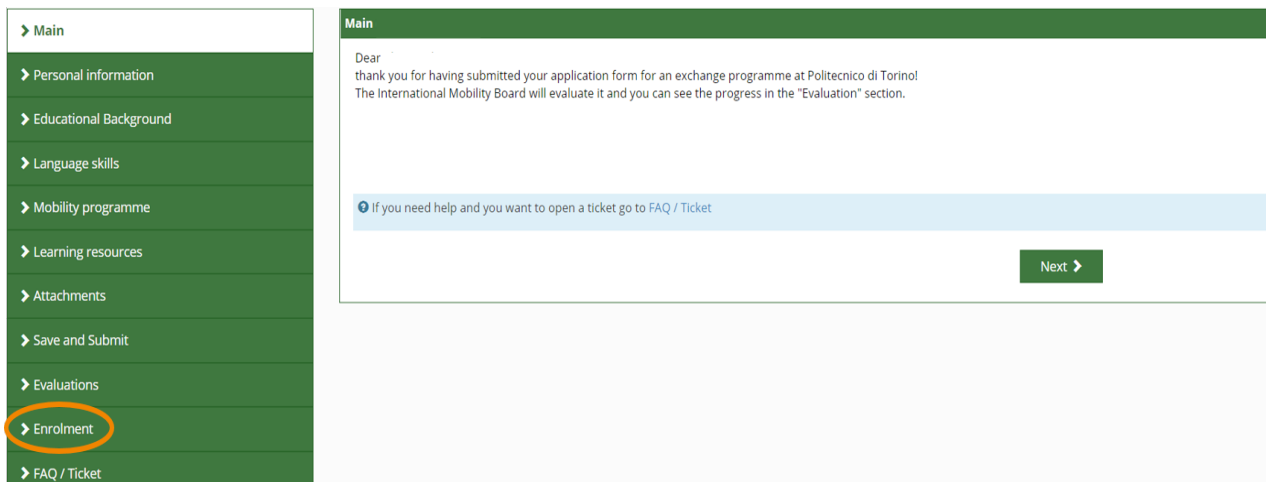
# STEP #2:

## NEW POLITO PROFILE

Deadline July 3<sup>rd</sup>

These are the steps you will have to follow:

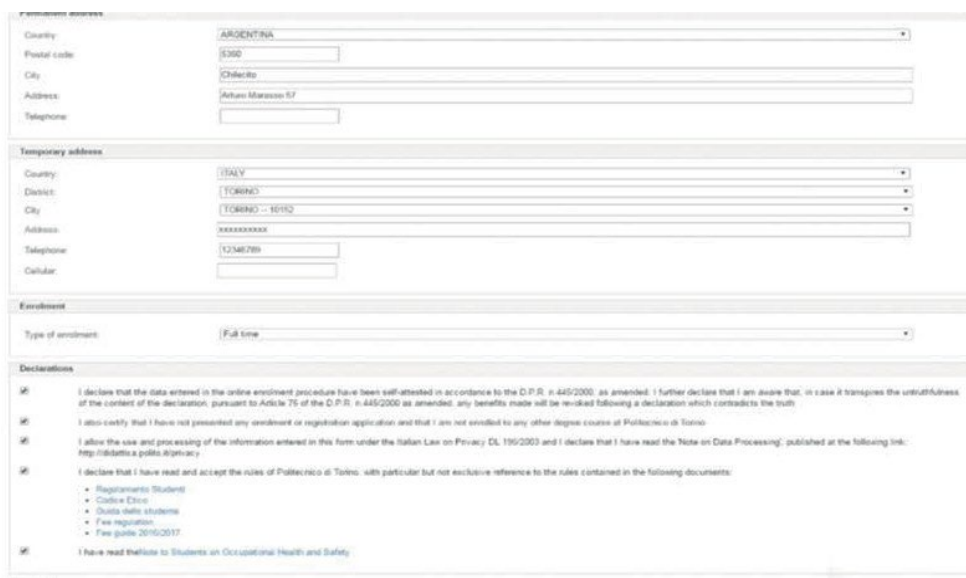
1 Enter in your Apply page. Click on “Enrolment” and then “Continue with the enrolment”.



