Politecnico di Torino
1859

Direzione Studenti e Didattica

Guidelines for enrolment to Master's Degree Programmes Applicants with a non-Italian qualification – A.Y. 2024/25

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1. Payment of 1st instalment of tuition fees

In order to enroll you need to be enabled to the payment of the 1st instalment of tuition fees (161 euros) by credit card though the online procedure **starting from July 11th, 2024 until 27th September 2024 available in section EVALUATION of your application form.**

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.

2. 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, ENROLMENT paragraph, no later than **27th September 2024** your Teaching Portal page.

WARNING: you have time to upload the **study visa type D within 29th November 2024.**

3. Enrolment process conclusion

Once you complete the procedure described in paragraphs 1-2 of this document, be aware that the <u>enrolment</u> process is <u>NOT completed</u>. The enrolment process is completed only once:

a) **the Recruitment and Admission Office verifies that you meet the admission requirements and that you have the required enrolment documents within 11th November 2024:**

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.

b) **you complete identification phase and verification of personal information in person to the University Registrar and Tuition Fees Unit before 20th December 2024:**

until the conclusion of the identification phase, 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.). After being identified by the University Registrar and Tuition Fees Unit, the status "enrolment to be completed" visible on the student's personal page will be removed.

The deadline to complete the identification and verification of personal information is 20th December 2024. Failure to comply with this deadline entails permanent exclusion from the enrolment process.

4. Conditional enrolment – lack of study visa type D

If by **29th November 2024** 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 **31st January 2025** you still have to upload the study visa type D, your enrolment will be cancelled with immediate effect on previous academic progress.

5. Conditional enrolment – lack of other enrolment documents

If by **27th September 2024** 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
   b) Transcript of Records with official translation into Italian (if necessary)
   c) Declaration of Value/ CIMEA Statement of Comparability/ Diploma Supplement
   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 **28th June 2025**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.

If by **28th June 2025**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.