LAUREA MAGISTRALE PROGRAMMES
APPLICATION GUIDELINES

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

First of all, please note that there are THREE STEPS 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 (avoid last minute payments)

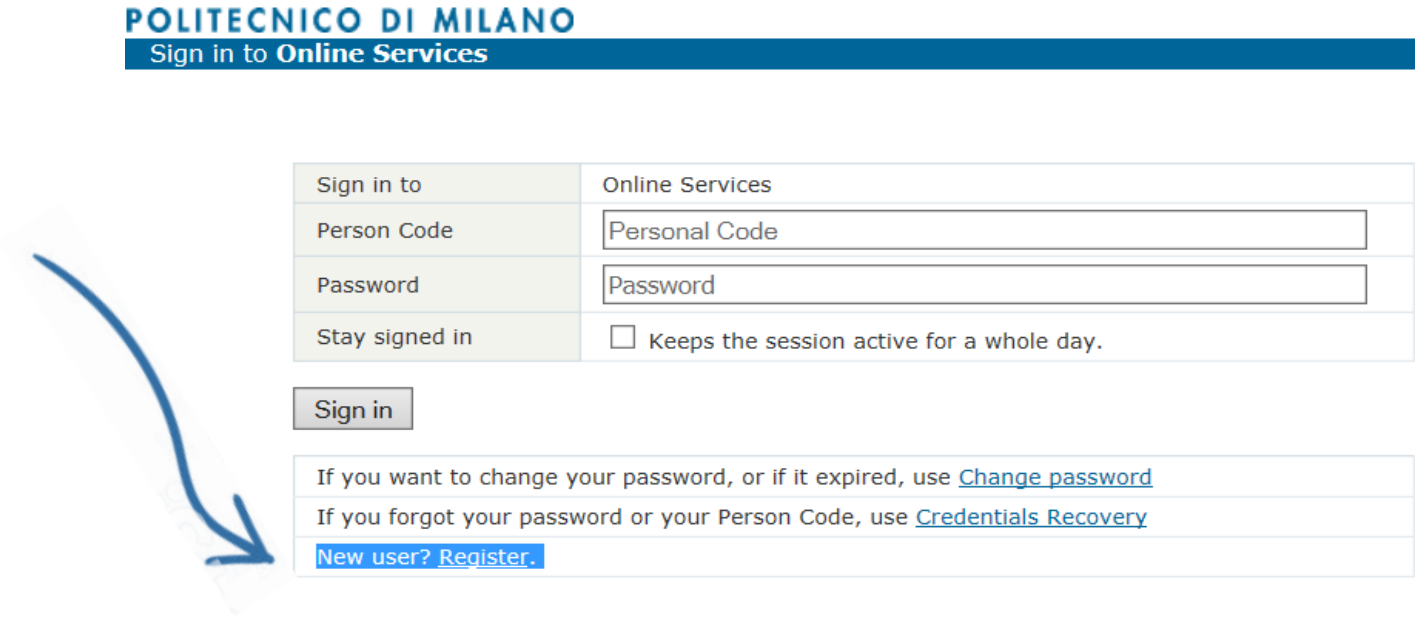
Check the following pages to know more.

STEP A REGISTER ON POLITECNICO DI MILANO WEBSITE 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 HERE the registration guidelines.**



POLITECNICO DI MILANO AunicaAcc

Politecnico di Milano registration step 1/4

The registration is only for users that never registered to Politecnico

Identification Data

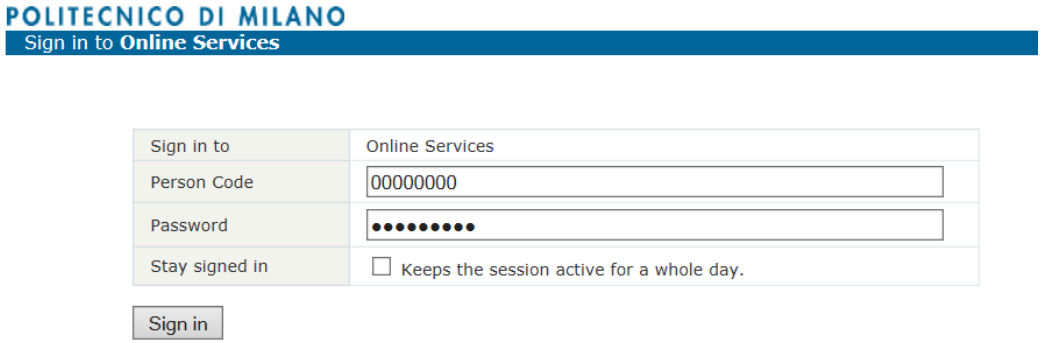
	The personal data must be the same of identity document	
Surname		**Compulsory data** Enter the same surname (Familiy name) as on the official document
Name		**Compulsory data** Enter the same name as on the identity document
Gender	○ M ○ F	**Compulsory data** Enter gender
Date of birth	/ / dd/mm/yyyy	**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. For 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		**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 password recovery)		**Compulsory data** E-mail address where you wish to receive confirmation of registration

Cancel Next

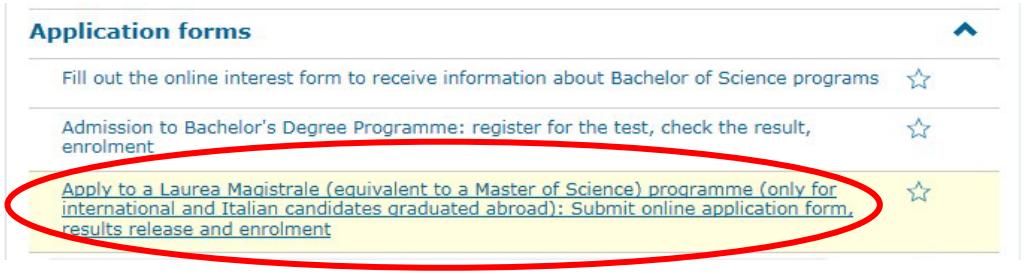
NOW you can proceed to STEP B and start your ONLINE APPLICATION

STEP B FILL OUT THE ONLINE APPLICATION FORM

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



✓ **Click on "*APPLY TO A 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.

