

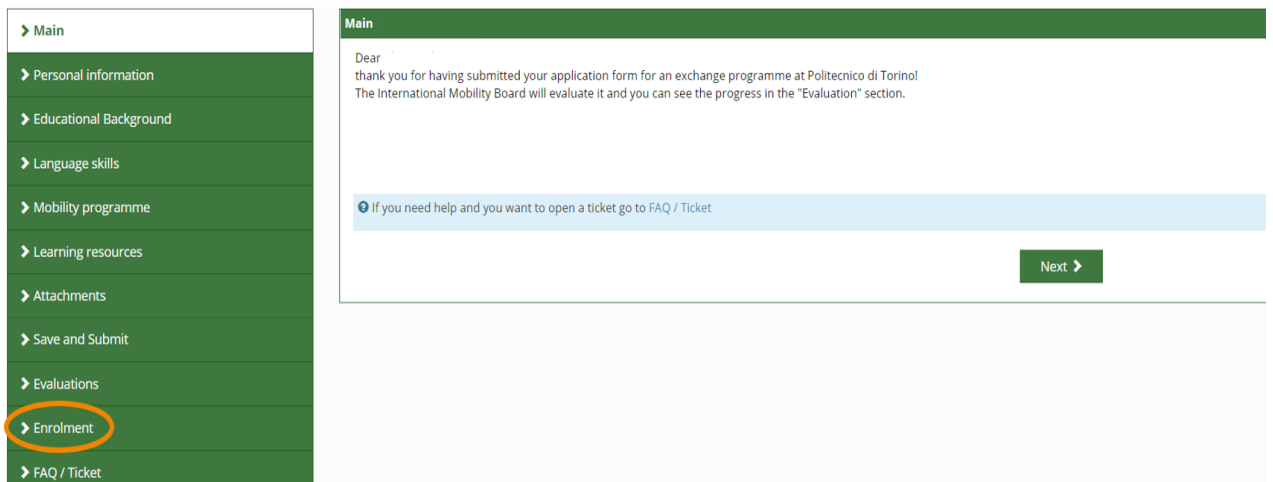
STEP #2:

NEW POLITO PROFILE

Deadline June 13th

These are the steps you will have to follow:

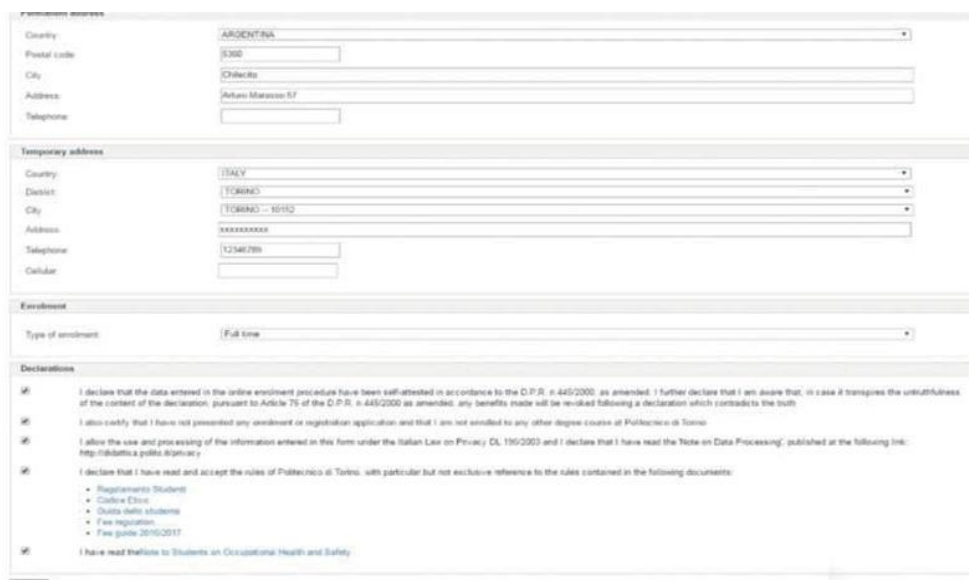
1 Enter in your Apply page. Click on "Enrolment" and then "Continue with the enrolment".



The screenshot shows a navigation menu on the left with the following 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 displays a message: "Dear [Name], 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." Below the message is a link: "If you need help and you want to open a ticket go to [FAQ / Ticket](#)". A "Next >" button is located at the bottom right of the message area.

