

LAUREA MAGISTRALE PROGRAMMES APPLICATION GUIDELINES

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

First of all, please note that there are <u>THREE STEPS</u> 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

Check the following pages to know more.



STEP A REGISTER ON <u>POLITECNICO DI MILANO WEBSITE</u> 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** <u>HERE</u> the registration guidelines.

POLITECNICO DI MILANO Sign in to Online Services

	Sign in to	Online Services	
	Person Code	Personal Code	
	Password	Password	
	Stay signed in	□ Keeps the session active for a whole day.	
	Sign in		
A	If you want to change yo	our password, or if it expired, use Change password	
	If you forgot your passw	ord or your Person Code, use Credentials Recovery	
_	New user? <u>Register</u> .		



IICO DI MILANO		At
Politecnico di Milano registration step	1/4	
The registration is only for users	that never registered to Politecnico	
Identification Data		
	The personal data must be the same of identity document	
Surname		Compulsory data Enter the same surname (Familiy name) as on the official document
Name		Compulsory data Enter the same name as on the identity document
Gender	○ M ○ F	Compulsory data Enter gender
Date of birth	dd/mm/yyyy	Compulsory data Enter date of birth in the format dd mm yyyy as on the official document
Country of birth	• • • • • • • • • • • • • • • • • • •	Compulsory data Enter the country of birth as on the identity document
Province of birth	~	Compulsory data if Italy has been selected Only for Italian towns/cities: select the province from the list
Place of birth	~	Compulsory data Select the town/city of birth from list. Only for Italian municipalities: in the case of homonymous select the municipality existent at the moment of birth. example, if you were born in 1983 in Bellagio choose: BELLAGIO (abolished 03/Feb/2014)
Place of birth not listed		Optional data Add the town/city if it is not in the proposed list, write it a as is on the identity document.
Citizenship	V	Compulsory data Enter here citizenship (if you possess more than one on of which is italian, enter here the italian one, and the other under "Other citizenship") as on the official document
Other citizenship	· · · · · · · · · · · · · · · · · · ·	Optional data Enter here any other citizenship as on the official document
Fiscal code		Compulsory data for Italian citizens or residents Enter only official the fiscal code (codice fiscale) given from italian "Agenzia delle Entrate"
Personal e-mail address (for passwor recovery)	rd The second seco	Compulsory data E-mail address where you wish to receive confirmation of registration

NOW you can proceed to **STEP B** and start your <u>ONLINE APPLICATION</u>



STEP B FILL OUT THE <u>ONLINE APPLICATION FORM</u>

✓ Use your credentials to ENTER THE <u>ONLINE SERVICES</u>

	Sign in to Person Code	Online Services 00000000		
		0000000		
	Deceword			
	Password	•••••		
	Stay signed in	☐ Keeps the session active for a whole day.		
ABROAD)" Applicatio	on forms		^	English website.
		rm to receive information about Bachelor of Science programs		Voulez-vous traduins cette page ? Options
Fill out the	e onime interest ro	· · · · · · · · · · · · · · · · · · ·		Contraction of the second state of the second

✓ Select the option:

Apply for a new programme A.Y. 20 Semester

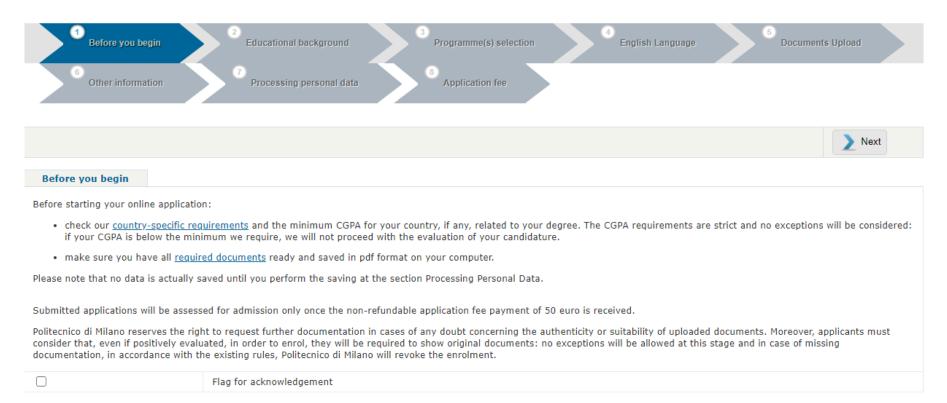
Notes:

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



✓ Complete section 1: <u>BEFORE YOU BEGIN</u>

o READ CAREFULLY AND FLAG THE BOX FOR ACKNOWLEDGEMENT



✓ CLICK ON NEXT AFTER HAVING COMPLETED <u>SECTION 1</u>

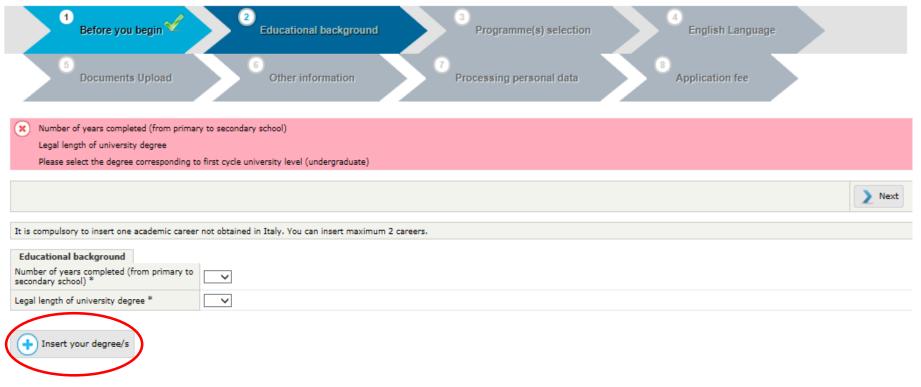
POLITECNICO MILANO 1863

Laurea Magistrale programmes application guidelines

✓ Complete section 2: <u>YOUR EDUCATIONAL BACKGROUND</u>

- ENTER REQUESTED INFORMATION AND UPLOAD YOUR **BACHELOR DIPLOMA** 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 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



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Laurea Magistrale programmes application guidelines

✓ YOUR EDUCATIONAL BACKGROUND: Country and University

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

1.000		ALBANIA ALGERIA	
Unive	rsity search filters	ARGENTINA	
State		ARMENIA AUSTRALIA	🧷 State not found
Municipa	lity	AUSTRIA AZERBAIJAN	Municipality not found
Name o <mark>f</mark>	University	BAHRAIN BANGLADESH	
Universit	y Address	BELARUS	
Searc	h University	BELGIUM BOLIVIA BOSNIA AND HERZEGOVINA	
earch res	ults	BRAZIL BULGARIA	
		CAMBODIA CAMEROON	University address
۲	ACCADEMIA STATALE DI BELLE ARTI DI JERE	CANADA	JEREVAN
0	ISTITUTO POLITECNICO K. MARX	CHILE COLOMBIA	JEREVAN
0	STABILIMENTO STATALE D' ISTRUZIONE SUF	COSTANICA	JEREVAN
0	STATE ENGINEERING UNIVERSITY OF ARMEN	CODA	JEREVAN
0	YEREVAN STATE INSTITUTE OF ECONOMICS	CYPRUS CZECH REPUBLIC	JEREVAN
0	YEREVAN STATE UNIVERSITY	DENMARK DOMINICAN REPUBLIC	JEREVAN
0	YEREVAN STATE UNIVERSITY OF ARCHITECT	ECUADOR	JEREVAN TERYAN STREET
		*If your university is not listed, click on <u>l</u>	<u>University not found</u> and add the missing data.
7 Select	University Cancel	re « Pag	View 1 - 7 - 8



Enter one or more search parameters to find the university awarding the academic qualification

University search filters		
State	ARMENIA V	State not found
Municipality	YEREVAN V	Municipality not found
Name of University		
University Address		
Q Search University		