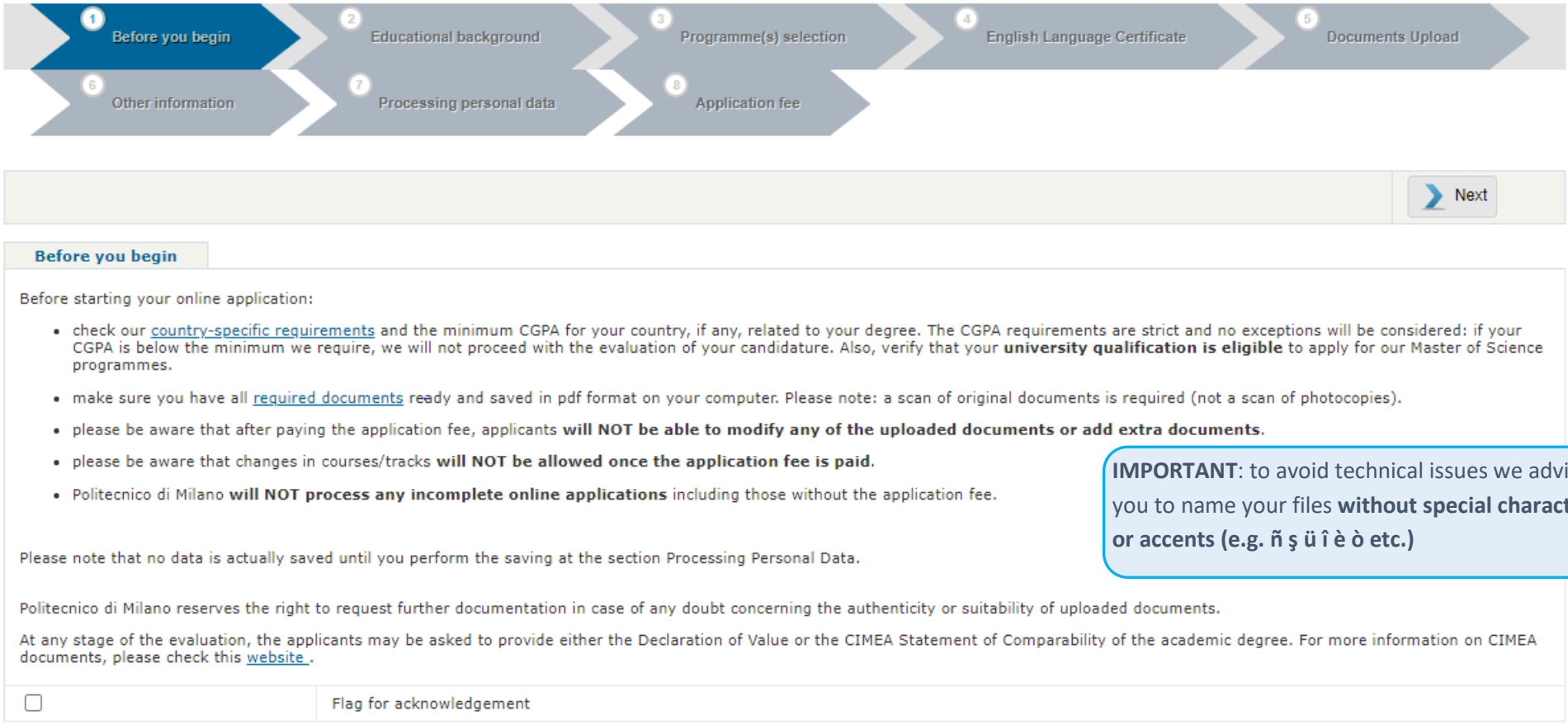
✓ **Select the option:** Apply for a new programme A.Y. 20 Semester

Notes:

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

✓ **Complete section 1: BEFORE YOU BEGIN**

- **READ CAREFULLY AND TICK THE BOX** FOR ACKNOWLEDGEMENT



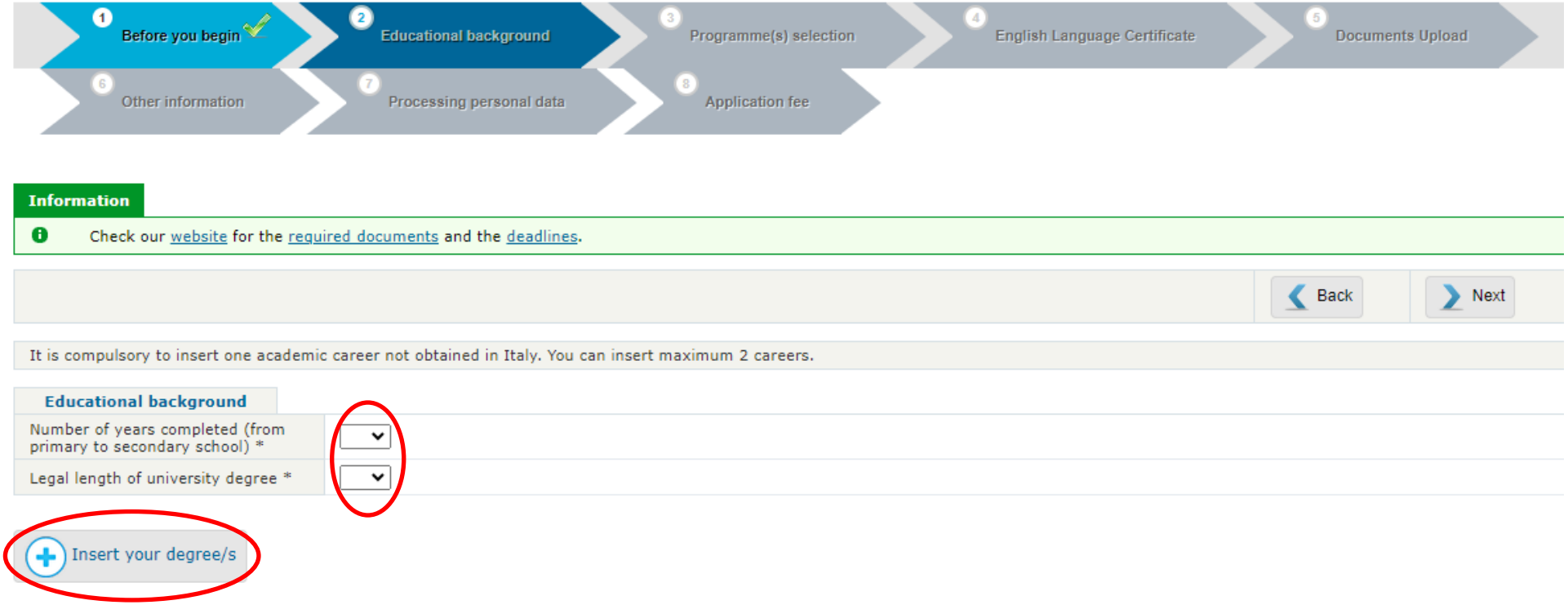
IMPORTANT: to avoid technical issues we advise you to name your files **without special characters or accents (e.g. ñ ş ü î è ò etc.)**

