

# STEP #4

## ARRIVAL & CAREER ACTIVATION

**IMPORTANT: this procedure has to be done only after your arrival**

### 1. Welcome Orientation Meeting

The Welcome Orientation Meeting will take place either on September 11<sup>th</sup> or 12<sup>th</sup> 2025. You will receive at the end of August an e-mail (check also the spam box) with time, location and the exact date you are scheduled to participate. **Due to organizational purposes, it is not possible to attend the event in a different day than the one assigned, neither choose your preference.**

It is the **official moment for your check in and arrival registration**; it coincides with the first day of mobility and this date will be shown in your mobility documents released by PoliTO such as the Declaration of Stay and Transcript of Records.

The attendance to the Welcome Orientation Meeting is strongly required as you will receive useful and important information for your mobility. You will also meet the staff of the Students Mobility Unit, the Life Division and lots of peers from all over the world.

### 2. Registration of your arrival

If you participate to the Welcome Orientation Meeting, your arrival date will be automatically registered and considered as the official beginning of your mobility period. **Only if due to exceptional circumstances you cannot attend the Welcome Orientation Meeting** you have to prove your arrival through this process:

- Declare your arrival date in Torino in your PoliTO profile >> Online services >> Incoming students >> Declaration of mobility in presence
- Upload one of these proofs of travel:

Means of transport	Accepted	Rejected
Bus or Train	<b>Electronic ticket only</b> that shows name, surname and date of travel	Receipt of payment, confirmation email, itinerary description, credit card balance
Airplane	<b>Boarding card only</b> that shows name, surname and date of travel	Receipt of payment, confirmation email, itinerary description, credit card balance
Car	<b>Toll receipt, cross border receipt</b>	Fuel receipt, service station receipt, credit card balance
Other <b>non-acceptable</b> documents are: loan contract, Airbnb reservation, confirmation email, Turin public transport ticket, Turin parking area receipt.		

- Notify the Students Mobility Unit via ticket, topic "Incoming mobility" about the completed procedure and then wait for the document's verification. Outcomes will be notified by email.

### 3. PoliTO Smart Card pick up, identification and career activation

Each exchange student is provided with a student card called Smart Card. It is used to:

- identify each student;
- access PoliTO facilities when you are entitled to.

#### **It has to be compulsorily collected at the Office of the University Registrar through appointment:**

- select the most appropriate time slot in your PoliTO profile >> Resources >> Reservation Tool >> Office of the University Registrar >> Consegna Smart Card
- **appointments are available from September 1<sup>st</sup> onwards**
- the calendar shows you a weekly schedule, you have to change to the following weeks to see other slots
- **the Smart Card is collected in person therefore you have to select a day in which you are sure to be in Torino**
- don't wait to be in Torino for reserving the appointment. If you already know your arrival date you can proceed right now!
- if you cannot show up you must cancel your appointment in advance, otherwise for the following 5 days you won't be allowed to take new appointments
- **you have to bring with you the same passport/ID in original uploaded in the application form**
- **Your career status will change only after you will have collected the Smart Card**

1) Go at Office of the University Registrar the day of the appointment

2) Collect the Smart Card in person

3) Career status changes from "ENROLMENT TO BE COMPLETED" to "ACTIVE"

#### **4. Signature on arrival documents:**

- Only when your arrival date is registered (and validated if necessary) and you have collected the Smart Card, you can download your Declaration of stay from your PoliTO profile >> Online services >> Incoming students >> Incoming students documents
- It is the only document that PoliTO will issue for attesting your mobility period. Your Home University can verify that it is an official document scanning the QR code on it.