MiP

POLITECNICO DI MILANO
GRADUATE SCHOOL OF BUSINESS

ENROLLMENT HANDBOOK 2021

ISO

MIP INTERNATIONAL STUDENTS OFFICE

CONTENTS

ENROLLMENT HANDBOOK

Dear student,

This booklet provides guidelines for obtaining and submitting your mandatory enrollment documents. Please, read it thoroughly and arrange all documents as indicated.

Please note it is your responsibility to provide the listed documents within the indicated deadline. Failing to do that will preclude your enrollment at Politenico di Milano.

The International Students Office (ISO) is only responsible for provision of information and guidance and it is important that you inform us promptly of any delay.

CONTACTS

International Students Office
MIP Politecnico di Milano Graduate School of Business - Office 1.10
Via Lambruschini 4C - Building 26/A
20156 Milano - Italy
Tel. +39 02 2399 4895 / 2881 / 2874
Fax +39 02 2399 2844
iso@mip.polimi.it
www.som.polimi.it/iso

ENROLLMENT DOCUMENTS

You will enrol at Politecnico di Milano through their Online Services, the **AUNICA** platform. At your first access you will insert your personal data and obtain your credentials.
You will then be required to upload all necessary documents. You will need to send copy of these documents to us at the International Students Office too. Please read carefully all sections in this guide for full details on each required document.

Document for registration on the AUNICA platform
> **Valid Passport**
> or, alternatively, valid ID card for Italians and European citizens

Document for enrollment
> **Statement of Comparability of your degree** issued by CIMEA – for all students who have graduated outside of Italy – read the dedicated session
> **Degree certificate or self-certification** - for all students who have graduated in Italy. These must contain the graduation date, the exams passed and the score obtained. As a rule, you must be graduated by September 2021.

The deadline for submitting the enrollment document is the day of master's start.

The Statement of Comparability (for all students graduated outside of Italy) must be sent as soft copy only to **iso@mip.polimi.it**. This e-mail must be indicated in the CIMEA online application form, in the field *"E-mail address of the institution to send the Statement"*.
Students who have graduated from a Chinese university, can submit the Verification Report issued by **www.chsi.com.cn**, instead of the Statement of Comparability.

Additional mandatory documents to finalize enrollment
> Either before or upon arrival in Italy, all full-time master students must obtain and submit the Italian **fiscal code. When you have it, you can send a pdf copy of the fiscal code certificate or card** to the ISO at **iso@mip.polimi.it**. Read more under the "Fiscal Code" section.
> All non-EU students who need an Italian Visa to attend their full-time studies in Italy, are required to send to **iso@mip.polimi.it** copy of following documents:
>> **Italian Visa** - upon attainment, and before arrival in Italy
>> **Italian permit of stay** - upon attainment, within 4 months of arrival in Italy
> Non-EU students who live in Italy and already hold a permit of stay are also required to send a copy to **iso@mip.polimi.it**.

All above documents will need to be uploaded on the AUNICA platform too, at a later stage. The ISO will prompt you.

Important note:
> Italian passport holders will be requested to insert their fiscal code number when registering on the AUNICA platform. For this reason, if you do not yet have a fiscal code, we recommend that you obtain it before your arrival in Italy by referring to the Italian Consulate in your home country.

AUNICA PLATFORM - POLITECNICO DI MILANO ONLINE SERVICES

To enroll at Politecnico, you need to register on the Politecnico Online Services, the **AUNICA platform**, and obtain your Person Code ("Codice Persona").

Step 1 - Registration/Access on AUNICA and creation of the Person Code

ACCESS: **www.polimi.it/en/Tools/Online_services**

a) If you have graduated from the Politecnico di Milano or if you are a deferred student, and you have a student identification number or person code
You don't need to register but update your residence and domicile data by entering a current personal e-mail address (not @polimi.it/@...polimi.it) and attach a photo/scan of a valid identity document.

If you have lost your login credentials, you can go to the login page and click on *Login problems? Authentication Assistance > Credentials Recovery*.

b) If you are a new user
You must enter your personal data, residence and domicile, and a current personal email address (not @...polimi.it), where you will receive a link to activate your account. It is important that you write your personal data **exactly as they are in your passport or European ID**. **Once you complete the registration, you won't be able to edit them further. If you realize you confirmed the registration with incorrect data, you will need to write to** iso@mip.polimi.it.

When the account is activated (you must activate it within 30 days after receiving the link), you can complete the registration by attaching a valid passport. A valid European Union's identity card is also accepted.

