

Laurea Magistrale Programmes Application Guidelines

POLITECNICO DI MILANO

Contents

In order to ease your application, we have created these guidelines.
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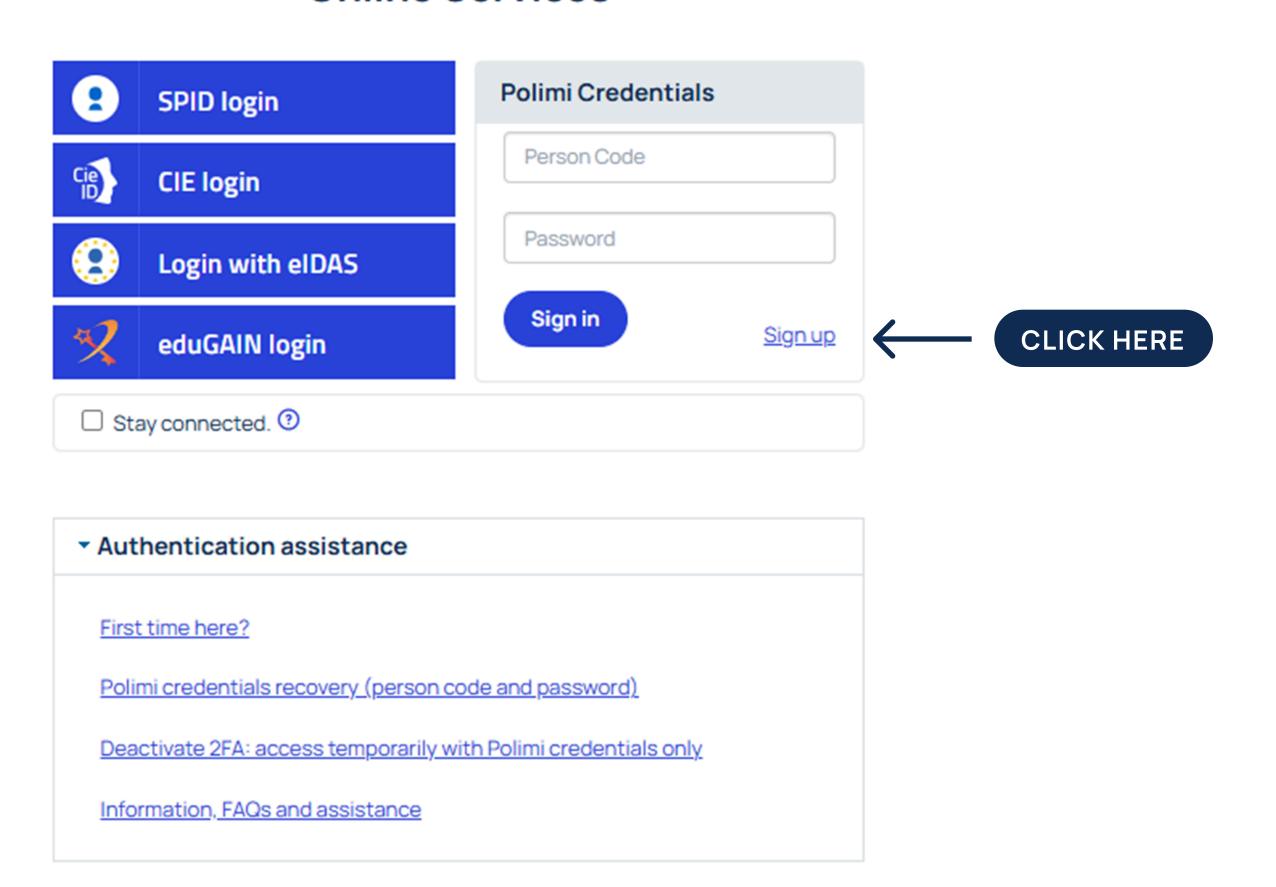
STEP A - Register Online



REGISTER ON POLITECNICO DI MILANO WEBSITE TO GET YOUR CREDENTIALS

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

Online Services



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.

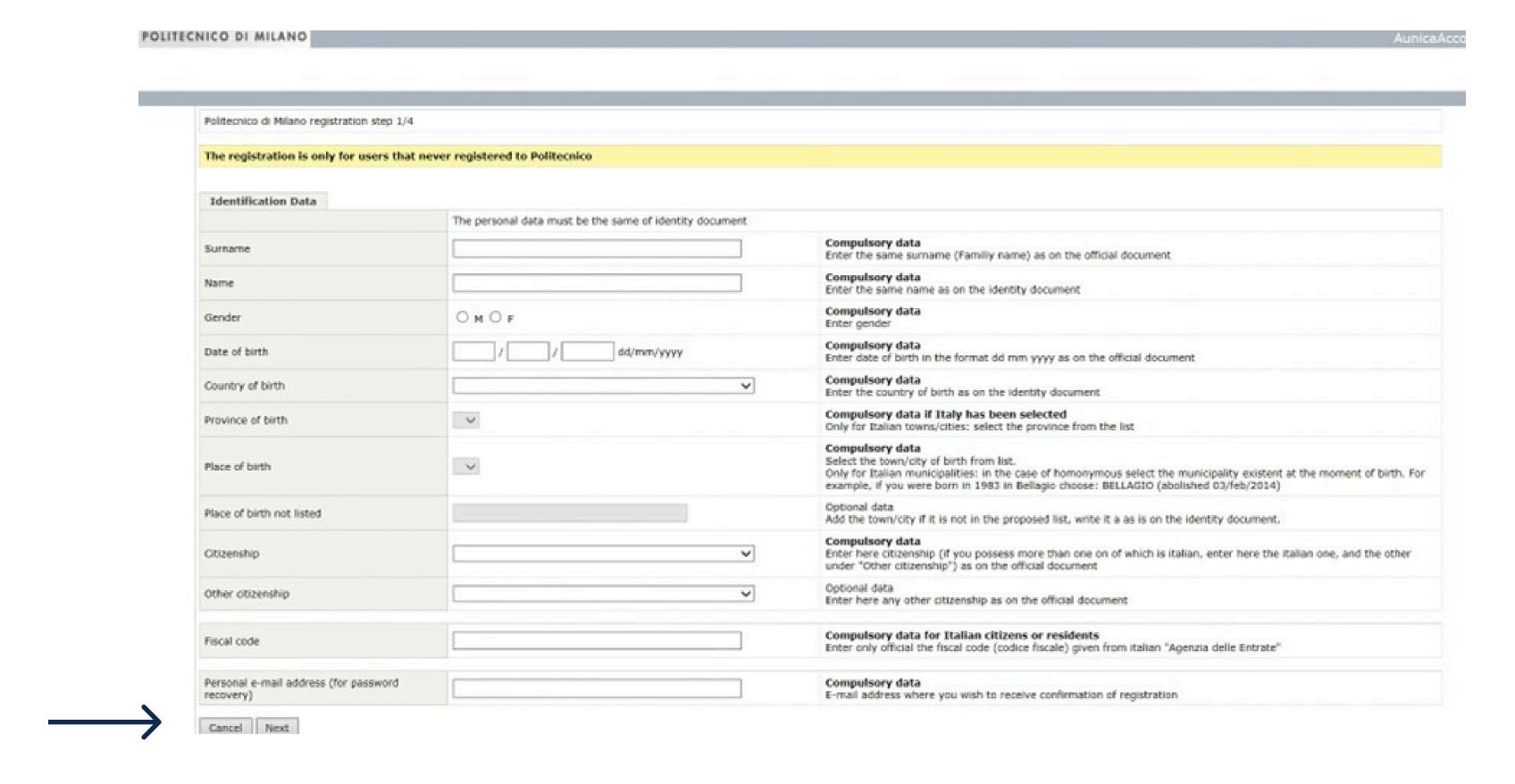






REGISTER ON POLITECNICO DI MILANO WEBSITE TO GET YOUR CREDENTIALS

After filling out all the information, click on **Next**





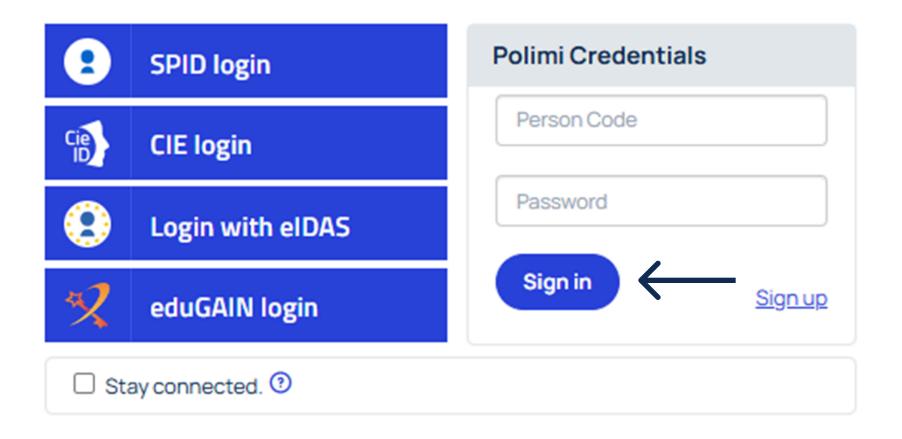
STEP B - Fill out the online application form

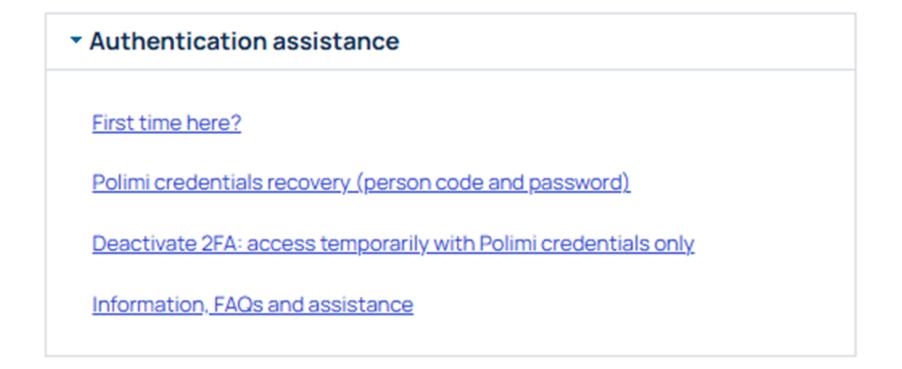


FILL OUT THE ONLINE APPLICATION FORM

Use your credentials to **ENTER THE ONLINE SERVICES**

Online Services





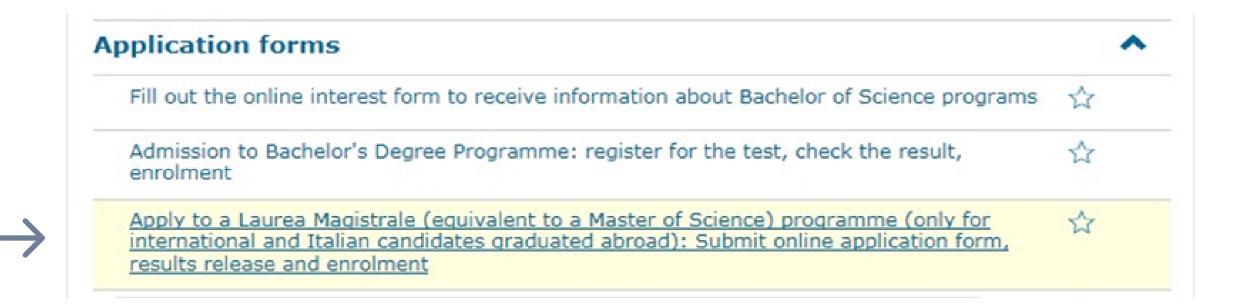






FILL OUT THE ONLINE APPLICATION FORM

Click on "Apply to Laurea Magistrale (equivalent to a Master of Science) programme (only for international and Italian candidates graduated abroad)"



