

POLIMI GRADUATE
SCHOOL OF
MANAGEMENT

ENROLMENT HANDBOOK

April 2024

This booklet offers a comprehensive overview of the requirements for enrolment at Politecnico di Milano.

The first pages cover the process with quick-to-follow diagrams. If you need further information, click on the topic of interest on the diagram and it will lead you to the relative section with full guidance.

Please note that it is your responsibility to provide the listed information within the indicated deadline.

Failing to do that will preclude your enrollment at Politecnico di Milano.

The Master & Continuous Learning Unit (MCU) is only responsible for provision of information and guidance. It is important that you inform us promptly of any delay.

RELEVANT OFFICES

During your time at POLIMI GSoM
you'll be in contact with three main offices:

MASTER & CONTINUOUS LEARNING UNIT (MCU)

MCUstudents@gsom.polimi.it
or MCU DESK

INTERNATIONAL STUDENTS OFFICE (ISO)

iso@gsom.polimi.it

PROGRAM OFFICE

Email differs for each master

- Enrolment
- Migration guidance before arrival
- Study Visa & Visa letter
- Tax Code

- Preparing for life in Italy (accommodation, living costs)
- Bureaucratic procedures after arrival
- Residence permit

- Didactic activities and programme calendar
- Admission and attendance certificates, through the email mycertificate@gsom.polimi.it (NOT for visa letters)

MCU DESK

Book [HERE](#) a 20-min videocall with your Enrolment Specialist. You can book up to 24 hours in advance.

If you can't find available slots, write to us if you have an urgency, so we can assess your situation and guide you accordingly.

ENROLMENT PLATFORMS

Your Enrolment will be managed by:

POLITECNICO DI MILANO

through **AUNICA**

(www.polimi.it/en/online-services)

This is to share your documents with Politecnico. Your enrolment will strictly depend on completing your profile on this platform.

POLIMI GSoM (MCU)

