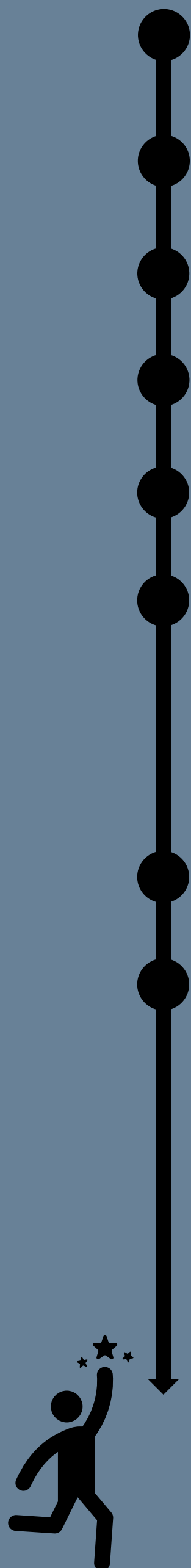# POLIMI GRADUATE SCHOOL OF MANAGEMENT

ENROLMENT

HANDBOOK

2025

POLIMI GRADUATE SCHOOL OF MANAGEMENT

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ASSESSMENT OF APPLICATION

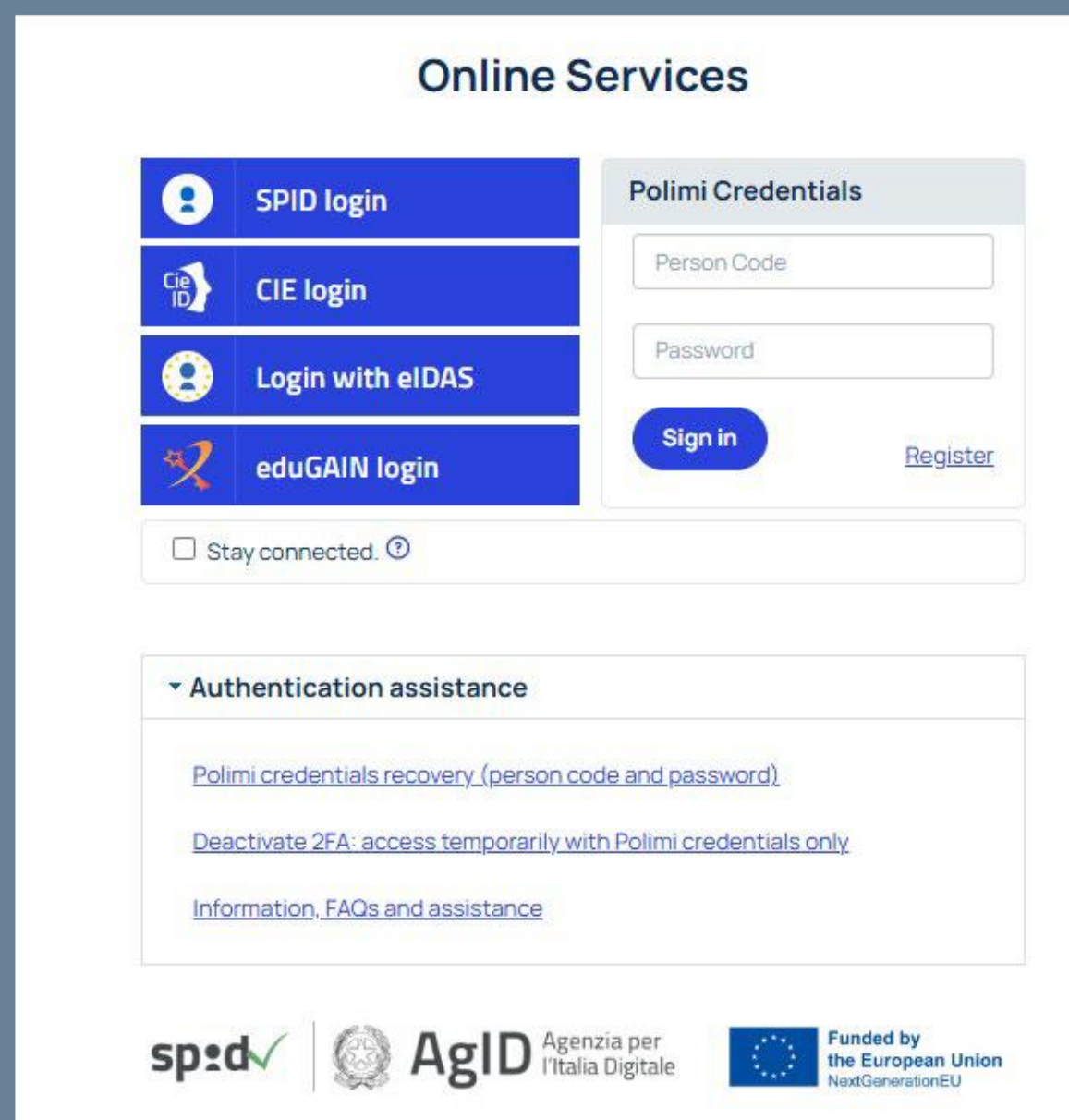STEP 6: **Payment of enrolment fee and stamp duty**