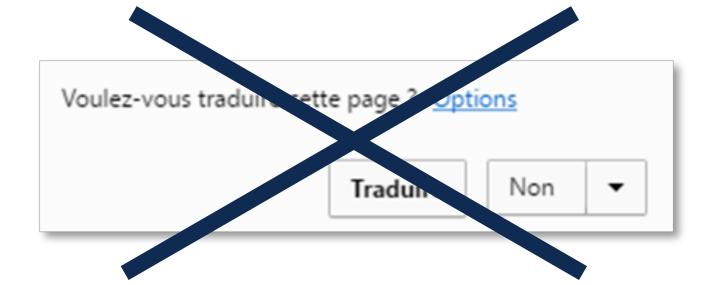
IMPORTANT: To avoid mistranslations, we suggest you ONLY use the official Politecnico di Milano English website.



Apply for a new programme A.Y. 20 Semester

NOTES

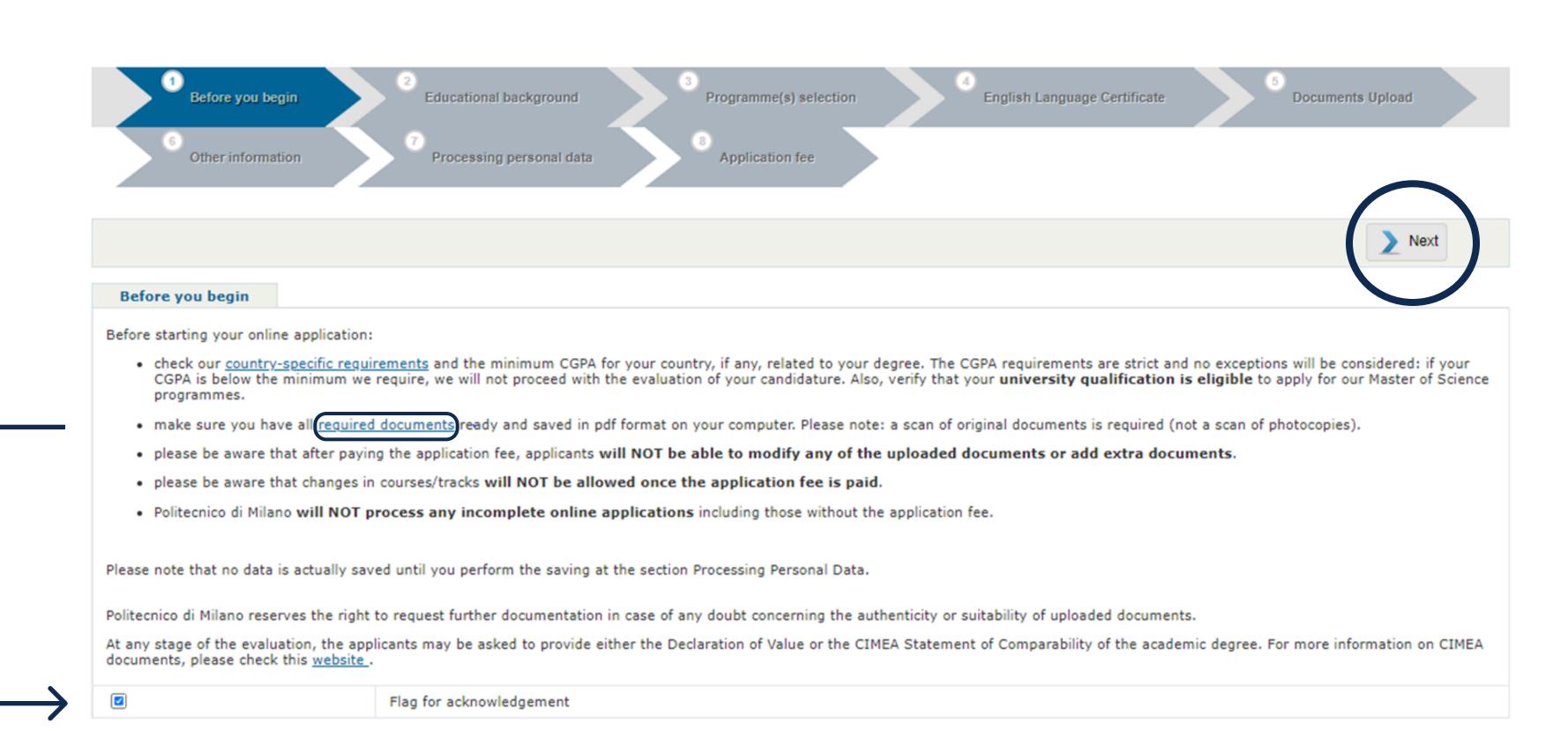
Semester 1 refers to the September intake
Semester 2 refers to the February intake



Section 1 - Before you begin

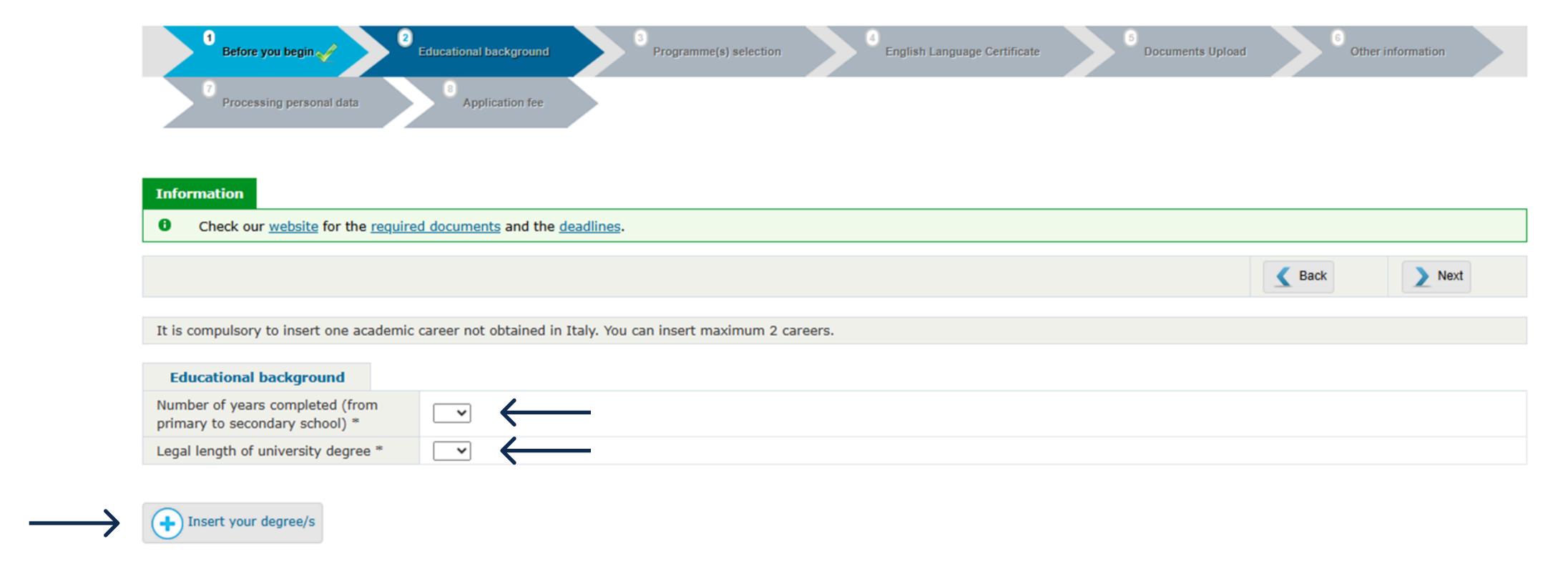
READ CAREFULLY AND TICK THE BOX FOR ACKNOWLEDGEMENT

issues we advise you to name
your files without special
characters or accents (e.g. ñ ş
üîèòetc.)





Section 2 - Educational background

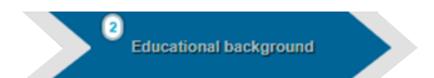


Enter the requested information about your University and upload your **BACHELOR DEGREE** and **TRANSCRIPT WITH UNIVERSITY STAMP/SIGNATURE IN ORIGINAL** (a certified translation into Italian, English, french or Spanish must also be uploaded where the actual language is different).

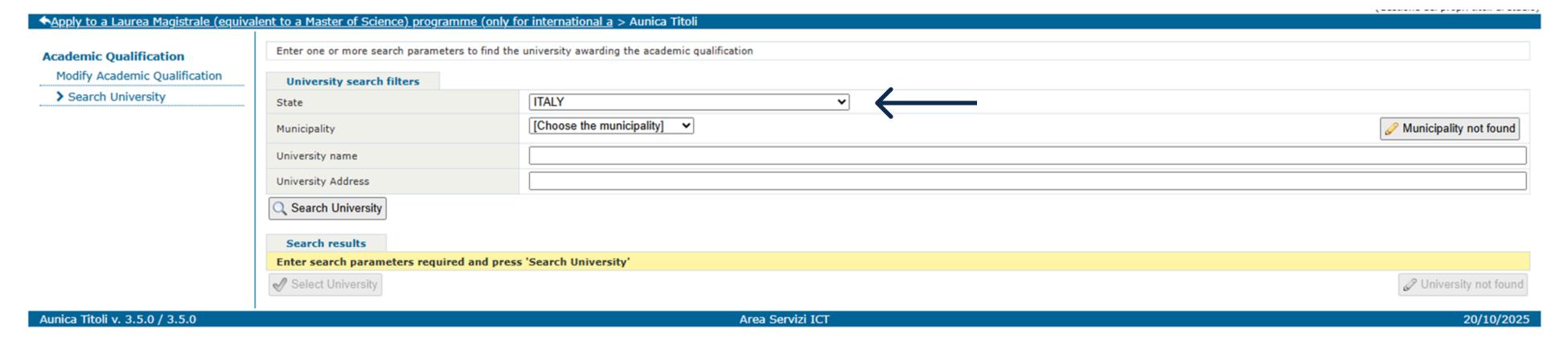
IF YOU HAVE NOT GRADUATED YET, instead of the bachelor degree please upload an official letter from your university stating you are attending the final year of your bachelor programme and that you are expected to graduate within the next few months.

