

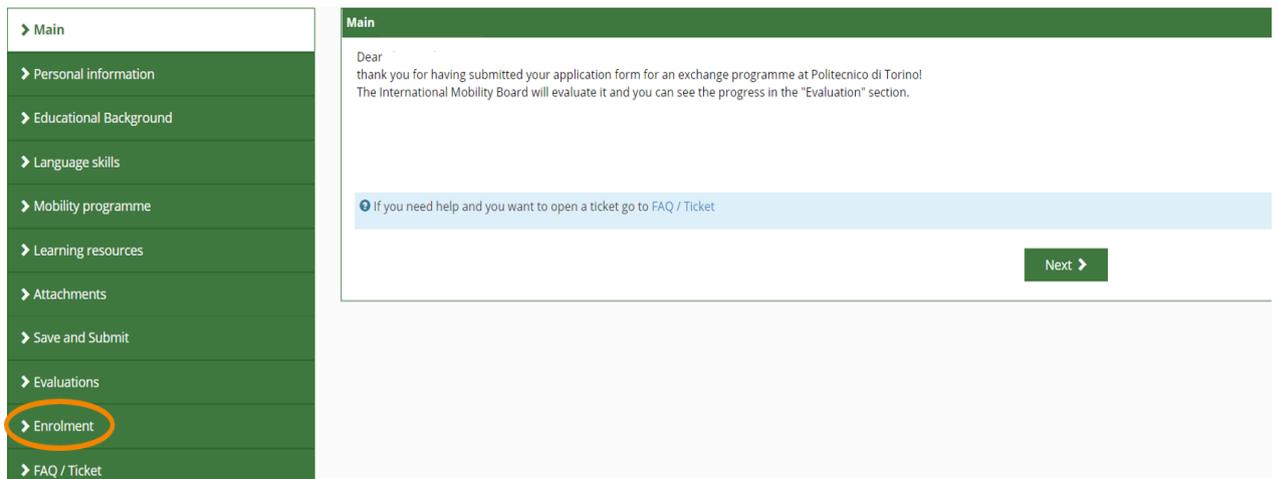
STEP #2:

NEW POLITO PROFILE

Deadline June 25th

These are the steps you will have to follow:

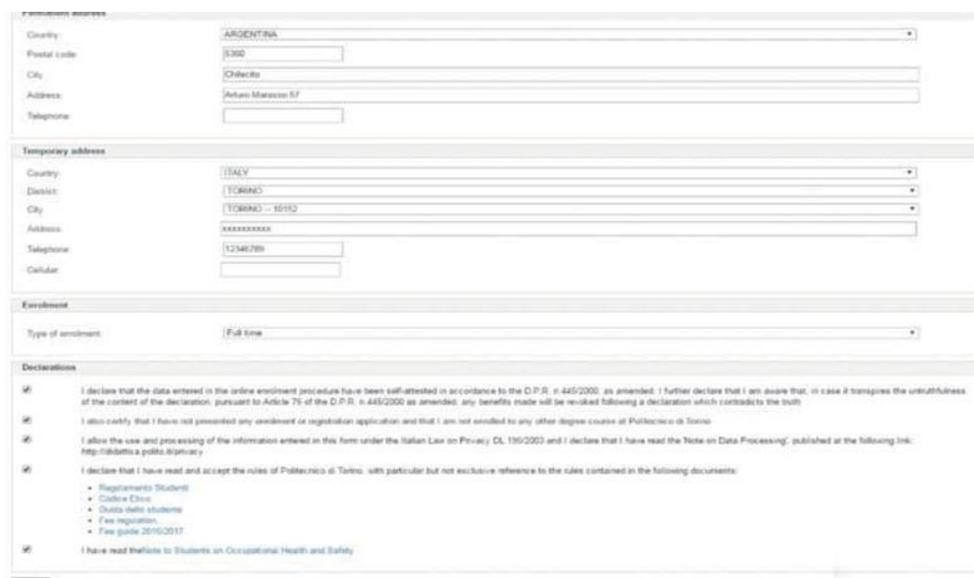
1 Enter in your Apply page. Click on "Enrolment" and then "Continue with the enrolment".



The screenshot shows a web interface with a green sidebar on the left containing a list of menu 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 has a green header with the word 'Main'. Below the header, there is a message: 'Dear [redacted], 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.' A light blue banner below the message contains the text: 'If you need help and you want to open a ticket go to [FAQ / Ticket](#)'. At the bottom right of the main content area, there is a green button labeled 'Next >'.

