

FISCAL CODE:

How to submit it

Deadline June 28th, 2024

If you see the green tab "IMPORTANT REMARKS" under your picture in your PoliTo profile it means that your enrolment is **under condition due to lack of official fiscal code**.

To drop this condition you have to submit it according to the procedure explained below.

1. LOG IN in your PoliTo profile – SEGRETERIA ON LINE (Online Services)
2. Click on "GESTIONE ALLEGATI – INSERISCI NUOVO ALLEGATO" (Attachments: add new document)
3. SELECT from the menu "*Codice fiscale*"
4. UPLOAD a SCANNED VERSION of the required document **in the accepted formats as shown in Step#4 guidelines** (only in pdf – no jpeg)
5. Inform the International Mobility Unit THROUGH TICKETING SERVICE (Incoming Mobility → Incoming Mobility - General information → Incoming Mobility Documents → Contact the Help Desk) WHEN YOU HAVE ATTACHED YOUR DOCUMENT

After the check by the office, the Remark will be removed and your conditional enrolment will be dropped.

PLEASE NOTE THAT

Your career at Politecnico di Torino will be blocked if you fail to submit the missing document by the deadline. That means that you will be denied to access to your PoliTo profile. A hold will be placed on your academic progress until you present these documents.

The International Mobility Unit may ask you to show original documents (by appointment) in case it is needed for further verification. So please keep available the original documentation that was required for enrolment.

For any doubt, contact the International Mobility Unit through ticketing system well in advance of the deadline.