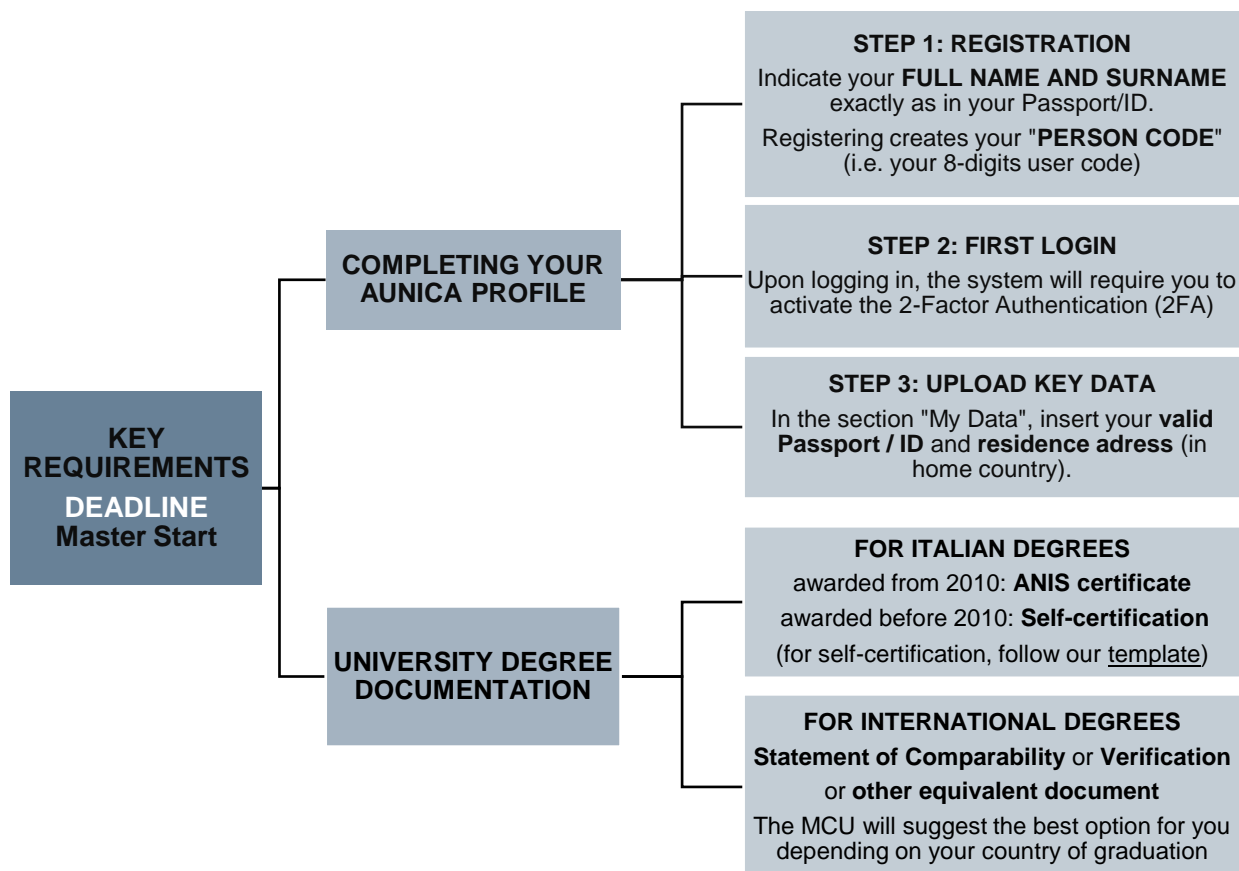
through the **ENROLMENT FORM**

([click here to open](#))

This is to share your documents with the MCU and help us manage visa procedures. The Form automatically saves whenever you edit it.

ENROLMENT REQUIREMENTS

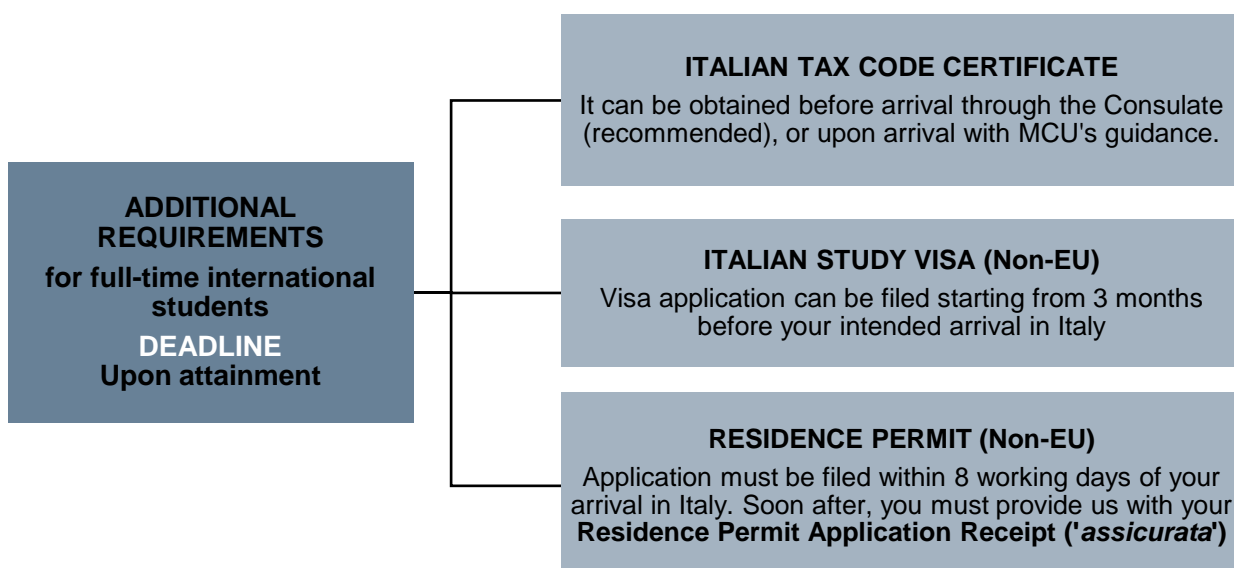
Click on the boxes to know more about each step.



If you have **the key requirements**, a few weeks after Master's start you must

PAY THE ENROLMENT STAMP DUTY (16 EUR)

You will be notified by the MCU via email once it's time to proceed.
After payment, you will obtain a valid "*matricola*" (student career number), but your enrolment will be **upon condition** of submitting all **additional requirements** upon attainment.