The screenshot shows a web interface with a green sidebar on the left containing a list of menu items: Main, Personal information, Educational Background, Language skills, Mobility programme, Learning resources, Attachments, Save and Submit, Evaluations, Enrolment (highlighted with an orange circle), and FAQ / Ticket. The main content area has a green header with the word 'Main'. Below the header, there is a message: 'Dear [redacted], thank you for having submitted your application form for an exchange programme at Politecnico di Torino! The International Mobility Board will evaluate it and you can see the progress in the "Evaluation" section.' A light blue banner below the message contains the text: 'If you need help and you want to open a ticket go to [FAQ / Ticket](#)'. At the bottom right of the main content area, there is a green button labeled 'Next >'.

2 In the “temporary address” you will have to input your long term address in Torino. If you do not have it, you can leave the one in your country.

3 Accept all the Declarations and click on **Next**



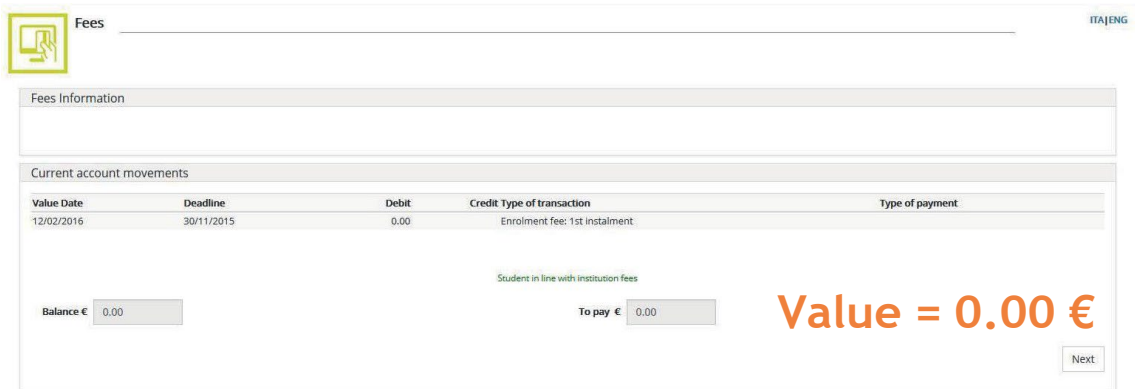
The screenshot shows a form with several sections. The 'Permanent address' section includes fields for Country (ARGENTINA), Postal code (E300), City (Chilecito), Address (Arauco Marroño 57), and Telephone. The 'Temporary address' section includes fields for Country (ITALY), District (TORINO), City (TORINO - 10152), Address (XXXXXXXXXX), Telephone (0346289), and Cellular. The 'Enrolment' section has a dropdown menu for 'Type of enrolment' set to 'Full time'. The 'Declarations' section contains four checkboxes, all of which are checked. The first checkbox is for a declaration of truthfulness. The second is for certifying no other degree courses. The third is for allowing data processing. The fourth is for accepting the rules of Politecnico di Torino, with a list of documents: Regolamento Studenti, Codice Etico, Guida dello studente, Fee registration, and Fee guide 2016/2017. The fifth checkbox is for reading the thesis on Occupational Health and Safety.

Depending on the activity at PoliTo you will see one of the following options:

# A

OPTION

You **DON'T HAVE** to pay any fee



ITAJENG

Fees

Fees Information

Current account movements

Value Date	Deadline	Debit	Credit	Type of transaction	Type of payment
12/02/2016	30/11/2015	0,00		Enrolment fee: 1st instalment	