POLITECNICO DI MILANO

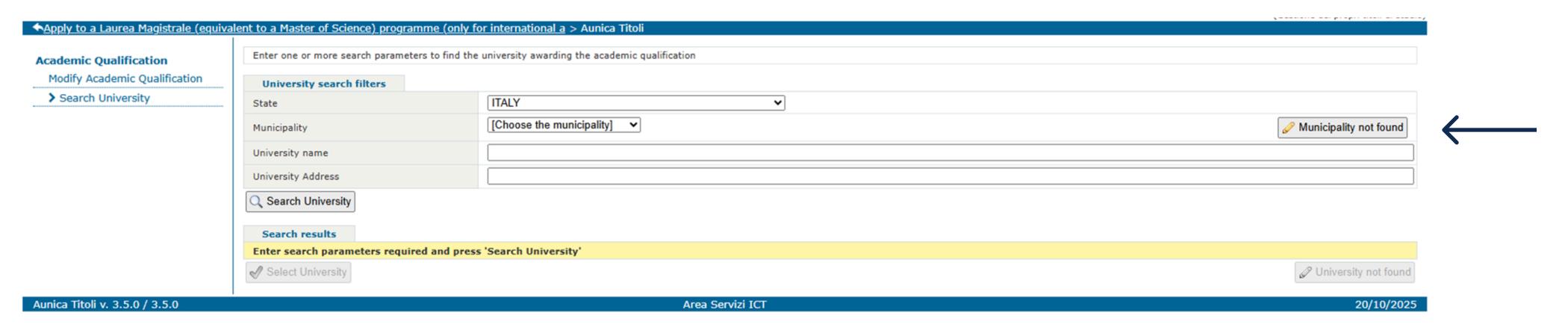
YOUR EDUCATIONAL BACKGROUND: Country and Municipality



Select the **State** and the **Municipality**



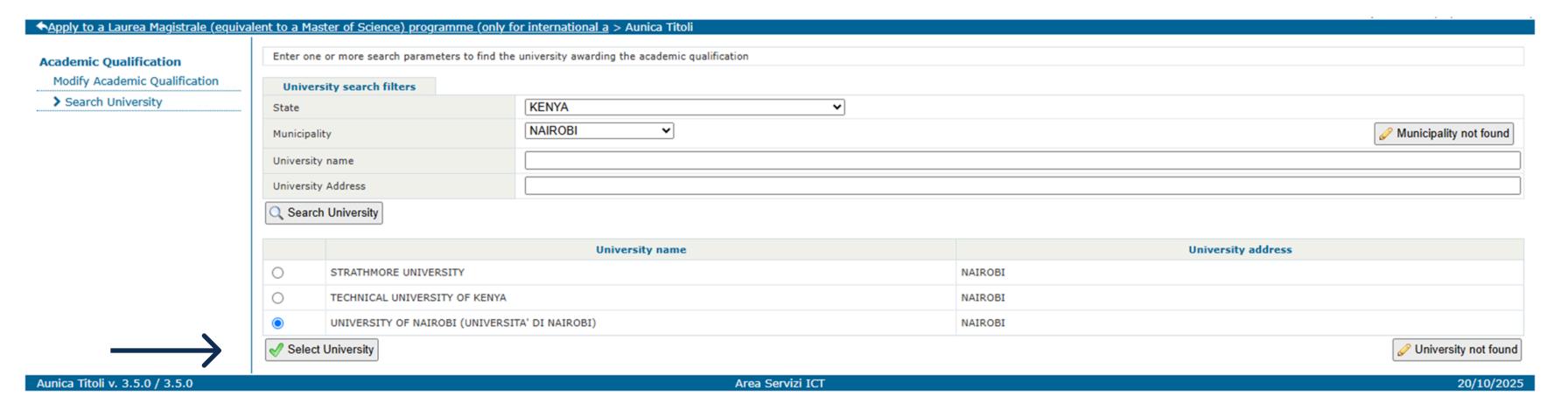
If you can not find the right Municipality, click on Municipality not found to add it



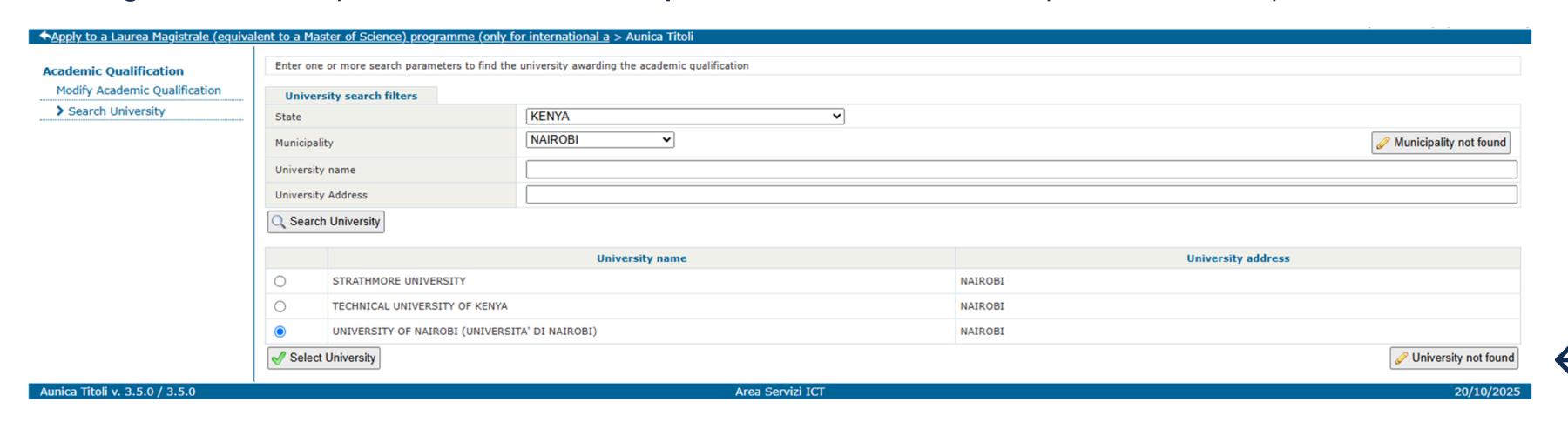
Section 2 YOUR EDUCATIONAL BACKGROUND: University



Select your university, then click on Select University to proceed



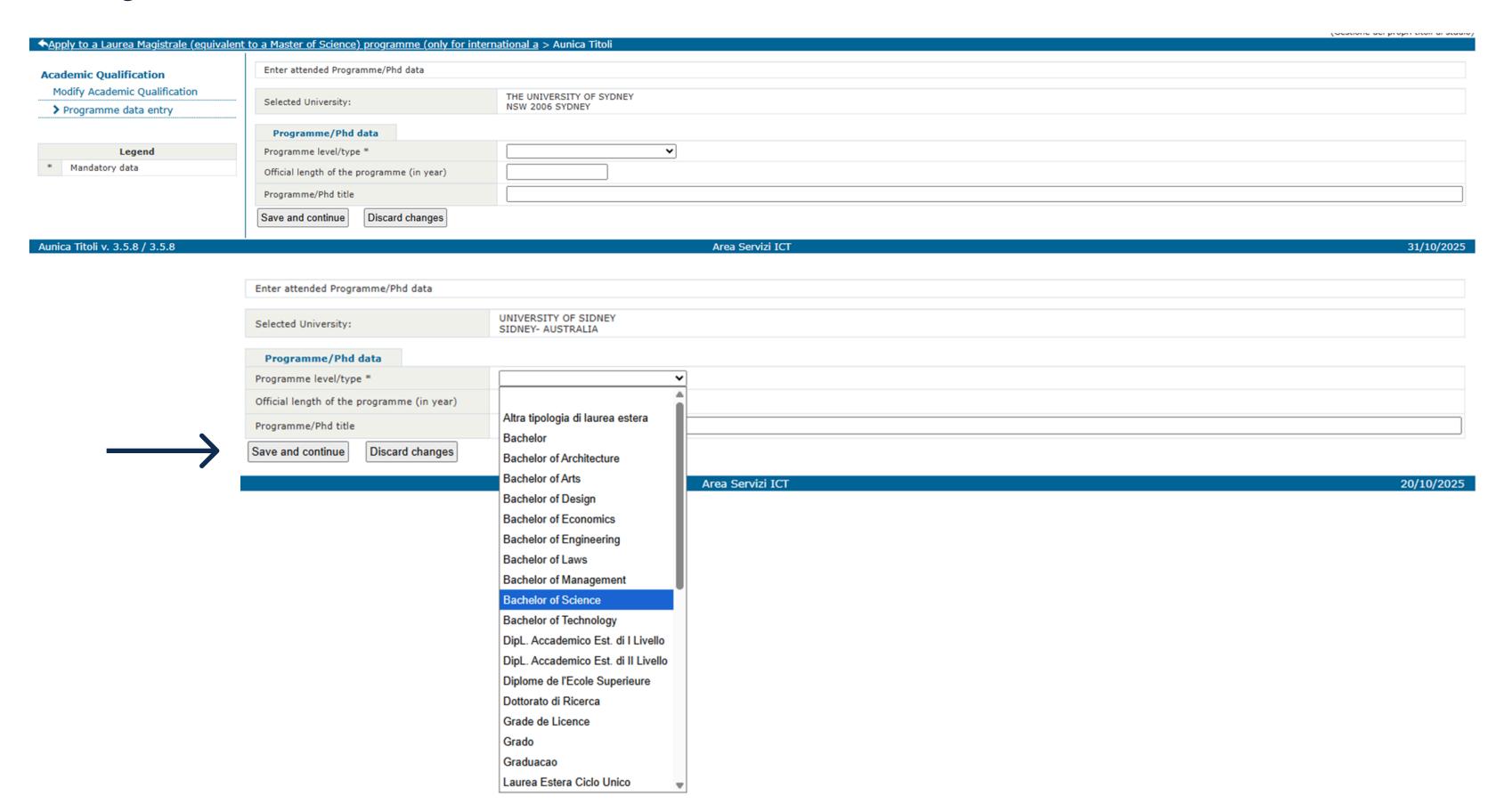
If you can not find the right University, click on **University not found** and insert your university data



