Documents required for the application
**APPLICATION PROCESS**

**STEP A**
Register online

Are you eligible? Before applying check:
1. [Country-specific requirements](#)
2. [List of documents required by the Admissions Office](#)

**STEP B**
Fill out the Online application form

Before proceeding:
- make sure you have all **documents** ready and saved in pdf format on your computer

**STEP C**
Pay the application fee

After the payment:
- you **will NOT be able to modify any of the uploaded documents or add any extra documents**
- Politecnico di Milano **will NOT process any incomplete online applications** (including those without the application fee)
It is your responsibility to make sure that whatever is uploaded online within your personal profile is valid, complete and clearly legible.

Your candidature will be rejected from the admission process if your uploaded documents do not comply with the characteristics specified on our website.

Check out some samples:

| ACCEPTED | NOT ACCEPTED |
University Qualification (mandatory document)

DIPLOMA DEGREE - must be an official document provided by the issuing institute.

If you have not graduated yet, you can submit a document stating that you are attending the last year of your Bachelor studies. It must include the title degree to be conferred and possibly the date of graduation.

Certificates that do not bear any signatures and stamps are NOT acceptable.
Example of Translated documents **NOT ACCEPTED** (NO SEAL, NO SIGNATURE)

Diploma degree, Transcript and GPA must be officially signed and sealed by student’s university.

Documents are accepted in the following languages: English, Spanish, French, Italian. If the original is in a different language, the documents must contain an original stamp and signature of an official translator.
Academic Transcript (mandatory document)

It is an official document issued by the University Registrar’s Office.

It must include information on the courses taken, grades received and the relation between credits and hours for each course (if applicable to your educational system).

Certificates that do not bear any signatures and stamps are NOT acceptable.
Cumulative GPA Statement (mandatory document)

You have to upload a Cumulative GPA statement which must include both:
- Your CGPA (=percentage or weighted score or exams average)
- The grading scale with the minimum passing grade in use at your University.

The document must be officially issued by your University.

You can upload your Bachelor’s transcript or diploma if this information is provided.

Classes (first division, second division...) are not considered a final weighted average score. We need a final score, not a range between scores.
Cumulative GPA Statement (examples)

An official document with your bachelor exams’ average. The GPA (exams’ average) is to be presented in the grading scale used at the student’s university of origin and it should include the grading scale with the minimum passing grade in use at student’s university.
Cumulative GPA Statement (examples)