



**POLITECNICO DI MILANO
GRADUATE SCHOOL OF BUSINESS**

ENROLLMENT
DOCUMENTS
HANDBOOK

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ENROLLMENT DOCUMENTS HANDBOOK

Dear student,

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

Please note that failure to provide documents listed will result in an automatic inability to be enrolled at Politecnico di Milano. The student will be solely responsible for providing the documents according to each deadline. The International Students Office (ISO) is only responsible for provision of information and guidance.

All documents must be provided within the deadline indicated in the guide.



CONTACTS

International Students Office
MIP Politecnico di Milano Graduate School of Business
Office 2.9
Via Lambruschini 4C - Building 26/A
20156 Milano - Italy
Tel. +39 02 2399 4895 / 2881 / 9197
Fax +39 02 2399 2844
iso@mip.polimi.it
www.mip.polimi.it/iso

ENROLLMENT DOCUMENTS

Why do I need to submit enrollment documents?

You need to provide a number of documents, in order to enroll at Politecnico di Milano and obtain a Politecnico di Milano diploma, at the completion of your studies. Enrollment will not be finalized until all documents are provided within the deadline. MIP is not responsible for the student's failure to provide the mentioned documents as below.

What documents do I need to provide?

- > **Enrollment application form**, duly filled out and complete with a passport-size photograph
- > **The original Declaration of Value (complete with the certified copy of your degree and its translation into Italian, stamped and signed by the Italian diplomatic authority) or Statement of Comparability - for all students who have not graduated in Italy**
- > Soft copy of **valid passport** (personal data pages) valid for the entire duration of the Programme
- > Soft copy of Italian **study visa**
- > Soft copy of Italian **fiscal code** (obtainable in Italy or at Italian Consulates)
- > Soft copy of Italian **permit of stay application receipts** (obtainable in Italy)
- > Soft copy of Italian **permit of stay card** (obtainable in Italy)

How and when do I need to provide these documents?

You need to submit the above-mentioned documents to International Students Office. We do recommend that you send the **soft copies of all the enrollment documents** to iso@mip.polimi.it as soon as they are available, in order to help us to monitor the process and provide with possible solutions.

DOCUMENT	HOW	DEADLINE
Enrollment Form (original with photo)	In person	Orientation Session day***
Declaration of Value (original) or Statement of Comparability (PDF)*	In person	Orientation Session day
Valid passport (PDF)	In person or by email**	Orientation Session day
Italian Study Visa (PDF)	In person or by email	Orientation Session day
Fiscal Code (PDF)	In person or by email	Within 2 weeks after Orientation Session day
Permit of Stay application receipts (PDF)	In person or by email	Within 2 weeks after Orientation Session day
Permit of Stay card (PDF)	In person or by email	Upon request

* Statement of Comparability needs to be sent **only in PDF format** to master@polimi.it, which should be indicated on the application form as the email address of the institution to send the statement.

** By email refers to the email address iso@mip.polimi.it.

***Orientation Session day will be one week before your master's kick off.

ENROLLMENT APPLICATION FORM

POLITECNICO DI MILANO



See in this template an explanation of the fields that could generate doubt

Revenue stamp
€ 16,00

Provided by MIP

ENROLMENT APPLICATION FORM - UNIVERSITY MASTER DEGREE

TO THE RECTOR OF POLITECNICO DI MILANO

The undersigned

Surname FULL SURNAME Name FULL NAME (AS IN YOUR PASSPORT)

Born in CITY OF BIRTH (County) N/A on DATE OF BIRTH

Country _____ Nationality _____

FISCAL CODE

Residence CITY AND COUNTRY OF YOUR PERMANENT ADDRESS IN YOUR HOME COUNTRY (County) _____ ZIP code _____

Address FULL DETAILS OF YOUR PERMANENT ADDRESS IN YOUR HOME COUNTRY

Hamlet leave blank c/o _____

Domicile CITY OR TOWN OF YOUR ADDRESS IN ITALY (County) N/A ZIP code _____

Address FULL DETAILS OF YOUR ADDRESS IN ITALY

Hamlet leave blank c/o leave blank

Contact: Phone _____ Mobile YOUR VALID PHONE NO. e-mail YOUR PRIVATE E-MAIL

APPLIES:

to be enrolled in the leave blank level University Master degree in MASTER'S NAME (copy from list)
_____ for the year _____