Step 2 - Sending the Person Code and qualifications to MIP's International Students Office at iso@mip.polimi.it

Once the registration is complete, we ask you to send an email to **iso@mip.polimi.it** with:
> your person code (8 digits)
> your qualification documents (statement of comparability of your degree for all students who have graduated outside of Italy)

For full details and troubleshooting on how to use AUNICA for STEP 1 and 2, please read ANNEX 1. **You should complete registration as soon as possible**.

Step 3 - Stamp duty payment
Few months after the start of your program, you will receive a communication from MIP International Students Office informing you that you are ready to pay the online stamp duty to complete enrolment. Enrolment will not be valid without the stamp duty payment (currently 16 euros).

To do so, you will need to access AUNICA using the credentials listed in step 1, and follow the sequence below:
a) Go to "Certificates and self-certification requests" and select: "MASTER: ENROLMENT STAMP DUTY PAYMENT APPLICATION"
b) Confirm the application selection according to the course (Master) and book it
c) Select "NO DOCUMENTS TO DISPENSE" under "Sel. Delivery type"
d) Pay by credit card and wait for payment conclusion.

Lastly, please notify **iso@mip.polimi.it** about the stamp duty payment to confirm and finalise the enrolment procedure.

STATEMENT OF COMPARABILITY OF YOUR DEGREE

Why do I need to obtain a statement of comparability and what is it?
In order to be enrolled at Politecnico di Milano, your degree must be recognized within the Italian education system.

The **Statement of Comparability** is a document containing the information relating to the qualification, such as the recognition/accreditation of the institution that issued it in the country of origin and the level of the qualification according to the Bologna Process and the European Qualifications Framework, in addition to the specifications of the comparability of the degree, the nature of the course (academic or professional) and any other useful element to let it be evaluated by the competent bodies in the different national systems.

The service is only available for official university qualifications (being officially part of the foreign system of higher education) issued by foreign official institutions (recognised/accredited in the foreign system of higher education).

Who do I have to refer to for this document?
You need to contact CIMEA, Information Centre on Academic Mobility and Equivalence.
Read full details at http://www.cimea.it/en/services/statements-of-comparability/attestati-di-comparabilita-e-di-verifica-dei-titoli-diplome.aspx

How do I apply for it?
Go to **https://cimea.diplo-me.eu/cimea/#/auth/login** and register as a user.
Before you submit your application online and pay for the service, it is recommended that you obtain confirmation from CIMEA that you can proceed with the documents you have at hand, especially if you only have a provisional degree certificate. In your profile, click on "SERVICES"-"Information Request". For submitting your request for comparability, please click "SERVICES" - "**Comparability**".
You need to select "**Master Universitario di primo livello**" for ACCESS TO FURTHER STUDIES.

Please note, **CIMEA's Statement of Comparability should to be sent directly to** iso@mip.polimi.it. You will need to indicate this in your application form as the "email address of the institution to send the Statement". There is no need to send the original copy of the statement to MIP. It is a good idea to request a soft copy to be sent to you too.

What are the costs associated with it?
The service fees are €150 (statement available within 30 working days) or € 250 for a statement issued with the urgent procedure (available within 15 working days).

When do I need to apply for it?
You must apply now. The statement of comparability must be submitted by the beginning of your master programme.

CONTACTS
If you have questions before lodging your application, or if you need to contact CIMEA to learn about the progress of your application, please use "SERVICES"-"Information Request" after you have obtained the access by creating your profile.

FISCAL CODE
(CODICE FISCALE)

What is the fiscal code?
The fiscal code, also called "tax code", is your social security number and tax file number for Italy. All full-time master students must have a fiscal code in order to finalize their enrolment at the Politecnico. In addition, Italian passport holders must have a fiscal code to be able to register on AUNICA. It is also needed to sign a rental contract, to open a bank account, or to take up internship and work.

How do I obtain my fiscal code?
You can obtain it from the Italian Consulates in your home country. We encourage you to contact them to inquire whether they can issue your fiscal code before your arrival in Italy. If the Consulate cannot provide this service, you will still be able to request it to the Taxation Office upon arrival in Italy. The ISO will guide you.

ITALIAN STUDY VISA

Do I need a Visa?
Citizens from European Union countries and citizens from States belonging to the European Economic Area - Switzerland, Norway, Island, and Liechtenstein - do not need a Visa. All other students will need a Visa to enter and stay in Italy for their studies. You will need to apply for a long stay study Visa, type D.