A SUMMARY: WHERE DO I UPLOAD MY DOCUMENTS?

ENROLMENT REQUIREMENTS	UPLOAD ON	BY
Passport / ID	AUNICA If you renew it, also send to mcustudents@gsom.polimi.it	Master's start
Residence address (in home country)	AUNICA + Enrolment Form	Master's start
Person Code	Enrolment Form	Master's start
ANIS certificate / Statement of Comparability	Enrolment Form	Master's start
<i>Tessera sanitaria</i> or Italian Fiscal Code certificate	AUNICA + Enrolment Form	Master's start (Italian students) Within 2 weeks of arrival (international students)
Italian Visa (Non-EU students)	AUNICA + Enrolment Form	Upon arrival
Italian residence permit application receipts (Non-EU students)	AUNICA + Enrolment Form	Within 2 weeks of arrival
Italian residence permit (Non-EU students)	AUNICA + Enrolment Form	Within 4 months of arrival (indicatively)
Enrolment Stamp Duty Payment	AUNICA	After kick-off, upon MCU's e-mail request

AUNICA PROFILE

AUNICA is Politecnico di Milano's enrolment platform. Your AUNICA profile is essential for your enrolment. Whenever you obtain the required documentation, you must upload it on the platform promptly.

Registering on AUNICA allows you to obtain the **Person Code** ("*Codice Persona*"), an 8-digits number that univocally identifies your account.

Requirements for registration:

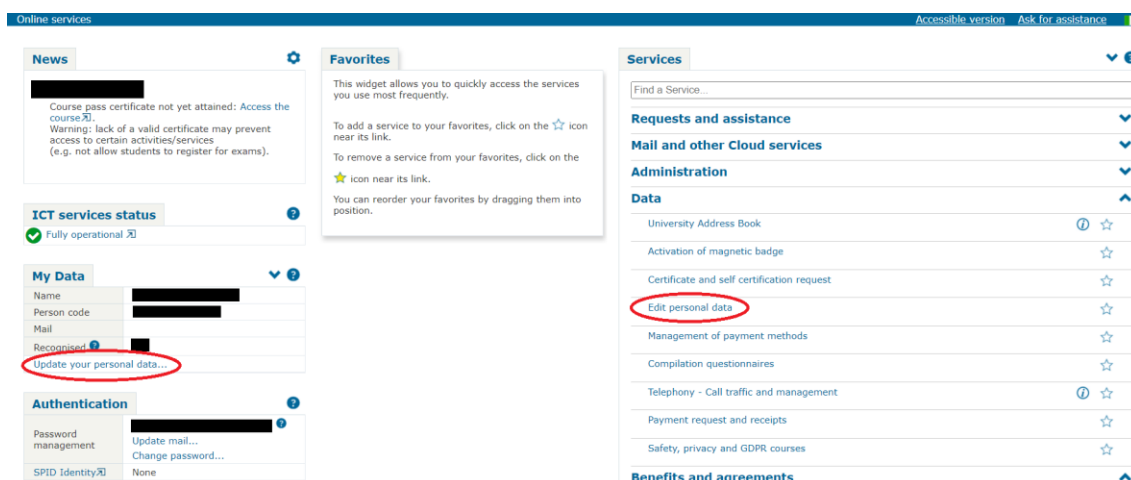
- ✓ **a valid passport**, or a valid ID for Italian and EU students;
- ✓ **Italian Fiscal Code** for Italian students

1. Register on the AUNICA portal

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 need to:

1. Go to www.polimi.it/en/online-services and log in
2. Activate the 2-Factor Authentication, if you haven't done so yet
3. In the main page of your user area, click on **Update your personal data**



4. In the page with all your personal data, you should check that the following is up to date:
 - **passport / ID and fiscal code card / certificate**
 - **personal e-mail address** (not @polimi.it/@gsom.polimi.it)
 - **residency and contact address**

NOTE: If you have lost your login credentials, go to the login page and click on *Authentication Assistance* > *Polimi credentials recovery* and follow the instructions.