Search results

	Name of university 🗢	University address
۲	ACCADEMIA STATALE DI BELLE ARTI DI JEREVAN	JEREVAN
0	ISTITUTO POLITECNICO K. MARX	JEREVAN
0	STABILIMENTO STATALE D' ISTRUZIONE SUPERIORE PROFESSIONALE DELL' UNIVERSITA' RUSSA-ARMENA	JEREVAN
0	STATE ENGINEERING UNIVERSITY OF ARMENIA	JEREVAN
0	YEREVAN STATE INSTITUTE OF ECONOMICS	JEREVAN
0	YEREVAN STATE UNIVERSITY	JEREVAN
0	YEREVAN STATE UNIVERSITY OF ARCHITECTURE AND CONSTRUCTION	JEREVAN TERYAN STREET

🖋 Select University 🚫 Cancel

I ← < ← Page 1 of 1 → → 25 ∨

View 1 - 7 of 7

🥜 University not found





✓ YOUR EDUCATIONAL BACKGROUND: your Bachelor Programme

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

	<u>e (candidati internazionali): presentaz</u>	one > Aunica Titoli	
Enter one o	r more search parameters to find the	Programme attended	
Selected Un	iversity:	ACCADEMIA STATALE DI BELLE ARTI DI JEREVAN JEREVAN	
Program	me search filters		
Programme	name		
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Research resu	ılts		
		Programme 🗢	Programme level/type
0	DESIGN DELL'ABBIGLIAMENTO		Bachelor of Science
0	DESIGN E ARTE DECORATIVA APPLICA	ТА	Degree
0	PROGETTAZIONE ARTISTICA COMPUTE	RESE	Bachelor of Science
		*If your programme is not listed click on <u>Programme r</u>	not found and add the missing data.



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

Academic qualification data modification page						
Academic Qualification Data						
Jniversity/Programme ACCADEMIA STATALE DI BE Bachelor of Science - DESIG	LLE ARTI DI JEREVAN, JEREVAN (AR N DELL'ABBIGLIAMENTO	MENIA)		🥏 Change	University/Pro	
Qualification attained	raduated					
Date of graduation 17/06/2014						
Sraduation Score Status is for the applicable 5	Lowest graduation grade	3	Highest graduation	n grade 5		
Cumulative Grade Point Average 4	Lowest in the scale	2	Highest in the scale	e 5	5	
Documents supporting the qualification						
Documents supporting the qualification Document type	Download	Upload date	Upload/Replace	Delete	State	
Document type Degree or provisional graduation certificate (in original language),	Download View document	Upload date 17/06/2014	Upload/Replace	Delete	State	
Document type Degree or provisional graduation certificate (in original language), or Self-declaration of awarding (only for Italian degrees) talian or English translation of degree or provisional graduation vertificate (mandatory when the original certificate is neither inglish nor Italian)	View document	17/06/2014	Replace			
Document type Degree or provisional graduation certificate (in original language), or Self-declaration of awarding (only for Italian degrees) talian or English translation of degree or provisional graduation certificate (mandatory when the original certificate is neither	View document	17/06/2014 27/01/2015	Replace			

Notes:

- **QUALIFICATION DATE**: if you are not graduated yet, please **uncheck** $\square \rightarrow \square$ 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 <u>SECTION 2</u>



✓ COMPLETE <u>SECTION 3</u>: SELECT THE PROGRAMME(S) YOU WANT TO APPLY FOR (MAX 2 CHOICES).

Note: Applicants for **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.

	1 Before you begin 💅	2 Educational background	³ Programme(s) selection	4 English Language	5 Documents Upload	6 Other information	
	7 Processing personal data	8 Application fee					
Info	rmation						
0	Check our <u>website</u> for the <u>requ</u>	ired documents and the deadlines.					
						Sack	> Next
Pr	ogramme(s) selection						

Please choose one (or two) of the Laurea Magistrale (equivalent to a Master of Science) programmes offered at Politecnico di Milano.

