

LAUREA MAGISTRALE PROGRAMMES APPLICATION GUIDELINES

In order to ease your application, we have created these guidelines.

First of all, please note that there are **THREE STEPS** to be completed:

STEP A - Register online

STEP B – Fill out the online application form: selecting the Master of Science programme(s) for the application

STEP C – Pay the application fee (avoid last minute payments)

Check the following pages to know more.



STEP A REGISTER ON POLITECNICO DI MILANO WEBSITE TO GET YOUR CREDENTIALS.

You will receive your credentials (Personal Code and Password) by email.

Note:

The personal code will always identify you at Politecnico di Milano, so do not register again if you have already registered before. You may modify your profile information only within 10 days from the registration. CHECK HERE the registration guidelines.

POLITECNICO DI MILANO

Sign in to Online Services

Sign in to	Online Services
Person Code	Personal Code
Password	Password
Stay signed in	\square Keeps the session active for a whole day.
Sign in	
If you want to change y	our password, or if it expired, use <u>Change password</u>
If you forgot your passw	ord or your Person Code, use <u>Credentials Recovery</u>
 New user? <u>Register</u> .	



POLITECNICO DI MILANO

Politecnico di Milano registration step 1/4		
,		
The registration is only for users that ne	ever registered to Politecnico	
Identification Data		
	The personal data must be the same of identity document	
Surname		Compulsory data Enter the same surname (Familiy name) as on the official document
Name		Compulsory data Enter the same name as on the identity document
Gender	○ M ○ F	Compulsory data Enter gender
Date of birth	/	Compulsory data Enter date of birth in the format dd mm yyyy as on the official document
Country of birth		Compulsory data Enter the country of birth as on the identity document
Province of birth	~	Compulsory data if Italy has been selected Only for Italian towns/cities: select the province from the list
Place of birth	~	Compulsory data Select the town/city of birth from list. Only for Italian municipalities: in the case of homonymous select the municipality existent at the moment of birth. For example, if you were born in 1983 in Bellagio choose: BELLAGIO (abolished 03/feb/2014)
Place of birth not listed		Optional data Add the town/city if it is not in the proposed list, write it a as is on the identity document.
Citizenship		Compulsory data Enter here citizenship (if you possess more than one on of which is italian, enter here the italian one, and the other under "Other citizenship") as on the official document
Other citizenship		Optional data Enter here any other citizenship as on the official document
Fiscal code		Compulsory data for Italian citizens or residents Enter only official the fiscal code (codice fiscale) given from italian "Agenzia delle Entrate"
		Litter only official the fiscal code (course fiscale) given from italian. Agenzia delle chidate
Personal e-mail address (for password recovery)		Compulsory data E-mail address where you wish to receive confirmation of registration
Cancel Next		

NOW you can proceed to STEP B and start your ONLINE APPLICATION



STEP B FILL OUT THE ONLINE APPLICATION FORM

✓ Use your credentials to ENTER THE <u>ONLINE SERVICES</u>

POLITECNICO DI MILANO

Sign in to Online Services

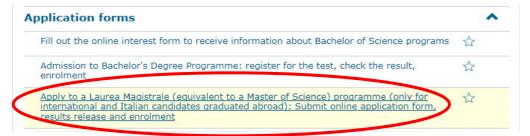
Sign in to	Online Services
Person Code	0000000
Password	•••••
Stay signed in	\square Keeps the session active for a whole day.

Sign in

✓ Click on "APPLY TO A LAUREA MAGISTRALE (EQUIVALENT TO A MASTER OF SCIENCE)

PROGRAMME (ONLY FOR INTERNATIONAL AND ITALIAN CANDIDATES GRADUATED

ABROAD)"



IMPORTANT: To avoid mistranslations, we suggest you ONLY use the official Politecnico di Milano English website.