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**



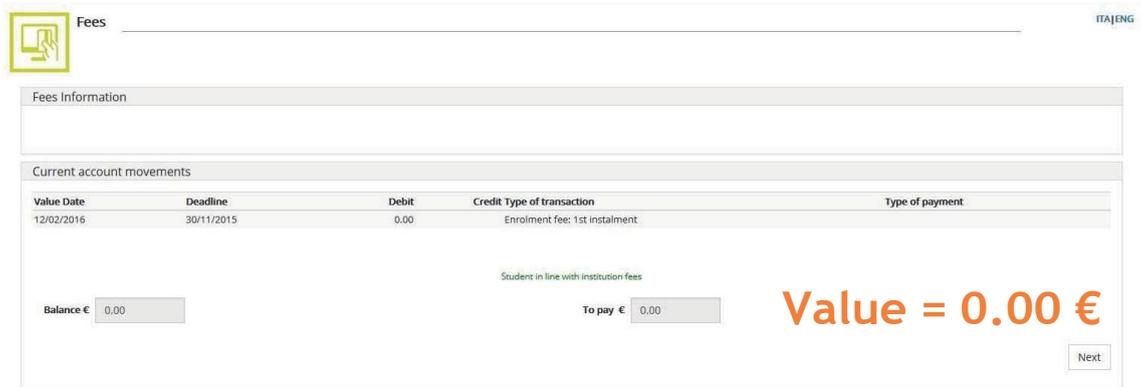
The screenshot shows a form with several sections. The 'Permanent address' section includes fields for Country (ARGENTINA), Postal code (3300), City (Chilecito), Address (Autun Marasso 57), and Telephone. The 'Temporary address' section includes fields for Country (ITALY), District (TORINO), City (TORINO - 10152), Address (XXXXXXXXXX), Telephone (123456789), and Cellular. The 'Enrolment' section has a dropdown menu for 'Type of enrolment' set to 'Full time'. The 'Declarations' section contains four checkboxes, all of which are checked. The first declaration states: '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.' The second declaration states: '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.' The third declaration states: '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>' The fourth declaration states: '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'. The fifth declaration states: '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

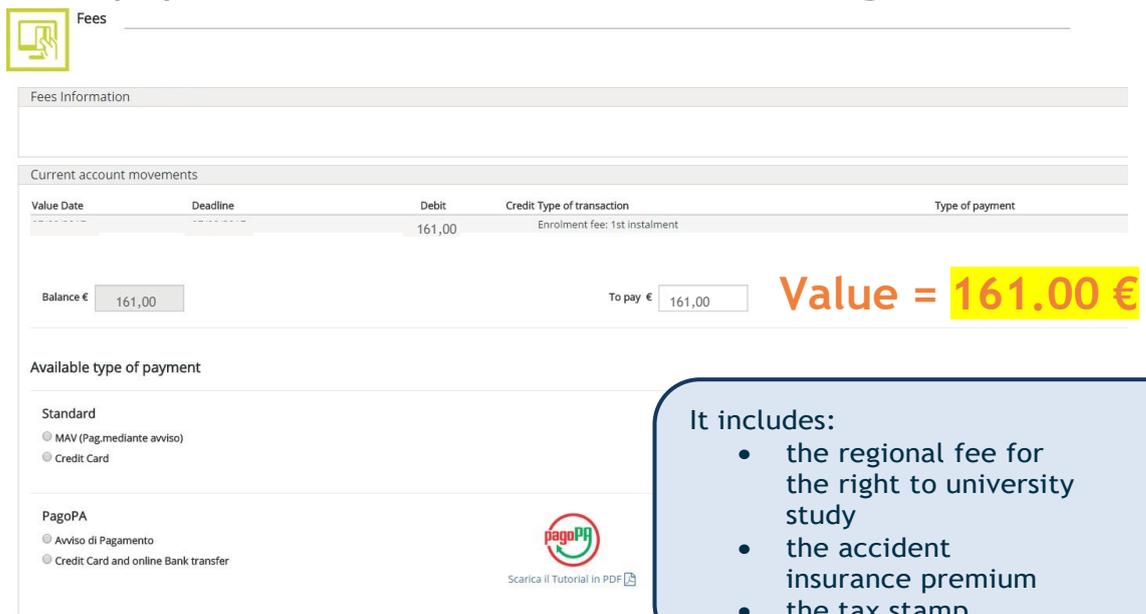


The screenshot shows the 'Fees' page with a search bar and a 'Next' button. Below the search bar is a table for 'Current account movements' with columns: Value Date, Deadline, Debit, Credit Type of transaction, and Type of payment. A single row shows a value date of 12/02/2016, a deadline of 30/11/2015, a debit of 0.00, and a credit type of 'Enrolment fee: 1st instalment'. Below the table, the 'Balance €' is 0.00 and the '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. A single row shows a debit of 161,00 and a credit type of 'Enrolment fee: 1st instalment'. Below the table, the 'Balance €' is 161,00 and the 'To pay €' is 161,00. A large orange text overlay reads 'Value = 161.00 €'. Below the table, there is a section for 'Available type of payment' with two options: 'Standard' (MAV (Pag. mediante avviso) and Credit Card) and 'PagoPA' (Avviso di Pagamento and Credit Card and online Bank transfer). A 'pagoPA' logo is visible. A blue box on the right contains the text 'It includes:' followed by a list: 'the regional fee for the right to university study', 'the accident insurance premium', and 'the tax stamp'.

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](#)
Do I need it? YES! Check here more [info](#)

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 >> Career >> Incoming Students >> Get ready for PoliTo;
- **by June 27th: define PoliTO Learning Agreement (Step #3)** in your Portale della Didattica >> Career>> Incoming Students >> Define your Learning Agreement;
- Have your PoliTO Learning Agreement approved by your PoliTO Academic Advisor;
- Download your acceptance letter in your Portale della Didattica >> Career >> 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 >> Career >> 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 >> Career >> Incoming Students >> Get ready for PoliTo;
- **by June 27th: define PoliTO Learning Agreement (Step #3)** in your Portale della Didattica >> Career>> Incoming Students >> Define your Learning Agreement);
- 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 >> Career >> Incoming Students >> Incoming Students Documents;
- Only if you have to, proceed with Step #Visa;
- **No need to define PoliTO Learning Agreement**