✓ **CLICK ON NEXT AFTER HAVING COMPLETED SECTION 1**

✓ Complete section 2: YOUR EDUCATIONAL BACKGROUND

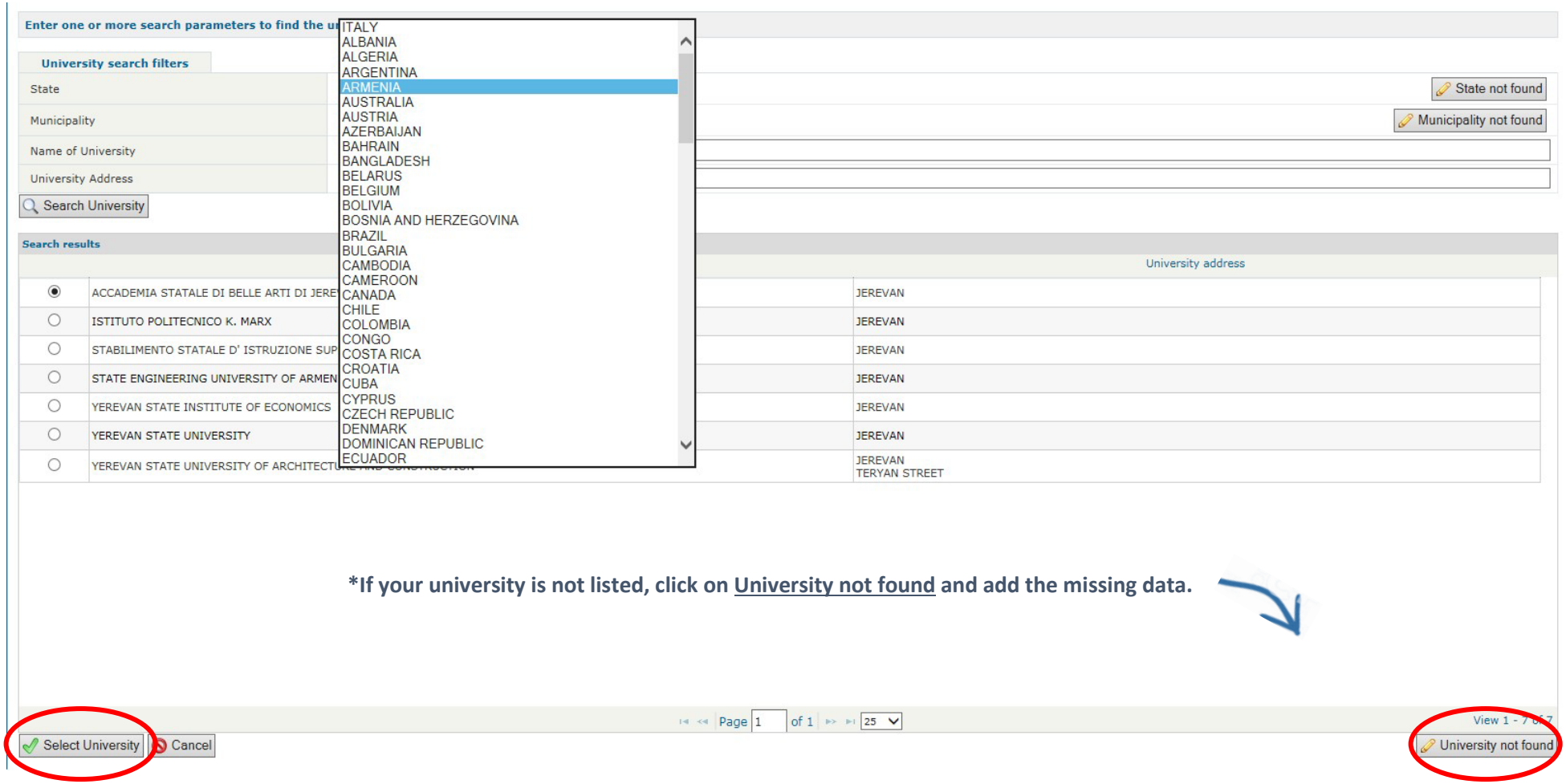
- ENTER THE REQUESTED INFORMATION AND UPLOAD YOUR ***BACHELOR DIPLOMA*** AND ***TRANSCRIPT WITH UNIVERSITY STAMP/SIGNATURE IN ORIGINAL*** (A CERTIFIED TRANSLATION INTO ITALIAN, ENGLISH, FRENCH OR SPANISH MUST ALSO BE UPLOADED WHERE THE ACTUAL LANGUAGE IS DIFFERENT)
- IF YOU HAVE NOT GRADUATED YET, INSTEAD OF THE BACHELOR DEGREE PLEASE UPLOAD AN OFFICIAL LETTER FROM YOUR UNIVERSITY STATING 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



✓ 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.**

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

University search filters

State	ARMENIA	State not found
Municipality	YEREVAN	Municipality not found
Name of University		
University Address		

