POLITECNICO
MILANO 1863

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.

Sign in

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

Application forms ⌃

Fill out the online interest form to receive information about Bachelor of Science programs ☆

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

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> Apply to a Laurea Magistrale (equivalent to a Master of Science) programme (only for international a

Functions		**General information**	
Back		Person Code	
		Family name *	
Requests available		First name *	
		Gender *	
☑ A.Y. 2021 Semester 1		Date of Birth *	
		Birth place *	
		Country of birth *	
		Citizenship *	
		Other citizenship	
NEED HELP? CONTACT US:		Email *	
International Admissions Office		Telephone *	
✉ READ/SEND A MESSAGE		Mobile	
		Fax	

POLIMI official documents

Sections
- ☐ General information
- ☐ Educational background
- ☐ Laurea Magistrale (equivalent to a Master of Science) programme (s) selection
- ☐ Other information
- ☐ Documents upload
- ☐ English Language
- ☐ Processing personal data
- ☐ Application fee

Key
* Mandatory

Language selection

🇮🇹 Italian

🇬🇧 English ◄

Residence	
Address *	
Postal code *	
City *	
Country *	

STEP 4: Click on the green triangle

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

Laurea Magistrale (equivalent to a Master of Science) programme list

		Campus	School/Faculty	Course	Taught
1º	▲	MILANO BOVISA	ENGINEERING	**SPACE ENGINEERING** - Taught in English	🇬🇧
2º	click here	MILANO BOVISA	ENGINEERING	**AERONAUTICAL ENGINEERING** - Taught in English	🇬🇧

STEP 5: Click on "Evaluation details"

Pre-evaluation details

Campus	MILANO BOVISA
School/Faculty	ENGINEERING
Course	AERONAUTICAL ENGINEERING
Lingua offerta	Taught in English 🇬🇧
Documents	
Notes	
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 https://www.polimi.it/en/international-prospective-students/under under the AFTER ADMISSION 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:** CONTACT US
- **Cremona Campus:** welcome-cremona@polimi.it
- **Lecco Campus:** welcome-lecco@polimi.it
- **Mantova Campus:** welcome-mantova@polimi.it
- **Piacenza Campus:** welcome-piacenza@polimi.it |

Evaluation details - Enrollment Click on the linked icons to see evaluation details.

◄ Back

Modify

Data of the selected preference (Hide>>)

Programme of studies:	Mathematical Engineering
School:	Industrial and Information Engineering
Type of Programme:	Mag.
Campus:	MI
Evaluation Date CCS:	27/01/2021
Nome CCS:	

Notes

Notes of the student:

Notes of the commission:

	Language test	Status
✏️ 📄		Inserito dall'utente
✏️ 📄		Inserito dall'utente

❌ Warning: to proceed with enrolment it is necessary:
- Complete missing information related to the previous degree

(If you were not graduated yet when you applied for the admission, now it is necessary to enter the graduation date)

(Also, if you didn't enter the average grade obtained and the minimum and maximum score in the grading system)

ℹ️ After completing the enrollment you will be able to submit your study plan, selecting the courses offered in your study programme. Before filling in the exams you have to choose your track options (Pspa option- Study Plan field/specialization options check the degree programme here

⬅️ Back   Modify Educational

If you have already updated your profile with your previous degree details, you will directly see the "Enrol" button

Academic Qualification Data

University/Course	NEW YORK UNIVERSITY ABU DHABI
NYUAD, SAADIYAT ISLAND, ABU DHABI. PO BOX 129188, ABU DHABI (EMIRATI ARABI UNITI)
Bachelor of Science degree - BACHELOR OF SCIENCE IN MATHEMATICS
Qualification attained	☑ *Uncheck the flag if not graduated*
Date of graduation (dd/mm/yyyy)	23/06/2018

Check the box to confirm your graduation

Enter your graduation date

Graduation Score (leave blank if not applicable)		Lowest graduation grade		Highest graduatio
Grade Point Average (GPA)	3.77	Lowest in the scale		Highest in the sc
Score not identified	☐ Sel... the flag if is not possible, from your documents, to find the graduati... ...verage of exams			

Minimum score

Maximum score

Fields to be used if you can perform a conversion, ...ata changed. If not completed, the min... ...of 60/100 will be assigned to the student, in the ... ...syst...

Marks		Scale	● 100 ○ 110	Cum laude

Cumulative average score

Documents supporting the qualification

Document type	Download	Upload date	Upload/Replace
Certificate of completion of the degree or copy of the degree in the original language [1]			🔼 Upload
Italian or English translation of degree or provisional graduation certificate (mandatory when the original certificate is other than English, Italian, Spanish or French)	--		🔼 Upload
Declaration of Value	--		🔼 Upload
Academic transcript of records (original language)	View document	17/02/2020	🔼 Replace
Italian or English translation of academic transcript of records (mandatory when the original certificate is o... ...han English, Italian, Spanish or French)	View document	17/02/2020	🔼 Replace
University certificate of ... ...dance in original language [1]	View document	17/02/2020	You can't upgrade and remove th...
Detailed study progra... ...urse description)	View document	17/02/2020	🔼 Replace

[1] For degrees/... ...cate of attendance obtained in ITALY by EEA citizens or NON-EEA citizens who are regularly resident in Italy it is possible to upload a self-certification instead of the degree; the certificate i... obtained in ... ...and always for NON-EEA citizens who are NOT regularly resident in Italy

Confirma... ...us of the Diploma

Stato di Con...	Titolo inserito e conseguito ⌄		
Data Invio Ri... ...a Conferma	--/--/--	Data Ricezione Conferma	--/--/--

💾 Confirm and continue	🖊 Delete	🔙 Back

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 select one of the Specialization Options(track) of your study programme.

