LAUREA MAGISTRALE PROGRAMMES
APPLICATION GUIDELINES

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

First of all, please note that there are THREE STEPS to be completed:
STEP A - Register online
STEP B - Apply online: selecting the Master of Science programme(s) for the application
STEP C – Submit your application

Check the following pages to know more.
**STEP A** REGISTER ON POLITECNICO DI MILANO WEBSITE TO GET YOUR CREDENTIALS.
You will receive your credentials (Person Code and Password) by email.

**Note:**
The person code will always identify you at Politecnico di Milano, so do not register again if you have already registered before.
You may modify your registration information only **within 10 days. 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

✓ Use your credentials to ENTER THE ONLINE SERVICES

POLITECNICO DI MILANO
Sign in to Online Services

✓ 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 Programme: register for the test, check the result, enrolment
- Apply to a Laurea Magistrale (equivalent to a Master of Science) program (only for international and Italian candidates graduated abroad): Submit online application form, result release and enrolment

SELECT THE OPTION: Apply for a new programme A.Y. 20  Semester

IMPORTANT: To avoid mistranslations, we suggest you to 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: YOUR EDUCATIONAL BACKGROUND

- ENTER THE REQUESTED INFORMATION AND UPLOAD YOUR **DEGREE AND TRANSCRIPT 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 A LETTER OF YOUR UNIVERSITY STATING THAT YOU ARE ATTENDING YOUR FINAL YEAR OF YOUR BACHELOR PROGRAMME AND THAT YOU ARE EXPECTED TO GRADUATE WITHIN THE NEXT FEW MONTHS.

✓ YOUR EDUCATIONAL BACKGROUND: Length of education

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

<table>
<thead>
<tr>
<th>Educational background</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Number of years completed (from primary to secondary school)</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Legal length of university degree</strong></td>
<td></td>
</tr>
</tbody>
</table>

Please select the degree corresponding to first cycle university level (undergraduate)

+ 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.

ONCE ALL THE FIELDS ARE FILLED OUT, PLEASE CLICK ON 🔄
✓ YOUR EDUCATIONAL BACKGROUND: your Graduation information, CGPA and academic documents

Modify Academic Qualification
Academic qualification data modification page

<table>
<thead>
<tr>
<th>Academic Qualification Data</th>
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<tbody>
<tr>
<td>University/Programme</td>
<td>ACCADEMIA STATALE DI BELLE ARTI DI JEREVAN, JEREVAN (ARMENIA) Bachelor of Science - DESIGN DELL'ABBIGLIAMENTO</td>
</tr>
<tr>
<td>Qualification attained</td>
<td>✓ Uncheck the flag if not graduated</td>
</tr>
<tr>
<td>Date of graduation (dd/mm/yyyy)</td>
<td>17/06/2014</td>
</tr>
<tr>
<td>Graduation Score (leave blank if not applicable)</td>
<td>5</td>
</tr>
<tr>
<td>Cumulative Grade Point Average (CGPA)</td>
<td>4</td>
</tr>
</tbody>
</table>

Documents supporting the qualification

<table>
<thead>
<tr>
<th>Document type</th>
<th>Download</th>
<th>Upload date</th>
<th>Upload/Replace</th>
<th>Delete</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Degree or provisional graduation certificate (in original language), or self-declaration of awarding (only for Italian degrees)</td>
<td>View document</td>
<td>17/06/2014</td>
<td>Replace</td>
<td>--</td>
<td></td>
</tr>
<tr>
<td>Italian or English translation of degree or provisional graduation certificate (mandatory when the original certificate is neither English nor Italian)</td>
<td>View document</td>
<td>27/01/2015</td>
<td>Replace</td>
<td>Delete</td>
<td></td>
</tr>
<tr>
<td>Academic transcript of records (original language)</td>
<td>View document</td>
<td>27/11/2013</td>
<td>Replace</td>
<td>--</td>
<td></td>
</tr>
<tr>
<td>Italian or English translation of academic transcript of records (mandatory when the original certificate is neither English nor Italian)</td>
<td>View document</td>
<td>27/01/2015</td>
<td>Replace</td>
<td>Delete</td>
<td></td>
</tr>
<tr>
<td>Detailed study program (course description)</td>
<td>View document</td>
<td>27/01/2015</td>
<td>Replace</td>
<td>Delete</td>
<td></td>
</tr>
</tbody>
</table>

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 1
COMPLETE SECTION 2: SELECT THE PROGRAMME(S) YOU WANT TO APPLY FOR (MAX 2 CHOICES).

Note: Applicants to Architecture and 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 2
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 of your Bachelor Degree (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.
✓ **COMPLETE SECTION 4: DOCUMENTS UPLOAD**

Upload the APPLICATION DOCUMENTS. YOU CAN COMPLETE THIS SECTION AT A LATER STAGE, therefore you can save, exit your application and go back to the section Documents upload, until the evaluation process starts.

**NOTE:** in the same section, the PORTFOLIO required by Architecture, Urban Planning and Policy Design or any Design programmes must be uploaded

✓ **CLICK ON NEXT AFTER COMPLETING SECTION 4**
COMPLETE SECTION 5: OTHER INFORMATION

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

Have you previously applied to a Laurea Magistrale (equivalent to a Master of Science) programme at "Politecnico di Milano"? * ▼

How did you hear about the "Politecnico di Milano"? * ▼

Notes

Remaining Characters = 400

CLICK ON NEXT AFTER COMPLETING SECTION 5
✓ COMPLETE SECTION 6: PROCESSING PERSONAL DATA

STEP C SUBMIT YOUR APPLICATION: CLICK ON SAVE AFTER COMPLETING SECTION 6

YOUR ONLINE APPLICATION IS COMPLETE!
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.

Your Application receipt is available in the box “POLIMI official documents”.

Check your application status and upload your portfolio here.

You can upload any missing document in the Document upload section.