Student in line with institution fees

Balance € 0.00

To pay € 0.00

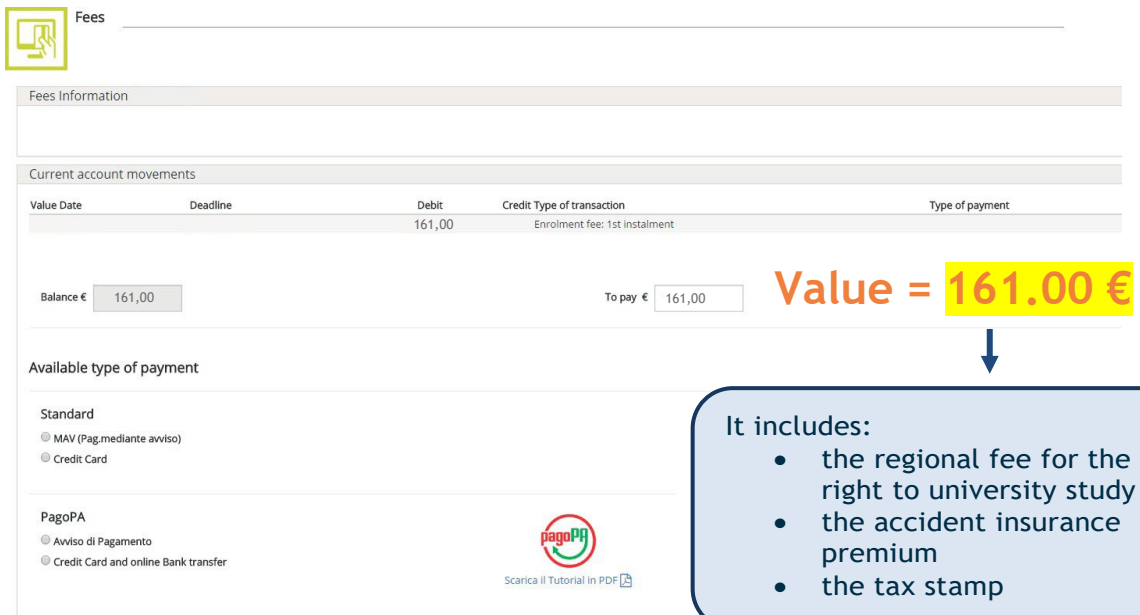
**Value = 0.00 €**

Next

# B

OPTION

You **HAVE TO PAY** the external taxes  
Choose the payment method: **credit card**.  
No other payment methods are allowed!  
The payment cannot be done at a later stage.



ITAJENG

Fees

Fees Information

Current account movements

Value Date	Deadline	Debit	Credit	Type of transaction	Type of payment
		161,00		Enrolment fee: 1st instalment	

Balance € 161,00

To pay € 161,00

**Value = 161.00 €**

Available type of payment

Standard


MAV (Pag. mediante avviso)

Credit Card

PagoPA

Avviso di Pagamento

Credit Card and online Bank transfer



Scarica il Tutorial in PDF

It includes:

- the regional fee for the right to university study
- the accident insurance premium
- the tax stamp

Now you have created your  
**NEW PoliTo PROFILE!**

## Pay Attention

- **Italian Fiscal Code:** it is a code made up of letters and numbers on the basis of your first name, family name, date and place of birth and it is used by the Public Administration to identify the citizens living in Italy. It is necessary to accomplish several procedures including the PoliTo profile. Since you might not have the official document yet, to finalize the Step #2 procedure, it has already been temporarily auto-generated by our system. This won't exempt you from applying for the official document, which is mandatory for your stay in Italy.  
You can request it to the competent authorities before your departure but also once in Torino. Check [here](#) how to obtain it.
- This is the first part of the procedure and, until your arrival at PoliTo, the status of your career will be "**ENROLMENT TO BE COMPLETED**". The instructions on how to switch it to "**ACTIVE**" will be provided in due time.

# What to do after Step#2?

READ THE INSTRUCTIONS LINKED TO YOUR ACTIVITY AT POLITO:

## Courses/Courses and final project

- **Wait 24 hours;**
- Enter your new PoliTo profile and read carefully Step#3 instructions available in your Portale della Didattica >> Online Services >> Incoming Students >> Get ready for PoliTo;
- **Define PoliTo Learning Agreement (Step #3) by July 6<sup>th</sup>;**
- Have your PoliTo Learning Agreement approved by your PoliTo Academic Advisor;
- Download your acceptance letter in your Portale della Didattica >> Online Services>> Incoming Students >> Incoming Students Documents;
- Only if you have to, proceed with Step #Visa

## Double Degree

- **Wait 24 hours;**
- Enter your new PoliTo profile and download your acceptance letter in your Portale della Didattica >> Online Services >> Incoming Students >> Incoming Students Documents;
- Only if you have to, proceed with Step #Visa;
- Read carefully Step#3 instructions available in your Portale della Didattica >> Online Services >> Incoming Students >> Get ready for PoliTo;
- **Define PoliTo Learning Agreement (Step #3) by July 6<sup>th</sup>;**
- Have your PoliTo Learning Agreement approved by your PoliTo Academic Advisor

## Final Project and PhD research

- **Wait 24 hours;**
- Enter your new PoliTo profile and download your acceptance letter in your Portale della Didattica >> Online Services >> Incoming Students >> Incoming Students Documents;
- Only if you have to, proceed with Step #Visa;
- **No need to define PoliTo Learning Agreement**