



Enrollment Guidelines for Master's Degree Programs Applicants with Foreign Qualifications – Academic Year 2025/26

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1. Payment of the First Installment of University Tuition Fees

To complete the enrollment process, you must be enabled to pay the first installment of tuition fees, which amounts to €161. Payment must be made online by credit card only, **from July 10th, 2025, to October 2nd, 2025**, by accessing the EVALUATION section of your application form.

Upon completion of the procedure, you will receive your student ID number and the password to access the Teaching Portal (Portale della Didattica).

If you do not complete the enrollment process within the specified terms and deadlines, you will be permanently excluded from the enrollment procedure, and you will not be entitled to a refund of the first installment under any circumstances.

2. Enrollment Documentation

All [mandatory enrollment documents](#) must be uploaded no later than **October 2nd, 2025**, in the ATTACHMENTS section of the Teaching Portal.

IMPORTANT NOTE: the deadline to upload the type D study visa is **November 28th, 2025**.

3. Completion of the Enrollment Process

Completing the steps described in sections 1 and 2 **does not constitute full enrollment**. Enrollment is considered complete only after completing these two following steps:

a) Verification of requirements and documentation

The **Admissions and Tuition fees Office** will verify the submitted documents and requirements **by November 11th, 2025**.

Until this verification is completed, your enrollment will be **conditional**, and this status will be visible on your **personal page** within the Teaching Portal.



While your enrollment is conditional, **access to university services will be limited** (e.g., you will not be able to request enrollment certificates, book or sit exams, etc.).

If any required documents or qualifications are missing or found invalid during the verification process, your enrollment will be **cancelled**, and any academic records will be nullified.

All statements and documents submitted during the enrollment process may be subject to verification, in accordance with Presidential Decree 445/2000 (Consolidated Law on administrative documentation). Politecnico di Torino reserves the right to request the original documents at any time, which must be presented in person at the appropriate office, by appointment.

The authenticity of the documentation may be verified by:

- consulting official databases, if available in the country of issue;
- directly contacting the relevant authorities or institutions.

b) Verification of personal data

The verification of personal identity must be completed by December 18th, 2025, at the Admissions and Tuition fees Office.

You must appear in person during office hours and bring a valid ID document. Until the identity verification is completed, your enrollment will remain conditional, and access to university services through the Teaching Portal will remain limited (e.g., you will not be able to request enrollment certificates or book exams). Failure to complete this step by December 18, 2025 will result in permanent exclusion from the enrollment procedure.

4. Conditional Enrollment – In absence of a Type D Study Visa

If you have not uploaded your **type D “national” study visa for university enrollment purposes** by **November 28th, 2025**, **access to services on the Teaching Portal will be restricted** (e.g., you will not be able to request enrollment certificates, book or sit exams) **until the visa is submitted**.

If the visa is **still not uploaded by January 29th, 2026**, your enrollment will be **cancelled**, and any academic records previously established will be nullified. **No refund** will be issued for any payments made, regardless of the reason for cancellation.

5. Conditional Enrollment – In the Absence of Other Required Documents

If by **October 2nd, 2025**, you have **not uploaded the following documents**, your enrollment will be marked as **“conditional”**:

- a) **Fiscal Code** issued by Agenzia delle Entrate or by the Italian diplomatic/consular representation in your country of residence



- b) **Declaration of Value, CIMEA Statement of Comparability/Verification, or Diploma Supplement**
- c) **Residence permit**

In this case, you will still be able to access services on the Teaching Portal.

However, if the verification of the above documents reveals the absence of any required elements, **your enrollment will be cancelled**, with effect on any previously established academic records. **No refund** will be issued for any payments made in the event of cancellation.

If by June 30th, 2026 you have not yet uploaded documents listed under points a) and b) **access to certain services on the Teaching Portal will be restricted** (e.g., you will not be able to request enrollment certificates, book or sit exams) until the required documents are provided.

If by **November 30th, 2026**, you have not yet uploaded your residence permit, or if the Questura di Torino confirms the rejection of your residence permit application, **your enrollment will be cancelled**, with effect on any academic records established up to that point.

As with other cases, **no refund** will be issued for payments already made.