

REGISTRATION PROCEDURE FOR THE POLITECNICO DI MILANO STUDENT ASSOCIATIONS REGISTER

1. Consult the Regulations

Carefully read the [Regulation For Establishment Of The Register Of University Student Associations And For Funding Cultural And Social Initiatives Of Politecnico Di Milano Students](#), available on the official website of Politecnico di Milano.

2. Prepare the Statute

Draft the Association's Statute in compliance with the provisions of the Regulations and Italian law.

A template Statute is available for reference on the website.

3. Request a Preliminary Review

Before proceeding with official registration, it is recommended that you send the Statute to eventistudenti@polimi.it to verify its compliance with the Regulations.

4. Register with the Italian Revenue Agency (Agenzia delle Entrate)

Once a positive review has been received, go to the Italian Revenue Agency to register the deed of incorporation and the Statute, in accordance with applicable laws.

5. Apply for Registration in the Student Associations Register

After completing the registration, submit all required documentation for registration in the Register by sending an email to protocollo@polimi.it using the institutional email address of the appointed President.

- **Email Subject:**

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.*

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

- a. Application form for registration;
- 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 6 months;
- i. Excel file with the Student Members' data: full name, student ID number, personal code (use the [provided template](#)).