PROCEDURES FOR APPLICANTS ELIGIBLE TO MASTERS OF SCIENCE

Non-European students living abroad

If you are from a country outside the European Union and you do not live in Italy, in order to enrol in a full degree programme of the Politecnico di Torino, after submitting your application through the online form (http://apply.polito.it/), you are required to present your application to the Italian Embassy or Consulate (http://www.esteri.it/MAE/EN/Ministero/LaReteDiplomatica/Ambasciate/default.htm) in your country. The 2012 deadlines to submit the application, which are fixed by the Ministry of Foreign Affairs, will be published at the following link: http://www.study-in-italy.it/php5/study-italy.php?lang=EN&idorizz=3&idvert=26.

If you wish to have updated information, you can refer to the web site http://www.study-in-italy.it/

In order to enrol you must enclose in the Master of Science application form:

- your Bachelor Degree (students enrolled at home university in 5 or 6 years degree programs, that have not graduated yet, must fulfil the minimum requirement of 15 years of global schooling and have 180 ECTS credits or equivalent)
- the "Declaration of Value" (Dichiarazione di Valore) related to your Bachelor Degree: this document can be issued only by the Italian Embassy of the country where you obtained the degree
- a certificate which states that you passed ALL the exams required at university in your country
- the detailed program/abstract of each course
- any certificate which states the knowledge of the Italian and the English language (not compulsory)
- your passport

ALL the documents that you hand in MUST be translated into Italian. The translation must be an "official one" or it has to be certified by the Italian Embassy in your country; only the program/abstract of the courses, if written in English, French, Spanish or Portuguese, can be handed in without an official Italian translation.

The Embassy will afterwards send your data to the Politecnico di Torino by email; at the end of July 2012 the Department of International Affairs will send an acceptance letter to the Embassy. At this point you will be able to start the study visa procedure to enter Italy.

Please note that in the form (http://www.study-in-italy.it/php5/study-italy.php?lang=EN&idorizz=3&idvert=21) given to you by the Italian Embassy or Consulate, you will have to write the Master of Science course you have been admitted to.
Please check the name of the program you are admitted to here: http://apply.polito.it/SelectionOutcomes_12_13_en.html

European, Non European students living in Italy and Italian students with a foreign degree

In order to enrol to a Master of Science you must hand in at arrival to the International Affairs Department (INCOMING Mobility Unit) of the Politecnico di Torino the following documents:

- Bachelor Degree (students enrolled at home university in 5 or 6 years degree programs, that have not graduated yet, must fulfil the minimum requirement of 15 years of global schooling and have 180 ECTS credits or equivalent)
- the “Declaration of Value” (Dichiarazione di Valore) related to your Bachelor Degree: this document can be issued only by the Italian Embassy of the country where you obtained the degree
- a certificate which states that you passed ALL the exams required at university in your country
- the detailed program/abstract of each course
- any certificate which states the knowledge of the Italian and the English language (not compulsory)
- your passport
- the residence permit (for non European students only)

ALL the documents that you hand in MUST be translated into Italian. The translation must be an "official one" or it has to be certified by the Italian Embassy in your Country; only the abstract/program of the courses, if written in English, French, Spanish or Portuguese, can be handed in without an official Italian translation.

Students who have been admitted to a MS program must confirm their willingness to attend it through their personal page on the Apply@polito website between May 23rd and 30th June 2012.

SOME USEFUL INFORMATION

Admission test for Master of Science courses

There is no admission test for students admitted to a Master of Science course.

Tuition fees

All international students are entitled to the same student assistance services as Italian students, on the basis of the same requisites of financial means and/or merit. This applies to scholarships, student loans, housing assistance, canteen meal tickets and fee waivers.

According to the “Tax regulations” (https://didattica.polito.it/tasse_riduzioni/pdf/Fee_Regulation_11_12.pdf), the tuition fees amount is determined yearly by the Politecnico di Torino board; i.e. for the Academic Year 2011/2012 the maximum average of tuition fee (Bachelor and Master of Science Degrees) was 2245 euro/per year.

Detailed information about the documents required and the procedure is available here:

http://international.polito.it/admission/prospective_undergraduates_and_graduates/graduate_courses/tuition_fees

Competition for EDISU benefits

Edisu, the Regional Agency for the Right to University Education of Piedmont, offers real opportunity for students to enjoy the university experience through benefits and services granted by public competition or on request. The benefits are granted to deserving university students who find themselves in financial need but also to the majority of students.