More information on the contents of the different tracks can be found by using this tool, by selecting your school and study program.

Back   Enrol

Enrol

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.

then click "Confirm and continue"

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← Enrolment > Personalized Support

Available functions
Back

The Politecnico di Milano provides specialized assistance for both LD students and students with disabilities. Please tell us if:

ARE YOU A STUDENT WITH A DISABILITY?

○ Yes
○ No

ARE YOU A STUDENT WITH AN LD?
(LD = learning disability, such as dyslexia, dysgraphia, dysorthography, dyscalculia)

○ Yes
○ No

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| Check Data | Information | Confirm | Payment |

Student worker situation

Please select the option that describes your educational and/or professional profile, then click on "Confirm and continue".

Student situation
⦿ I am a full time student and spend more than 75% of my time studying
○ I am a worker student and spend less than 50% of my time studying
○ I am a student worker and spend between 50% and 75% of my time studying

[Back to Check Data] [Confirm and continue]

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

| Check Data | Information | Confirm | Payment |

Information about presentation of study plan

All students, Italian and foreign, must present their Study Plan using online service in the period foreseen by the School.
Late or missing presentation implies attribution of a penalty of a 100 Euro increase in the 2nd instalment.

Tuition fees and university contribution information

The item of the university fees denominated "all-inclusive contribution" is commensurated to the number of ECTS inserted in the Study Plan. The studer
contribution" on the basis of the ISEE indicator of the student's family, according to the modality and deadlines at the web page www.polimi.it/en/fees

[Back to Student worker situation] [Confirm and continue]

STEP 9: Read carefully the information, then click on "Confirm and continue"

| Check Data | Information | Confirm | Payment |

Prohibition of double registration

I DECLARE

I'm not already enrolled at another University or University Institute nor for another Degree Programme at the same or other School of the University (Article 142

The applicant loses the right to enrolment should the contents of the declaration prove to be false.
False declarations are punished pursuant to the penal code and special laws on the subject (articles 75 and 76 of the Presidential Decree no. 445 of 2.12.2000).

[Back to Student worker situation] [Confirm and continue]

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

| Check Data | Information | Confirm | Payment |

Current regulations

I COMMIT TO COMPLY

with current regulations of the Politecnico di Milano and in particular with the Regulation concerning worker's safety and health in the workplace as we the web site of the Politecnico di Milano: www.polimi.it
Should the student, with the active contribution of the Structures and together with the teachers of the University during his/her education at the Poli of scientific or industrial interest,
subject to his/her right to be recognised as author or co-author pursuant to current legislation, I ACKNOWLEDGE the patent rights of the Politecnico d Politecnico to activate appropriate forms of promotion of the result by sustaining related costs and acknowledging the inventor a part of any possible regulations on the subject.
Should the Politecnico not wish to promote said result the corresponding rights return to the author which may use them at will.

| Back to Student worker situation | Confirm and continue |

STEP 11: Check the summary, then click on "Confirm and continue"

| Check Data | Information | Confirm | Payment |

Privacy Policy

I declare that I have read the disclosure and I authorize the processing and communication of my personal data for the purposes concerning the activity

| Back to Student worker situation | Confirm and continue |

STEP 12: Proceed with the payment by clicking on "Confirm and terminate enrolment"

| Check Data ✔ | Information ✔ | Confirm ✔ | Payment | Print Receipt |

Enrolment payment

Confirm the amount to be paid to complete the enrolment.
In the receipt there will be a link to proceed to payment through pagoPA.

Reason	Payment for NEW ENROLLMENT in MASTER of SCIENCE - First semester
Amount	

| Back to Confirm | Confirm and terminate enrolment |

Area Servizi ICT

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

pagoPA

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

information link ← **Step by step guides for option 1 and 2 are available at this link**

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. ← **1**

-**National PagoPA system**, you will be offered a range of intermediaries for completing the payment online. ← **2**

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.pdf** ← **3** If you click on the PDF icon, the following form will appear: print the form and then proceed with the payment once you are in Milan 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

ℹ️ Enrolment completed.
You can print your receipt.

| Check Data | ✓ | Information | ✓ | Confirm | ✓ |

Enrolment Summary

Surname	
Name	
Date of Birth	
Personal Code	
Tax Code	
Calculated tax code	

Academic Year	**20xx - 20xx**	← **academic year**
Study Course	**(MSc program name)**	← **denomination of the enrolment program**
Assigned identification number	**9xxxxx**	

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

STEP 14: print the enrolment receipt

Functions Available

Back

Print Receipt of Enrolment

**ATTENTION!
IT IS ONLY AVAILABLE FOR ONE
MONTH AFTER THE ENROLMENT
- Please, remember to print/save it -**

ℹ Enrolment completed.
You can print your receipt.

Check Data	✔	Information

Enrolment Summary

Surname

Name

Date of Birth

Personal Code

Tax Code

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!

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Academic Year

Enrolment receipt for:

(LAUREA MAGISTRALE)

Personal Code:

Assigned identification number:

Surname:

Name:

Tax Code:

Date of Birth:

Place of birth: