

# tutorial for MASTER DEGREE ENROLLMENT

The whole procedure is carried out through the Online Services platform.

# polimi.it/onlineservices

### STEP 1: Enter the Online Services

Sign in to	Online Services	
Person Code	Person Code	
Password	Password	
Stay signed in	Keeps the session active for a whole day.	

### STEP 2: Click on "Apply to a Laurea Magistrale [...] programme [...]" from the Services list

pplication forms	^
Fill out the online interest form to receive information about Bachelor of Science programs	ŵ
Admission to Bachelor's Degree Programme: register for the test, check the result, enrolment	
Apply to a Laurea Magistrale (equivalent to a Master of Science) programme (only for international and Italian candidates graduated abroad): Submit online application form, results release and enrolment	

## STEP 3: Click on "Laurea Magistrale [...] programme selection" from the Sections menu

#### POLITECNICO MILANO 1863

Italian

English <

	General information	
Functions	Person Code	
Back	Family name *	
Requests available	First name *	
Requests available	Gender *	
S A.Y. 2021 Semester 1	Date of Birth *	
	Birth place *	
	Country of birth *	
	Citizenship =	
NEED HELP? CONTACT US:	Other citizenship	
International Admissions Office	Email *	
READ/SEND A MESSAGE	Telephone *	
	Mobile	
POLIMI official documents	Fax	
Sections	Residence	
General information	Address *	
Educational background	Postal code *	
Laurea Magistrale (equivalent to a Master	City *	
of Science) programme (s) selection	Country *	
U Other information		
Documents upload		
English Language		
Processing personal data		
Application fee		
Key * Mandatory		
Language selection		

Apply to a Laurea Magistrale (equivalent to a Master of Science) programme (only for international a v. 1.14.1 / 1.14.1

Area Servizi ICT

## STEP 4: Click on the green triangle

Click on the linked icons to see pre-evaluation details.

		Campus	School/Faculty	Course	Taught
0		MILANO BOVISA	ENGINEERING	SPACE ENGINEERING - Taught in English	
20	click here	MILANO BOVISA	ENGINEERING	AERONAUTICAL ENGINEERING - Taught in English	

### STEP 5: Click on "Evaluation details"

ampus	MILANO BOVISA
chool/Faculty	ENGINEERING
Course	AERONAUTICAL ENGINEERING
ingua offerta	Taught in English
Documents	
Votes	
Status	The Politecnico di Milano is pleased to announce that you have been admitted to the programme selected and that you have confirmed online your admission. We urge you to contact the nearest Italian Embassy/Consulate in order to complete the procedures necessary to enrol at the Politecnico di Milano. We remind you that non EU candidates must apply for a visa. All candidates should follow the diplomatic procedures described at our web site <a href="https://www.polimi.it/en/international-prospective-students/under">https://www.polimi.it/en/international-prospective-students/under</a> under the <u>AFTER ADMISSION</u> section. For further information about tuition fees, accommodation, stay permit, health insurance, arrival and life in Italy, please refer to the welcome desk of your campus: by email: • Milano Campuses: <u>CONTACT US</u> • Cremona Campus: <u>welcome-cremona@polimi.it</u> • Lecco Campus: <u>welcome-lecco@polimi.it</u> • Mantova Campus: <u>welcome-mantova@polimi.it</u> • Piacenza Campus: <u>welcome-piacenza@polimi.it</u>
Evaluation details - Enrollment Click on I	the linked icons to see evaluation details.

dh.			
tata of the selected preference (Hide>>)			
ogramme of studies:	Mathematical Engineering		
hoolt	Industrial and Information Engineering		
pe of Programme:	Mag.		
mpusi	MI		
luation Date CCS:	27/01/2021		
me CC5:			
lotes			
tes of the student:			
es of the commission:			
La	inguage test	Status	
10		Inserito dell'utente	
1 B		Inserito dall'utente	
Warning: to proceed with enrolment it is necessary: • Complete missing information related to the previous degree	the second s	ated yet when you applied for the admis y to enter the graduation date)	ssio
After completing the enrollment you will be able to submit your study plan field/specialization options check the degree programme <u>here</u> .	n, selecting the courses offered in your study pr	ogramme. Before filling in the exams you have to choose your track options (Pspa	option- S
e Back Modify Educational			
If we have a loss of a second	dated your prof	le with your provieus down	
	dated your prof	ile with your previous degr	ee
details, you will direct		l" button	

