Online services for Partner universities:

Nomination of incoming exchange students
Acceptance letters
Transcript of Records
Introduction

The nomination consists in confirming your students applications. Only after having completed all five parts of the form, your students will show on the nomination list.

Nomination and application opening windows:
- **April 1 - May 15** for Autumn arrivals
- **October 1 - November 15** for Spring arrivals

To become a user of Polimi on-line services, you will need to open a Polimi account and register onto our system. The first time you enter the Nomination Tool the access code, unique for each partner university, is requested. This code is sent to all exchange partner universities of Politecnico di Milano.

**Further use of the Tool**
- automatic **confirmation message** to all accepted students and their coordinators (sent after dead-line)
- download of **official acceptance letter** for students who need visa
- creation of the official **Transcript of Records**
- possibility to view the **exchange history** through the years
First: Students apply «Incoming exchange students online application»

Besides the **personal data**, provided during registration, students are asked to fill in a **contact in emergency**, **home university** (and current study programme), **university contact person** and indications about desired **studies at Polimi**. These are the 5 parts!

https://www.polimi.it/en/exchange-students-incoming/erasmus-programme/how-to-apply/
https://www.polimi.it/en/exchange-students-incoming/extra-eu-agreements/how-to-apply/
https://www.polimi.it/en/exchange-students-incoming/double-degrees/how-to-apply/
Second: Nomination online

www.polimi.it/en/exchange-students-incoming/nomination-incoming-exchange-students/

The Polimi account is personal and each staff member who wishes to use Polimi online services is kindly invited to register.

**NOMINATION INCOMING EXCHANGE STUDENTS**

The Online Services available through the Nomination Tool are only for authorized administrative personnel of Politecnico di Milano. Officially registered staff (nominators) may
- nominate selected students during the two periods when the application online for exchange students is open.
- download acceptance letters for students who need visa
- generate the final official Transcript of Records
- consult the exchange history through the years

Any user of Polimi Online Services must register officially (remember person code and password for further use). See Nomination Tool (New user? Register)

An access code, unique for each partner institute, is sent to an appointed institutional coordinator (one per each partner university). The code is needed only when entering for the first time and associates staff members to their own institute.

**NOMINATION GUIDE**
[Guide_Nomination_Tol.pdf]
812 KB

**NOMINATION TOOL**
Go to the Nomination Tool

Direct link
Go to the Nomination Tool
New user? Register

Register and open your Polimi account – fill in all mandatory personal data in order to get your Person Code and Password. Remember for future use!

Forgot your password or your Person Code? ...use Credentials Recovery

The password you have chosen for your Polimi account will expire after a certain time and you will then have to change it!
Got your Person code and Password? Then sign in…

**Person Code** and **Password**! **No access code here!**

Sign in to: Nomination incoming exchange students

<table>
<thead>
<tr>
<th>Person Code</th>
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<table>
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<tr>
<th>Stay signed in</th>
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<td>Keeps the session active for a whole day.</td>
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</table>

[Sign in]

Login problems? [Authentication assistance]

New user? [Register]
…and tell us what partner university you are from!

Only the first time you enter, the **access code** for your university is requested.

This code is sent to one appointed institutional coordinator at each exchange partner university.

This is where you have use of the access code, that personally you will not need any more!
Select Academic Year, type of agreement and then show student list!

No one on the list?
The actual a.y. and programme are selected?
Your students haven’t completed their application yet!
Nominate your students!

The table shows a complete list of your students that have done the application form in accordance with selected Academic Year and programme. To nominate, just tick and save.

Please note that it's not possible to exceed the agreed number of students for each exchange area.

Useful information for you:
- Accepted?
- Enrolled?
- Study level?
- Study area?
- Study programme?
- What Campus?
- Contact person?
- Who is the nominator?

Nomination is possible along with the opening windows of the application on-line for exchange students, but the Tool remains open for other Partner on-line services.

The last column is where you will find the Transcripts of Records for your home-coming students!

Download Acceptance letters for visa.

Download Transcript of Records for «checked-out» students.
Acceptance of nominated students

During the weeks following the application closing date all nominated applicants are evaluated by relevant offices and accepted students will receive a confirmation message within mid June (Autumn arrivals) or mid December (Spring arrivals). The same message will be sent to the contact person indicated in the application.

You can keep track of your students acceptance by viewing the student list.

Staff members (registered as nominators) may download a formal acceptance letter for students who need a visa.
By the end of the Mobility period and after the assessment period an official Transcript of Records may be generated through the Nomination Tool. A minimum requirement is that the student has at least done an attempt to pass an exam and that a check-out date has been registered. Students may keep track of the registration of all their results through online services, CAREER>…
USEFUL TOOLS

www.polimi.it/en

- ONLINE SERVICES
- ACADEMIC CALENDAR
- SEARCH FOR PROGRAMMES
Thank you for sending your students to Politecnico di Milano!

International Exchange Office
Via Golgi 42
erasmus@polimi.it

Leonardo Exchange Office
exchange-leonardo@polimi.it

Bovisa Exchange Office
exchange-bovisa@polimi.it

Lecco Exchange Office
exchange-lecco@polimi.it

Mantova Exchange Office
exchange-mantova@polimi.it