



**POLITECNICO DI MILANO
GRADUATE SCHOOL OF BUSINESS**

**HOW TO REQUEST
AN ENROLLMENT OR GRADUATION
CERTIFICATE
AT POLITECNICO DI MILANO
MASTERS OFFICE**

What is a certificate of Enrollment?

Students enrolled at Politecnico di Milano may need a certificate attesting to their enrollment. This is for instance required among the documents for permit renewal applications.

What is a certificate of Graduation?

The graduation certificate attests to your graduation, upon the completion of your masters. You can request it after graduation. This is for instance required among the documents for converting your study permit into a permit awaiting employment or into a work permit.

Who can issue this for me?

Enrollment certificate and graduation certificate are issued by the **Politecnico di Milano's master office**. You can also request it remotely. See how at page 3.

How to obtain your enrollment certificate from Politecnico's Master Office

1. Print out the certificate request form at the end of this document
2. Fill out the enrollment certificate request form with full details of your personal code and enrollment number (i.d. number, i.e. your *matricola* – if unsure, ask your coordinator). Tick the request box: Certificate of enrollment in Italian.
3. At the bottom of the certificate please report the following as a note:
Certificato per rinnovo permesso di soggiorno. Inserire nelle note: "La prova finale si svolgerà entro e non oltre". FILL OUT THE DOT LINE WITH THE MONTH AND YEAR, CALCULATING 8 MONTHS AFTER THE OFFICIAL END OF TEACHING ACTIVITIES OF YOUR MASTERS. IF UNSURE, ASK YOUR PROGRAMME COORDINATOR. It is very important that you insert this note. Do not forget to write it on your certificate application form.
If you will provide proof of sufficient funds and health insurance to cover you until the indicated date, as well as this certificate with the note, you may obtain an extension for the whole indicated period.
4. Write to master@polimi.it to obtain an appointment to visit them. Specify which certificate you are requesting. They will reply within 48 hours with an appointment time. At your appointment, take the request form to the Politecnico di Milano Master Office – Leonardo Campus (MM2 Piola), with two *marca da bollo* of €16 (one *marca da bollo* for the request and one *marca da bollo* for each certificate). The certificate will be issued on the spot.

Please note: The MIP certificate with indication of the exams you have passed, will be prepared for you by your Programme Coordinator upon your request (and not by Politecnico's master office!). You will need to insert copy of both certificates in your application kit and take the originals to the Police Station at your appointment, later on.

Full address of the master office

Servizio Offerta Formativa Post Laurea
Campus Leonardo
North Pavilion – Building n.2 - 1st floor
Piazza Leonardo da Vinci, 32, Milano

Directions: Enter from Piazza Leonardo Da Vinci (MM2 Piola), go to North Pavilion, 1st floor, near the Career Service. **Receiving hours (appointment needed):** Monday: 14:30 to 16:00; Tuesday: 09:30 to 12:00; Thursday: 09:30-12:00 and 14:30 to 16:00. For appointments write to master@polimi.it , indicating the reason of your appointment request.

How to obtain your graduation certificate from Politecnico's Master Office

1. Print out the certificate request form at the end of this document
2. Fill out the graduation certificate request form with full details of your personal code and enrollment number (i.d. number, i.e. your *matricola* – if unsure, ask your coordinator). Tick the request box: Certificate of specializing masters degree (in Italian, if for the purpose of permit conversion).
3. Take it to the Politecnico di Milano Master Office – Leonardo Campus (MM2 Piola), with two *marca da bollo* of €16 (one *marca da bollo* for the request and one *marca da bollo* for each certificate). The certificate will be issued on the spot.

Full address of the master office

Servizio Offerta Formativa Post Laurea
Campus Leonardo
North Pavilion – Building n.2 - 1st floor
Piazza Leonardo da Vinci, 32, Milano

Directions: Enter from Piazza Leonardo Da Vinci (MM2 Piola), go to North Pavilion, 1st floor, near the Career Service. **Receiving hours (appointment needed):** Monday: 14:30 to 16:00; Tuesday: 09:30 to 12:00; Thursday: 09:30-12:00 and 14:30 to 16:00. For appointments write to master@polimi.it .