Section 2 YOUR EDUCATIONAL BACKGROUND: Programme

Educational background

Enter attended **Programme**





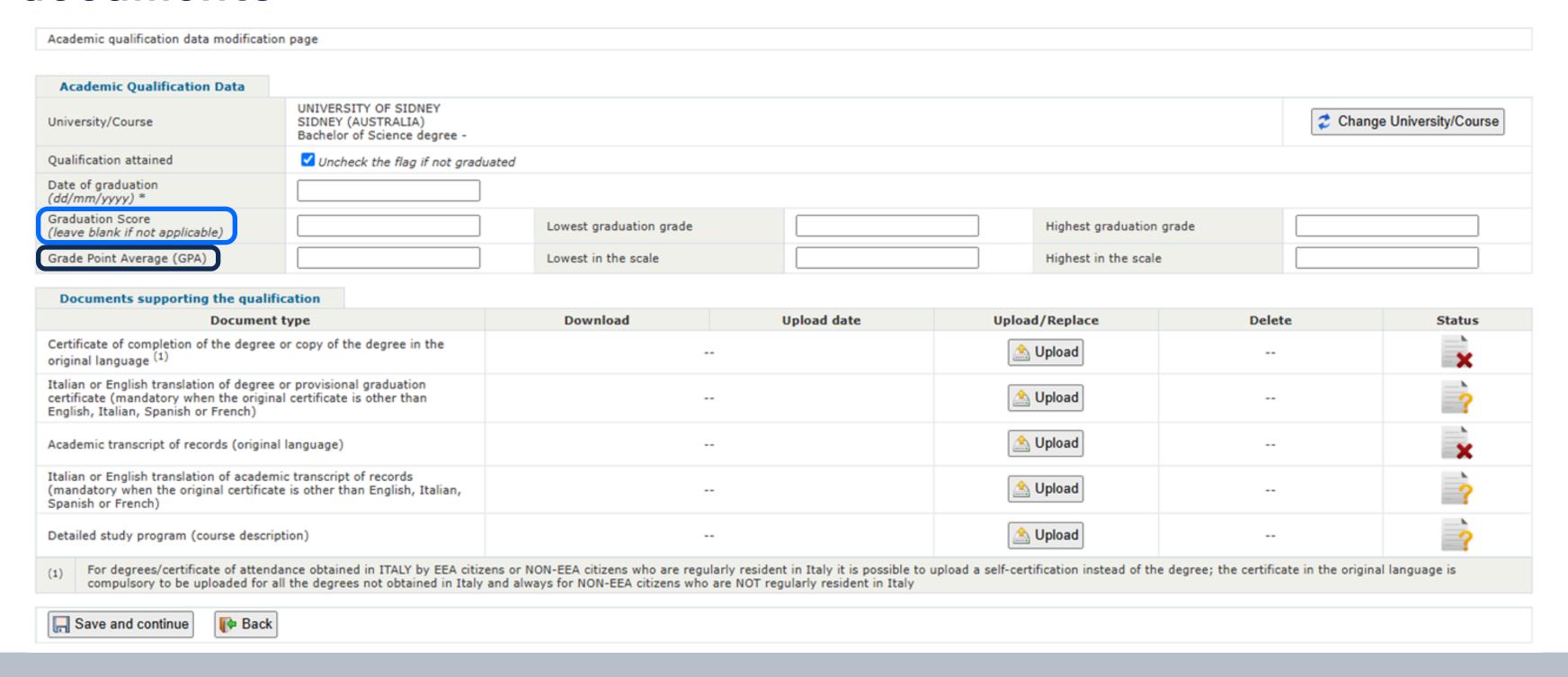
YOUR EDUCATIONAL BACKGROUND: your Graduation information, CGPA and academic documents

Academic qualification data modification page									
Academic Qualification Data									
University/Course	UNIVERSITY OF SIDNEY SIDNEY (AUSTRALIA) Bachelor of Science degree -								
Qualification attained	☑ Uncheck the flag if not graduated								
Date of graduation (dd/mm/yyyy) *									
Graduation Score (leave blank if not applicable)		Lowest graduation grade				Highest graduation grade			
Grade Point Average (GPA)		Lowest in the scale			Highest in the scale				
Documents supporting the qualification									
Document type		Download Upload date		Upload/Replace		Dele	te	Status	
Certificate of completion of the degree or copy of the degree in the original language ⁽¹⁾				(A) Upload				×	
Italian or English translation of degree or provisional graduation certificate (mandatory when the original certificate is other than English, Italian, Spanish or French)				(A) Upload				?	
Academic transcript of records (original language)				(A) Upload				×	
Italian or English translation of academi (mandatory when the original certificate Spanish or French)	ic transcript of records e is other than English, Italian,				(A) Upload				?
Detailed study program (course descrip	tion)			(A) Upload				?	
For degrees/certificate of attendance obtained in ITALY by EEA citizens or NON-EEA citizens who are regularly resident in Italy it is possible to upload a self-certification instead of the degree; the certificate in the original language is compulsory to be uploaded for all the degrees not obtained in Italy and always for NON-EEA citizens who are NOT regularly resident in Italy									
Save and continue Back									

NOTE



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



NOTES

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.



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

Choose the document from your computer files and upload it

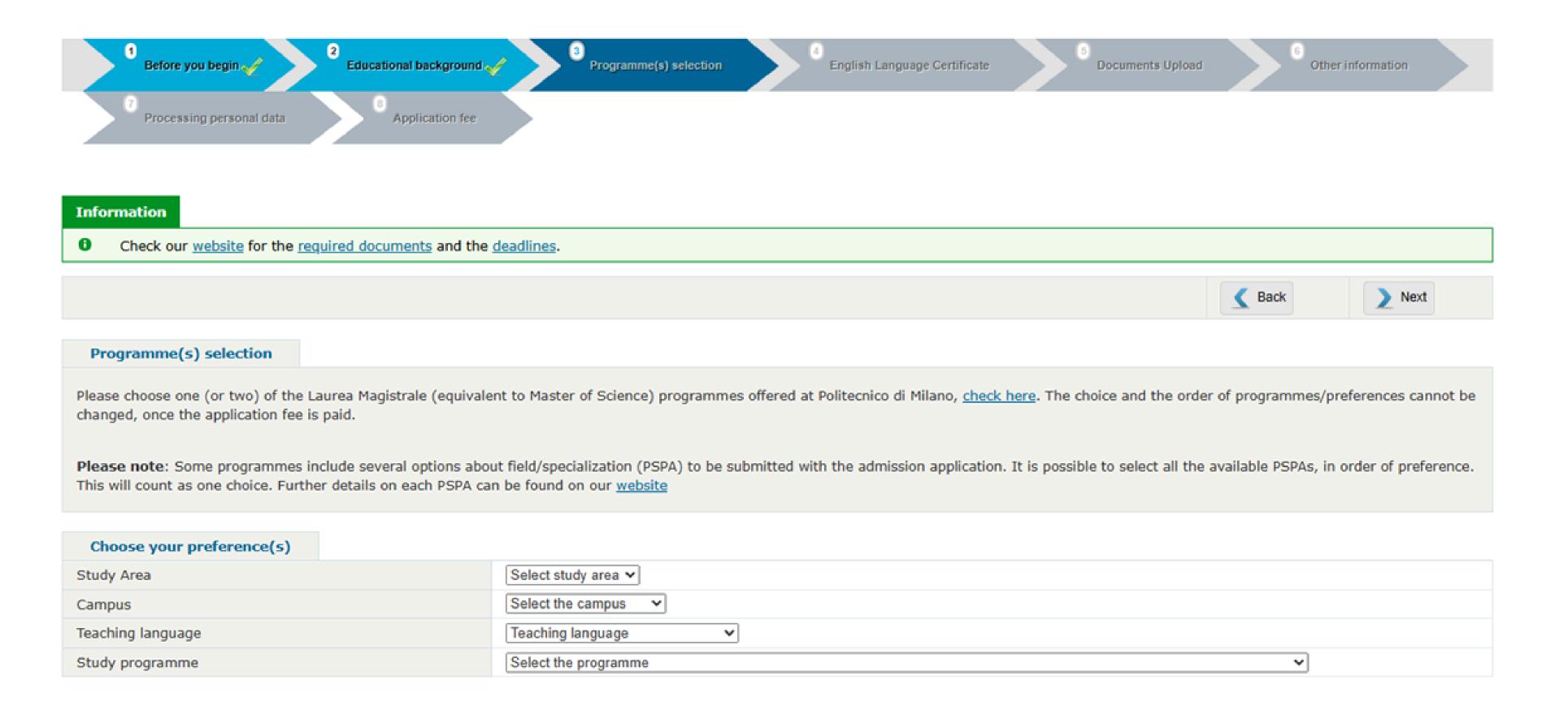


ONCE ALL THE FIELDS ARE FILLED OUT, PLEASE CLICK ON SAVE AND CONTINUE

CLICK ON **NEXT** AFTER COMPLETING <u>SECTION 2</u>

Section 3 - Select the programme(s) you want to apply for (max 2 choices)

You can check Politecnico di Milano's list of programmes at this link.

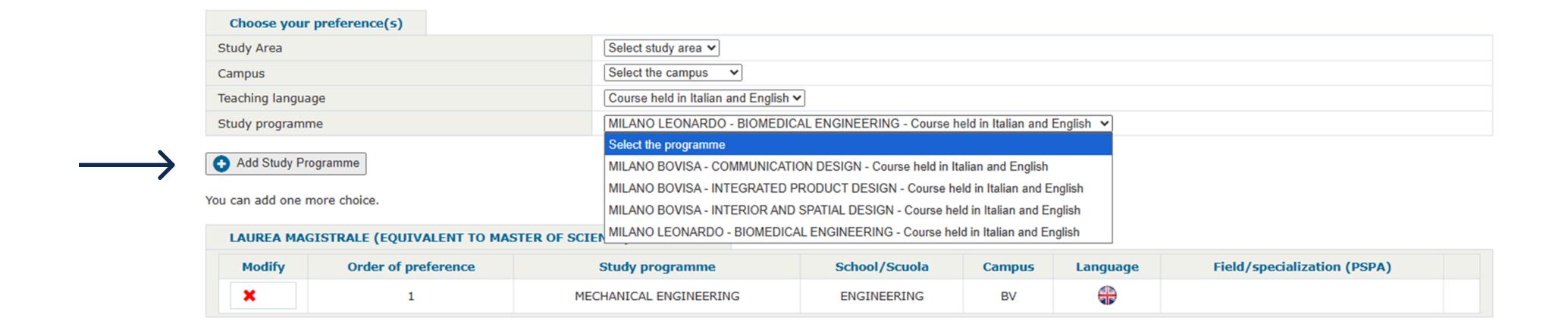


Select your preference(s) from Study Area to Study Programme

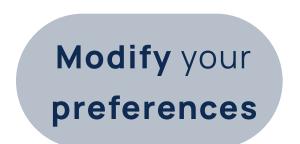
Section 3 - Select the programme(s) you want to apply for (max 2 choices)