magistrale (equivale	entite a master of Science)	programme list			
First choice (compulsory)	Second choice(optional)	Campus	School/Faculty	Course	Taught
0	0	CREMONA	ENGINEERING	MUSIC AND ACOUSTIC ENGINEERING - Taught in English	
0	0	LECCO	ARCHITECTURE	BUILDING AND ARCHITECTURAL ENGINEERING - Taught in English	
0	0	LECCO	ENGINEERING	CIVIL ENGINEERING FOR RISK MITIGATION - Taught in English	
0	0	LECCO	ENGINEERING	MECHANICAL ENGINEERING - Taught in English	
0	0	MANTOVA	ARCHITECTURE	ARCHITECTURAL DESIGN AND HISTORY - Taught in English	
0	0	MILANO BOVISA	DESIGN	COMMUNICATION DESIGN - Taught in English	
0	0	MILANO BOVISA	DESIGN	COMMUNICATION DESIGN - Taught in Italian	
0	0	MILANO BOVISA	DESIGN	DESIGN & ENGINEERING - Taught in English	
0	0	MILANO BOVISA	DESIGN	DESIGN FOR THE FASHION SYSTEM - Taught in English	

✓ CLICK ON NEXT AFTER HAVING COMPLETED <u>SECTION 3</u>



For programmes taught in Italian

✓ COMPLETE <u>SECTION 4</u>: 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.

¹ Before you begin ² Educat	onal background 💞 💙 Programme(s) selection 💞 🍼 English Language	© Documents Upload
⁶ Other information ⁷ Proce	8 Application fee	
Information Check our website for the required document	and the deadlines	
Check our <u>website</u> for the <u>required document</u>	2 and the <u>meatimes</u> .	
		Seck Next
Add a language certificate. Please, check the website	for information about requirements and deadlines.	
English language certificate (for all programm	es)	
Add language test		
Language test data		
Exam code		
Date of attainment (dd/mm/yyyy)	BRITISH INSTITUTES - EFFECTIVE OPERATIONAL PROFICIENCY BRITISH INSTITUTES - MASTERY (MASTER IN ENGLISH LANGUAGE) BRITISH INSTITUTES - STRONG THRESHOLD (ENGLISH DIPLOMA)	
Score	BRITISH INSTITUTES - THRESHOLD (ENGLISH DIPLOMA)	NOLICH
Digital document	BRITISH INSTITUTES - VANTAGE (FIRST EXAMINATION MASTER IN EI CAMBRIDGE - CAE (CERTIFICATE OF ADVANCED ENGLISH) - A CAMBRIDGE - CAE (CERTIFICATE OF ADVANCED ENGLISH) - B	NGLISH
Save and continue Pack	CAMBRIDGE - CAE (CERTIFICATE OF ADVANCED ENGLISH) - C CAMBRIDGE - CPE (CERTIFICATE PROFICIENCY ENGLISH) CAMBRIDGE - FCE (FIRST CERTIFICATE ENGLISH) - A CAMBRIDGE - FCE (FIRST CERTIFICATE ENGLISH) - B	

ONLY for programmes taught in ITALIAN: an ITALIAN LANGUAGE CERTIFICATE is also required, in the same section

Language certificate (for programmes taught in Italian)	
Italian Language	🛕 Upload document



✓ COMPLETE <u>SECTION 5</u>: DOCUMENTS UPLOAD

Upload the APPLICATION DOCUMENTS previously prepared and saved on your computer

	 Before you begin Application fee 	² Educational background	³ Programme(s) s	selection V	4 English Language	⁽³⁾ Documents Uploa	d ⁶ Other information	7 Processing persona	l data
rma	ition								
C	Check our <u>website</u> for	r the <u>required documents</u> and the <u>dead</u>	<u>dlines</u> .						
								Sack	> Next
his	document is not ma	onfirm your application and start the ev ndatory to start the evaluation process iments. It is possible to upload only on	5.	vimum 4 MB), if you have	ve more than one file	for the same document please of	ombine them in one PDF only.		
,	picad nere your docu	Country University		annann 4 Moj, ir you na	te more chan one me	Selected de			Merge PI
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		MOROCCO	Graduation	Graduation (tr) Trans	script Transcript (tr)	tr) Attendance Attendance (tr)			
me	ents upload								
		Des	scription				Upload		
Cumulative GPA Statement ***			PA Statement ***				🖄 Upload document		
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Recommendation letter **			dation letter **				X Delete document		
Motivation letter **							Delete document		
Resume **									
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		Italian La	anguage ***				🚖 Upload document		
English Language ***									
Study program ***									
	16.15								
a pe	ortfolio Campus	School/Faculty			C	ourse		Taught	Portfolio (bool
	LECCO	ARCHITECTURE				AL ENGINEERING - Taught in E	lish		Add_portfolio