B. If you are a new user

To access AUNICA, you first need to register.

1. Go to www.polimi.it/en/online-services and click on *Register*.
2. Fill out your personal data. Write your **FULL NAME AND SURNAME exactly as they are in your passport or ID**, and insert a personal e-mail address (not @polimi.it/@gsom.polimi.it). Then click on *Next*.

IMPORTANT:

- **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 in the Italian passport.
- If your surname has capital letters within the word (e.g. McCain), please note that the system won't be able to register it as such. If you wish your name to be registered accurately (for the purpose of receiving your final diploma with the correct spelling of your name), you can let us know and we will inform Politecnico of the same.

The registration is only for users that never registered to Politecnico

Identification Data		
Surname	<input type="text" value="SMITH"/> <input type="button" value="No surname"/>	Compulsory data Enter the same surname (Family name) as on the official document or declare the absence.
Name	<input type="text" value="MARY"/>	Compulsory data Enter the same name as on the identity document
Sex	<input type="radio"/> M <input checked="" type="radio"/> F	Compulsory data Enter sex
Date of birth	<input type="text" value="10"/> / <input type="text" value="10"/> / <input type="text" value="1990"/> dd/mm/yyyy	Compulsory data Enter date of birth in the format dd mm yyyy as on the official document
Country of birth	<input type="text" value="ARGENTINA"/>	Compulsory data Enter the country of birth as on the identity document
Province of birth	<input type="text"/>	Compulsory data if Italy has been selected Only for Italian towns/cities: select the province from the list
Place of birth	<input type="text" value="BAHIA BLANCA"/>	Compulsory data Select the town/city of birth from list. Only for Italian municipalities: in the case of homonymous select the municipality existent at the moment of birth. For example, if you were born in 1983 in Bellagio choose: BELLAGGIO (abolished 03/feb/2014)
Place of birth not listed	<input type="text"/>	Add the town/city if it is not in the proposed list, write it as is on the identity document.
Citizenship	<input type="text" value="ARGENTINE"/>	Compulsory data Enter here citizenship (if you possess more than one on of which is Italian, enter here the Italian one, and the other under "Other citizenship") as on the official document
Other citizenship	<input type="text" value="AUSTRALIAN"/>	Optional data Enter here any other citizenship as on the official document
Tax code	<input type="text"/>	Compulsory data for Italian citizens or residents Enter only official the fiscal code (codice fiscale) given from Italian "Agenzia delle Entrate"
Personal email		
Personal e-mail address (for password recovery)	<input type="text" value="smith@gmail.com"/>	Compulsory data E-mail address where you wish to receive confirmation of registration
<input type="button" value="Cancel"/> <input type="button" value="Next >"/>		

3. Insert your **mobile number** with country prefix and no spaces.
4. Check the summary of your data, then click on *Consent > Yes*.
5. Enter your password. **Store your password safely and do not lose it.** You will need this password many times during your student career.
6. You will receive a link to activate your account, along with **your 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.

2. Your first login: Activate the 2-Factor Authentication

Once you have completed the registration, you need to perform **your first login** and activate the 2-Factor Authentication (2FA). In compliance with the Italian Government's digital agenda, the 2FA is an extra layer of protection used to ensure the security of online accounts beyond just a username and password.

2FA ACTIVATION OPTIONS

You can activate the 2FA with either:

- SPID (Sistema Pubblico di Identità Digitale) – More info: www.spid.gov.it
- CIE (Carta di Identità Elettronica) – More info: www.cartaidentita.interno.gov.it
- Polimi Credentials + OTP (One Time Password) via Authentication App

The third option, most common among international students, allows you to login through a temporary password (OTP) which is issued by an Authentication App and changes at every login.

Below are the instructions on how to go about it.

1. Go to www.polimi.it/en/online-services and log in with your Person Code and password.
2. A notification will appear, requesting you to activate the 2FA. Continue.
3. The next page will give you the option to choose between enabling authentication via SPID/CIE or via App. Select "Activate 2FA Polimi via APP".
4. Download one of the suggested Authentication Apps on your phone and use it to scan the QR Code on the Polimi page. This will automatically create your account and generate an OTP number, which you can enter in the last field.
5. From now on, when you log in with your Polimi Credentials, you will be redirected to a page that asks for your OTP. Open the App and insert the generated code in the field.