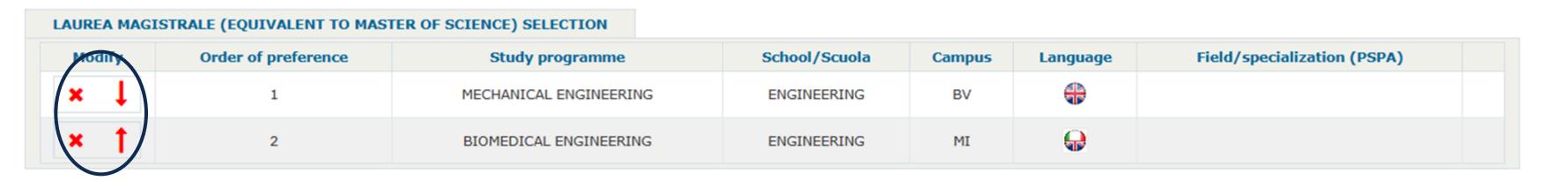


PROGRAMMES SELECTION EXAMPLE



Once all sections are completed, CLICK ON ADD STUDY PROGRAMME

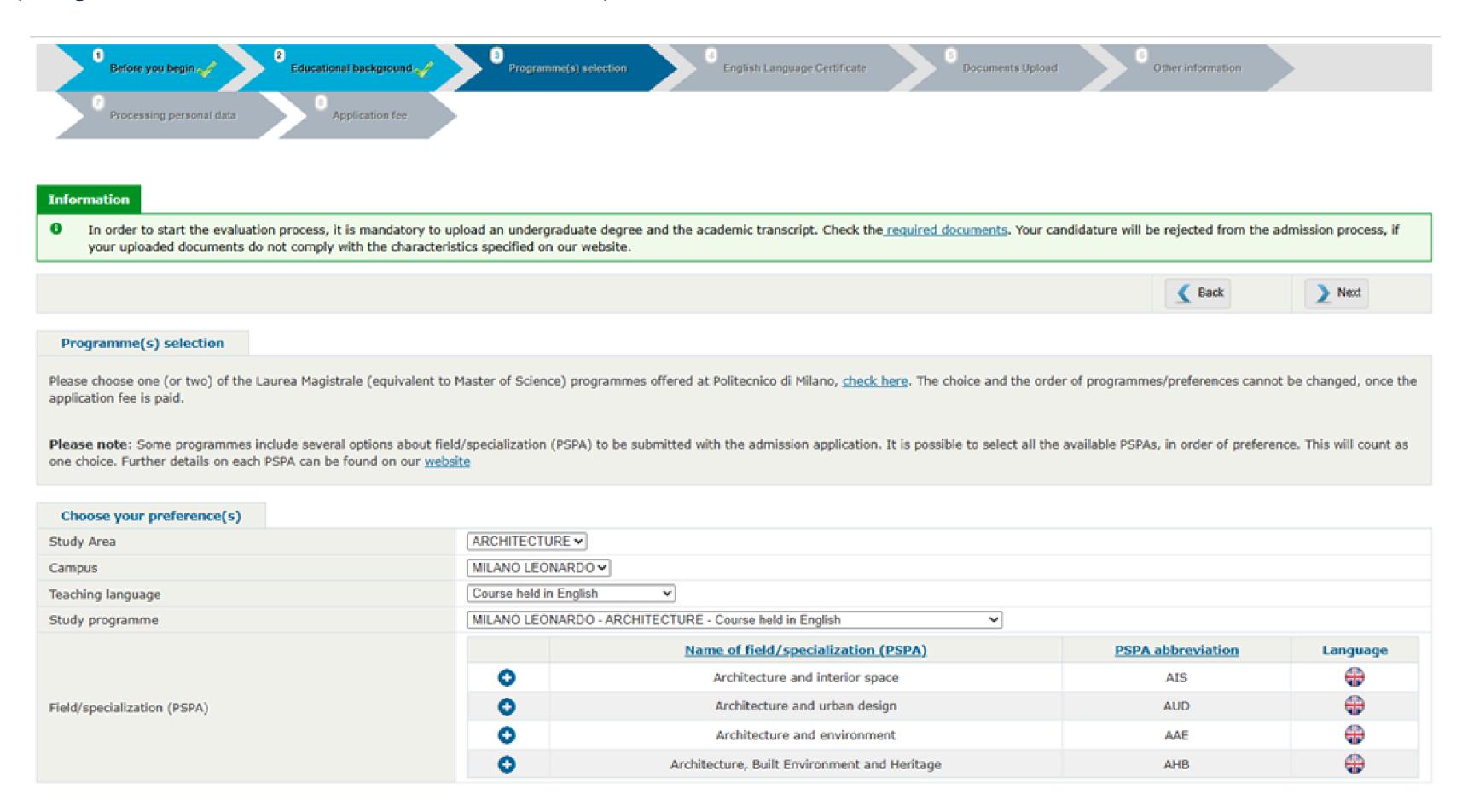






THIS SLIDE IS SPECIFIC FOR CANDIDATES OF THE MSC IN ARCHITECTURE - MILANO LEONARDO CAMPUS

For ARCHITECTURE programme, at least 2 PSPAs are required.

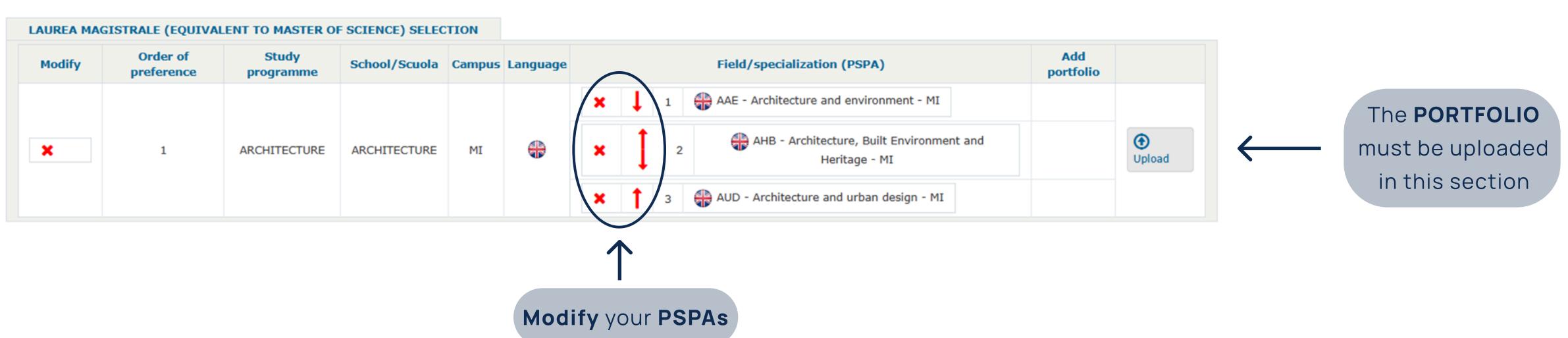




THIS SLIDE IS SPECIFIC FOR CANDIDATES OF THE MSC IN ARCHITECTURE - MILANO LEONARDO CAMPUS

Choose your preference(s)						
Study Area	ARCHITECTURE V					
Campus	MILANO LEONARDO ✓					
Teaching language	Course held in English V					
Study programme	MILANO LEONARDO - ARCHITECTURE - Course held in English					
	Name of field/specialization (PSPA)	PSPA abbreviation	Language			
Field/specialization (PSPA)	Architecture and interior space	AIS	4			

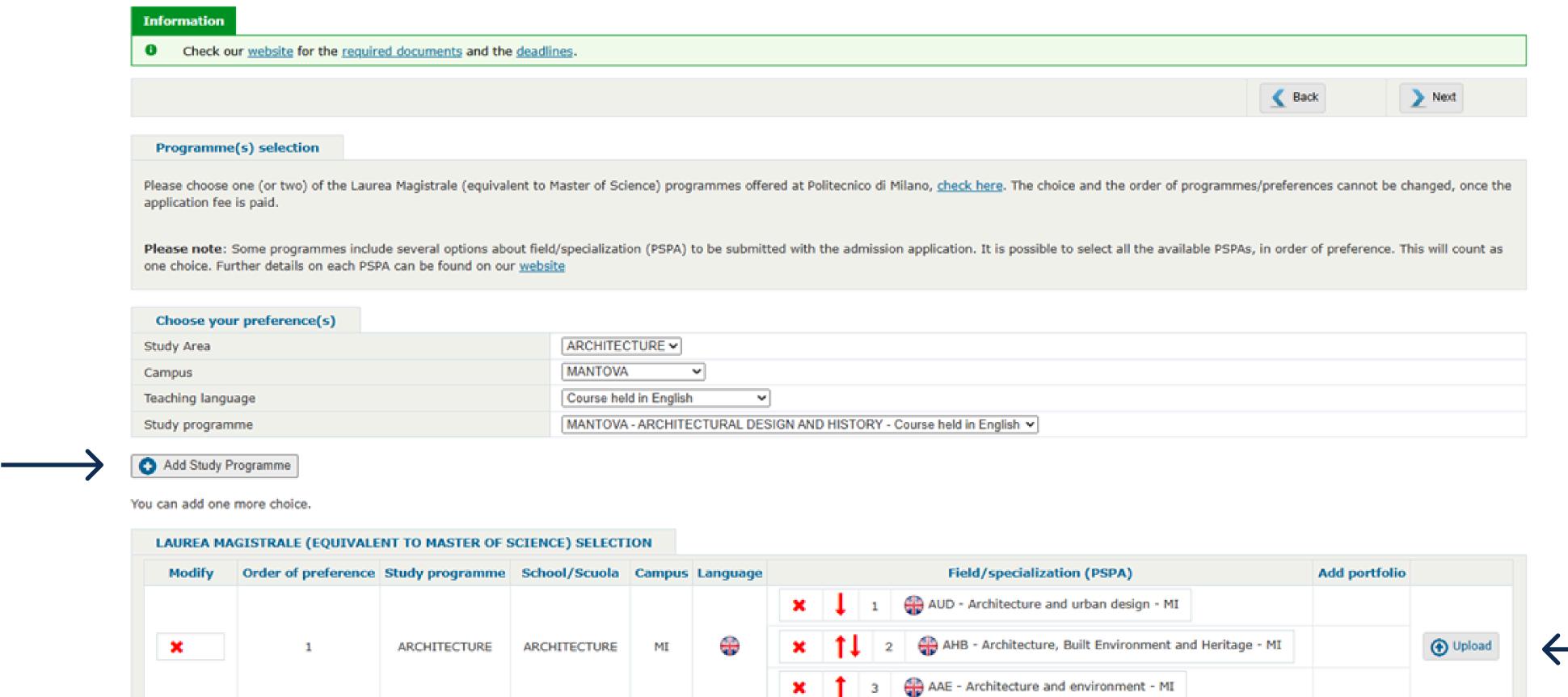
You can add one more choice.