Search University

Search results

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

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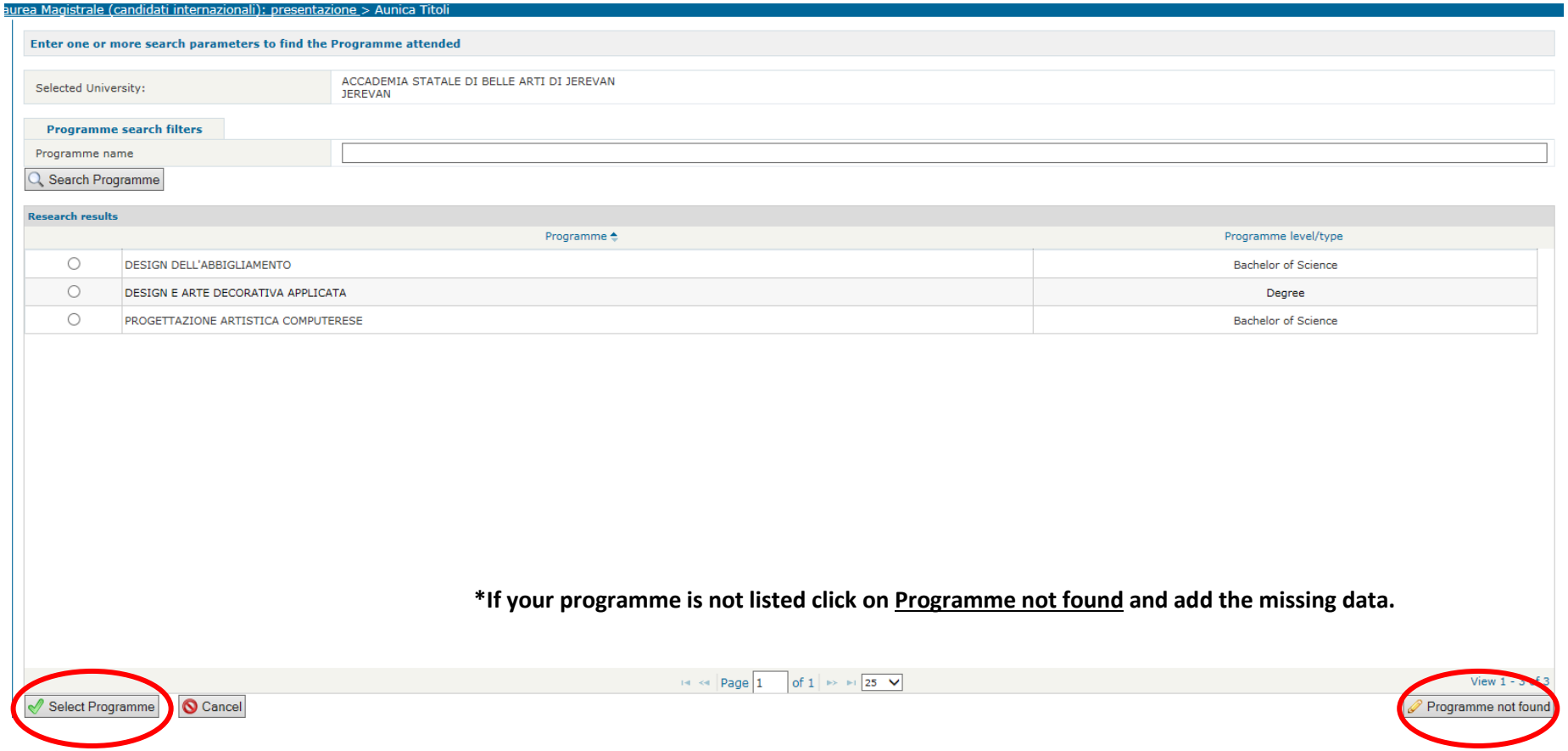
Select University Cancel University not found

ONCE ALL THE FIELDS ARE FILLED OUT, PLEASE CLICK ON

✓ YOUR EDUCATIONAL BACKGROUND: your Bachelor Programme

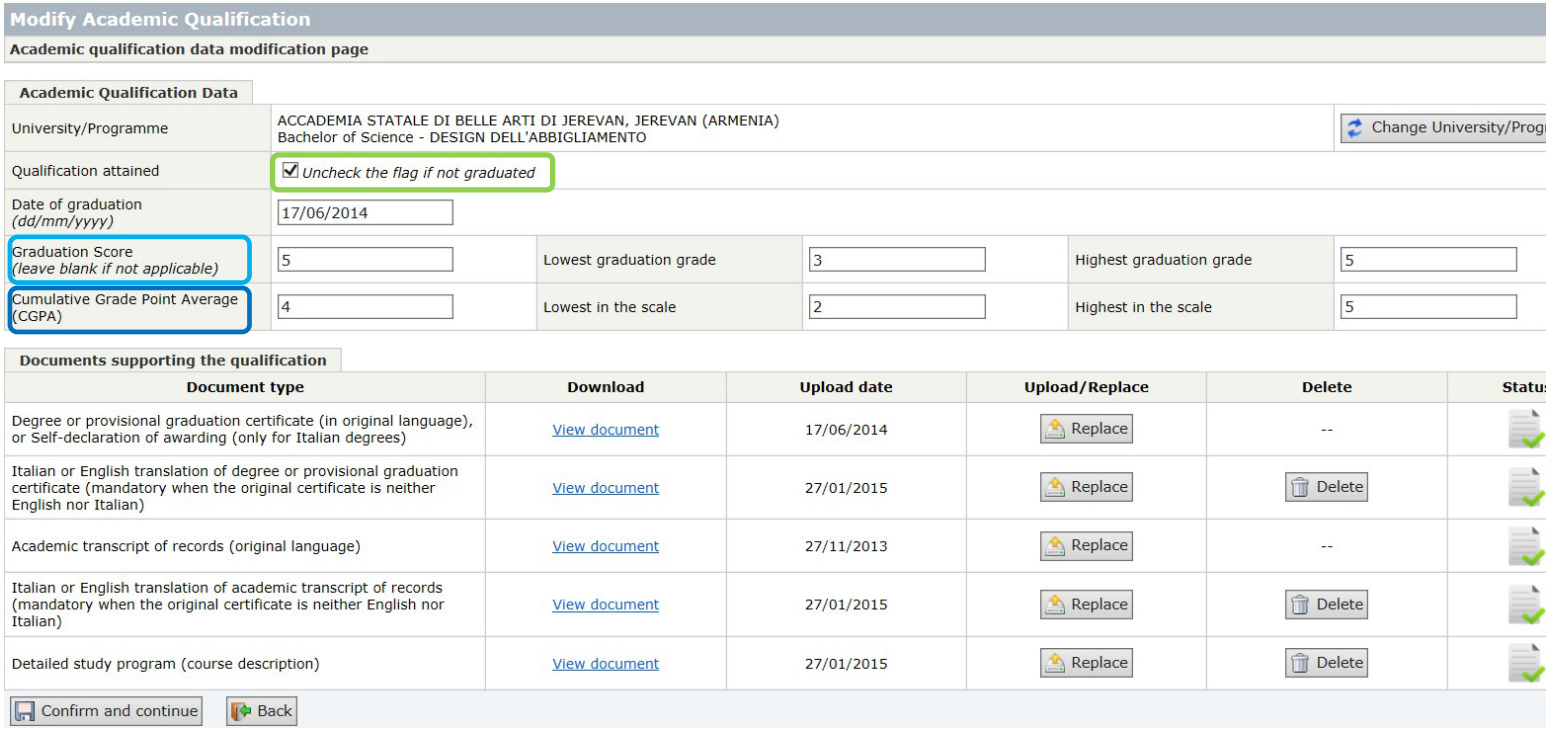
Search for your Bachelor Programme, select it, then click on *Select Programme**