✓ Select the option:

Apply for a new programme A.Y. 20 Semester

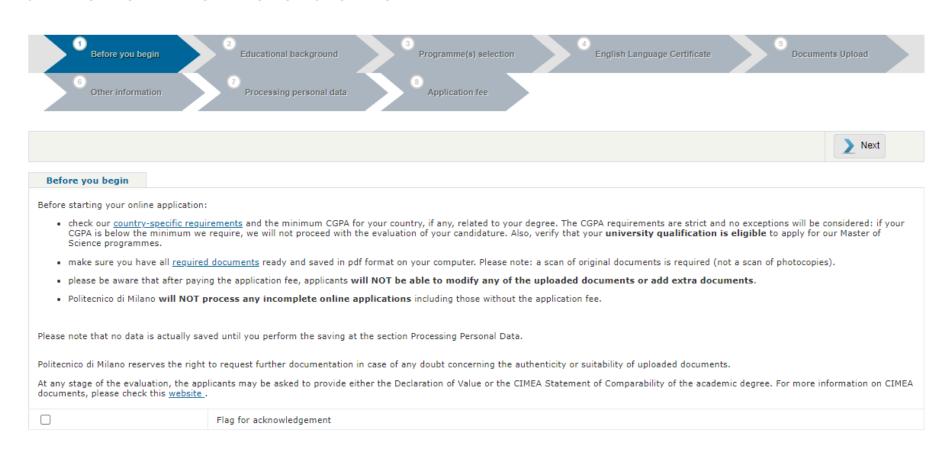


Notes:

Semester 1 refers to the September intake
Semester 2 refers to the February intake



- ✓ Complete section 1: <u>BEFORE YOU BEGIN</u>
 - READ CAREFULLY AND TICK THE BOX FOR ACKNOWLEDGEMENT



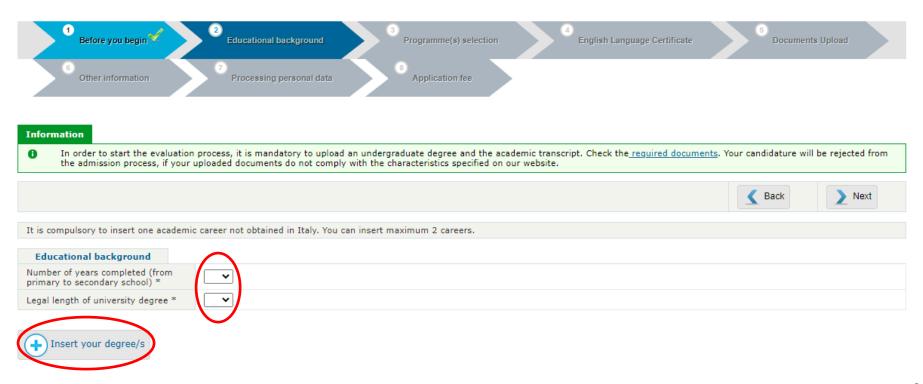
✓ CLICK ON NEXT AFTER HAVING COMPLETED <u>SECTION 1</u>



✓ Complete section 2: YOUR EDUCATIONAL BACKGROUND

- ENTER REQUESTED INFORMATION AND UPLOAD YOUR BACHELOR DIPLOMA AND TRANSCRIPT WITH UNIVERSITY STAMP/SIGNATURE IN ORIGINAL
 (A CERTIFIED TRANSLATION INTO ITALIAN, ENGLISH, FRENCH OR SPANISH MUST ALSO BE UPLOADED WHERE THE ACTUAL LANGUAGE IS
 DIFFERENT)
- O IF YOU HAVE NOT GRADUATED YET, INSTEAD OF THE BACHELOR DEGREE PLEASE UPLOAD AN OFFICIAL LETTER FROM YOUR UNIVERSITY STATING THAT YOU ARE ATTENDING THE FINAL YEAR OF YOUR BACHELOR PROGRAMME AND THAT YOU ARE EXPECTED TO GRADUATE WITHIN THE NEXT FEW MONTHS.