For this purpose, in compliance with the provisions of D.P.R. no. 445/2000, and fully aware of the penalties established by Art.496 of the Criminal Code for false statements,

HE/SHE DECLARES UNDER HIS/HER RESPONSIBILITY:

To be in possession of the following **academic qualification**:

☐ First-cycle Degree ☐ Degree Certificate ☒ Other equivalent University qualification

in FULL NAME OF YOUR LATEST DEGREE

obtained at the University of AWARDING UNIVERSITY

on AWARDING DATE with final mark: _____/_____
do insert your final mark

☐ Previous Regulations Degree ☐ Second-cycle degree ☐ Other equivalent University qualification

in _____

obtained at the University of _____

on _____ with final mark: _____/_____

☒ **not** to be enrolled at any other University or University Education Institute, or in any other University courses of the same or different Faculty of the University (Art. 142 R.D. 1933 no. 1952).

Milan, (date) do not forget the date

do not forget your signature

Full and Readable Signature

Provide prompt notification of any changes in this information to master@polimi.it

Apply a recent
passport photo and
affix your signature to
its lower part.

HE/SHE ALSO DECLARES:

That the photo above corresponds to:

Surname _____ Name _____

Born in _____ (County) _____ on _____

Country _____ Nationality _____

Identity Document Data:

☐ identity card no. EU students only issued by the Municipality of _____ on _____

☐ driving licence no. N/A issued by the Prefecture of _____ on _____

☐ passport no. _____ issued by the Police Headquarters of _____ on _____

☐ other _____

(cross the box corresponding to the document presented * and fill in)

SHOULD THE CONTENT OF THE DECLARANT'S STATEMENTS TURN OUT TO BE UNTRUE, HE/SHE LOSES HIS/HER RIGHT TO ENROLMENT. UNTRUE STATEMENTS ARE PUNISHED ACCORDING TO THE CRIMINAL CODE AND SPECIAL LAWS ON THIS SUBJECT (art. 75 and 76 D.P.R. 28.12.2000, no.445).

HE/SHE AUTHORIZES

this University, pursuant to the Legislative Decree dd. 30/06/2003 No. 196 – the code regulating the personal data protection – to disclose any personal information to public and private Institutions that may be interested in any possible recruitment; to promoters of training courses; to the Treasurer Bank of the Politecnico for any services related to University fees; to Institutions that manage loans of honour, lodgings, flexible job contracts, cultural, recreational and/or sports activities. He/she also authorises the use of data for any statistic purposes in compliance with the procedures and authorisations provided for by the mentioned regulations.

Date do not forget the date

Signature do not forget your signature

The following documents are attached:

- no. 1 passport photo (to apply on this form)
- Copy of the residence permit of stay (for non-EU citizens residing abroad)

** When the application is submitted, the student will be asked to show a valid identity document. Should the application be submitted by another person, it will be necessary to enclose a photocopy of the student's identity document and a photo signed by the student himself/herself.*

Select your master name from the list below and write it on your Enrollment Form

- > Advanced Master in Innovation and Entrepreneurship
- > International Master in Business Analytics and Big Data
- > International Master in Luxury Management
- > International Master in Multichannel Marketing Management
- > International Master in Project Management
- > Master in Performing Arts Management
- > Master in Supply Chain and Procurement Management
- > Master of Business Administration
- > Sino-European Master in General Management

DECLARATION OF VALUE (DICHIARAZIONE DI VALORE)

What is the Declaration of Value (DoV)?

The Declaration of value (Dichiarazione di Valore) is an official document which provides a short description of a certain academic qualification, awarded to a specific person by an institution belonging to an educational system other than the Italian one. The DoV usually includes the following information: legal status and nature of the awarding institution; requirements needed for admission to the programme ending in the qualification concerned; length of the programme and/or workload in hours/credits; validity of the qualification in the awarding country to academic ends.

It is issued by Italian diplomatic authorities operating in the country or territory **where you obtained your degree**, printed on their headed paper, stamped and signed.

Do I need to apply for a Declaration of Value?

If you have graduated in Italy, you do not need to provide a DoV. If you have graduated in any other country, you need to apply for a Declaration of Value or Statement of Comparability which is explained on the next page.

When shall I start to apply for a Declaration of Value?

To start this process you need to have obtained your degree certificate. Be aware that some Consulates will require you to have obtained DoV before processing your study visa application.

