



## ENROLLMENT UNDER CONDITION

### INTERNATIONAL STUDENTS WITH FOREIGN DEGREE ENROLLED in a.y. 2019/20

### GUIDELINES FOR SUBMITTING MISSING DOCUMENTS

#### UPDATE JULY 2021

If your enrollment is **under condition**, that is if you have not submitted all the required documents at the time of enrollment<sup>1</sup>, you have to drop this condition by submitting them according to the procedure explained below:


#### HOW TO SUBMIT MISSING DOCUMENTS

1. **LOG IN** in your personal page of Portale della Didattica –Segreteria on line
2. Click on “**GESTIONE ALLEGATI–INSERISCI NUOVO ALLEGATO**” (*Attachments: add new document*)
3. **SELECT** from the menu the type of document you are uploading (for ex: High school diploma, residence permit, etc.)
4. **UPLOAD a SCANNED VERSION** of the required document (only in pdf format – no jpeg)
5. **INFORM US THROUGH TICKETING WHEN YOU HAVE ATTACHED YOUR DOCUMENTS** and we will validate them. Notes will be removed from your personal page of *Portale della Didattica* and your **conditional enrolment** will be **dropped**.

**TO KNOW WHICH ARE THE MISSING DOCUMENTS TO SUBMIT SEE TAB “IMPORTANT REMARKS” IN THE MAIN PAGE OF YOUR STUDENT PAGE, UNDER YOUR PICTURE**

If you need other information, please contact us **through ticketing system**.

#### DEADLINES

- All missing **documents** except residence permit : June 30<sup>th</sup>, 2021
- **Residence permit**: postponed to December 31<sup>st</sup>, 2021 

#### PLEASE NOTE THAT

- If you **don't submit** by the deadline your **upper secondary school diploma/university degree**: your **enrolment** at Politecnico will be **cancelled** with immediate effect

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<sup>1</sup> Bachelor of science a.y. 2019/20 [https://international.polito.it/admission/prospective\\_students/bachelor\\_of\\_science/2019\\_2020/enrolment](https://international.polito.it/admission/prospective_students/bachelor_of_science/2019_2020/enrolment)  
Master of science a.y. 2019/20: [https://international.polito.it/admission/prospective\\_students/master\\_of\\_science/2019\\_20/enrolment](https://international.polito.it/admission/prospective_students/master_of_science/2019_20/enrolment)



**Politecnico  
di Torino**

Area Internazionalizzazione

Ufficio Mobilità Incoming

- If you **don't submit** by the deadline the **official translation** into Italian of your upper secondary school/university diploma, the **statement of validity/dichiarazione di valore** (or certificate issued by ENIC-NARIC), the **transcript of records** : you will be **denied access to your personal page of the Teaching Portal** and will be placed on a hold until you submit these documents
- If you **don't submit** by the deadline your **residence permit**, or if you are denied the residence permit by the Italian authorities (Questura di Torino): your **enrolment** at Politecnico will be **cancelled** with immediate effect.

For any doubt, please contact us [through ticketing system](#) well in advance of the deadline.