Benefits granted by competition

• scholarship
• halls of residence
• additional grant for international mobility programs
• interventions for students with disabilities
• special grants (for students in situations of particular difficulty)
**Services**

- university study and computer halls
- university restaurants
- loan of university textbooks
- sportello casa
- cultural and sports activities
- various student activities
- information and orientation

The EDISU grant is a sum of money (that includes the tuition fees waiver) which may be assigned to Italian and international students registered at Piedmont universities who have good academic results and low income. The assignment of grants has the purpose of promoting higher education. The amount of money received by the students varies according to the family income and attendance (full-time/part-time).

The assignment of an EDISU scholarship is NOT guaranteed even if a student fulfills all the requirements. It depends on the available funds and on how many students apply for the benefits.

More information is available on:

- [EDISU Piemonte](http://www.edisu.piemonte.it/studente.htm)
- [http://international.polito.it/en/financial_aid/edisu_piemonte_scholarships_reserved_to_prospective_students](http://international.polito.it/en/financial_aid/edisu_piemonte_scholarships_reserved_to_prospective_students)

**Italian Foreign Affairs Ministry Grants**

The Foreign Affairs Ministry offers every year a certain number of grants (**Borse di studio del Governo Italiano**) to international students or to Italian students living abroad.

More information:

- [http://www.esteri.it/MAE/EN/Ministero/Servizi/Stranieri/Opportunita/BorseStudio_stranieri.htm](http://www.esteri.it/MAE/EN/Ministero/Servizi/Stranieri/Opportunita/BorseStudio_stranieri.htm)

**Italian Language courses**

**Foreign students are advised to learn Italian.** Please remember that not only the success of your studies, but also the enjoyment of your time in Turin will depend upon your ability to speak Italian.

Please consider that, even if students have been admitted to a Master of Science degree taught in English, the Italian Embassy, Consulate or Istituto Italiano di Cultura may test the knowledge of Italian of applicants.

During the academic year **CLA** (Language Centre) at the Politecnico di Torino organises for all International students Italian language courses that are free of charge. These courses are compulsory for first year students who do not have adequate knowledge of the Italian language or for students who do not have one of the certificates of proficiency in Italian listed at this link: [https://didattica.polito.it/bacheca/gen/](https://didattica.polito.it/bacheca/gen/)

**Certificates of proficiency in English**

English is a compulsory subject for all degree courses at the Politecnico and MS students are required to pass IELTS with a minimum score of 5.0 or to possess accepted certification at an equivalent level ([https://didattica.polito.it/cla/en/inglese.html](https://didattica.polito.it/cla/en/inglese.html)) in order to obtain their MS degree.
Credit transfer regulation

Students previously enrolled in a foreign University can apply for the recognition of the exams they passed abroad. The application must be submitted at the Incoming Mobility office (Department of International Affairs) during the enrolment procedure by filling in a specific form and attaching:

- the academic transcript of records listing all the subjects completed in the foreign University
- the official abstract of each subject (subject description) issued by the foreign University

The official transcript of records must be translated into Italian. The translation must be an "official" one: it has to be certified by the Italian Embassy or by the Traduttori Giurati (sworn translators) at an Italian Court. The abstract of each subject, if written in English, French, Spanish or Portuguese, can be handed in without an official Italian translation.

The International Affairs Department

When they arrive in Turin International students are welcomed by the staff of the International Affairs Department placed in the main campus (corso Duca degli Abruzzi 24). The Department supports international students in carrying out administrative issues such as enrolment procedures, in applying for residence permit, fiscal code, providing information about Edisu scholarship and finding an accommodation.

Before arriving in Turin students can contact the Department by email (apply@polito.it) to have support and prepare the proper documents to apply at the Italian Embassy in their home country and enrol in Politecnico. We help students in getting acquainted with the Italian lifestyle through the support of cultural mediators, mentor students and English speaking staff.

When to arrive in Turin?

For the Master of Science courses students are required to arrive in Turin within September 3rd 2012 if they intend to apply for the Edisu benefits. If students are not interested in applying for the Edisu benefits, they must be in Turin within September 21st 2012.

According to our academic calendar, lessons usually begin the first week of October. The academic year is divided into two semesters, the first one starting in October and the second one starting in February. The 2012/13 Academic Calendar will be published in the website in July.

In August the Italian embassies and consulates issue the study visa to non European students who meet the requirements in accordance with the rules decided by the Ministry of University. In case of delay in issuing the study visa, we suggest you to send us a message by email: apply@polito.it.
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Useful link: [http://international.polito.it/](http://international.polito.it/)