We recommend that you start the procedure as soon as you confirm your participation into the master.

Where and how do I request a Declaration of Value?

To request DoV, you have to **contact the Italian Embassy, Consulate or the Italian Cultural Institute responsible for the geographical area of the city where you have obtained your university degree.**

Please note, that you will have to follow their indications to prepare the documents required. For instance, if you are from India, but have graduated in the UK, you will have to contact the Italian authorities mentioned before in the UK. Write to them to enquire about the documents you will need to provide and about the process. If needed, make an appointment.

What is the timeframe for obtaining my DoV, and what should I do if this is delayed?

Processing time can vary from country to country. Some consulates issue the DoV quickly, within 2 weeks. In the worst case, it can take you up to 2 months to prepare the documents required by the Consulate before you can submit your DoV application. Then once the Italian consulate accepts your DoV application, it can go again up to 2 months for them to process it. If your DoV is delayed, or if you are experiencing delays along the way, please, promptly inform us by writing to iso@mip.polimi.it. The alternative document could be the Statement of Comparability, which is explained on the next page. **Please note that some Consulates/Embassies will require you to have obtained the DoV before processing your study visa application. In this case, the Statement of Comparability is not an option for you.**

What shall I do when I obtain my Declaration of Value?

When you obtain your DoV make sure you keep the document as it has been delivered to you.

Do not remove any stapled documents. Please send a scanned copy (**make sure you keep it stapled**) to iso@mip.polimi.it as soon as you have it on hand. You also need to provide the original DoV and all the original documents attached to it upon the start of the master. The originals will be returned to you when the enrollment is finalized.

STATEMENT OF COMPARABILITY

(ATTESTATO DI COMPARABILITÀ DEL TITOLO ESTERO)

In place of your Declaration of Value, you can provide a Statement of Comparability for your enrollment. Please be aware that, if the DoV is an indispensable document for your Italian Visa application, the Statement of Comparability is not an option for you.

Why do I need to obtain a statement of comparability and what is it?

As the alternative to Declaration of Value, the statement of comparability is a document which contains general information related to the foreign university qualification, such as recognition/accreditation status of the institution from which it has been issued in the country of origin and the level of the qualification according to the Bologna Process and to the European Qualifications Framework, besides the indication of the nature of the course.

Comparability means the indication of the foreign qualification's level in reference to the cycles of the Bologna Process and the levels of the European Qualifications Framework. Such comparison does not imply the formal recognition of foreign qualification within the Italian system, but it is a useful recommendation to the Italian institutions that have to evaluate the foreign qualification within recognition procedures: the Statement of comparability has the form of an advice, and does not bind the institutions during their own procedures of assessment and recognition.

How shall I request a Statement of Comparability?

You need to contact CIMEA, Information Centre on Academic Mobility and equivalence.

Visiting <http://cis.cimea.it/en/info/01.htm> you will find full information on the procedure and the link to the application form. **Please note, CIMEA's Statement of Comparability needs to be sent directly to Politecnico Master's Office at master@polimi.it** which shall be indicated on the application form as "email address of the institution to send the Statement", and there is no need to send the original copy of statement to MIP. Please choose "Master Universitario di primo livello" as "typology of the degree course".

It is recommended to check beforehand with CIMEA offices (cis@cimea.it) the status of the qualification and of the foreign institution for which it is required such service: the online request only, does not imply any acceptance of the service by CIMEA.

What are the costs associated with it?

The service fees are €100 (statement available within 30 working days) or € 200 for a statement issued with the urgent procedure (available within 15 working days).

When shall I apply for it?

You need to start the request at least **six weeks before the master starts**.

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 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?

The applicant shall present a valid travel document (passport) the validity of which extends at least three months beyond the intended date of departure from Italy (or of any other Schengen State). It shall contain several blank pages. We recommend your passport is valid at least until the end of your programme.

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')**, which must be presented in original to the Embassy or Consulate.

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 Affairs. 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 and as a hard copy via DHL to your mailing address. You will need to submit the original when applying for your Visa. We will write to you asking for full details about mailing address and contact telephone number. As mentioned, make sure this is stamped by the Consulate and returned to you.

When do I need to apply for my Italian Visa?

Visa applications can be filed from 3 months before your intended arrival in Italy.

Shall I go through pre-enrollment process at the Italian Embassies?

