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.
### Laurea Magistrale programmes application guidelines

**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 ONLINE SERVICES

**POLITECNICO DI MILANO**

![Sign in to Online Services](image)

- Click on “APPLY TO A LAUREA MAGISTRALE (EQUIVALENT TO A MASTER OF SCIENCE) PROGRAMME (ONLY FOR INTERNATIONAL AND ITALIAN CANDIDATES GRADUATED ABROAD)”

**Application forms**

- Fill out the online interest form to receive information about Bachelor of Science programs
- Admission to Bachelor’s Degree Programmes: register for the test, check the result, enrolment
- Apply to a Laurea Magistrale (equivalent to a Master of Science) programme (only for international and Italian candidates graduated abroad): Submit online application form, results release and enrolment

- Select the option: **Apply for a new programme A.Y. 2020 Semester**

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

- **Notes:**
  - **Semester 1** refers to the September intake
  - **Semester 2** refers to the February intake
Complete section 1: BEFORE YOU BEGIN

- READ CAREFULLY AND TICK THE BOX FOR ACKNOWLEDGEMENT

CLICK ON NEXT AFTER HAVING COMPLETED SECTION 1
✓ 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)

- 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

In order to start the evaluation process, it is mandatory to upload an undergraduate degree and the academic transcript. Check the required documents. Your candidature will be rejected from the admission process, if your uploaded documents do not comply with the characteristics specified on our website.

It is compulsory to insert one academic career not obtained in Italy. You can insert maximum 2 careers.

Educational background
- Number of years completed (from primary to secondary school)
- Legal length of university degree

Insert your degree/s
YOUR EDUCATIONAL BACKGROUND: Country and University

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

*If your university is not listed, click on University not found and add the missing data.
ONCE ALL THE FIELDS ARE FILLED OUT, PLEASE CLICK ON ✅
YOUR EDUCATIONAL BACKGROUND: your Bachelor Programme

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

*If your programme is not listed click on Programme not found and add the missing data.

<table>
<thead>
<tr>
<th>Programme name</th>
<th>Programme type</th>
</tr>
</thead>
<tbody>
<tr>
<td>DESIGN DELL'ABBIGLIAMENTO</td>
<td>Bachelor of Science</td>
</tr>
<tr>
<td>DESIGN E ARTE DECORATIVA APPLICATA</td>
<td>Degree</td>
</tr>
<tr>
<td>PROGETTAZIONE ARTISTICA COMPUTERISE</td>
<td>Bachelor of Science</td>
</tr>
</tbody>
</table>
YOUR EDUCATIONAL BACKGROUND: your Graduation information, CGPA and academic documents

Notes:

- **QUALIFICATION DATE**: if you are not graduated yet, please uncheck 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. Lowest graduation grade is the minimum grade necessary to obtain a degree. Highest graduation grade: 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. Lowest in the scale: is the minimum mark for passing an exam. Ex.: in Italy the passing grade is 18 out of 30. Highest in the scale: the highest possible mark.

✓ Once all fields are completed, CLICK ON “CONFIRM AND CONTINUE”
✓ CLICK ON NEXT AFTER COMPLETING SECTION 2
COMPLETE SECTION 3: 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.

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**ONLY for programmes taught in ITALIAN:** an **ITALIAN LANGUAGE CERTIFICATE** is also required, in the same section.
COMPLETE SECTION 5: 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 Bachelor Degree only.
- The PORTFOLIO required by Architecture, Urban Planning and Policy Design or any Design programmes must be uploaded within the same section of the application procedure.

CLICK ON NEXT AFTER COMPLETING SECTION 5
COMPLETE SECTION 6: OTHER INFORMATION

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

Click on Next after completing Section 6.
COMPLETE SECTION 7: PROCESSING PERSONAL DATA

Information
Check our website for the required documents and the deadlines.

Consent for processing personal data

I certify that all of the information provided in my application, all supporting documents and subsequent communications are complete and accurate. I also certify that I am the author of the letter(s) of motivation included in my dossier. I authorize the Politecnico di Milano to verify any information provided in my application, including my academic background (degree and transcripts) with third parties. I certify that the Politecnico di Milano may cancel my application if any information is found to be incomplete or inaccurate. I understand that the Politecnico di Milano cannot be held responsible for late and/or incomplete applications. Having acknowledged the information in its entirety (Art. 13 of the Regulation EU 2016/679 posted in: https://www.unimi.it/en/privacy/privacy/), I hereby authorize the processing of my personal, sensitive and judicial data by sending this form.

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.

NEED HELP?
Contact the International Admissions Office through this message system after completing the application.

You can check here if your payment is successfully received.