Do not delete the authenticator app from your phone! You will need to access your AUNICA profile many times over your student career.

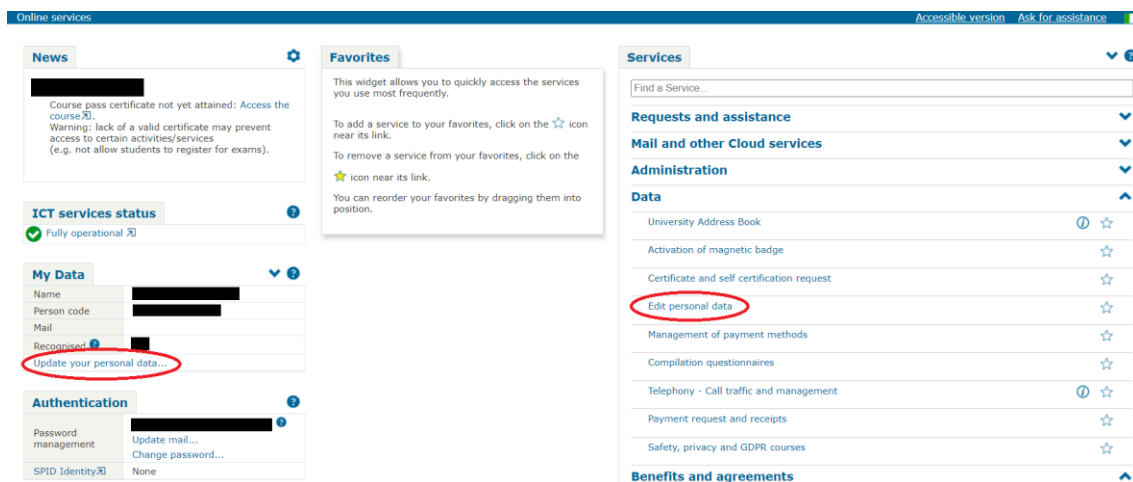
NOTE: If you have any issue with the 2FA activation, you can **temporarily deactivate it** by clicking *Authentication Assistance > 2FA emergency deactivation* on the login page, and follow the instructions.

3. Upload your data

After logging into your profile, you must insert your **passport / ID** and **residence address** (in your home country).

IMPORTANT: As you obtain new documentation (visa, fiscal code, domicile address in Italy, residence permit application documents, permit card), **you must upload them promptly on your AUNICA profile.**

1. 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)



2. If you already have your **fiscal code**, click on *Tax Code (scan only) > Manage* to upload a copy of your fiscal code certificate, fiscal code card or Italian health card (front & back)
3. Click on *Identity documents > Manage > Add a document* to add your identity document (**valid passport or ID, front & back**)
4. Click on *Residence address > Manage > New address* to add your home address. International students should insert the **habitual address in their home country** (where they live habitually). If you have a domicile address in Italy different from your residence address, you **must** insert it once you have it, under *Contact address*.

YOUR DEGREE

Your university degree documentation is a key document to start your enrolment. If you haven't graduated yet, you will need to keep us updated on your **expected graduation date**.

ITALIAN DEGREE

If you obtained your Italian degree **before 2010**, then you can submit either a degree certificate or a self-certification: either one has to indicate your **graduation date** and **final mark**. You can find a template for the self-certification on the Enrolment Form.

If you obtained your degree **from 2010 onwards**, you have to submit your [ANIS certificate](#), which allows the Politecnico a quick verification of its authenticity. It can be obtained with your SPID or CIE.

Students who haven't completed their Italian degree by master's start, **can be enrolled only if they have completed all exams and declare, through self-certification, that they will graduate within 3 months after master's start**. In your self-certification, you must indicate your expected graduation date and leave the 'final mark' blank. Once you graduate, you must share with us your ANIS certificate.

INTERNATIONAL DEGREE

If you have an international degree, you must present an **official document that attests its legal and academic validity, and its equivalency within the Italian education system**. Depending on your country of graduation, you have different options to obtain this document.

