



ENROLLMENT UNDER CONDITION

INTERNATIONAL STUDENTS WITH FOREIGN DEGREE ENROLLED IN A.Y. 2020/21

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 enrollment¹, you have to drop this condition by submitting them according to the procedure explained below:

1. 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 SERVICE 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 PORTALE DELLA DIDATTICA, UNDER YOUR PICTURE

2. DEADLINE

The provisional condition must be dropped by attaching all the missing documents within the following deadlines:

- All missing documents: **December 31st 2021**



3. PLEASE NOTE THAT

- **NON-EU STUDENTS:** even if you do not come to Italy and attend on-line classes **you have to apply for VISA (D-study type)** and submit it. Moreover, by the mentioned deadline, you have to submit your residence permit. If you do not present these documents before the deadline or if you are denied the residence permit by the Italian authorities (Questura di Torino), your **enrolment** at Politecnico **will be cancelled**.
- **EU AND NON –EU STUDENTS:** your **career** at Politecnico will be **blocked** if you fail to submit by the deadline:

¹ Bachelor of science a.y. 2020/21: https://international.polito.it/admission/prospective_students/bachelor_of_science/2020_2021/enrolment
Master of science a.y. 2020/21: https://international.polito.it/admission/prospective_students/master_of_science/2020_2021/enrolment



- Statement of validity/Dichiarazione di Valore (or certificate issued by ENIC-NARIC)
- Fiscal code
- Language certificate
- Transcript of Records
- final upper secondary school diploma/university degree and its official translation into Italian (when required) if you have been enrolled with a provisional upper secondary school diploma/university degree

That means that **you will be denied to access to your personal page of the Teaching Portal. A hold will be placed on your academic progress until you present these documents, without prejudice to the provisions of the Student Regulations on student forfeiture.**

- The Incoming Mobility Office may ask you to show original documents (by appointment) in case it is needed for further verification. So please keep available the original documentation that was required for enrolment.

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