



POLITECNICO DI MILANO
GRADUATE SCHOOL OF BUSINESS

**HOW TO REQUEST
AN ENROLLMENT OR
GRADUATION CERTIFICATE**

Last updated October 2021



REQUESTING A CERTIFICATE OF ENROLLMENT OR A CERTIFICATE OF GRADUATION

What is a certificate of Enrollment?

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

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 required, for instance, among the documents for converting your study permit into a permit for job search and students' entrepreneurship, or into a work permit.

Who can issue this for me?

Enrollment certificates and graduation certificates are issued by **Politecnico di Milano's Master Office** through the Politecnico Online Services.

You can request them online and you can collect them in hard copy at the Master Office. Once you have finalized the online application and payment for your certificate, you can write to master@polimi.it to request an appointment to collect it. When doing so, please remember to indicate your person code and career identification number (*matricola*) so that they can identify you.

If collection is not possible, you can have the hard copy sent to you by post. In addition, please note that digital certificates are valid only in digital format: a printed copy is invalid and may not be accepted by other institutions.

How to obtain your enrollment certificate from Politecnico di Milano

1. Go to the Politecnico [Online Services](#) and log in with your Person Code and password (if you do not remember them, go to *Authentication assistance > Credentials recovery*).
2. In the Services list on the right, go to *Data > Certificates and self-certification requests*

Data	
University Address Book	? ☆
Activation of magnetic badge	☆
Certificate and self certification request	☆
Questions? FAQ and contacts	☆
Edit personal data	☆
Management of payment methods	☆
Compilation questionnaires	☆
Dati inviati Agenzia Entrate	☆
Safety, privacy and GDPR courses	☆
Application form - exemption from all-inclusive contribution	☆

3. Select **MASTER: REQUEST FOR CERTIFICATE OF ENROLLMENT**

SELECT AN IDENTIFICATION NUMBER

CAREER IDENTIFICATION NUMBER	CAREER STATUS	CAREER INFO
✓ [REDACTED]	ATTIVO	1ST (LEVEL) UNIVERSITY MASTER DEGREE IN [REDACTED]
[REDACTED]	ATTIVO	Altro

CERTIFICATES, SELF CERTIFICATION AND FORMS

List of available certificates, self certifications and forms

Specializing Masters and Postgraduate programmes

For further info on documentation, please visit the dedicated page <https://www.polimi.it/en/programmes/documentation/>

Certificate

MASTER: REQUEST FOR CERTIFICATE OF ENROLLMENT

4. Select the stamp option, the language of the certificate and the country of use (leave the additional notes blank, as these are only for self-certifications). Then click on *Confirm*.
For permit renewal, the certificate must be stamped and in Italian.

self-certification

PERSON/CAREER DETAILS

Career Identification number: [REDACTED]
Person Code: [REDACTED]
Person: [REDACTED]
Type: 1ST (LEVEL) UNIVERSITY MASTER DEGREE IN [REDACTED]

CERTIFICATE, SELF CERTIFICATION OR FORM

MASTER: REQUEST FOR CERTIFICATE OF ENROLLMENT

PARAMETER DEFINITION

Use of certificate * Stamped [?](#)

Certificate language * Italian [?](#)

Certificate to be used for the sole use of request or renewal of a residence permit to be submitted to the Police Station. * YES [?](#)

For use: Abroad - Italy * Italy [?](#)

Additional notes (will appear at the bottom of the certificate)
(only for Auto use)

* compulsory fields

The preview does not show the multi-copy even if set.
WARNING: for SELF-CERTIFICATION use only one copy can be printed

Number of copies: [?](#)

5. In the additional notes for the operator, add 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: 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.

If you are requesting a certificate for permit renewal, your page should look like this (the date is an example) and you can proceed by clicking on *Reserve document*.

If you are requesting a graduation certificate, this note is not necessary. Leave it blank.

CERTIFICATE, SELF CERTIFICATION OR FORM

MASTER: REQUEST FOR CERTIFICATE OF ENROLMENT

PARAMETERS	
Use of certificate	Stamped
Certificate language	Italian
Certificate to be used for the sole use of request or renewal of a residence permit to be submitted to the Police Station.	YES
For use: Abroad - Italy	Italy
Additional notes (will appear at the bottom of the certificate) <i>(only for Auto use)</i>	

ADDITIONAL NOTES

Indicate in this space any messages for the operator who will take charge of the request.

WARNING: the request to insert footnotes in the document may be accepted only after evaluation and approval by the operator. You don't have the right to a reimbursement even if it's not possible to add the note to the certificate.