Who do I contact to obtain my Visa?
Contact the Italian Consulate or Embassy operating in the geographical area where you live habitually and apply for a study Visa before leaving to Italy. Start looking at what documents you need to submit, by visiting their website under their Visa section. At this link **https://vistoperitalia.esteri.it/home/en** you find initial information on Visa requirements and on the location of each Consulate based on your nationality and country of residence.

What is the validity of the passport?
To apply for your visa, you must have a valid passport. whose expiry date is three months longer than that of the visa requested. Also, it shall contain at least 2 blank pages.

What documents will I need to apply for my Visa?
You have to collect information about the list of documents required for your Visa application from the Italian Consulate responsible for your area. Among the important documents, you will need the official MIP Politecnico di Milano admission letter (what we call 'Visa letter'). **It is very important that this is stamped by the Consulate when your Visa is granted, and returned to you. You must take the stamped letter with you to Italy in order to obtain your Permit of Stay** (residence permit for Italy). Without the official stamp, your permit of stay will not be issued.
You will also need proof of economic resources to sustain yourself during your stay, proof of accommodation, health cover, a valid passport with at least 2 blank pages and several months validity (check the requirements of the specific Consulate or Embassy). A useful resource is the '**Visa For Italy**' website of the Ministry of Foreign Affair. Visit the site, choose the English version, scroll down and answer the 4 questions. Choose 'Study - UNIVERSITY ENROLMENT' at the 'Reason For Your Stay' question. Scroll down again to read the list of required documents and where you can apply for your Visa. As mentioned, always contact the specific Consulate to double-check what documents you need to submit. Additional or different documents can be requested.

How do I get my official Visa letter?
The 'Visa letter' will be sent to you via e-mail. We will send the same to the Italian Embassy or Consulate where you will apply for your visa, via registered e-mail. You will need to print out and submit a copy of the visa letter when applying for your Visa. As mentioned, make sure this is stamped by the Consulate and returned to you.

Shall I go through the pre-enrollment process at the Italian Embassy or Consulate?
Yes. Prior to lodging your Italian Visa application, you are required to register for pre-enrollment. You will be guided by us on how to go about it. You must have your degree certificate and/or your Statement of Comparability to be able to register.

PERMIT OF STAY
(PERMESSO DI SOGGIORNO)

What is the Permit of Stay?
It is your residence permit for Italy. Within 8 working days of your arrival in Italy, you will be required to complete an application kit to apply for a Permit of Stay. The permit of stay card, once obtained, replaces your Italian visa as your document for your legal stay in Italy. It is compulsory for all students holding a long study visa, type D.

When do I have to apply for my permit of stay?
You will apply for your Permit of Stay upon arrival in Italy. You will attend an orientation session with the ISO where your will receive full guidance.

What are the Permit of Stay application receipts, which I need to provide for my enrollment?
Before you receive the Permit of Stay card, the Permit of Stay application receipts are the legal documents proving that you have initiated the process for obtaining your Permit of Stay card. You will obtain these at the time you will send out your permit application, therefore within few days of your arrival in Italy.

How do I apply for my Permit of Stay?
As mentioned, you will obtain full guidance at your orientation session. We will fill out forms together and you will be able to send out your permit application within days of your arrival. The second step, will be for you to visit the competent migration authority (Police stations or the Immigration Office) where your documents will be checked and your fingerprints taken. If, due to particular reasons you would like to start the process before your orientation, you can download the document with guidance available on our website: **https://www.som. polimi.it/en/international-students-office/documents-for-download/**

When and where do I collect my Permit of Stay card?
You will be notified when you will be able to collect your card. As a rule, it can be collected at the same Police Station you visited for documents check. We will guide you.

What are the costs associated with the Permit of Stay?
The application fee is around Euro 120. You will also need private health insurance to cover you for the duration of your visa. If you are not insured, you might consider to purchase the cover offered by WAI ITALY (Welcome Association Italy). For further information visit: **www.waitaly.net**. You will be required to register in order to receive a username and then pay the fee: €71 for a 6 months cover, or €120.00 for a 12 months cover. Please read carefully their terms and conditions.

ANNEX 1 - REGISTERING ON AUNICA

STEP 1. Register

A. If you have graduated from the Politecnico di Milano or you are a withdrawn or deferred student, and you already have a "Person Code"

You don't need to register again, as **your Person Code will remain the same**. However, you will need to:
1. Go to **www.polimi.it/en/tools/online_services** and log in
2. In the main page of your user area, click on **Update your personal data**

3. You will access a page with all your personal data. Here you can:
    > Upload a copy of a **valid identity document** and of your fiscal code, if missing
    > Enter a current personal e-mail address (not @polimi.it/@...polimi.it)
    > Update your residency and contact address

NOTE: If you have lost your login credentials, you can go to the login page and click on Login problems? Authentication Assistance, then on Credentials Recovery.