THIS SLIDE IS SPECIFIC FOR CANDIDATES OF THE MSC IN ARCHITECTURE - MILANO LEONARDO CAMPUS

You can choose your **second programme**



The **PORTFOLIO**must be uploaded

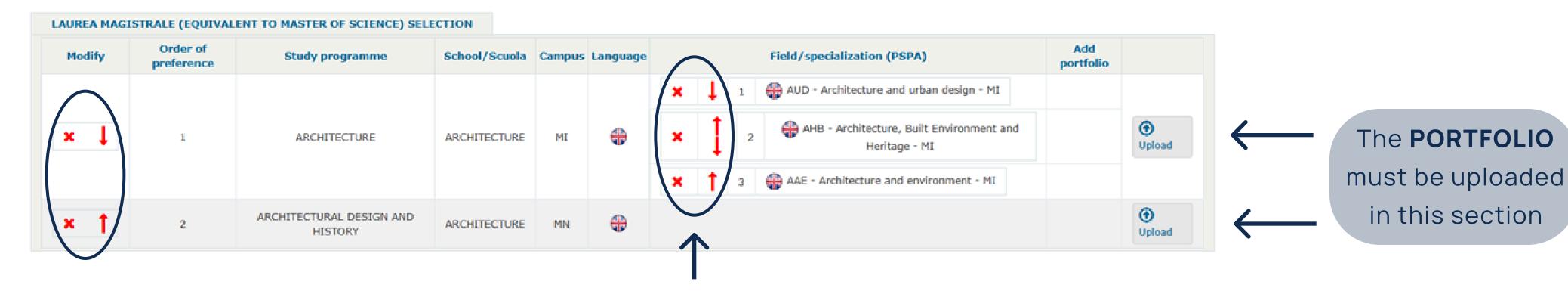
in this section



THIS SLIDE IS SPECIFIC FOR CANDIDATES OF THE MSC IN ARCHITECTURE - MILANO LEONARDO CAMPUS

Information								
0	Check our website for the required documents and the deadlines.							
				▲ Back	> Next			
Pr	rogramme(s) selection							
Please choose one (or two) of the Laurea Magistrale (equivalent to Master of Science) programmes offered at Politecnico di Milano, check here. The choice and the order of programmes/preferences cannot be changed, once the application fee is paid.								
Please note: Some programmes include several options about field/specialization (PSPA) to be submitted with the admission application. It is possible to select all the available PSPAs, in order of preference. This will count as one choice. Further details on each PSPA can be found on our website								
Cl	noose your preference(s)							
	ly Area	ARCHITECTURE ~						
Cam	npus	Select the campus 💙						
Teaching language		Course held in English	Course held in English					
Study programme		Select the programme ▼						

Modify your preferences

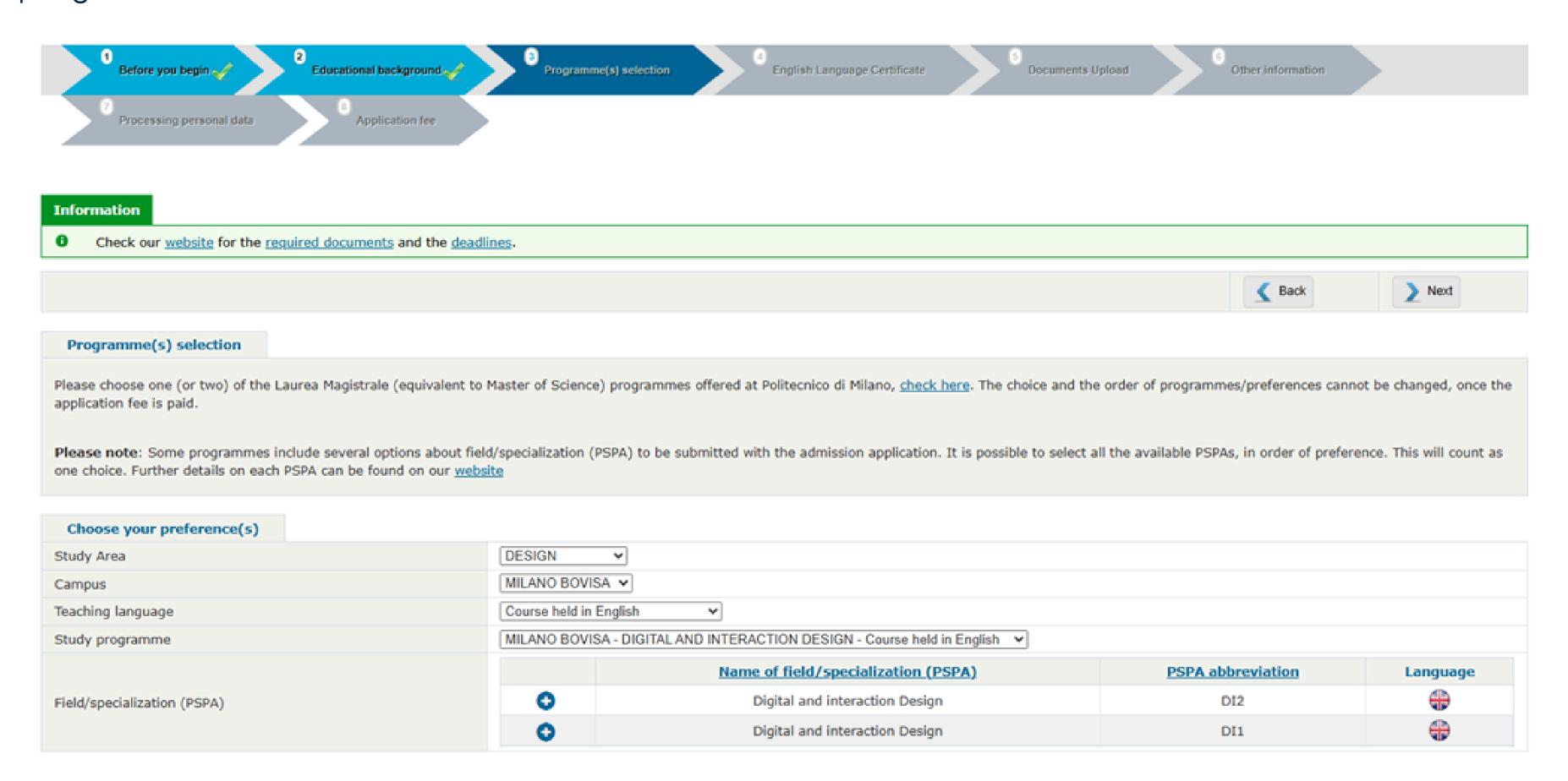


Modify your PSPAs



THIS SLIDE IS SPECIFIC FOR CANDIDATES OF THE MSC IN DESIGN Programmes - MILANO BOVISA CAMPUS

For each design programme all PSPAs must be selected.

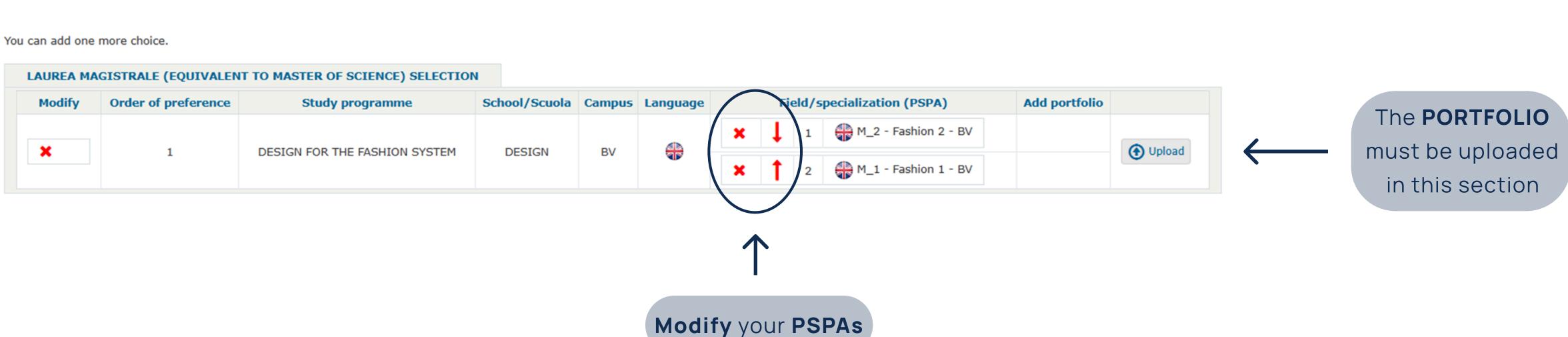




THIS SLIDE IS SPECIFIC FOR CANDIDATES OF THE MSC IN DESIGN Programmes - MILANO BOVISA CAMPUS

For each design programme all PSPAs must be selected.

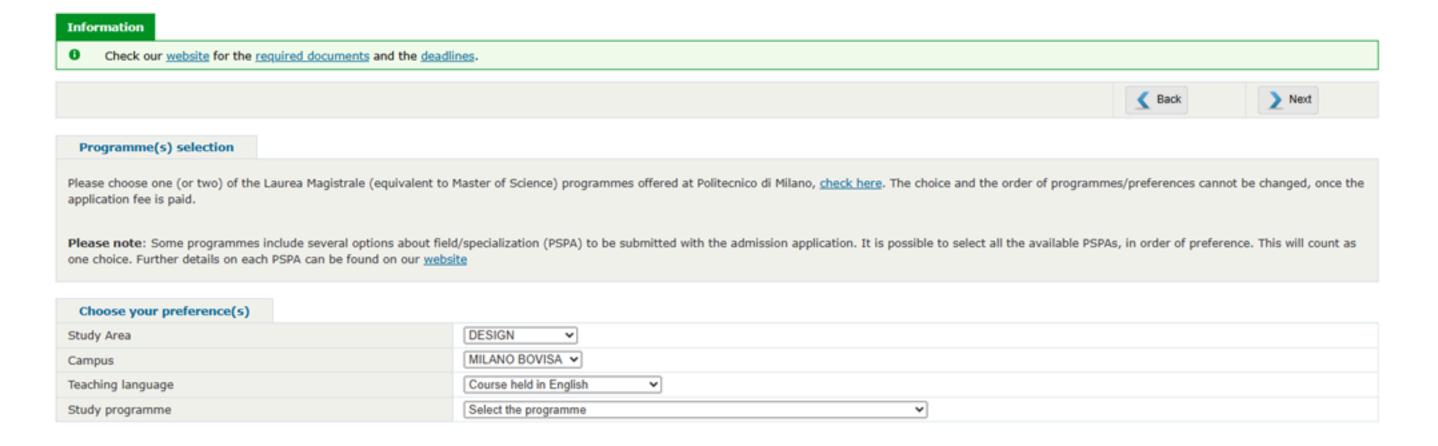




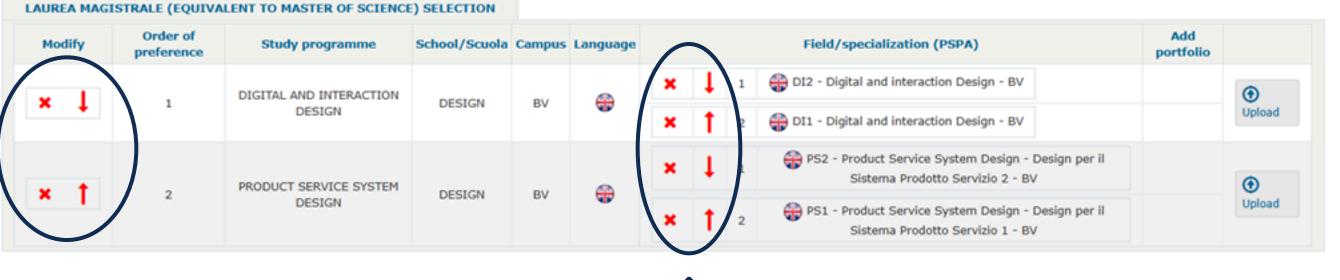


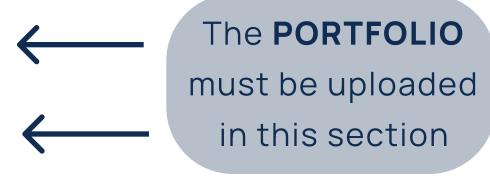
THIS SLIDE IS SPECIFIC FOR CANDIDATES OF THE MSC IN DESIGN Programmes - MILANO BOVISA CAMPUS

For each design programme all PSPAs must be selected.