***If your programme is not listed click on <u>Programme not found</u> 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

Academic Qualification Data

University/Programme	ACCADEMIA STATALE DI BELLE ARTI DI JEREVAN, JEREVAN (ARMENIA) Bachelor of Science - DESIGN DELL'ABBIGLIAMENTO				Change University/Prog
Qualification attained	☑ *Uncheck the flag if not graduated*				
Date of graduation *(dd/mm/yyyy)*	17/06/2014				
Graduation Score *(leave blank if not applicable)*	5	Lowest graduation grade	3	Highest graduation grade	5
Cumulative Grade Point Average (CGPA)	4	Lowest in the scale	2	Highest in the scale	5

Documents supporting the qualification

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

Confirm and continue | Back

Notes:

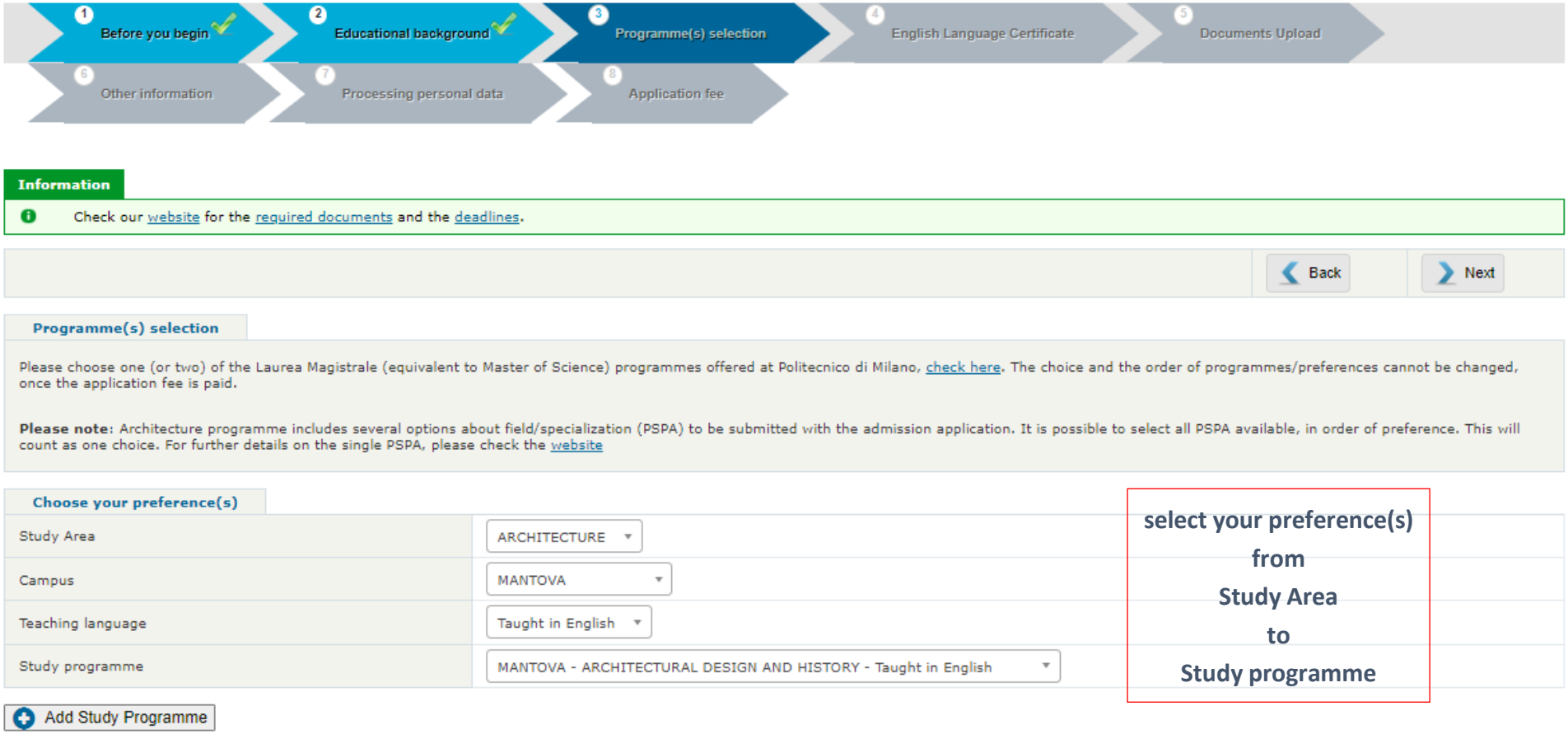
- **QUALIFICATION DATE**: if you are not graduated yet, please **uncheck** ☑ → ☐ the flag in the *Qualification attained field*
- **GRADUATION SCORE AND CGPA**: In some countries there are two different **scores** after graduation: the **graduation score** is the mark obtained on the graduation day, 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 2**

✓ **COMPLETE 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.



✓ **Once all sections are completed, CLICK ON "ADD STUDY PROGRAMME"**

Information

Check our website for the required documents and the deadlines.

Back Next

Programme(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: Architecture programme includes several options about field/specialization (PSPA) to be submitted with the admission application. It is possible to select all PSPA available, in order of preference. This will count as one choice. For further details on the single PSPA, please check the website

Choose your preference(s)

Study Area	ENGINEERING
Campus	MILANO LEONARDO
Teaching language	Taught in English
Study programme	Select the programme

If required the **PORTFOLIO** must be uploaded in this section

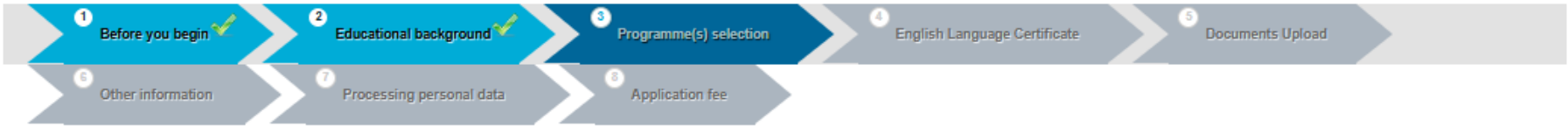
It is possible to **delete or modify the order** of your preferences