Once you obtain it, you shall upload it on your Enrolment Form, under "Enrolment > ANIS / Statement of Comparability".

Requirements: you must have graduated.

WHEN DO I NEED TO APPLY FOR THIS DOCUMENT?

You must apply **now**, or **as soon as you graduate**. The document must be submitted by master's start. In addition, keep in mind that **the document might also be required by the Consulate to obtain your Italian visa**.

THE OPTIONS

- **Declaration of Value** (*Dichiarazione di Valore*), issued by the Italian diplomatic representative in the country of graduation
- **Diploma with electronic Apostille** – [check this link](#) for the list of competent authorities for the issuance of the Apostille in each Country and make sure the e-Apostille is available
- **CIMEA's Statement of Verification** – for degrees issued by **Lisbon Convention** countries
- **CIMEA's Statement of Comparability** – for degrees issued by all other countries
- **Diploma Supplement** with electronically verifiable University signature/stamp – for **EU** degrees
- **Diploma Supplement** with online verification code or e-Apostille ([check this link](#) for the list of competent authorities) – for **EU** and **EHEA** degrees
- **ENIC NARIC** certificate
- **Validential** certificate
- **WES World Education Services** certificate
- **Online Verification Report** – for **Chinese** degrees
- Diploma with QR code from **Saorg** (Student Affairs Organization) – for **Iranian** degrees
- Diploma with barcode or QR from the **Turkish Government website** – for **Turkish** degrees. Unless a degree can be verified online on the higher institution of graduation's website, you should ask your university to issue the degree on this website

If you have to apply for an **Italian visa**, please note that the Declaration of Value, the CIMEA and the Online Verification Report **are the most commonly accepted options for the process**. If you want to go for another alternative, we would suggest you check in with your Consulate on whether they accept it.

For any doubts, discuss your situation with the MCU.

WHICH LANGUAGES ARE ACCEPTED?

Your document will only be accepted if it is issued in **Italian** or **English** (preferred), **French** or **Spanish**.

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.

HOW DO I OBTAIN IT?

To request the 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.

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 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.

When you obtain your DoV make sure you keep the document as it has been delivered to you, without removing any stapled documents.

HOW DO I APPLY FOR THE CIMEA STATEMENT OF VERIFICATION / COMPARABILITY?

Visit <https://cimea-diplome.it/sito/> and register. In your profile, you'll be able to select the required procedure based on the country of graduation.

The statement of Verification costs €150. The Statement of Comparability, being issued along with a Statement of Verification, costs € 300. Urgent procedure is available for the Statement of Comparability, for an additional € 100.

In order to proceed with your application, you'll need to sign and upload the Consent Form, which you can find in the menu on the left.

HOW DO I APPLY FOR THE VALIDENTIAL?

Go to <https://validential.com/order/> and upload your diploma and full transcripts.

Select the service "One Standard Course by Course Evaluation (Post-Secondary)".

At "Evaluate to Which Country's Standard", select US. You do not need to request a certified translation of your documents into English.

Once the evaluation is ready, you will receive the digital certificate.

TAX CODE (CODICE FISCALE)

WHAT IS THE TAX CODE?

The tax code, also called “fiscal code”, is your social security number and tax file number for Italy. All **full-time master students** must have a tax 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.

The tax code 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 TAX CODE?

We strongly recommend to obtain it from the **Italian Consulates** in your home country, **before your arrival in Italy**. Contact them to inquire whether they offer this service.

If the Consulate cannot provide it, you will still be able to request it to the Taxation Office upon arrival in Italy. The MCU will share instructions via e-mail closer to arrival.

ITALIAN STUDY VISA

DO I NEED A VISA?

Citizens from the European Union, the European Economic Area and Switzerland, do not need a Visa. All other full-time students will need a **long stay study Visa (D-Type)** to enter and stay in Italy for their studies.

As a rule, visa application can be filed 3 months before master's start.

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. Start looking at what documents you need to submit, by visiting the Visa section on their website. On the “**Visa For Italy**” website at <https://vistoperitalia.esteri.it/home/en>, you find general information on Visa requirements and the location of each Consulate based on your nationality and country of residence.