> Once you have correctly paid the enrolment fee and stamp duty, you will have your Politecnico di Milano student identification number (matricola)

STEP 7: **Completing enrolment with all pending documents**

For any doubt on the process, you can refer to your MCU Specialist:
by email at MCUstudents@gsom.polimi.it
by booking an 20-min call at MCU Desk - Enrolment & Visa support

STEP 0

Registration on «AUNICA» Politecnico's Online Services

Go to www.polimi.it/en/online-services and click on Register.

To **change the language**, you can click «IT / EN» at the top right of the pages.

During registration, insert your **name and surname** exactly as they appear on your passport/ID. If you have multiple surnames, write them. If you have no surname, click on the 'no surname' button.

After registration, you get your **Person Code**: this is an 8-digits code which is essential for all operations on the Online Services. Keep it secure along with your **password**. You will need to use these for many steps during your master.

On your first login, AUNICA will request to enable the **2-Factor Authentication**. Italian students can use SPID/CIE, while international students can use the «2FA POLIMI via App» option. Follow the instructions, and make sure you don't delete the authenticator app from your phone.

Below are the instructions for registering and 2FA:
Welcome kit enrolment and authentication –University ICT Services (polimi.it)

For problems with your registration to the University Online Services:
AUTHENTICATION ASSISTANCE (polimi.it)

STEP 1

Updating your personal details

After your first login, go to *DATA* → *Edit personal data.*

Passport / European ID and **residence address** (in your habitual home country) are mandatory. You can insert them by clicking on *Manage*, then *Save*
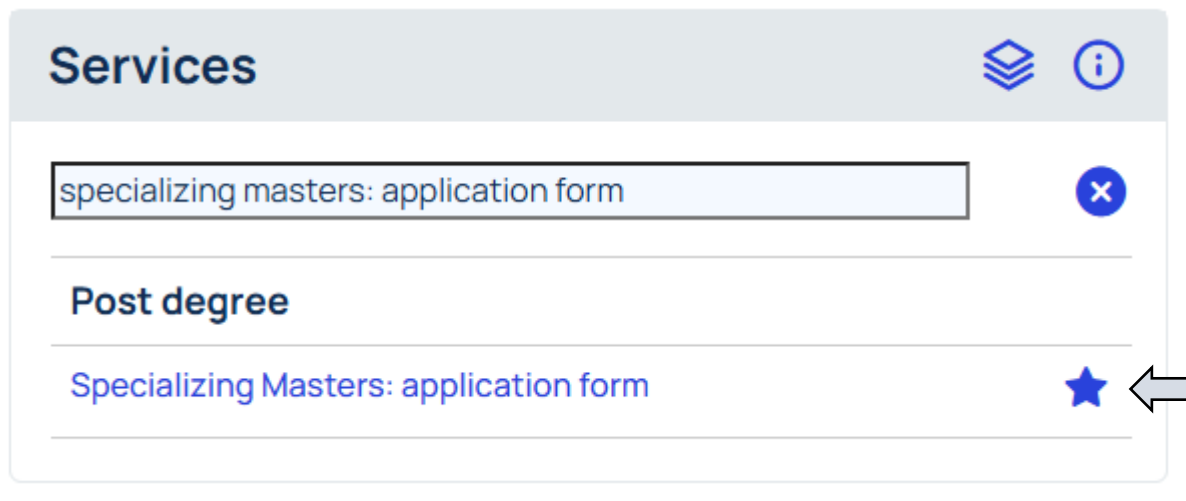
As for the rest, upload **only** the documents you already have. Otherwise, leave them blank.
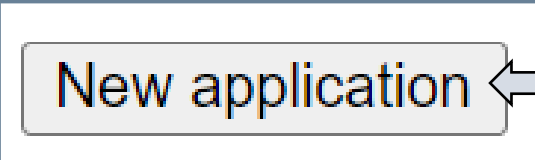
STEP 2

Putting together an application for enrolment

Now, you're ready to start an application.

> DEADLINE: respect the deadline the MCU specialist has given you, which can vary from programme to programme. After the deadline, creating an application will no longer be possible.

