



POLITECNICO DI MILANO
GRADUATE SCHOOL OF BUSINESS

ENROLLMENT
GUIDELINES FOR
ITALIAN AND AIRE
STUDENTS



**MIP INTERNATIONAL
STUDENTS OFFICE**

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ENROLLMENT GUIDELINES FOR ITALIAN AND AIRE STUDENTS

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 Politecnico 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
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ENROLLMENT DOCUMENTS

You will enrol at Politecnico di Milano through their Online Services. 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 enrollment platform

- > **Valid Passport** or, valid ID card for Italian
- > **Your Italian fiscal code**

Document for enrollment

- > **Statement of Comparability** issued by CIMEA - for all students who have graduated outside of Italy - *read the dedicate section*
- > **Degree certificate or self-certification** - for all students who have graduated in Italy

The deadline for submitting the enrollment document is the day of master's start, and you will be contacted again after the kick-off of your program for the payment of the enrollment fee (currently 16 Euros).

The Statement of Comparability (students graduated outside of Italy only) must be sent as soft copy from CIMEA to iso@mip.polimi.it, which 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.

Important note:

- > Italian passport holders, will be requested to insert their fiscal code number when registering at Politecnico Enrollment Platform, and to send copy of the pdf document to the ISO at iso@mip.polimi.it.

POLITECNICO DI MILANO ONLINE SERVICES ENROLLMENT PLATFORM

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

ACCESS: [www.polimi.it/en/Tools/Online services](http://www.polimi.it/en/Tools/Online%20services)

a) You have graduated from the Politecnico di Milano, 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 send an email to master@polimi.it, indicating your current personal email address, and you will receive instructions to access.

b) 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.

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 (degree certificate or self-certification, or Statement of Comparability for foreign qualifications if you have graduated at a foreign university)

Step 3 - Stamp duty payment

After the Kick-off 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 the online services using the credentials listed in step 1, and follow the sequence below:

- a) Go to "Request for Certificates and self-certification" and select: "MASTER: ENROLMENT STAMP DUTY PAYMENT APPLICATION"
- b) Confirm the application selection according to the course (Master) and book it
- c) Select "OFFICE COLLECTION"(no collection is required, but only a payment confirmation. We apologise, this service will be implemented as soon as possible)
- 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

FOR DEGREES OBTAINED OUTSIDE OF ITALY

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/servizi/attestati-di-comparabilita-e-certificazione-dei-titoli/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. Under 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" under ACCESS TO FURTHER STUDIES.

Please note, **CIMEA's Statement of Comparability must 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 is your social security number and tax file number for Italy. All Italian passport holders must have a fiscal code in order to enroll at the Politecnico. 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 country of residence (for AIRE students), or in Italy from the Taxation Office.



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