How to request your enrollment or graduation certificate remotely

You can do one of the following:

- A.** Fill in the **hard copy application** form, attach the duty stamps, and send it via post to the Master Office: the certificate can be picked up in person or you can have it sent to you by post.
- B.** Fill in the **on-line application** and pay the duty stamps: the certificate can be picked up in person, sent by post or by courier.

A. How to submit the hard copy application and where to buy the duty stamps

To request a certificate, you need to submit the appropriate application form, complete with a €16.00 duty stamp (*marca da bollo*). Duty stamps can be purchased at any tobacconist.

The application form can be downloaded at the following link:

<http://www.polimi.it/index.php?id=5760&L=1>

Please indicate in the application the number and type of certificates required, the language in which they should be issued (Italian or English), and the collection method. **You will need to submit an additional €16.00 duty stamp for each certificate requested;** in the absence of the necessary duty stamps, certificates cannot be issued.

The filled out and signed application form (with necessary *marca da bollo*) may be submitted personally or sent by post to the Politecnico Master's Office:

POLITECNICO DI MILANO

Master e Corsi di Perfezionamento

Servizio Offerta Formativa Post Laurea
Area Sviluppo e Rapporti con le Imprese
North Pavilion – Building n.2 - 1st floor
P.zza Leonardo da Vinci, 32
20133 MILANO

Collection may take place in person during their opening hours (to be agreed by writing to master@polimi.it). Alternatively, the certificate can be sent by post to the address specified in the application.

B. How to fill in the online application and how to pay the electronic duty stamp

You can submit your certificate application and pay the stamp duty due, using the VISA credit card circuit, by accessing the online services from the website <https://www.polimi.it/en/> - frame at the bottom right - [Online Services](#).

To log in, you need to have a valid person code and password. **If unsure, ask your Programme Coordinator.** To obtain new credentials if you lose or forget them, use the CREDENTIAL RECOVERY service in Online Services - [here](#)

The application can be submitted by accessing the "DATA" section, under the item "Certificate and self certification request"; the system will guide you in compiling the request and making the final payment, calculating the stamp duty due for the application and for all the certificates, also including any postage costs. You can request multiple certificates with a single application, so please do not make the payment before having requested all the certificates you need, otherwise you will need to pay another virtual stamp for the new application.

NB: please note that pursuant to Art. 15 of Law 183/2011, starting from 01/01/2012, certificates to be submitted to public administrations or public service providers can no longer be issued or accepted. In the cases listed above, applicants can only submit self-certified statements. The certificates can only be issued if requested by bodies that are not public administrations or public service providers.

POLITECNICO DI MILANO



CERTIFICATES ON STAMPED PAPER REQUEST FORM

Personal code

ID no.

Surname _____ Name _____

Telephone _____ Mobile phone _____

REQUESTS

Type of certificate	No. of copies in Italian	No. of copies in English
Certificate of enrolment		
Certificate of specializing masters degree		
Certificate of post-graduate programme attendance		
Certificate with educational programme and credits		

Pursuant to Article 15 of Law no. 183/2011, certifications on stamped paper cannot be submitted to the Public Administration.

Certificates are issued on paper bearing stamp duty at current value (€16.00), one stamp per certificate requested.

- to be collected personally from the Servizio Offerta Formativa Post Laurea – Campus Leonardo – Piazza Leonardo da Vinci, 32 – Padiglione Nord – Edificio 2
- to be collected personally from the _____
(indicate the Department/Consortium that managed the course)
- to be delivered to the following address

Via/Piazza _____ no. _____

Postcode _____ City _____ (Province) _____ Town/City District _____

Country _____

Tel. _____ Mobile _____ e-mail _____

Milan, _____ Signature _____

SPACE RESERVED FOR USE BY THE CERTIFICATE COLLECTION OFFICE

Collected on _____

by the requester National Identity Card Driving Licence Passport no. _____
of _____

by the mandated party National Identity Card Driving Licence Passport no. _____
of _____

See attached mandate and copy of valid identification

Sent to the _____ Consortium/Department on _____

Pursuant to Article 15 of Law no. 183/2011, as of 1/1/2012, certificates to be submitted to the Public Administration or Public Service Managers can no longer be issued or accepted. In this case, only self-certifications will be permitted. Only certificates intended for entities other than the Public Administration or Public Service Managers will be issued.