Modify your preferences





Section 4 - Language Certificate



ENGLISH LANGUAGE CERTIFICATE: compulsory for all applicants.

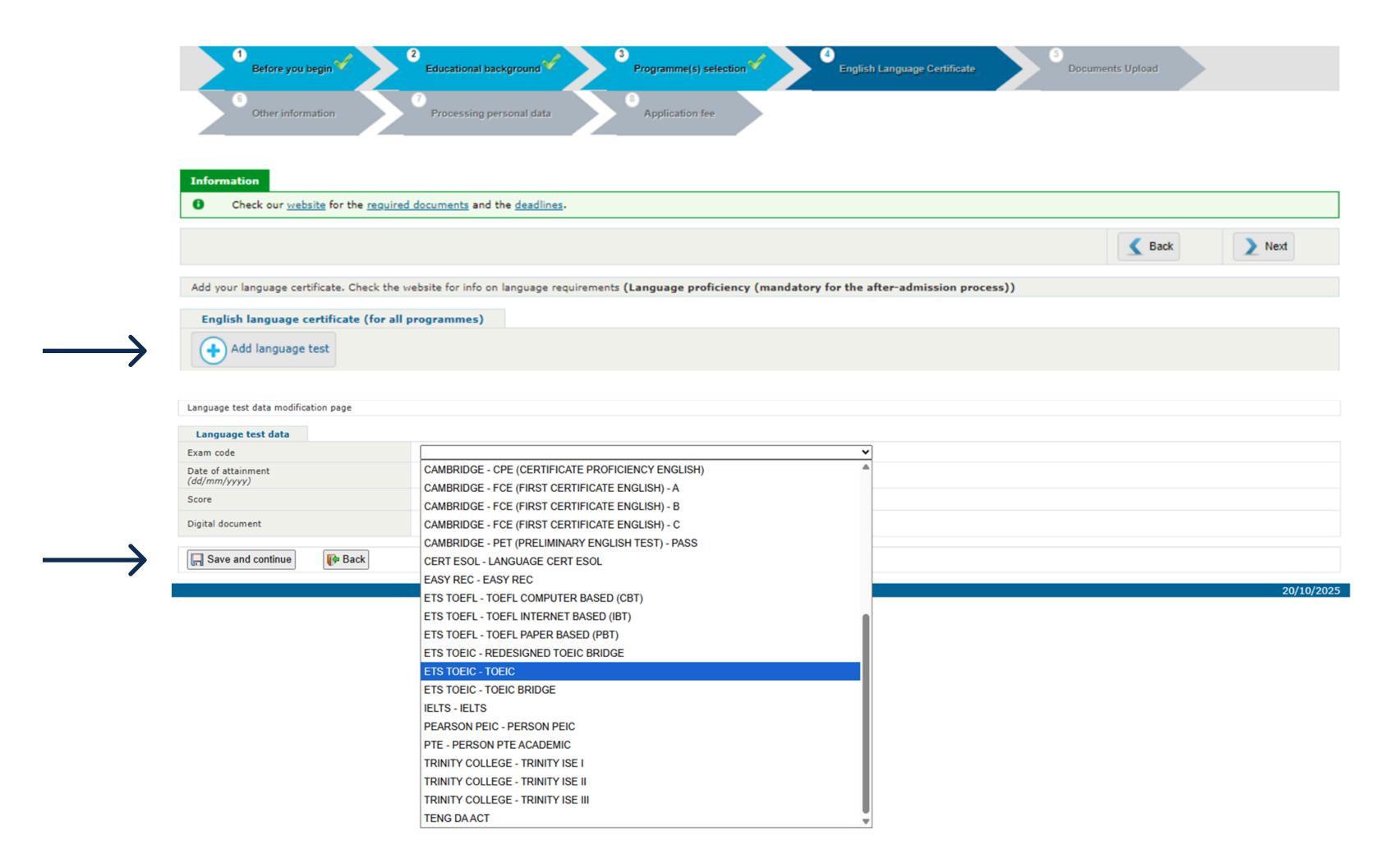
If English was the medium of instruction during your Bachelor studies (at least for 3 years), you do not have to provide any English language certification. Instead, you must upload a document certified by your university confirming that at least 75% of the courses in your programme were taught in English.

An ITALIAN LANGUAGE CERTIFICATE is also required for programmes taught in ITALIAN or in ITALIAN and ENGLISH.

If the certificate is not available upon application, you may complete section 4 at a later stage. The language certificate(s) does not influence the outcome of your evaluation.

	English language certificate	Italian language certificate
English taught programmes		
Italian taught programmes		
Italian and English taught programmes		

Section 4 - Language Certificate

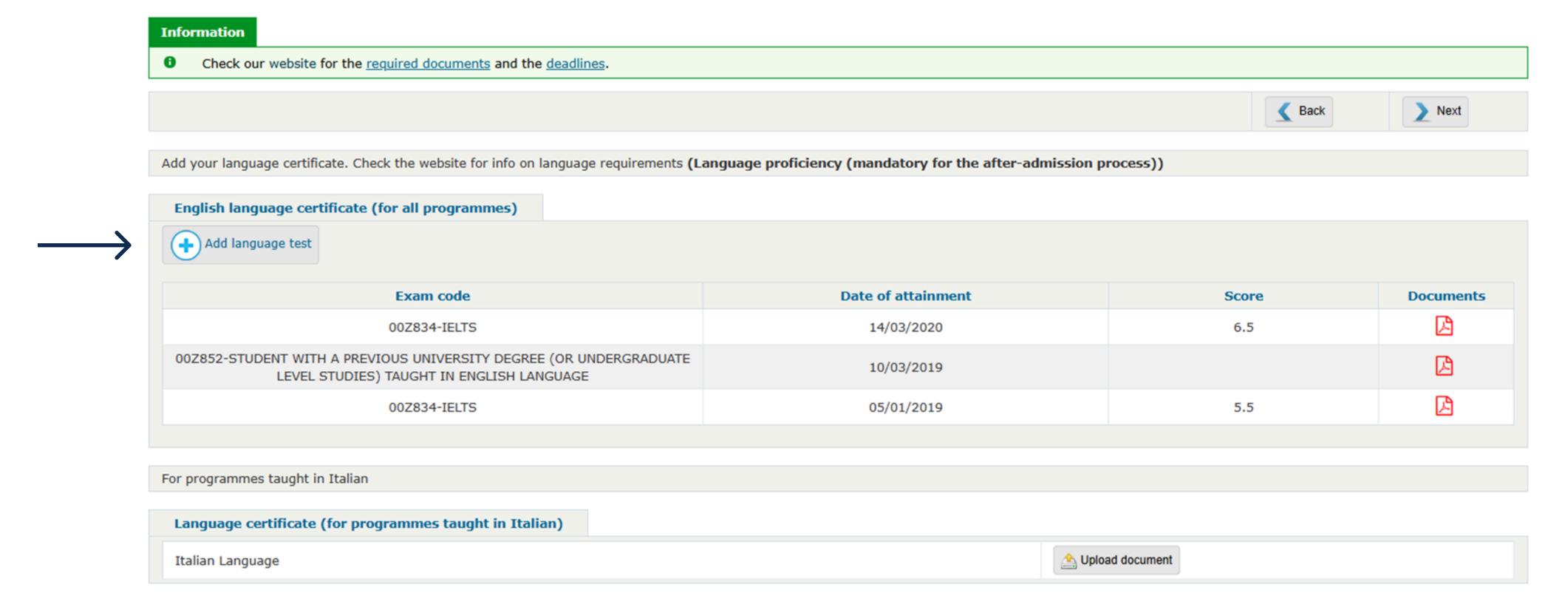


Section 4 - Language Certificate



If you have more than one language certificate, click on Add language test.

ONLY for programmes taught in **ITALIAN** or in **ITALIAN** and **ENGLISH**: an **ITALIAN LANGUAGE CERTIFICATE** is also required, in the same section.