LAUREA MAGISTRALE (EQUIVALENT TO MASTER OF SCIENCE) SELECTION

Modify	Order of preference	Study programme	School/Scuola	Campus	Language	Field/specialization (PSPA)	Add portfolio
✖ ↓	1	ARCHITECTURAL DESIGN AND HISTORY	ARCHITECTURE	MN			Upload
✖ ↑	2	AUTOMATION AND CONTROL ENGINEERING	ENGINEERING	MI			

✓ **CLICK ON NEXT AFTER HAVING COMPLETED SECTION 3**

THIS SLIDE IS SPECIFIC FOR CANDIDATES OF THE MSC IN ARCHITECTUE – MILANO LEONARDO CAMPUS



Information

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Programme(s) selection

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Choose your preference(s)

Study Area	ARCHITECTURE
Campus	MILANO LEONARDO
Teaching language	Taught in English
Study programme	MILANO LEONARDO - ARCHITECTURE - Taught in English

Field/specialization (PSPA)

Click

	Name of field/specialization (PSPA)	PSPA abbreviation	Language
⊕	Architecture and interior space	AIS	
⊕	Architecture and environment	AAE	

in order to add your PSPAs

It is possible to **delete or modify the order** of your preferences

LAUREA MAGISTRALE (EQUIVALENT TO MASTER OF SCIENCE) SELECTION

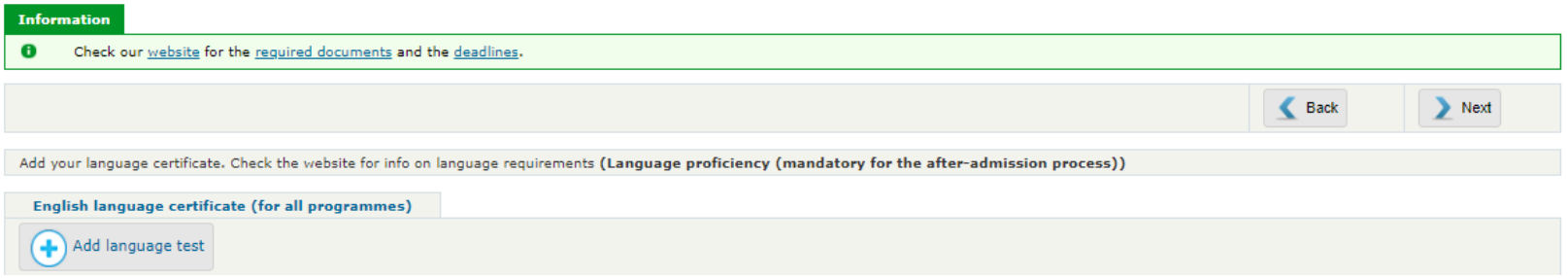
Modify	Order of preference	Study programme	School/Scuola	Campus	Language	Field/specialization (PSPA)	Add portfolio
✖ ↓	1	ARCHITECTURAL DESIGN AND HISTORY	ARCHITECTURE	MN			Upload
✖ ↑	2	ARCHITECTURE	ARCHITECTURE	MI		✖ ↓ 1 AUD - Architecture and urban design - MI ✖ ↑ 2 AHB - Architecture, heritage and built environment - MI	Upload

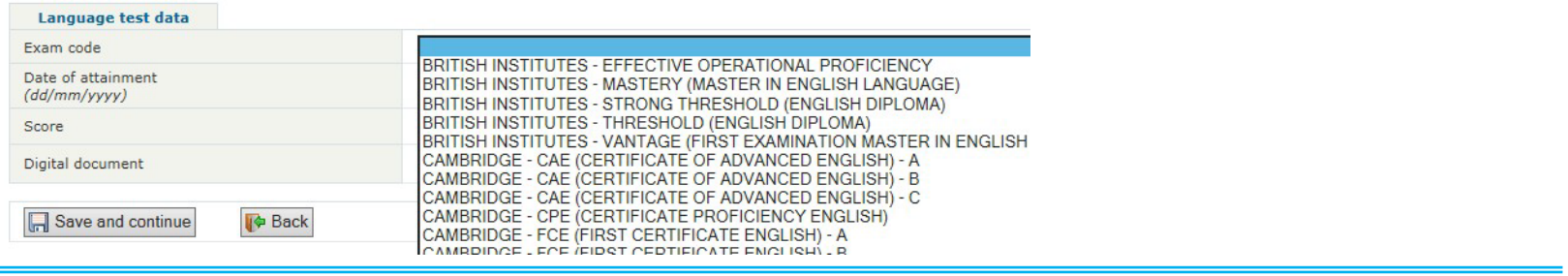
Delete or modify the order of your PSPA

Upload in these sections your portfolio

✓ COMPLETE SECTION 4: 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.

