CHECKLIST AFTER ARRIVAL

POLITECNICO MILANO 1863

COMPLETE THE ENROLLMENT ONLINE

The procedure must be completed entirely online. Make sure you do so within the deadlines:

ENROLLMENT DEADLINES FOR THE ACADEMIC YEAR

- DESIGN ⟶
- ENGINEERING ⟶
- ARCHITECTURE ⟶

****** **Don't forget:** you don't necessarily need to have all your documents uploaded in order to enroll, nor is it mandatory to have the official tax code, to complete the procedure.

UPLOAD YOUR ENROLLMENT DOCUMENTS

As soon as you get the documents required for enrollment (see the section "Prepare documents for the enrollment" online) please upload them as PDF file in your online admission application account, in the section "Enrollment documents".

DEADLINE TO UPLOAD THE ENROLLMENT DOCUMENTS ⟶

UPLOAD YOUR PASSPORT AND GET YOUR "CODICE FISCALE" (TAX CODE)

Negotiations between Politecnico di Milano and **Agenzia delle Entrate (Tax Agency)** for the new agreement related to the Tax Code are underway, therefore we are currently not able to obtain your tax code on your behalf. You must, however, make sure to have it as soon as possible, perhaps by addressing yourself to the Italian Representative in your country. Once you get your Tax Code, please updated it and upload it online.

****** **Don't forget: Tax Code is mandatory and must be uploaded in the OnLine Services as soon as possible, although it is not required to complete the enrollment procedure. It is, however, fundamental in order to obtain PoliMi student card, so the sooner you have it updated in your OnLine Services, the better.**

SUBMIT YOUR STUDY PLAN

The study plan (PDS) is the document that includes the exams you want to take each academic year, expressed in university credits (CFU). The presentation of the study plan is compulsory, must be completed online, and entails the payment of a fine, if done outside the deadlines:

STUDY PLAN SUBMISSION DEADLINES FOR THE ACADEMIC YEAR

- DESIGN ⟶
- ENGINEERING ⟶
- ARCHITECTURE ⟶

****** **During the Welcome Week there will be an event dedicated to the study plan submission!**

SUBMIT YOUR ENROLLMENT DOCUMENTS

In order to validate the online enrollment, the original documents (see the above section" UPLOAD YOUR ENROLLMENT DOCUMENTS") will be verified by the International Students Office at your arrival to Milan; deadlines and modalities for the documents assessment will be defined afterwards.

****** **Don't forget: the documents uploading/assessment is not related to the enrollment procedure. You can complete the enrollment within the deadlines even if your documents are not uploaded or verified by the International Students Office.**

APPLY FOR A RESIDENCE PERMIT (for Non-EU students residing abroad only)

Within 8 working days from your arrival, you must apply for your Residence permit ("permesso di soggiorno"): all details about the application procedure are provided online.

****** **During the Welcome Week there will be an event dedicated to the residence permit application!**

PURCHASE A HEALTH INSURANCE

If you don't have a health insurance valid for Italy already, you can buy one here. Health insurance is mandatory in order to apply for the Residence permit. Check the website for further info on how to proceed.

****** **During the Welcome Week there will be an event dedicated to the health insurance!**