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 <u>SECTION 5</u>



✓ COMPLETE <u>SECTION 6</u>: OTHER INFORMATION

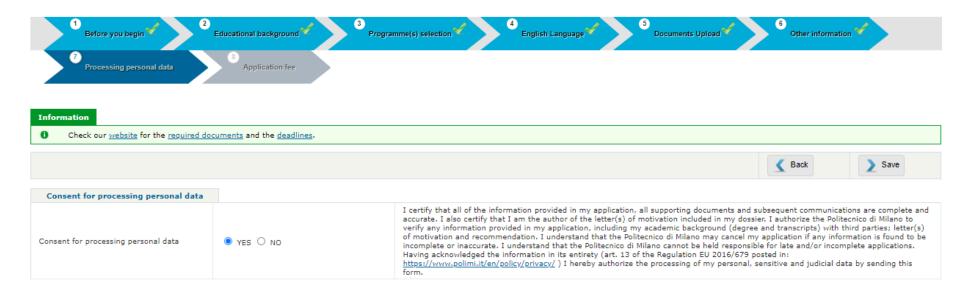
PLEASE SPECIFY WHEN AND HOW YOU GOT TO KNOW ABOUT POLITECNICO DI MILANO.

0 / 2 /	0 0 0	0 0
Before you begin 🗡 Educational background 🌱	Programme(s) selection Context Language Context Language Context Liplose Context Lip	ation Processing personal data Application fee
Information		
Check our <u>website</u> for the <u>required documents</u> and the <u>deadlines</u> .		
		Sack
Other information		
Have you previously applied to a Laurea Magistrale (equivalent to a Master		
How did you hear about the "Politecnico di Milano"? *	V	
Notes		
Remaining Characters = 400		
Other information		
Have very annulu analised to a Lawren Manisteria (a	uivalent to a Master of Science) programme at "Politecnico di Milano"? * NO 🗸	
have you previously applied to a Laurea Magistrale (e		
How did you hear about the "Politecnico di Milano"? *		
	Agents Other Promotional Activities	
Notes	Friends	
Notes	Current or Former Politecnico Students	
	Educational Fair Internet	
	Presentation given by Politecnico team	
Remaining Characters = 400	Italian Diplomatic Representation	
	From the student's former University	

✓ CLICK ON NEXT AFTER COMPLETING <u>SECTION 6</u>



✓ COMPLETE <u>SECTION 7</u>: PROCESSING PERSONAL DATA



✓ CLICK ON "SAVE" AFTER COMPLETING <u>SECTION 7</u>

YOUR ONLINE APPLICATION FORM IS SAVED!

In order to have your application evaluated, YOU MUST NOW COMPLETE THE FINAL STEP



✓ COMPLETE <u>SECTION 8</u>: APPLICATION FEE PAYMENT

	1 Before you begin 2 Educational background 3 Programme(s) selection 4 English Language 5 Documents Upload 6 Other information 6									
	Processing personal data ** Application fee									
Information										
O Che	Check our <u>website</u> for the <u>required documents</u> and the <u>deadlines</u> .									
		Sack	Next							
Applicati	on fee									
→	pagoPA offers the possibility to pay immediately with a credit card, and subsequently with a payment form (IUV) in any bank on the Italian territory. Payments done using the IUV are detected in only 15 minutes. Immediate 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 <u>here</u> .									
	The amount of the non-refundable application fee is 50 euro.									
	PagoPa									

WE REMIND YOU THAT SUBMITTED APPLICATIONS WILL BE CONSIDERED FOR THE EVALUATION ONLY ONCE THE NON-REFUNDABLE APPLICATION FEE PAYMENT IS RECEIVED. A DETAILED TUTORIAL ON HOW TO PAY WITH PAGOPA, AND ANOTHER ONE MORE SPECIFIC TO PAY WITH SCRIGNO, ARE AVAILABLE <u>HERE</u>.

✓ CLICK ON NEXT AFTER COMPLETING <u>SECTION 8</u>



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