Academic Qualification Data							
University/Course		ND, ABU DHABI.	PO BOX 129188, ABU DHABI (EMIRATI A OF SCIENCE IN MATHEMATICS	RABI UNITI)			
Qualification attained	Uncheck the flag if not graduated		eck the box to	confirm your			
Date of graduation (dd/mm/yyyy)	23/06/2018			duation	uation		
Graduation Score (leave blank if not applicable) Grade Point Average (GPA)		tuatio	Lowest graduation grade	[	Highest graduat		
Grade Point Average (GPA)	yyu yau	Juatio	Lowest in the scale	0	Highest in the s		
Score not identified	Select the flag if is r	not possible, from	your documents, to find the graduation	score or the average of exams			
Fields to be used if you can perform	a conversion, enter the dat	ta changed. If no	ot completed, the minimum score of	60/100 will be assigned to the stud	ent, in the Italian marking system		
Marks			Scale	● 100 ○ 110	Cum laude		
Documents supporting the qualificat	tion						
Docume	ent type		Download	Upload date	Upload/Replace		
Certificate of completion of the degree or ( anguage <sup>(1)</sup>	copy of the degree in the origi	nal			S Upload		
Italian or English translation of degree or provisional graduation certificate (mandatory when the original certificate is other than English, Italian, Spanish or French)				e:	Supload		
Declaration of Value					Supload		
Academic transcript of records (original lar	nguage)		View document	17/02/2020	A Replace		
Italian or English translation of academic transcript of records (mandatory when the original certificate is of the phan English, Italian, Spanish or French)		ry when	View document	17/02/2020	A Replace		
Jniversity certificate of ance in original language (1)			View document	17/02/2020	You can't upgrade and remove t		
Detailed study programurse description)			View document	17/02/2020	Replace		
	ce obtained in ITALY by EEA cit IN-EEA citizens who are NOT re		citizens who are regularly resident in Ita n Italy	aly it is possible to upload a self-certifica	tion instead of the degree; the certificate		
Confirmation us of the Diploma							
Stato di Cont	Titolo inserit	o e conseguito	~				
	//			Data Ricezione Conferm	a//-		

### then click "Confirm and continue"

### STEP 6: Click on "Enrol"

After completing your enrolment, you will be able to go on to the following step. i.e. study plan presentation.

The program you have been admitted to, however, require that before selecting the classes to attend, you first selections of the Specialization Options(track) of your study programme.
Have information on the contents of the different tracks set be found by using this topic, by executing your school and study program.





