

BACHELOR AND MASTER OF SCIENCE A.Y. 2023/24
INTERNATIONAL STUDENTS WITH NON-ITALIAN EDUCATIONAL QUALIFICATION
CONDITIONAL ENROLLMENT

GUIDELINES FOR SUBMITTING MISSING DOCUMENTS

If your enrollment is with condition, that is if you have not submitted all the required documents at the time of enrollment, you have to drop this condition by submitting them according to the procedure explained below:

❖ **HOW TO SUBMIT MISSING DOCUMENTS**

1. **LOG IN** in your personal page of Portale della Didattica – SEGRETERIA ON LINE/ONLINE SERVICES
2. **Click on “GESTIONE ALLEGATI/ATTACHMENTS** – Aggiungi documenti/Add new documents
3. **SELECT** from the menu the type of document you are uploading (for ex: Declaration of Value, Residence permit, etc.)
4. **UPLOAD a SCANNED VERSION** of the required document (only in pdf format – no jpeg)
5. **INFORM US THROUGH TICKETING SERVICE WHEN YOU HAVE ATTACHED YOUR DOCUMENTS** and we will validate them. Notes will be removed from your personal page of Portale della Didattica and your conditional enrolment will be dropped.

TO KNOW WHICH ARE THE MISSING DOCUMENTS TO SUBMIT SEE TAB “IMPORTANT REMARKS” IN THE MAIN PAGE OF YOUR TEACHING PORTAL/PORTALE DELLA DIDATTICA, UNDER YOUR PICTURE

❖ **DEADLINES**

The provisional condition must be dropped by attaching all the missing documents within the following deadlines:

- **Visa: November 30th, 2023**
- **Residence permit: November 29th, 2024**
- **Statement of validity/Declaration of Value** (Dichiarazione di Valore) OR **Comparability Certificate/ Attestato di Comparabilità** (issued by CIMEA or by ENIC-NARIC) of High School Diploma or Bachelor Degree OR **Diploma Supplement** (only for Master of Science students): **November 29th, 2024.**
The so called “Attestato di Corrispondenza” (Certificate of Correspondence) obtained on the [ARDI](#) platform substitutes the Statement of Comparability issued by CIMEA. In any case, please note that the correspondence provided by ARDI is based on a standard foreign qualification system and not on specific cases. For this reason, Politecnico reserves itself the right to ask the applicant additional documents for the verification of his/her non-Italian qualification (e.g. Statement of Verification issued by Cimea).
- **Fiscal code/Codice fiscale** (issued by Agenzia delle Entrate/Italian Embassy in the home country): **June 28th, 2024**
- **Transcript of Records with official Italian translation when required** (only for Master of Science students): **June 28th, 2024**

❖ **Please note below that the relevant deadlines for**

NON-EU STUDENTS - STUDY VISA

If by 30/11/2023 you don't upload the 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 nor register for any exam, sit for exams etc.) until you upload it.

If by 31/01/2024 you still have to upload the study visa type D, your enrolment will be cancelled with immediate effect on previous academic progress.

NON-EU STUDENTS – RESIDENCE PERMIT

If by 29/11/2024 you don't upload your residence permit you will have limited access to the services available on your personal page of the Teaching Portal (i.e. you cannot request enrolment certificates nor register for any exam etc.) until you upload it.

If by 29/11/2024 you are denied the residence permit by the Italian authorities (Questura di Torino), your enrolment at Politecnico will be cancelled with immediate effect on their previous academic progress.

In the event of enrolment cancellation, students are not entitled to any refund of the tuition fees

EU AND NON-EU STUDENTS:

- **Fiscal code/Codice fiscale** FISCALE issued by Agenzia delle Entrate/Italian Embassy in the home country
- **Transcript of Records with official Italian translation when required** (only for Master of Science students):

If by 28/06/2024 you don't upload these documents you will have limited access to the services available on your personal page of the Teaching Portal (i.e. you cannot request enrolment certificates nor register for any exam etc.) until you upload them.

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.

So, please, keep available the original documentation that was required for enrolment.

For any doubt, please contact us through ticketing system -Recruitment and Admission Unit- well in advance of the deadline.