

Bachelor's and Master's degree programs a.y. 2024/25

International students with non-Italian qualification - CONDITIONAL ENROLMENT

If your enrolment is **conditional**—that is, if you did not submit all the required documents at the time of enrolment—you must remove this condition by submitting the missing documents as explained below. To check which documents are missing, see the “IMPORTANT REMARKS” tab on the main page of your *Portale della Didattica*, under your picture.

HOW TO SUBMIT MISSING DOCUMENTS

1. Log in to your personal page on the *Portale della Didattica* – SEGRETERIA ONLINE / ONLINE SERVICES.
2. Click on “GESTIONE ALLEGATI / ATTACHMENTS – Aggiungi documenti / Add new documents.”
3. Select the type of document you are uploading from the menu (e.g. Declaration of Value, Residence Permit, etc.).
4. Upload a scanned PDF version of the required document (PDF only – no JPEG).
5. Inform us through the Ticketing Service once you have uploaded your documents. We will check them.

If documents are approved the notes on your personal page will be removed and your conditional enrolment will be cleared.

DEADLINES FOR SUBMITTING DOCUMENTS

- Visa (Type D): November 29, 2024
- **Residence Permit: June 28, 2025 postponed to November 28, 2025**
- **Declaration of Value, CIMEA Statement of Comparability/Verification, Diploma Supplement for Master of Science students: June 28, 2025 postponed to November 28, 2025**

The “**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 assessment reported in ARDI is based on foreign qualification as a whole and not on individual cases. For this reason, Politecnico reserves itself the right to ask the applicant additional documents for the verification of his/her non-Italian qualification (such as the CIMEA Statement of Verification). For this reason, **applicants are encouraged to present the CIMEA Statement of Verification to speed up the evaluation process**

- Fiscal Code: June 28, 2025
- Official Italian translations, when required: June 28, 2025

NON-EU STUDENTS – Study Visa (Type D)

- If you do not upload the visa by November 29, 2024, 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 the visa is not uploaded by January 31, 2025, your enrolment at Politecnico will be cancelled with immediate effect on their previous academic progress.

NON-EU STUDENTS – Residence Permit

- If you don't upload your residence permit by November 28, 2025, 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 your residence permit is denied by the Italian authorities (Questura di Torino), your enrolment at Politecnico will be cancelled with immediate effect on their previous academic progress.
- No tuition refunds will be granted in case of enrolment cancellation.

EU AND NON-EU STUDENTS - Fiscal Code and Official Italian translations

- If you do not upload your Fiscal Code and Official Italian translations, when required by June 28, 2025, 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.

Politecnico di Torino reserves the right to request original documents at any time. You may be asked to present them in person at the front desk, always keep your original documents available.

For any questions or clarifications, please contact the Admissions and Tuition Fees Unit through the Ticketing System, well before the stated deadlines.