No, you don't need to apply for pre-enrollment.

FISCAL CODE

(CODICE FISCALE)

What is the fiscal code?

The fiscal code is your social security number and tax file number for Italy. All students 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 Consulate in your home country. As not all Consulates provide this service, you will be able to obtain it upon arrival in Italy. Once you are in Italy, you will need to visit the Taxation Office. The procedure of obtaining fiscal code will be explained during the orientation session.

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 you 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 those 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 of 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 at our website: <http://www.mip.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 the same Police Station you visited for documents check.

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. You will have the option of purchasing this in Italy (covering hospitalization and emergency treatment at hospitals only) at a cost of Euro 49 for a 6 months cover or Euro 98 for a year cover.



Revenue stamp
€ 16,00

ENROLMENT APPLICATION FORM - UNIVERSITY MASTER DEGREE

TO THE RECTOR OF POLITECNICO DI MILANO

The undersigned

Surname _____ Name _____

Born in _____ (County) _____ on _____

Country _____ Nationality _____

FISCAL CODE

Residence _____ (County) _____ ZIP code _____

Address _____

Hamlet _____ c/o _____

Domicile _____ (County) _____ ZIP code _____

Address _____

Hamlet _____ c/o _____

Contact: Phone. _____ Mobile _____ e-mail _____

APPLIES:

to be enrolled in the _____ level University Master degree in _____
_____ for the year _____

For this purpose, in compliance with the provisions of D.P.R. no. 445/2000, and fully aware of the penalties established by Art.496 of the Criminal Code for false statements,

HE/SHE DECLARES UNDER HIS/HER RESPONSIBILITY:

To be in possession of the following **academic qualification**:

☐ First-cycle Degree ☐ Degree Certificate ☐ Other equivalent University qualification

in _____

obtained at the University of _____

on _____ with final mark: ____/____

☐ Previous Regulations Degree ☐ Second-cycle degree ☐ Other equivalent University qualification

in _____

obtained at the University of _____

on _____ with final mark: ____/____

☐ **not** to be enrolled at any other University or University Education Institute, or in any other University courses of the same or different Faculty of the University (Art. 142 R.D. 1933 no. 1952).

Milan, (date) _____.

Full and Readable Signature

Provide prompt notification of any changes in this information to master@polimi.it

Apply a recent
passport photo and
affix your signature to
its lower part.

HE/SHE ALSO DECLARES:

That the photo above corresponds to:

Surname _____ Name _____

Born in _____ (County) _____ on _____

Country _____ Nationality _____

Identity Document Data:

☐ identity card no. _____ issued by the Municipality of _____ on _____

☐ driving licence no. _____ issued by the Prefecture of _____ on _____

☐ passport no. _____ issued by the Police Headquarters of _____ on _____

☐ other _____
(cross the box corresponding to the document presented * and fill in)

SHOULD THE CONTENT OF THE DECLARANT'S STATEMENTS TURN OUT TO BE UNTRUE, HE/SHE LOSES HIS/HER RIGHT TO ENROLMENT. UNTRUE STATEMENTS ARE PUNISHED ACCORDING TO THE CRIMINAL CODE AND SPECIAL LAWS ON THIS SUBJECT (art. 75 and 76 D.P.R. 28.12.2000, no.445).

HE/SHE AUTHORIZES

this University, pursuant to the Legislative Decree dd. 30/06/2003 No. 196 – the code regulating the personal data protection – to disclose any personal information to public and private Institutions that may be interested in any possible recruitment; to promoters of training courses; to the Treasurer Bank of the Politecnico for any services related to University fees; to Institutions that manage loans of honour, lodgings, flexible job contracts, cultural, recreational and/or sports activities. He/she also authorises the use of data for any statistic purposes in compliance with the procedures and authorisations provided for by the mentioned regulations.

Date _____

Signature _____

The following documents are attached:

- no. 1 passport photo (to apply on this form)
- Copy of the residence permit of stay (for non-EU citizens residing abroad)

** When the application is submitted, the student will be asked to show a valid identity document. Should the application be submitted by another person, it will be necessary to enclose a photocopy of the student's identity document and a photo signed by the student himself/herself.*



Executive Education
Ranking 2017



European Business Schools
Ranking 2016



POLITECNICO DI MILANO
GRADUATE SCHOOL
OF BUSINESS