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**



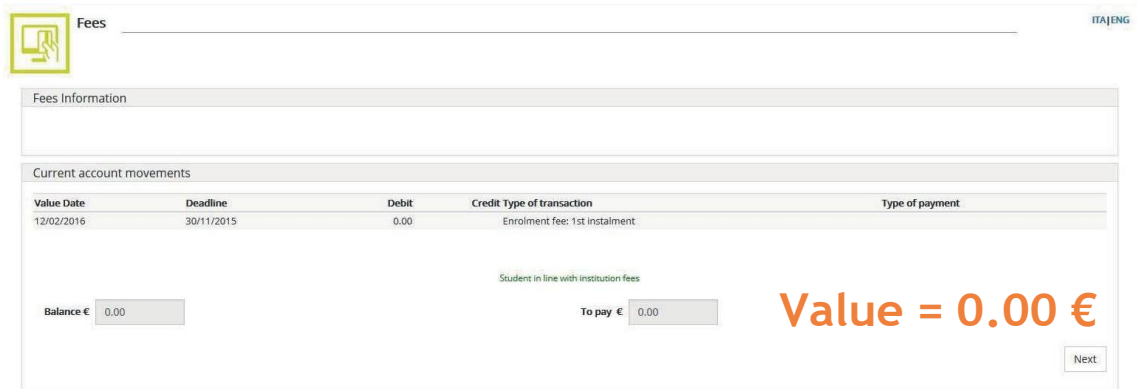
The screenshot shows the application form with the following sections: "Permanent address" (Country: ARGENTINA, Postal code: 3300, City: Chilecito, Address: Arturo Marasso 57, Telephone:), "Temporary address" (Country: ITALY, District: TORINO, City: TORINO - 10152, Address: AXXXXXXXXX, Telephone: 123456789, Cellular:), "Enrolment" (Type of enrolment: Full time), and "Declarations" (Four checkboxes, all checked, with text: "I declare that the data entered in the online enrolment procedure have been self-attested in accordance to the D.P.R. n. 445/2000 as amended. I further declare that I am aware that, in case it transpires the untruthfulness of the content of the declaration, pursuant to Article 75 of the D.P.R. n. 445/2000 as amended, any benefits made will be revoked following a declaration which contradicts the truth.", "I also certify that I have not presented any enrolment or registration application and that I am not enrolled in any other degree course at Politecnico di Torino.", "I allow the use and processing of the information entered in this form under the Italian Law on Privacy (DL 196/2003) and I declare that I have read the Note on Data Processing, published at the following link: <http://idb.polito.it/privacy>", "I declare that I have read and accept the rules of Politecnico di Torino, with particular but not exclusive reference to the rules contained in the following documents: • Regolamento Studenti • Codice Etico • Guida dello studente • Fee regulation • Fee guide 2016/2017", "I have read the Note to Students 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

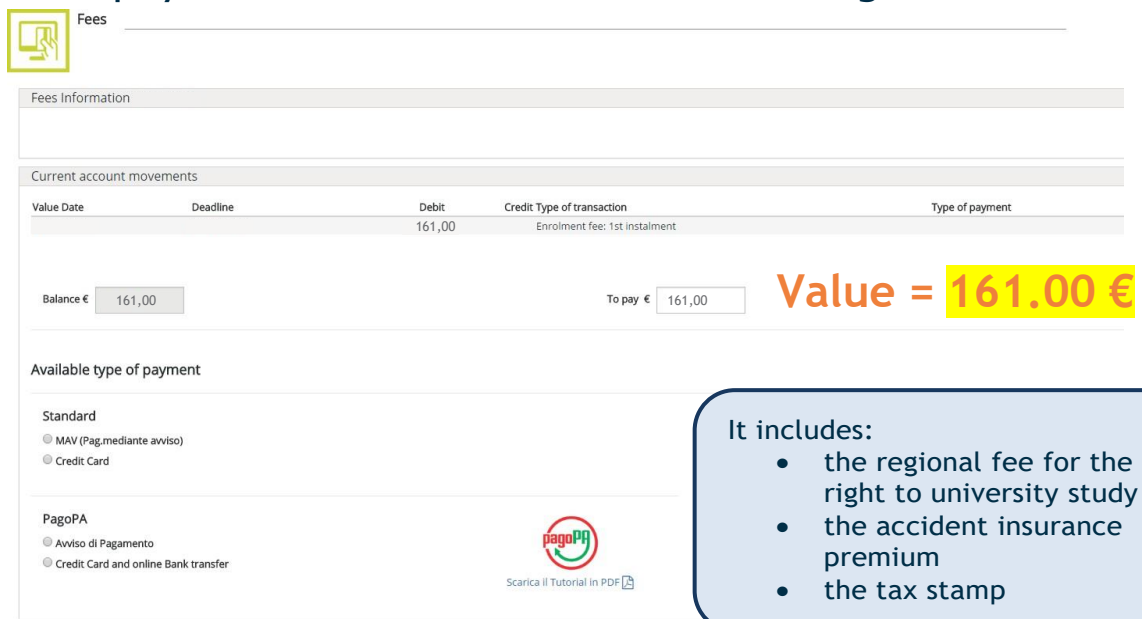


The screenshot shows the 'Fees' page with a search bar and a 'Next' button. Below the search bar is a table for 'Current account movements' with columns: Value Date, Deadline, Debit, Credit Type of transaction, and Type of payment. The table contains one row: 12/02/2016, 30/11/2015, 0.00, Enrolment fee: 1st instalment. Below the table, the 'Balance €' is 0.00 and 'To pay €' is 0.00. A large orange text overlay reads 'Value = 0.00 €'.

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.



The screenshot shows the 'Fees' page with a search bar and a 'Next' button. Below the search bar is a table for 'Current account movements' with columns: Value Date, Deadline, Debit, Credit Type of transaction, and Type of payment. The table contains one row: Value Date (empty), Deadline (empty), Debit 161,00, Credit Type of transaction: Enrolment fee: 1st instalment. Below the table, the 'Balance €' is 161,00 and 'To pay €' is 161,00. A large orange text overlay reads 'Value = 161.00 €'. Below the table is a section 'Available type of payment' with two categories: 'Standard' (MAV (Pag. mediante avviso), Credit Card) and 'PagoPA' (Avviso di Pagamento, Credit Card and online Bank transfer). A 'pagoPA' logo is visible. A blue box on the right contains the text: 'It includes: the regional fee for the right to university study, the accident insurance premium, the tax stamp'. A link 'Scarica il Tutorial in PDF' is at the bottom.

Now you have created your NEW PoliTO PROFILE!

 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.

FISCAL CODE: 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. Check paragraph 3.3 of the [Welcome Guide](#)

What to do after Step#2?

READ THE INSTRUCTIONS ACCORDING 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 June 17th;**
- 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 June 17th;**
- 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**