



## **Enrolment procedures for Master degree programs Applicants with a non-Italian qualification – A.Y. 2023/24**

Deadlines and procedures to enroll at Politecnico di Torino are detailed in the **Guidelines for enrolment** published at: <https://www.polito.it/en/education/applying-studying-graduating/admissions-and-enrolment/master-s-degree-programmes/applicants-with-a-non-italian-qualification>

### **SUMMARY**

- 1. Virtual appointment for identification with Recruitment and Admission Office**
- 2. Payment of 1<sup>st</sup> instalment of tuition fees**
- 3. Enrolment documents**
- 4. Enrolment process conclusion**
- 5. Conditional enrolment – lack of study visa type D**
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### **1. Virtual appointment for identification with Recruitment and Admission Office**

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

In order to reserve this appointment, you need to wait the 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. 2023/24
- 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 Office communication notifying you that you are enabled to reserve the virtual appointment and read carefully the **Guidelines for appointment** available at <https://www.polito.it/en/education/applying-studying-graduating/admissions-and-enrolment/master-s-degree-programmes/applicants-with-a-non-italian-qualification>

### **2. Payment of 1<sup>st</sup> instalment of tuition fees**

In order to enroll you need to pay the 1<sup>st</sup> instalment of tuition fees (161 euros) by credit card through the online procedure **starting from July 20<sup>th</sup>, 2023 until October 4<sup>th</sup>, 2023**.

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://www.polito.it/en/education/applying-studying-graduating/admissions-and-enrolment/master-s-degree-programmes/applicants-with-a-non-italian-qualification> no later than **October 11<sup>th</sup>, 2023**.

**WARNING:** you have time to upload the **study visa type D** within November **30<sup>th</sup>, 2023**.

### 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 Office **verifies that you meet the admission requirements and that you have the required enrolment documents within November 10<sup>th</sup>, 2023**.

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

All the declarations made during the enrolment process and all the documents attached by applicants may be checked by Politecnico, in compliance with Presidential Decree D.P.R. 445/2000 (*Testo Unico delle disposizioni legislative e regolamentari in materia di documentazione amministrativa*).

Politecnico di Torino is entitled to ask applicants to come to Politecnico in person and show their original documents to the office front desk at any time. Politecnico will verify the authenticity of the documents by querying official databases (if existing in the country where the qualification has been awarded) or by contacting the competent authorities/institutions.

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.

#### **5. Conditional enrolment – lack of study visa type D**

If by **November 30<sup>th</sup>, 2023** 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, register for exams, sit for exams etc.) until you upload it.

If by January **31<sup>st</sup>, 2024** 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 **October 11<sup>th</sup>, 2023** 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

In this case you are allowed to fully access the services available on your personal page of the Teaching Portal.

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 **June 28<sup>th</sup>, 2024** 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, register for exams, sit for exams etc.) until you upload it.



**Politecnico  
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Direzione Studenti,  
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If by **June 28<sup>th</sup>, 2024** 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.