Certificato per rinnovo permesso di soggiorno. Inserire nelle note: "La prova finale si svolgerà entro e non oltre maggio 2021"

[Preview document](#)

[Reserve document](#)

6. Click on the green cart button

Information

The on-line form request for the document MASTER: REQUEST FOR CERTIFICATE OF ENROLMENT, associated with student identification number 973517, has been successfully inserted with ID 1

Number of requests pending confirmation: 1

Press the button below (green cart) to:

- Select document delivery method
- Start online payment of requests

Please remember that you can enter, in one request, certificates from different university careers, as long as they belong to the same group of certificates. Two different requests mean you are charged shipping charges and stamp duty twice.



7. Click on the icon under *Sel. Delivery Type*

CART INFO

Select the type of certificate delivery and pay the reservations; otherwise they will be deleted at the end of the application session.

pag. 1/1 (total:1) first previous 1 next last page size: 10 25 50 100 all

CART RESERVATIONS				Type of Request	Document Delivery Method	Documents Requested
ID	Details	Delete	Sel. Delivery Type			
1				Specializing Masters and Postgraduate programmes		1

pag. 1/1 (total:1) first previous 1 next last page size: 10 25 50 100 all

8. Select the type of delivery.

For permit renewal, select *BY OFFICE*, as you will need the hard copy of the certificate for your permit appointment. If you would like to have your certificate sent to your domicile, select *BY POST*, although it is preferable to collect it at the Master Office

CERTIFICATE DELIVERY TYPE SELECTION		
Sel.	Document Delivery Method	Description
<input type="checkbox"/>	DOWNLOAD DIGITALLY SIGNED DOCUMENTS	The digitally signed certificates can be downloaded directly by the user from the display page of their submitted requests.
<input type="checkbox"/>	BY POST	The certificates will be delivered to the user by registered mail to the following address: <ul style="list-style-type: none"> • the delivery address provided to the Politecnico • the residence address provided to the Politecnico • a new address that the user can enter and which is valid only for the individual reservation
<input checked="" type="checkbox"/>	BY OFFICE	The user must select the counter at certificates will be collected when ready. It is possible, using a specific form which can be printed after payment of the request, to delegate another person to the collect the certificates.

i Select the office at which reserved certificates will be collected. Selecting the office from the drop-down menu below some useful information to get in touch with the selected office will be displayed

CONTACT OFFICE SELECTION	
Office:	Corporate & Continuing Education Unit - Master e Corsi Perfezionamento
Address:	Piazza Leonardo da Vinci 32, 20133 Milano - Edificio 2, 1° piano
Visiting hours:	
Telephone:	02.2399.2561/2501/4128
E_mail address:	master@polimi.it
Info:	According to national measures to prevent Covid-19, mail deliveries will be delayed. You can submit application online and obtain your certificate digitally signed. Our front office is open by appointment only, reception must be agreed please write at master@polimi.it

Confirm Selection

9. Proceed with the online payment of the stamp duty by clicking on *Start Payment*

PAYMENT SLIP								
ID	Request	Student Identification No.	Document	Quantity	Payment Item Details			
					Item	Quantity	Amount	Total
54026	Specializing Masters and Postgraduate programmes	[REDACTED]	MASTER: REQUEST FOR CERTIFICATE OF ENROLMENT	1	Request form stamp	1	€ 16.0	€ 16.0
					Certificate stamp	1	€ 16.0	€ 16.0
Total payment:								€ 32.0

Start Payment

The system will calculate the stamp duty due for the application and for all the certificates, 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.

10. Write to master@polimi.it to book an appointment for collection. In your e-mail, write the following details: **your career identification number** (your 'matricola' – if unsure, ask your coordinator or look at the top right of your user area. It should be a 6 digits number starting with '9'), **the purpose** (for instance, for permit renewal), **the id number of the certificate application at the online services** (if available), **the language** (English or Italian – for permit renewal the certificate must be in Italian).

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.

How to obtain your graduation certificate from Politecnico di Milano

The procedure to request a graduation certificate is the same as the request for the enrollment certificate. However, the option *MASTER: REQUEST FOR CERTIFICATE OF DEGREE AWARD* will appear only after you have discussed your thesis and your vote has been registered in the system by Politecnico's Master Office.

Therefore, to obtain a graduation certificate, follow the same instructions as above. **As you have graduated, it won't be necessary to insert a note in the "Additional notes" section.**

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. Currently, certificates can be produced for migration purposes (residence permit).