Go to your AUNICA home page and search *Specializing Masters: application form*

Click on *New Application*

You will be taken to the list of all open-enrolment programmes offered at Politecnico. Search for the programme you wish to enrol in by entering its title or the **ID** the MCU Specialist has given you.
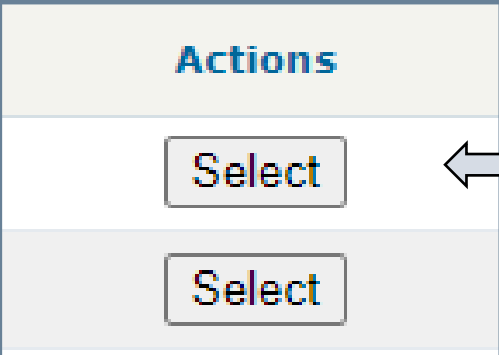
Click *Select* in the last column on the right corresponding to your programme
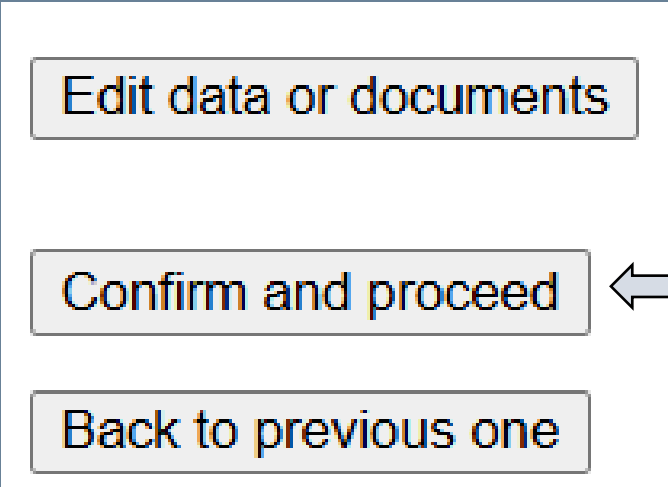
If you have correctly completed Step 1, you should be able to click *Confirm and proceed*. Otherwise, you must complete your personal data before moving ahead.

STEP 3

Filling in Academic Qualifications

In this section you must enter the **university qualification** you have obtained, or are in the process of obtaining, that is required for your enrolment.

Click on *Add Academic Title*

The page for your qualification can also come pre-filled; it is your responsibility to check that the data is correct and make any necessary updates.

Proceed by entering your study qualification details. Use the database to speed up the University form completion process. If your University or programme isn't in the database, it is always possible to insert it manually.

STEP 3

Filling in Academic Qualifications

Academic Qualification Data

University/Course
Qualification attained
Academic year of Graduation
Date of graduation (dd/mm/yyyy) *
Marks *

Upload/Replace

⬆ Upload

⬆ Upload

Once you have selected your qualification, you will be asked to upload files to certify it. The required documents will depend on your date and place of graduation.

Click on *Add Academic Title*

ITALIAN DEGREES – CASE 1
You will have to upload your [ANIS certificate](#), which allows the Politecnico a quick verification of its authenticity. It can be obtained only if you have a SPID or CIE.

If you do not find your qualification on ANIS, proceed as in case 2.

ITALIAN DEGREES – CASE 2
You can submit either a degree certificate or a self-certification, possibly with transcripts. The certificate must include your graduation date and final mark, so diploma parchments are typically not acceptable.

It is highly recommendable to obtain a certificate which includes a QR or a verification link. If that's not available, most universities allow the download of a complete self-certification from their system: this format will also be fine!

Politecnico will proceed to confirm your qualification by contacting the issuing University.

STEP 3

Filling in Academic Qualifications

Documents supporting the qualification
Document type
Certificate of completion of the degree or copy of the degree in the original language [1]
Academic transcript of records (original language)

INTERNATIONAL DEGREES
You will have to upload:
- Original degree certificate
- Translation of the degree certificate into Italian or English if the original is not in Italian, English, Spanish or French
- Original transcript of examinations
- Translation of the transcripts into Italian or English if the original is not in Italian, English, Spanish or French

PLEASE NOTE

- In case of composite titles, the two titles constituting the minimum entry requirements must be added.

- For all international degrees, remember you must obtain an Authentication document which proves your degree is authentic. You have received separate guidelines on this, from your MCU Specialist. Review the information for your specific case with the Specialist if you have any doubts on this step.

> DEADLINE: the deadline to submit the Authentication document can vary from programme to programme depending on the programme's start date.
> The MCU Specialist will share it with you.

STEP 4

Filling in Upload

Here you can upload any additional document required for enrolment in the programme. This step is OPTIONAL at this stage, unless your MCU Specialist has informed you otherwise.

