

PROCEDURE FOR RENEWING REGISTRATION IN THE STUDENT ASSOCIATIONS REGISTER OF POLITECNICO DI MILANO

1. Consult the Regulations

Review the renewal procedures by consulting the [Regulations for the establishment of the Student Associations Register](#), available on the official website of Politecnico di Milano.

2. Request a Preliminary Review

Before submitting the documentation, it is recommended that you contact eventistudenti@polimi.it to verify the correctness of the documents to be submitted.

3. Submit the Renewal Request

Send all required documentation to protocollo@polimi.it using the institutional email address of the appointed President.

- **Email Subject:**

Renewal of Registration in the Politecnico di Milano Student Associations Register – [Name of the Association]

- **Email Body:**

Address the request to: *Campus Life Area – Community Life and Merchandising Service*.

4. Required Documentation (PDF format, except for item 9):

- a) Renewal application form;
- b) Certified copy of the registered deed of incorporation;
- c) Certified copy of the registered Statute;
- d) Copy of the certificate assigning the Association's tax code;
- e) Extract from the minutes (signed and dated) appointing the President and other officers;
- f) List of Student Members with original handwritten signatures, including: full name, student ID number (6 digits), personal code (8 digits), signed on each page by the legal representative (use the [provided template](#));
- g) Copy of the ID card of the signatory;
- h) Descriptive list of cultural activities carried out for the benefit of Politecnico students over the past 2 years;
- i) Excel file with Student Members' data: full name, student ID number, personal code (use the [provided template](#)).