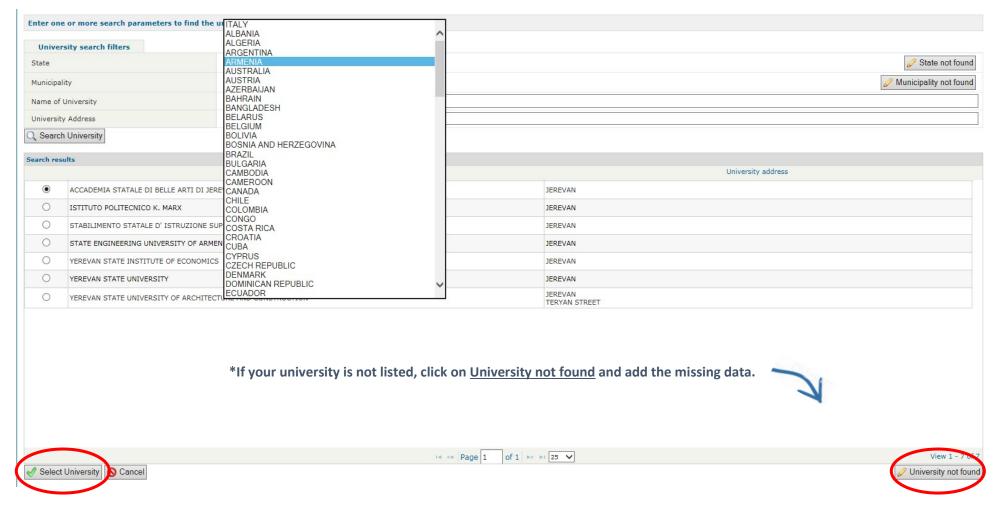
✓ YOUR EDUCATIONAL BACKGROUND: Length of education





✓ YOUR EDUCATIONAL BACKGROUND: Country and University

• Select the state and your university, then click on Select University* to proceed





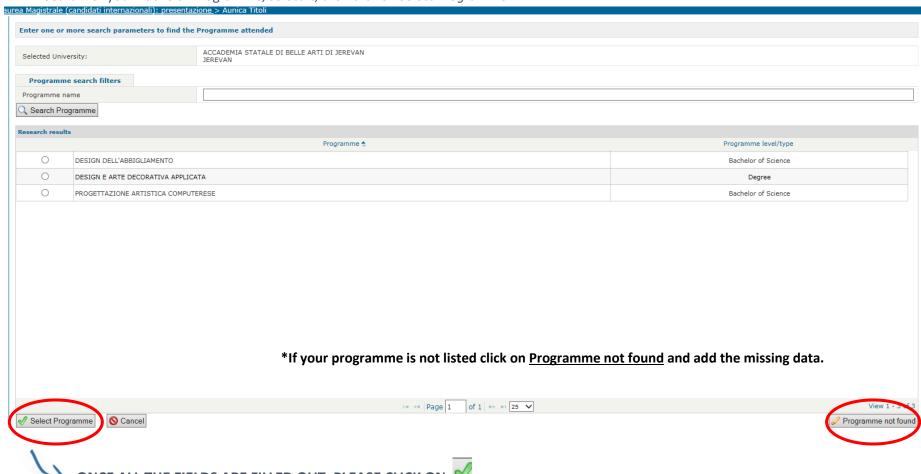
Enter one	or more search parameters to find the	university awarding the academic qualification		
Univers	ity search filters			
State		ARMENIA	<i>⊘</i> Sta	te not found
Municipalit	у	YEREVAN V		ty not found
Name of U	niversity			
University	Address			
Q Search	University			
Search resul	lts	Name of university ♦	University address	
•	ACCADEMIA STATALE DI BELLE ARTI DI JER	REVAN	JEREVAN	
0	ISTITUTO POLITECNICO K. MARX		JEREVAN	
		JPERIORE PROFESSIONALE DELL' UNIVERSITA' RUSSA-ARMENA	JEREVAN	
0	STATE ENGINEERING UNIVERSITY OF ARME	ENIA	JEREVAN	
	YEREVAN STATE INSTITUTE OF ECONOMICS	5	JEREVAN	
0	YEREVAN STATE UNIVERSITY		JEREVAN	
0	YEREVAN STATE UNIVERSITY OF ARCHITEC	TURE AND CONSTRUCTION	JEREVAN	
			TERYAN STREET	
		l⊲ ⊲ Page 1 of 1 ⊳> ⊨	25 🗸	View 1 - 7 of 7
✓ Select U	University O Cancel	. 050 2		rsity not found