If you have already obtained your **Authentication Document** (e.g. CIMEA Verification Statement, Declaration of Value, WES, etc.), you can upload it under *Declaration of Value FOREIGN QUALIFICATIONS.*
Otherwise, proceed without (but keep in mind that this document is essential to complete enrolment).

Don't forget to check the privacy flag: it's the only requirement to proceed.

STEP 5

Submitting the application

Continue to the confirmation page and thoroughly review the information and data you've uploaded before **submitting your application**.

Once submitted, the application cannot be edited. A few days may pass before Politecnico assesses it.

STEP 6

Payment of the enrolment fee and stamp duty

APPLICATION NOT COMPLETED

APPLICATION WAITING FOR PAYMENT

Stato	Actions
DOMANDA IN ATTESA DI PAGAMENTO	Pay

○ La fattura dovrà essere intestata a Ente Pubblico o a Società a Partecipazione Pubblica
○ La fattura dovrà essere intestata ad altro soggetto (es. Studio Associato/Azienda)
◉ La fattura/ricevuta dovrà essere intestata al partecipante
○ La fattura/ricevuta dovrà essere intestata ad un altro soggetto privato

Once Politecnico assesses your application:

A. If corrections or updates are needed, the MCU Specialist will reopen your application and **notify you via email**, providing the opportunity to make the amendments.
The application will be editable under the status *not completed*. Click *Modify* and make the necessary updates

B. If it is positive, the MCU Specialist will **notify you via email** and request the payment of the enrolment fee and stamp duty*
The application will be under the status *waiting for payment*. Click *Pay*.

DEADLINE: respect the deadline the MCU specialist has given you, which can vary from programme to programme. After the deadline, the payment will be no longer available

* The amount of the enrolment fee can vary depending on the programme

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Leave the bill in your name (3rd option), fill in the billing data and click *Confirm and proceed*

STEP 6

Payment of the enrolment fee and stamp duty

Payment of tuition fee and stamp duty

Amount to be paid: 16,00 €

Bill Notification Code pagoPA: ▮▮▮

Beneficiary Organisation Fiscal Code: ▮

Interbank code / SIA / CBILL: ▮▮▮

Payment Method

If you would like to pay online, please c

-SCRIGNO PAGO FACILE to proceed, o

-National PagoPA system, you will be

If you wish to pay at a paypoint in Italy

PDF Payment form.pdf

Esito pagamento: POSITIVO

Click on the *Payment of tuition fee and stamp duty* button and you will be taken to the PagoPa platform, the payment system for public administrations in Italy.

You can choose among the 3 methods of payment:
- SCRIGNO PAGO FACILE: you can use an international credit card or debit card
- National PagoPA: an Italian bank account is required or, alternatively, PayPal
- Payment point : you can pay in person at any tobacco shop ("Tabaccheria") in Italy, by bringing with you a copy of the payment form (downloadable pdf)

SCRIGNO PAGOFACILE
If you select this option, the page will ask for "bill notification code" and "beneficiary organization code". You can find these in the payment form pdf.

After completing the process, the system may take up to 15 minutes to process the payment. If you encounter the payment page again during this time, no need for concern. If the payment was successful, you will receive a confirmation e-mail.

Completing enrolment with all pending documents

ENROLLED CONFIRMED

STUDENT ENROLLED UNDER CONDITION
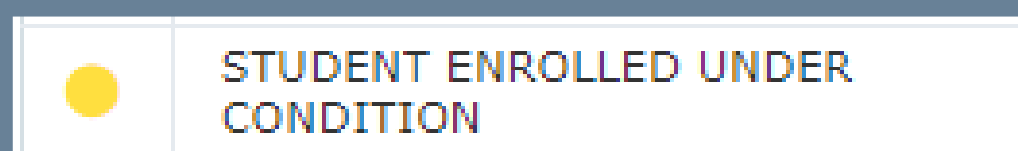
After the payment, you will be *Enrolled under condition* with a student identification number (matricola).

If you don't need to submit any other documents, after some time Politecnico will update your status to *Enrolled Confirmed*.

If you need to submit additional documentation, your status will remain *Enrolled under condition*
Exception: if you've submitted a self-certification for an **Italian degree**, you will remain 'under condition' until your previous University confirms its authenticity.

Missing documents must be submitted to your MCU Specialist via email & on AUNICA.

STUDENTS WITH INTL DEGREE
Degree Authentication document (deadline given to you by MCU specialist)

FULLTIME EU STUDENTS
You will need to submit your tax code certificate after arrival in Italy

FULLTIME NON-EU STUDENTS
You will need to submit after arrival in Italy:
• Study visa
• Tax code certificate
• Residence permit application receipts
• Residence permit card