WHAT ARE THE PASSPORT VALIDITY REQUIREMENTS?

To apply for your visa, you must have a passport whose validity is **three months longer** than the length of the visa requested. Also, it shall contain at least 2 blank pages. Check that your passport meets the requirements and, if needed, apply for renewal.

WHAT DOCUMENTS WILL I NEED TO APPLY FOR MY VISA?

You have to collect information about required documents from the Italian Consulate/Embassy responsible for your area. The general requirements for study visa application can include:

1. The official POLIMI GSoM admission letter (what we call ‘visa letter’)
2. The pre-enrolment receipt from University
3. University degree documentation & Declaration of Value / equivalent document (**check this requirement carefully with your Consulate**)
4. Proof of financial means to sustain yourself, specifically € 467,65 per month of your stay (for a total of € 6,079,45 for a 1 year visa) – in addition to this, the Consulate may ask for additional proof confirming you are able to pay any outstanding tuition fee. Generally, some valid documental options can be: income tax return; proof of working status and regular salary, whether your own or a parent's who declares they support you in your studies; bank statements with regular movements in the past 3-6 months; any property in your possession
5. Proof of financial means to cover for returning to your home country
6. Proof of accommodation
7. Health cover for medical assistance that guarantees no cover limit on urgent hospitalization (this will also be necessary for your permit application, refer to the ISO for information)

A useful resource is the “**Visa For Italy**” website of the Ministry of Foreign Affairs. Visit <https://vistoperitalia.esteri.it/home/en> and answer the 4 questions. Choose ‘STUDY – UNIVERSITY ENROLMENT’ at the ‘Reason For Your Stay’ question. Scroll down 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 may be requested.

HOW DO I GET MY OFFICIAL VISA LETTER?

The MCU will send you the ‘Visa letter’ draft via e-mail. Once you confirm its details, we will send the same to the Italian Embassy or Consulate where you will apply, via registered e-mail (PEC). You will need to print out and submit a copy of the visa letter for your appointment.

HOW DO I GET MY PRE-ENROLMENT RECEIPT?

Prior to lodging your Italian Visa application, you should register for pre-enrolment on University. **Please wait to receive instructions from the MCU on how to go about it.** These will be shared with you at the same time of your Visa letter draft.

WHEN WILL THE MCU CONTACT ME WITH THE VISA LETTER AND PRE-ENROLMENT INSTRUCTIONS?

You will be contacted **about three months before the start of your master.** However, **you must have graduated** and sent the MCU the required graduation documents, in order to proceed with visa application. Without these, we won't be able to issue neither the visa letter nor the pre-enrolment receipt.

RESIDENCE PERMIT (PERMESSO DI SOGGIORNO)

WHAT IS THE RESIDENCE PERMIT?

It is the document that makes your long stay in Italy legal. After your arrival in Italy, you will be required to complete an application kit to apply for a residence permit. The residence permit 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 (D-Type).

WHEN AND HOW DO I APPLY FOR MY RESIDENCE PERMIT?

You must apply for your residence permit **within 8 working days** of your arrival in Italy.

Upon arrival, you will attend an **orientation session with the International Students Office (ISO)** where you will receive full guidance. The ISO will help you fill out the form and you will be able to send out your permit application.

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. Some time after that, your residence permit card will be ready for collection.

WHAT ARE THE RESIDENCE PERMIT APPLICATION RECEIPTS, WHICH I NEED TO PROVIDE FOR MY ENROLLMENT?

The residence permit application receipts are the legal documents proving that you have initiated the process for obtaining your permit card. You will obtain these at the time you send out your permit application, therefore within 8 working days of your arrival in Italy.

The receipts are made of three stapled documents: the *assicurata* (the official receipt with two numbers at the top corners), the appointment paper (with details of your appointment at the Police station), the payment slip. **The *assicurata* is the most important document**, which we need to receive along with your appointment paper.

WHEN DO I COLLECT MY RESIDENCE PERMIT CARD, WHICH I NEED TO PROVIDE FOR MY ENROLMENT?

The residence permit card is usually ready one or two months after your appointment at the migration authority.

For queries on the study permit procedure, you can write to iso@gsom.polimi.it.