✓ YOUR EDUCATIONAL BACKGROUND: your Bachelor Programme

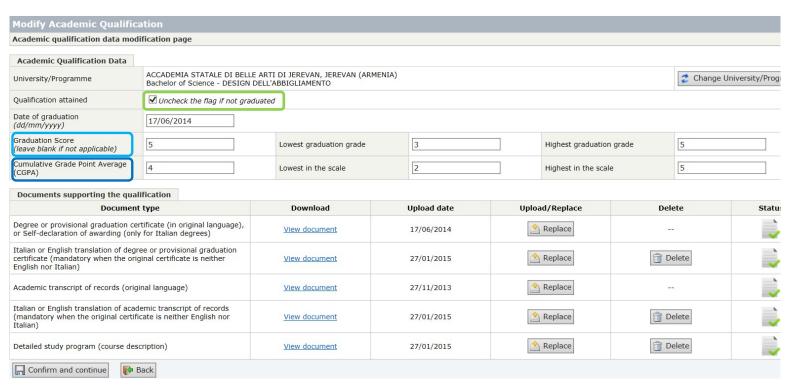
Search for your Bachelor Programme, select it, then click on Select Programme*



ONCE ALL THE FIELDS ARE FILLED OUT, PLEASE CLICK ON



✓ YOUR EDUCATIONAL BACKGROUND: your Graduation information, CGPA and academic documents



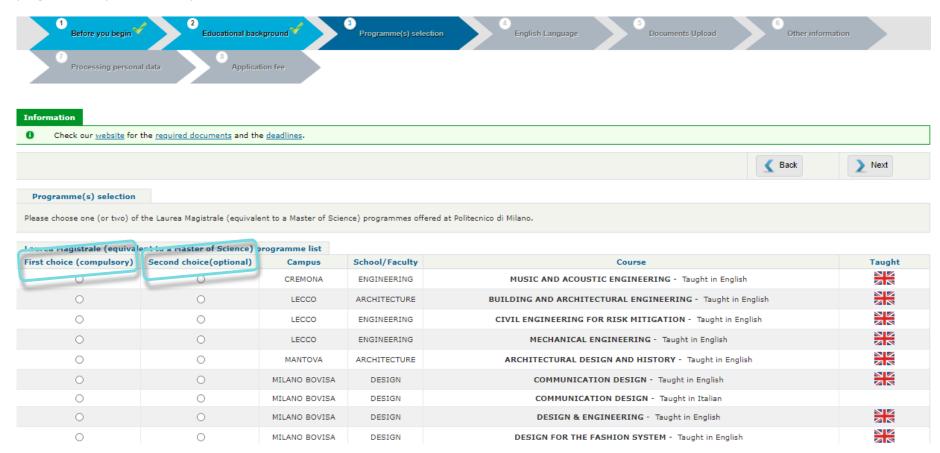
Notes:

- QUALIFICATION DATE: if you are not graduated yet, please uncheck $\boxtimes \Rightarrow \square$ the flag in the Qualification attained field
- **GRADUATION SCORE AND CGPA**: In some countries there are two different **scores** after graduation: the **graduation score** is the mark obtained on the graduation day, upon the discussion of a dissertation. <u>Lowest graduation grade</u> is the minimum grade necessary to obtain a degree. <u>Highest graduation grade</u>: the highest possible grade on the graduation day. Example: in Italy, the graduation score is *out of 110.* **CGPA** is the average of all the marks obtained during the bachelor studies. <u>Lowest in the scale</u>: is the minimum mark for passing an exam. Ex.: in Italy the passing grade is 18 out of 30. <u>Highest in the scale</u>: the highest possible mark.
- ✓ Once all fields are completed, CLICK ON "CONFIRM AND CONTINUE" 🔙
- ✓ CLICK ON NEXT AFTER COMPLETING SECTION 2



✓ COMPLETE <u>SECTION 3</u>: SELECT THE PROGRAMME(S) YOU WANT TO APPLY FOR (MAX 2 CHOICES).

Note: Applicants for **Design** programmes will have their second choice evaluated only if not admitted to their first choice. Therefore, please select your programme of preference as your first choice.