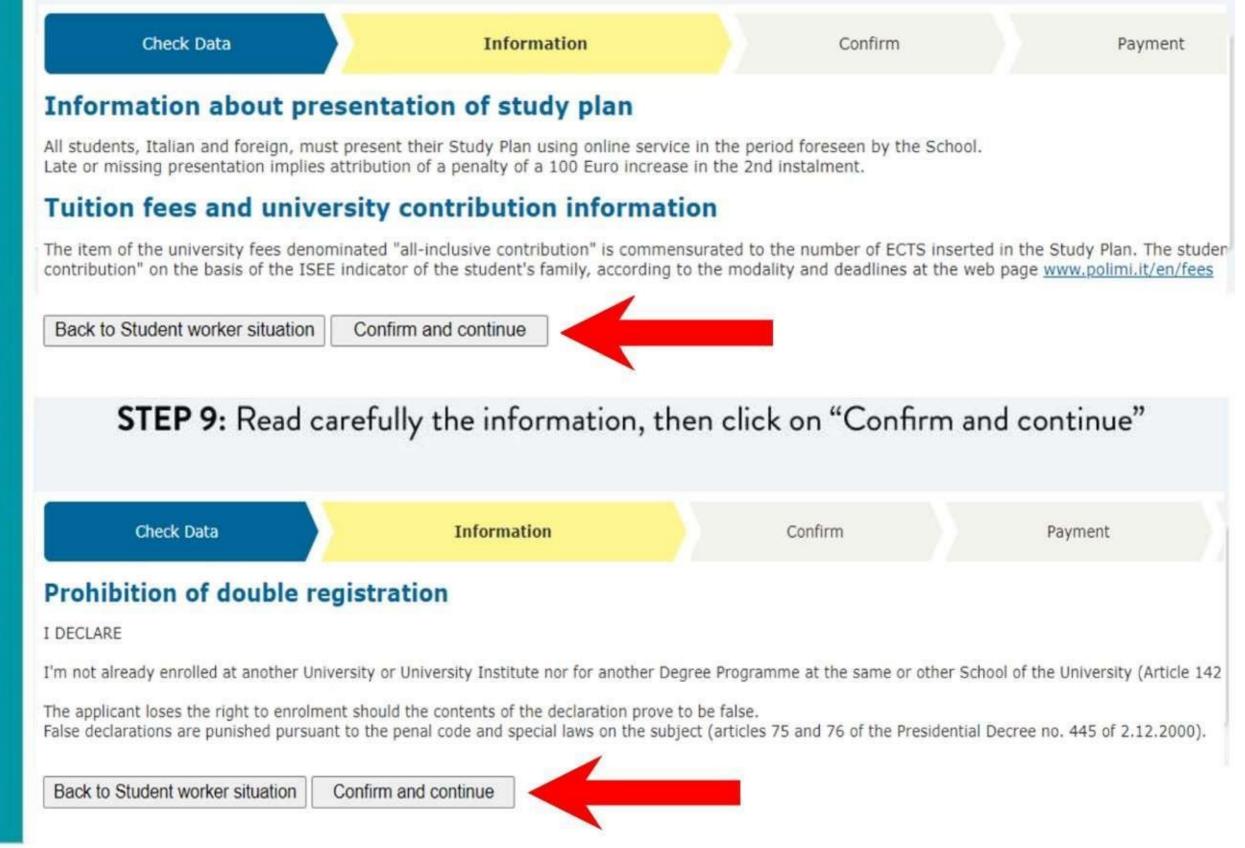
If you don't see the button after following correctly the procedure, it is due to a further step your professor has to carry out. Check the application every now and then until you see it.