B. If you are a new user
To access AUNICA, you first need to register.

1. Go to **www.polimi.it/en/tools/online_services** and click on **Register**.

2. A pop-up will appear. Click on **Register a new user**.

3. Fill out your personal data. Write your data **as they are in your passport or European ID**, and insert a personal e-mail address (not @...polimi.it). Then click on **Next**.

Please note:
> **If you have more than one name or surname, it is very important that you write it exactly as it appears on your ID. If you do not have a surname on your ID, then click on the button 'No surname'.**
> **If you have dual citizenship, write your name as it is in your passport of reference. If you have Italian citizenship, write your name as it is in the Italian passport.**
> **Once you complete the registration, you won't be able to edit these data further. If you realize you confirmed the registration with incorrect data, you will need to write to** iso@mip.polimi.it.

4. Insert your mobile number with country prefix and no spaces.

5. You will see a summary of your data. Check it, then click on **Consent > Yes**.

6. Enter your password, keeping in mind the requirements stated in the box below.

7. At this point, the following message may pop up. If that is the case, write to the relevant e-mail to recover your credentials.

8. **You will then receive a link to activate your account, and a Person Code** ("Codice Persona"), an 8-digits code that you will use to access the platform together with a password. You must activate the account within 30 days of receiving the link. Once it is activated, you can complete the registration by uploading your data.

NOTE: In case you lose your login credentials, you can go to the login page and click on Login problems? Authentication Assistance, then on Credentials Recovery.

STEP 2. Upload your data

Once you have completed the registration, you will need to **upload your ID** and **insert your residency address**. To do so, please follow the steps below.

1. Sign in on the Politecnico Online Services www.polimi.it/en/tools/online_services
2. In the main page of your user area, click on **Update your personal data** (either on your left or in the menu on the right)
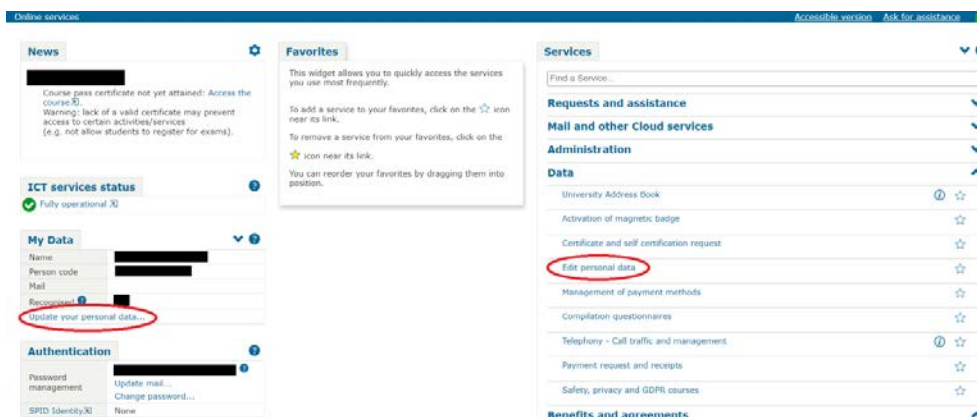
3. You will access a page with all your personal data.
4. If you already have your fiscal code, click on 'Tax Code (scan only)' to upload a copy of your fiscal code certificate, fiscal code card or Italian health card (front & back)

5. Then, click on 'Identity documents' **> Manage**

6. Add your document (valid passport or European ID)

7. Fill out the required information on your document and then **Save**

8. Click on 'Residence address' **> Manage**

9. Click on **New address**

10. Insert the data, then click on **Preview**, then **Save**.
Please note that international students should insert the address in their home country (where they live habitually). You will have a chance to insert your Italian address at a later stage under "Contact address", but this is not mandatory.

STEP 3. Send your Person Code and qualification documents to the ISO
Once the registration is complete, **send an e-mail to iso@polimi.it** with:
> **Person Code** (8-digits number)
> **Statement of Comparability** of your degree issued by CIMEA - for students who have graduated outside of Italy
> **Degree certificate or self-certification** with indications of your final grade and date of graduation - for students who have graduated in Italy
> Copy of **entry visa/residence permit**, if required (not required for distance-learning courses)

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