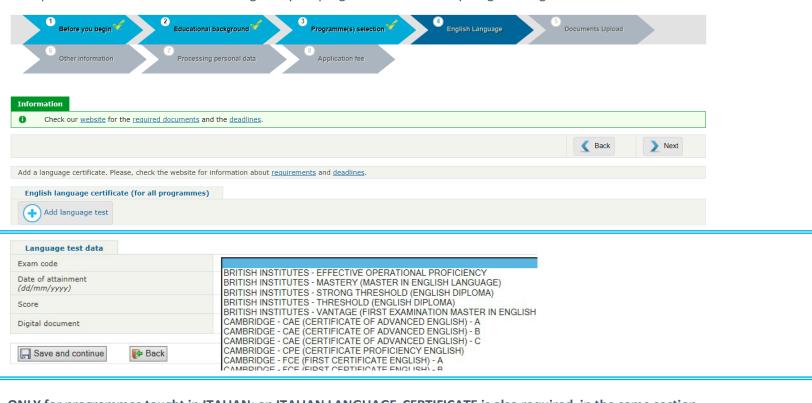


✓ CLICK ON NEXT AFTER HAVING COMPLETED SECTION 3



✓ COMPLETE SECTION 4: LANGUAGE CERTIFICATE

ENGLISH LANGUAGE CERTIFICATE: compulsory for all applicants. SELECT THE TYPE OF CERTIFICATE AND UPLOAD IT. IF THE CERTIFICATE IS NOT AVAILABLE UPON APPLICATION, YOU MAY COMPLETE SECTION 3 AT A LATER STAGE. If **English was the medium of instruction during your Bachelor studies** (at least for 3 years) you are exempted from providing any English language certification. In this case, please select *Bachelor taught in English* and upload an official document attesting that your programme was entirely taught in English.



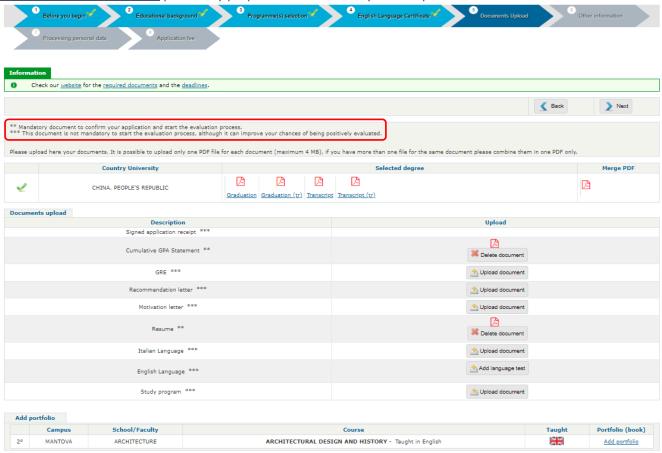
ONLY for programmes taught in ITALIAN: an ITALIAN LANGUAGE CERTIFICATE is also required, in the same section

F	or programmes taught in Italian	
	Language certificate (for programmes taught in Italian)	
	Italian Language	(A) Upload document



✓ COMPLETE <u>SECTION 5</u>: DOCUMENTS UPLOAD

Upload the APPLICATION DOCUMENTS previously prepared and saved on your computer



IMPORTANT NOTES:

- In case you have both a Bachelor and a Master Degree, you will be evaluated on the basis of your <u>Bachelor Degree only</u>.
- the <u>PORTFOLIO</u> required by Architecture, Urban Planning and Policy Design or any Design programmes <u>must be uploaded within the same section of</u> the application procedure.
- ✓ CLICK ON NEXT AFTER COMPLETING SECTION 5



✓ COMPLETE <u>SECTION 6</u>: OTHER INFORMATION

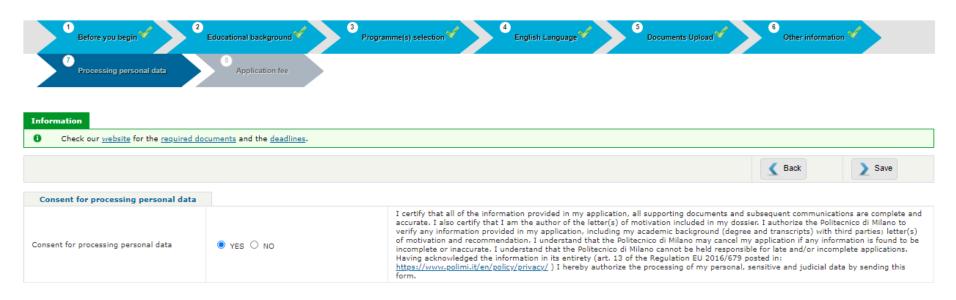
PLEASE SPECIFY WHEN AND HOW YOU GOT TO KNOW ABOUT POLITECNICO DI MILANO.

