

STEP #4

ARRIVAL & CAREER ACTIVATION

1. Online declaration of Mobility in presence:

- Declare your arrival date in Torino in your PoliTo profile >> Online services >> Incoming students >> Declaration of mobility in presence
- Upload a proof of travel

Means of transport	Accepted	Rejected
Bus or Train	Electronic ticket only that shows name, surname and date of travel	Receipt of payment, confirmation email, itinerary description, credit card balance
Airplane	Boarding card only that shows name, surname and date of travel	Receipt of payment, confirmation email, itinerary description, credit card balance
Car	Toll receipt, cross border receipt	Fuel receipt, service station receipt, credit card balance
Other non-acceptable documents are: loan contract, Airbnb reservation, confirmation email, Turin public transport ticket, Turin parking area receipt.		

- Wait for the documents verification by the International Mobility Unit. Outcomes notified by email.

2. PoliTo Smart Card pick up, identification and career activation:

Each exchange student is provided with a student card called Smart Card. It is used to:

- identify each student;
- access PoliTo facilities when you are entitled to;

- pay the meal at the university canteens.

It has to be collected at the University Registrar and Tuition Fees Unit through appointment*:

- select the most appropriate time slot in your PoliTo profile >> My Academic progress >> Reservation Tool >> Office of the University Registrar → Collecting Smart Card
- the calendar shows you a weekly schedule, you have to change to the following weeks to see other slots
- **the Smart Card is collected in person** therefore you have to select a day in which you are sure to be in Torino
- **don't wait to be in Torino for reserving the appointment. If you already know your arrival date you can proceed right now!**
- if you cannot show up you must cancel your appointment in advance, otherwise for the following 5 days you won't be allowed to take new appointments
- you have to bring with you the same passport/ID in original uploaded in the application form

1) Take the appointment at the University Registrar and Tuition Fees Unit anytime

2) Collect the Smart Card in person

3) Career status changes from "ENROLMENT TO BE COMPLETED" to "ACTIVE"

*appointments start from September 18th. If you are in Torino before that date you can go to the University Registrar and Tuition Fees Unit during the [opening hours](#) without reserving any appointment.

3. Signature on arrival documents:

- Only when the declaration of Mobility in presence is approved and you have collected the Smart Card you can download your declaration of stay from your PoliTo profile >> Online services >> Incoming students >> Incoming students documents
- It is the only document that PoliTo will issue for attesting your mobility period. No other documents will be signed.