## STEP 7: Choose the option that best suits you then click "Confirm and continue"

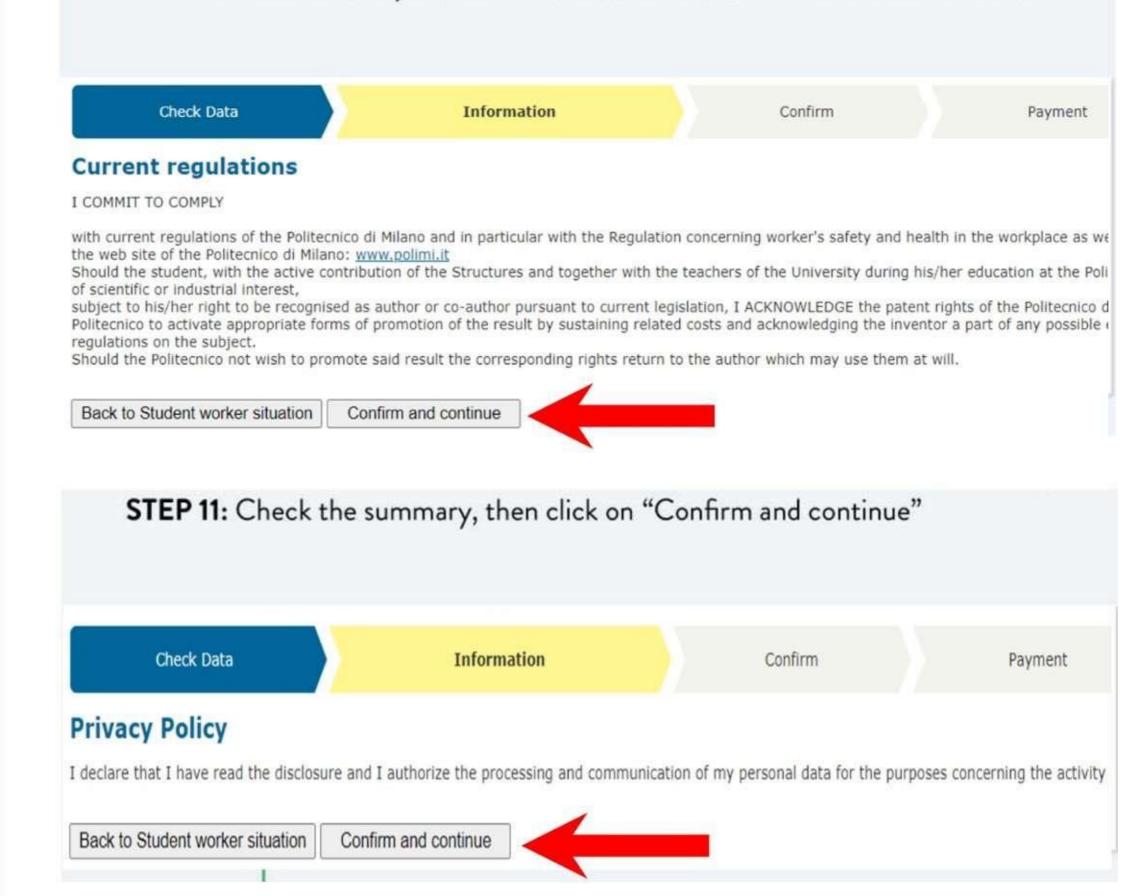
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Back	ble functions	The Politecnico di Milano provides specialized Please tell us if:	assistance for both LD students and studer	its with disabilities
		ARE YOU A STUDENT WITH A DISABILITY?		
		O Yes O No		
		ARE YOU A STUDENT WITH AN LD? (LD = learning disability, such as dyslexia, dy	sgraphia, dysorthography, dyscalculia)	
		O Yes O No		
LITE	CNICO MILANO 1863			
	Check Data	Information	Confirm	Payme
Stud	lent worker situation			
lease	select the option that describes yo	ur educational and/or professional profile, then	click on "Confirm and continue".	
Stu	udent situation			
0	I am a full time student and sp	end more than 75% of my time studying		
0	I am a worker student and spe	nd less than 50% of my time studying		
0				

## STEP 8: Read carefully the information, then click on "Confirm and continue"



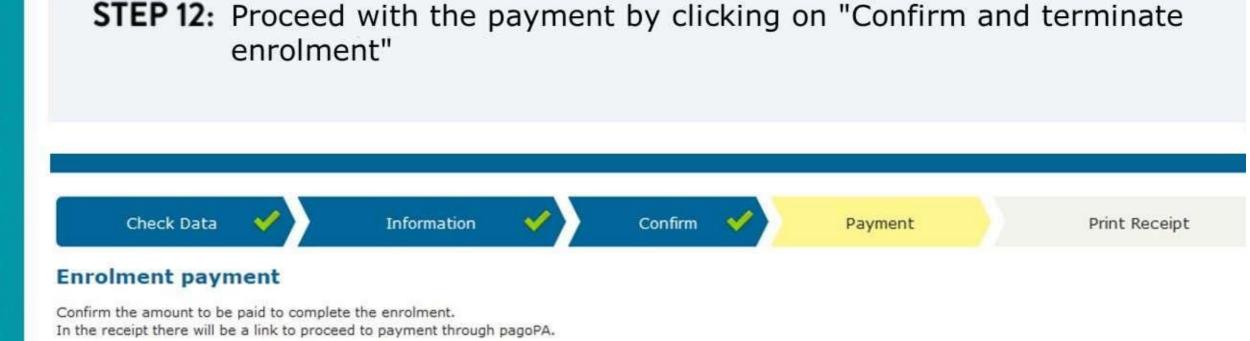
### STEP 10: Read carefully the information, then click on "Confirm and continue"