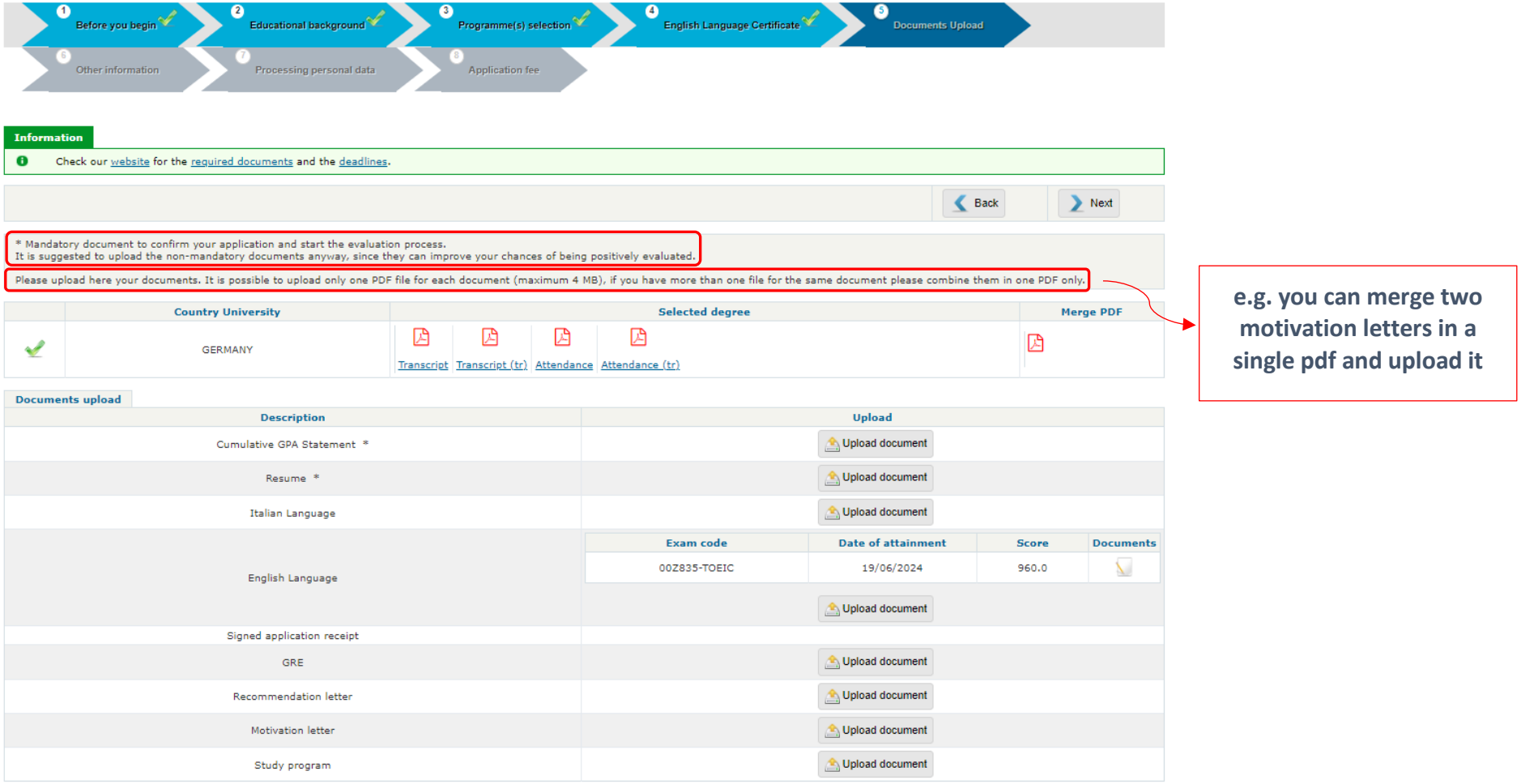




ONLY for programmes taught in ITALIAN: an ITALIAN LANGUAGE CERTIFICATE is also required, in the same section

✓ COMPLETE SECTION 5: DOCUMENTS UPLOAD

Upload the APPLICATION DOCUMENTS previously prepared and saved on your computer



e.g. you can merge two motivation letters in a single pdf and upload it

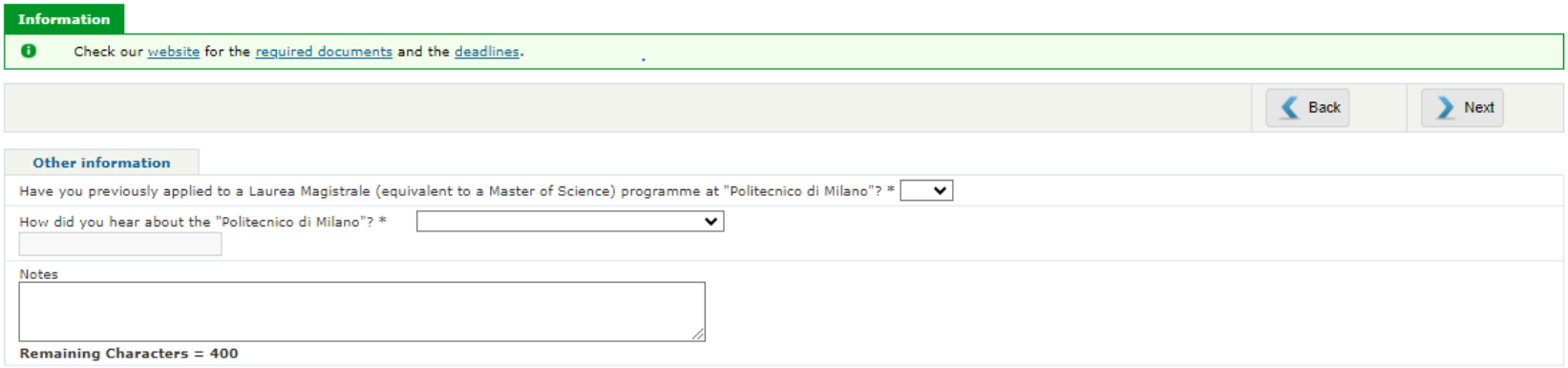
IMPORTANT NOTES:

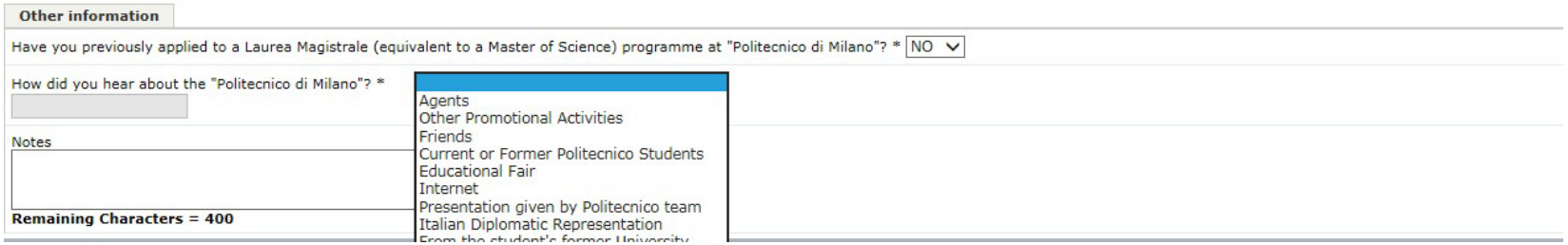
- **In case you have both a Bachelor and a Master Degree, you will be evaluated on the basis of your Bachelor Degree only.**