1 Before you begin 2 Educational background	3 Programme(s) selection 2 English Language 2	5 Documents Upload Cother Information	Processing personal data 8 Application fee	
Information Check our website for the required documents and the deadlines.				
			▲ Back	≥ Next
Other information Have you previously applied to a Laurea Magistrale (equivalent to a Master of How did you hear about the "Politecnico di Milano"? * Notes Remaining Characters = 400	f Science) programme at "Politecnico di Milano"? * 🔻			
Other information Have you previously applied to a Laurea Magistrale (eq	uivalent to a Master of Science) programme at "Poli	itecnico di Milano"? * NO 🗸		
Notes Remaining Characters = 400	Agents Other Promotional Activities Friends Current or Former Politecnico Students Educational Fair Internet Presentation given by Politecnico team Italian Diplomatic Representation			

✓ CLICK ON NEXT AFTER COMPLETING SECTION 6



✓ COMPLETE <u>SECTION 7</u>: PROCESSING PERSONAL DATA



CLICK ON "SAVE" AFTER COMPLETING SECTION 7

YOUR ONLINE APPLICATION FORM IS SAVED!

✓

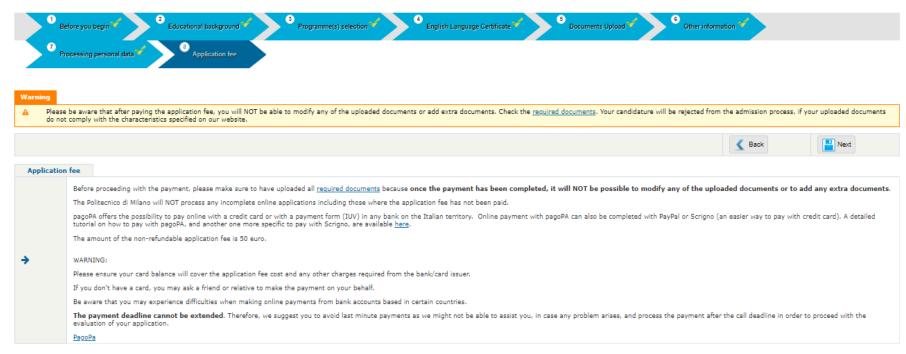


In order to have your application evaluated, YOU MUST NOW COMPLETE THE FINAL STEP





✓ COMPLETE SECTION 8: APPLICATION FEE PAYMENT



WE REMIND YOU THAT SUBMITTED APPLICATIONS WILL BE CONSIDERED FOR THE EVALUATION ONLY ONCE THE NON-REFUNDABLE APPLICATION FEE PAYMENT IS RECEIVED. Once the payment has been completed, it will NOT be possible to modify any of the uploaded documents or to add any extra documents.

A DETAILED TUTORIAL ON HOW TO PAY WITH PAGOPA, AND ANOTHER ONE MORE SPECIFIC TO PAY WITH SCRIGNO, ARE AVAILABLE HERE.

PLEASE, AVOID LAST MINUTE PAYMENTS, AS THE OFFICE MIGHT NOT BE ABLE TO ASSIST YOU, IN CASE ANY PROBLEM ARISES.

✓ CLICK ON NEXT AFTER COMPLETING SECTION 8



Regularly check your personal profile area, it summarizes all the information you provided so far.

A.Y. 202 Semester	General information	
	Person Code	MEED HEID?
	Family name *	NEED HELP?
IEED HELP? CONTACT US:	First name *	Contact the
International Admissions Office	Gender *	International Admissions Office
READ/SEND A MESSAGE	Date of Birth *	through this message system
	Birth place *	after completing the application
OLIMI official documents	Country of birth *	1 0 11
Application receipt	Citizenship *	
Application receipt	Other citizenship	
	Email *	
ections General information	Telephone *	
☐ Educational background	Mobile	
Laurea Magistrale (equivalent to a Master of Science)	Fax	
programme (s) selection	Data richiesta	
Other information		
☐ Documents upload	Residence	
☐ English Language	Address *	
D Processing personal data	Postal code *	
☐ Application fee	City *	
	Country *	