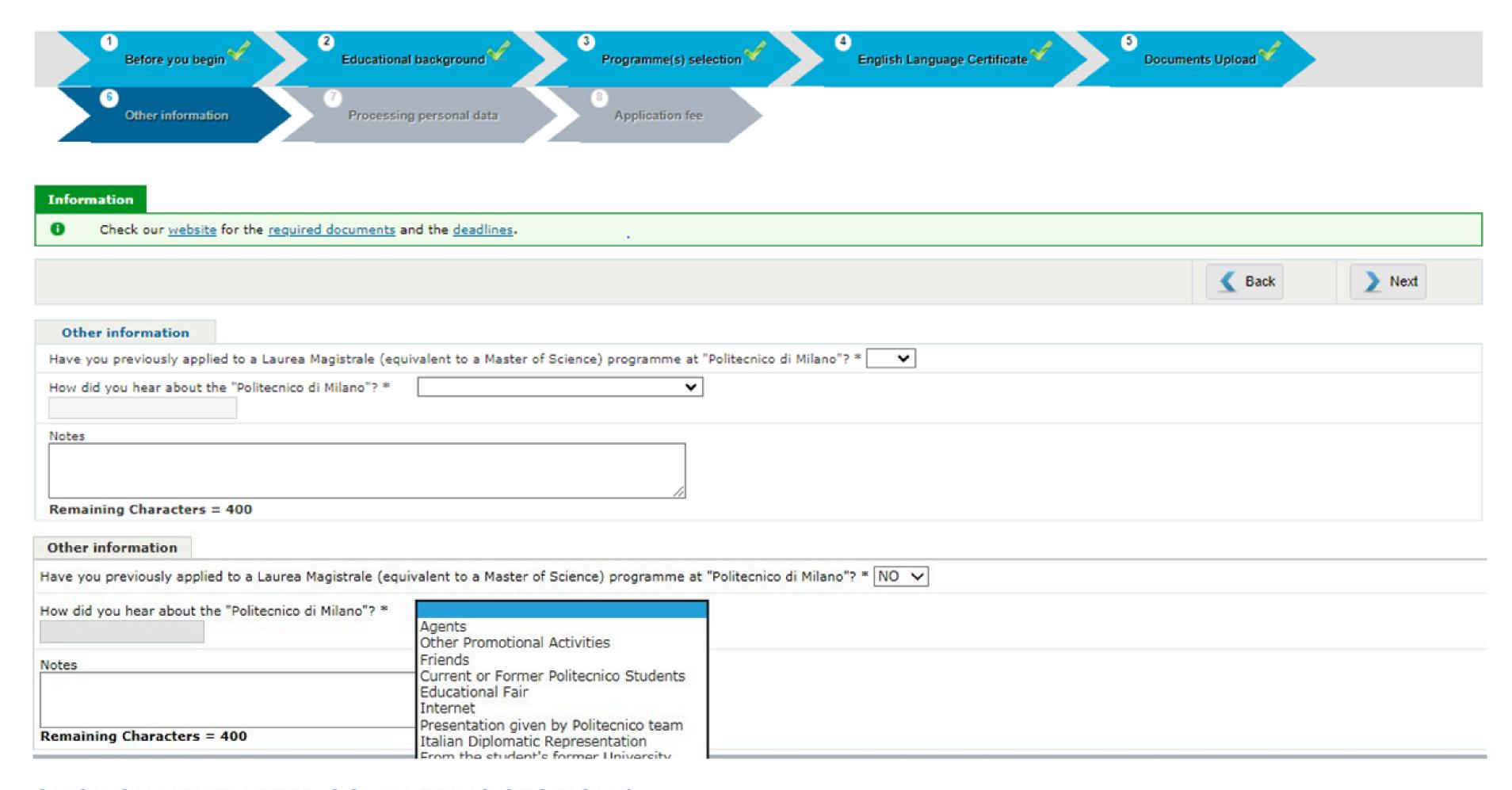
Section 5 - Documents Upload

Upload the **APPLICATION DOCUMENTS** previously prepared and saved on your computer



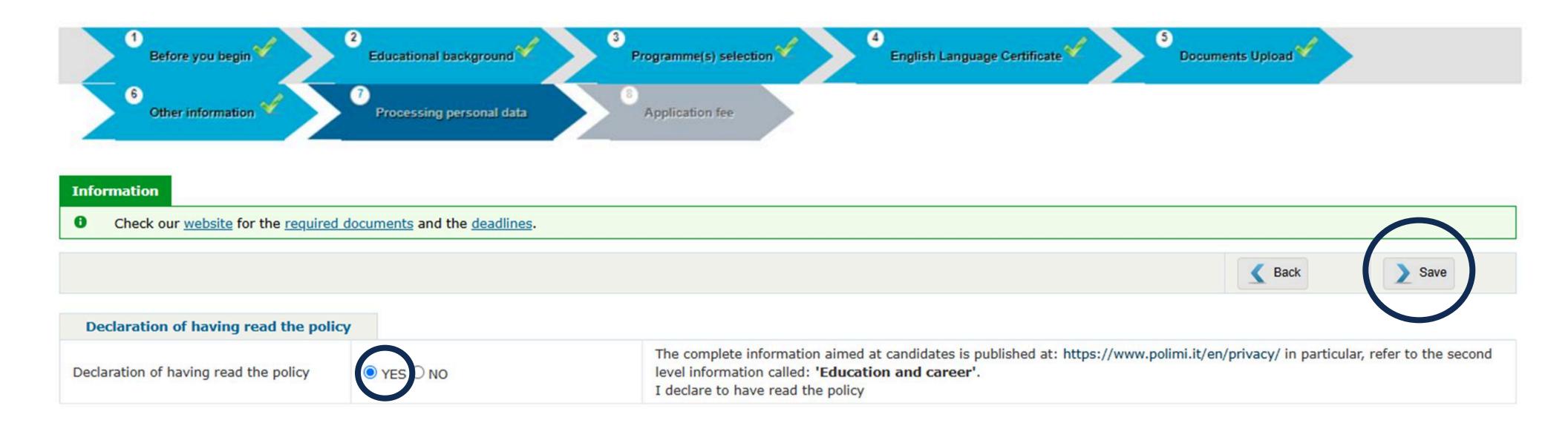
Section 6 - Other Information

Please specify if you have previously applied to a Laurea Magistrale and how you got to know about Politecnico di Milano.



Section 7 - Processing Personal Data

Read the policy and then select **YES**



CLICK ON **SAVE** AFTER COMPLETING <u>SECTION 7</u>

YOUR ONLINE APPLICATION FORM IS SAVED!

In order to have your application evaluated, complete the



STEP C - Pay the application fee



PAY THE APPLICATION FEE

Information

You have now successfully saved your online application form. You need to proceed with the payment within the given <u>deadlines</u>. Submitted applications will be assessed for admission only once the application fee payment is received.

Application fee

Before proceeding with the payment, please make sure that you have uploaded all the <u>required documents</u>, and properly selected your programmes/preferences. Once the payment has been completed it will NOT be possible to modify or add any documents (except for the language certificates), and change the choice of programmes/preferences or their order.

Politecnico di Milano will NOT process any incomplete online applications including those where the application fee has not been paid.

pagoPA offers the possibility to pay online with a credit card or with a payment form (IUV) in any bank on the Italian territory. Online payment with pagoPA can also be completed with PayPal or Scrigno (an easier way to pay with credit card). A detailed tutorial on how to pay with pagoPA, and another one more specific to pay with Scrigno, are available here.

The amount of the non-refundable application fee is euro.

→

The amount of the application fee varies according to the selected application period. Please verify online the different calls to apply, with the corresponding amounts.

WARNING:

Please ensure your card balance will cover the application fee cost and any other charges required from the bank/card issuer.

If you don't have a card, you may ask a friend or relative to make the payment on your behalf.

Be aware that you may experience difficulties when making online payments from bank accounts based in certain countries.

The payment deadline cannot be extended. Therefore, we suggest you to avoid last minute payments as we might not be able to assist you, in case any problem arises.

<u>PagoPa</u>

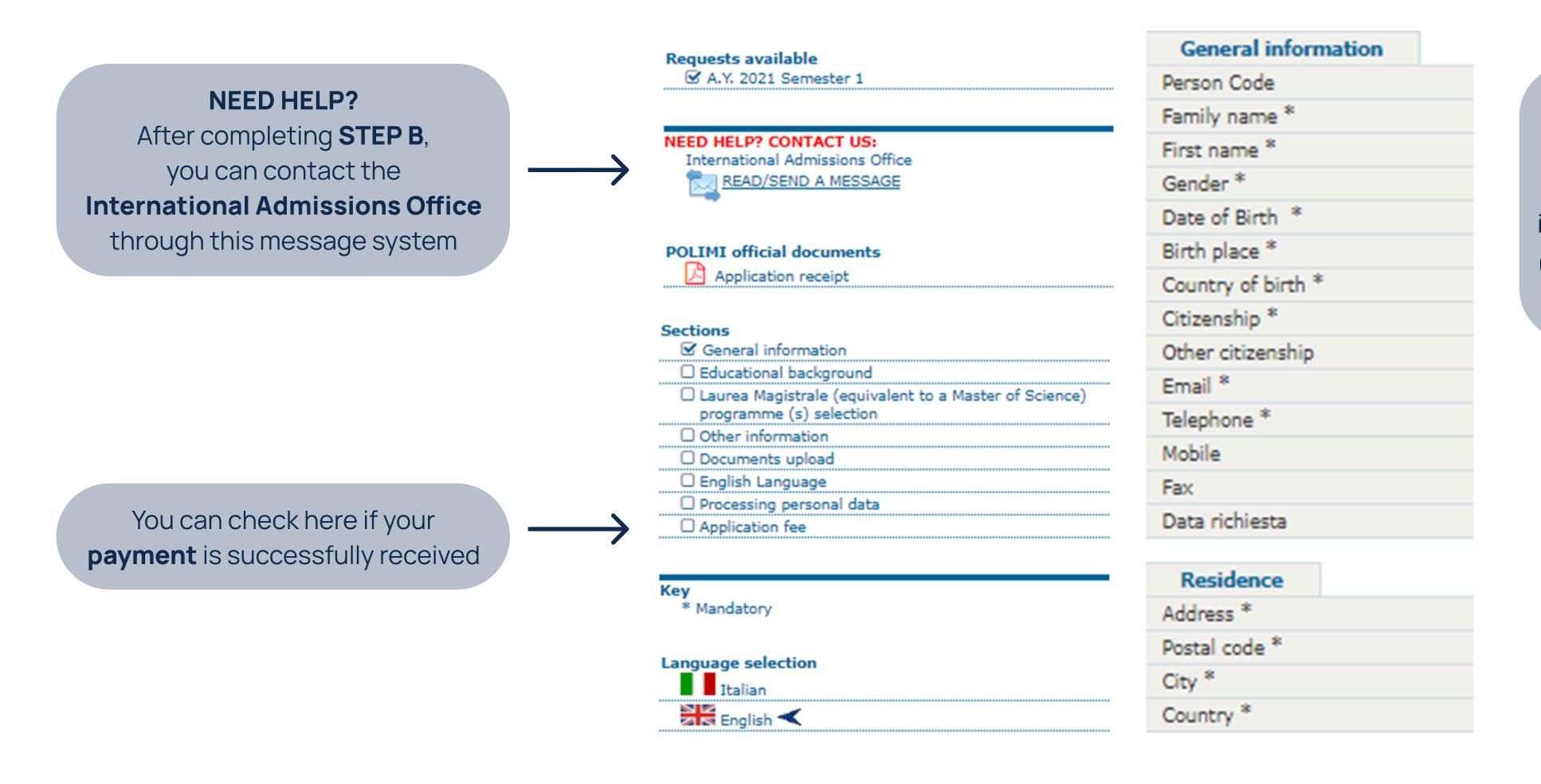
WE REMIND YOU THAT SUBMITTED APPLICATIONS WILL BE CONSIDERED FOR THE EVALUATION ONLY ONCE THE NON-REFUNDABLE APPLICATION FEE PAYMENT IS RECEIVED. Once the payment has been completed, it will NOT be possible to modify any of the uploaded documents or add any extra documents. Also, the choice and order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

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.

Contacts

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



NOTE

In case you need to correct your personal data in the General information section, please contact us. This can be done even after the payment of the application fee.