✓ CLICK ON NEXT AFTER COMPLETING SECTION 5

✓ COMPLETE SECTION 6: OTHER INFORMATION

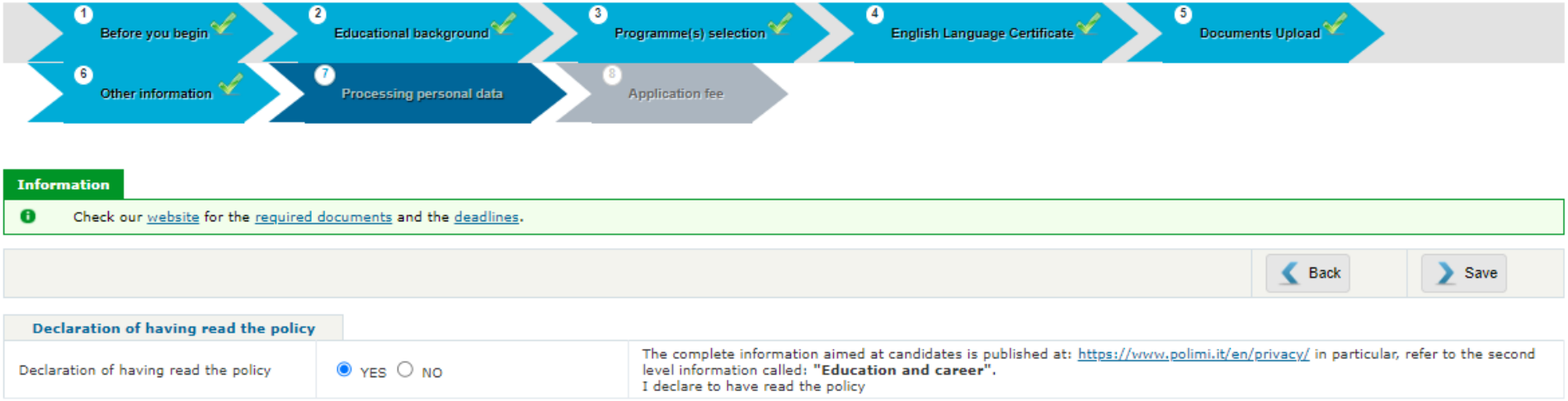
PLEASE SPECIFY WHEN AND HOW YOU GOT TO KNOW ABOUT POLITECNICO DI MILANO.





✓ CLICK ON NEXT AFTER COMPLETING SECTION 6

✓ **COMPLETE SECTION 7: PROCESSING PERSONAL DATA**



✓ **CLICK ON "SAVE" AFTER COMPLETING SECTION 7**

YOUR ONLINE APPLICATION FORM IS SAVED!

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

✓ THE APPLICATION FEE PAYMENT

Information

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

Before proceeding with the payment, please check the required documents. Once payment has been made, you cannot modify any of the uploaded documents or add extra documents and you cannot change the choice and the order of programmes/preferences.

Your candidature will be rejected from the admission process, if your uploaded documents do not comply with the characteristics specified on our website.

Application fee

Before proceeding with the payment, please make sure to have uploaded all required documents because **once the payment has been completed, it will NOT be possible to modify any of the uploaded documents or to add any extra documents and the choice and the order of programmes/preferences cannot be changed.**

The 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.

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.

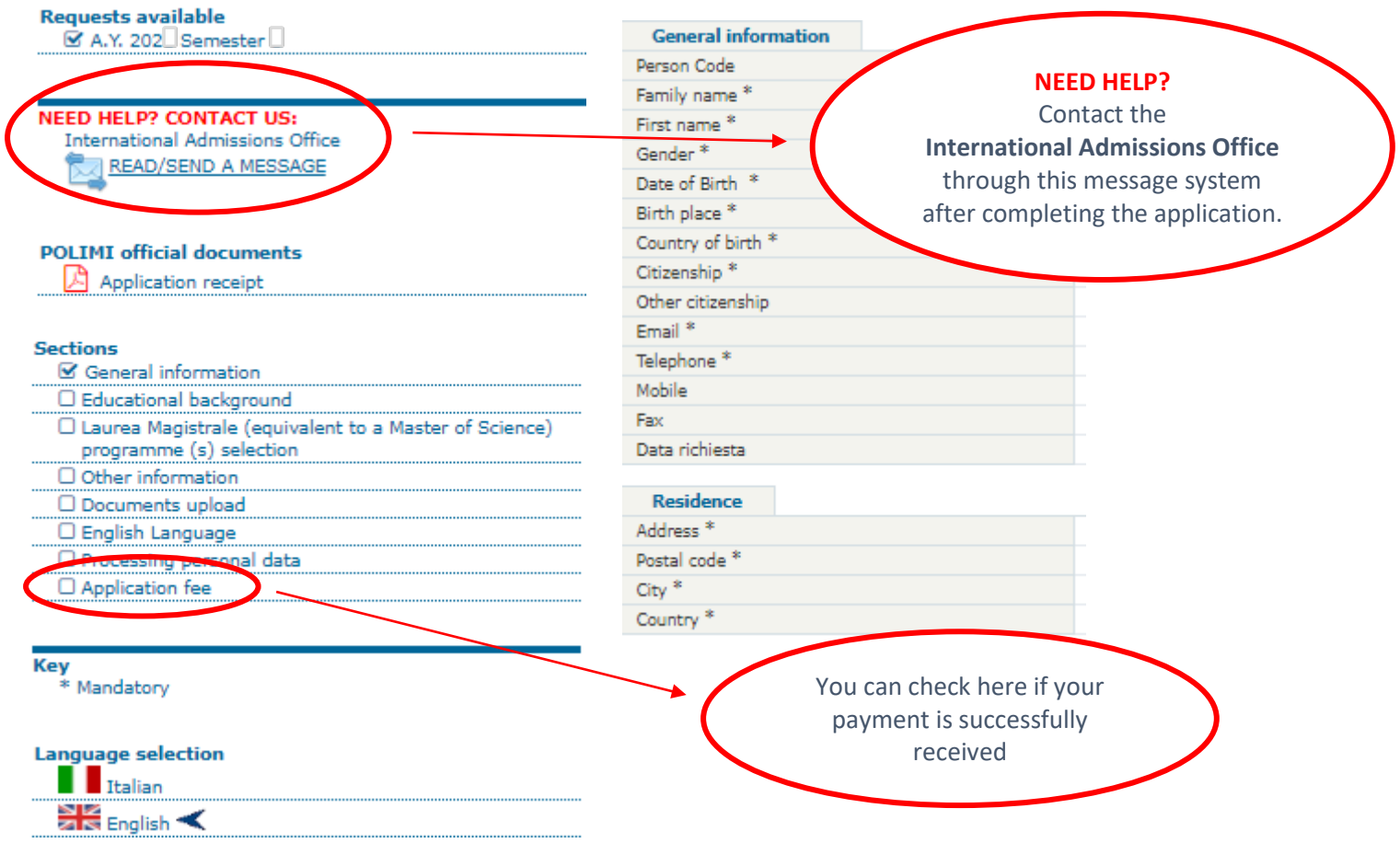
Be aware that you may experience difficulties when making online payments from bank accounts based in certain countries.

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, and process the payment after the call deadline in order to proceed with the evaluation of your application.

PagoPa

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 to 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.

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