Reason

Amount

Back to Confirm



Payment for NEW ENROLLMENT in MASTER of SCIENCE - First semester

Area Servizi ICT

Confirm and terminate enrolment

## Now you have to select the payment method of the first instalment for the enrolment. There are 3 options:



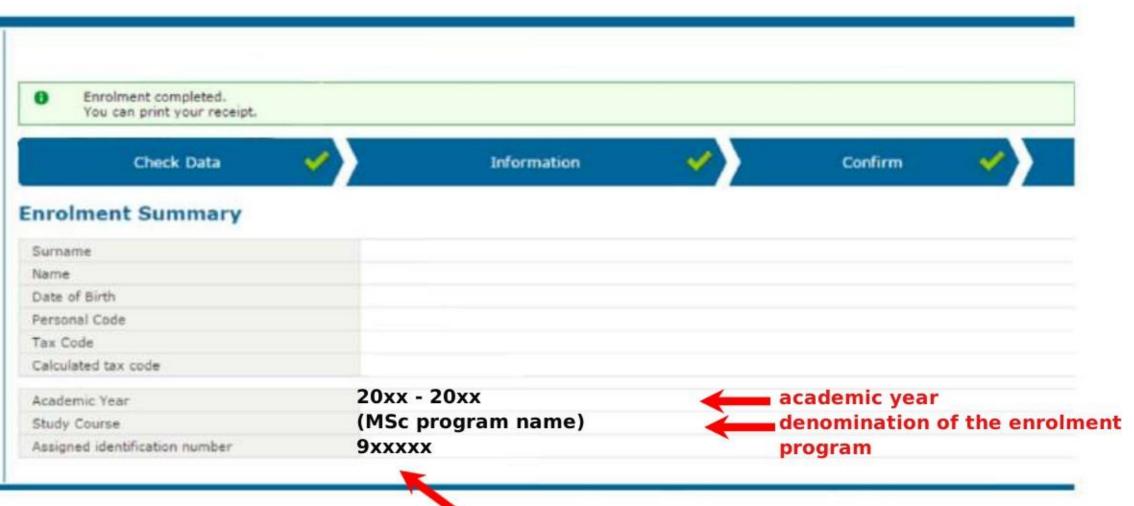
pagoPA is an initiative that allows citizens to pay electronically to Public Administration, for further details:

Amount to be paid: Bill Notification Code pagoPA: Beneficiary Organisation Fiscal Code: Interbank code / SIA / CBILL: F9489 Payment Method If you would like to pay online, please choose one of the following three payment methods: -SCRIGNO PAGO FACILE to proceed, download the PDF of the notification form with the details for making the payment. The system accepts all credit and debit cards. -SCRIGNO PAGO FACILE to proceed, download the PDF of the notification form with the details for making the payment. The system accepts all credit and debit cards. -SCRIGNO PAGO FACILE to proceed, download the PDF of the notification form, print it and bring the printout with you. PLEASE NOTE: it is not possible to pay at the Post Office. If you wish to pay at a paypoint in Italy instead, simply download the PDF of the notification form, print it and bring the printout with you. PLEASE NOTE: it is not possible to pay at the Post Office. PDF Payment form.odf 
3 If you click on the payment once you are in Millian directly at the bank

# WARNING!

# **Once the first installment has** been paid, you must complete **a FINAL QUESTIONNAIRE** before obtaining the matriculation receipt and your student number (MATRICOLA number)

## STEP 13: Enrolment completed



MATRICOLA number: student ID number (different from the Person Code)

## STEP 14: print the enrolment receipt

Print Receipt of Enrolment	Enrolment completed.	
	You can print your receipt. Check Data	Information
	Enrolment Summary	
	Surname Name	
TTENTION!	Date of Birth	
IT IS ONLY AVAILABLE FOR ONE MONTH AFTER THE ENROLMENT	Personal Code	
Please, remember to print/save it -	Tax Code	
rieuse, remember to print/save it	Calculated tax code	
	Academic Year	
	Study Course	
	Assigned identification number	

Non EU students residing abroad should print the enrolment receipt and, once arrived to Italy, attach it to the application for the residence permit.

# **Enrolment receipt**

**Congratulation!** You are now officially a student of the Politecnico di Milano!



Academic Year

Enrolment receipt for:

(LAUREA MAGISTRALE)

Personal Code: Assigned identification number: Surname: Name:

Date of Birth:

Place of birth:

Tax Code:

# welcome to



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