

Step #1: REGISTRATION FORM AND APPLICATION FORM

All you need to know about it!



**Politecnico
di Torino**

How and where to start

1. Check the instructions [on our website](#)
2. In Step #1 you will find the link to register to the procedure
3. Enter with the e-mail account that the Erasmus office or International Relations office of your Home University used to nominate you*
4. Fill in the Registration form
5. Once registered, you will receive an e-mail containing the link to the application form, the username and the password for the log-in. **It could be in the spam box**
- 6. Check the e-mail and confirm the link**
7. Once done, you can start to fill in the application form



* If you already have a Politecnico di Torino student number/PoliTO profile (Uxxxx or Sxxxx) you have to fill in the application through your Portale della Didattica >> Online services >> Apply@polito. In case you lost the password for the Portale della Didattica you can retrieve it from this [link](#)

Registration form

! You have to skip it and leave it blank

General Information

Last name * ⓘ

First name * ⓘ

Country of birth *

Province of birth *

Birthplace *

Date of birth *

Gender * ☐ M ☐ F

Nationality *

Other nationality ⓘ

Fiscal Code ⓘ

! If you hold both Non EU and EU citizenship, you have to put here the data of your valid EU passport. **If your EU passport is expired your EU citizenship won't be considered and you have to register with your Non EU data.**

Email address * ⓘ

Confirm email address *

Second email address

Mobile *  +39 312 345 6789

Disability ⓘ

SpLD (Specific Learning Difficulties) ⓘ

Identification document * ⓘ

Document no. *

Issued by *

Document expiry date *

Permanent address ⓘ

Country *

Province *

City and postal code *

Address *

Telephone  +39 312 345 6789

Application form

➤ Main
➤ Personal information
➤ Educational Background
➤ Language skills
➤ Mobility programme
➤ Attachments
➤ Save and Submit
➤ FAQ / Ticket

These are the sections that you have to fill in for submitting your application form within the deadline.

You must **fill in every section in the proposed order.**

The **information already provided by your Home University**, during your nomination, will be automatically displayed and **cannot be modified.**

In case of doubts you can check the FAQs from the “FAQ/Ticket” tab → Incoming Mobility

Section by section insight

➤ Main

➤ Personal information

➤ Educational Background

➤ Language skills

➤ Mobility programme

➤ Attachments

➤ Save and Submit

➤ FAQ / Ticket

Main:

This section is used for **showing you the necessary instructions** to complete Step #1 and get ready for your mobility. **Check it regularly!**

Personal Information:

Make sure to have correctly filled it in while completing the registration form.

You must upload a passport size picture (not appropriate pictures will be rejected)

Educational Background:

High school studies → you have to specify in which year you obtained your High School Diploma

Current academic studies → you have to confirm your educational level

Section by section insight

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According to PoliTO language requirements:

- **Mobility for courses/courses and final project/final project/PhD research** → as specified on our website, your Home University already declared your proficiency while nominating you. **You have to skip this section**
- **Mobility for Double Degree** → **you must fill in this section** specifying and uploading the certificate/s you have according to PoliTO language requirements.

Section by section insight

- Main
- Personal information
- Educational Background
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Activity: *

Degree programme: *

Courses (corsi)

Master of science program ENGINEERING AND MANAGEMENT - LM-31

Please read the programme description of the degree programme you have selected:

➤ Master of science program Engineering And Management programme description - LM-31 [↗](#)

The **Activity** is selected by your **Home University** during the nomination and **cannot be modified by you**. If it is wrong inform PoliTO International Mobility Unit

! Mobility for Courses/Courses and final project → your Home University might have selected the Degree Programme (unchangeable) or can leave you the possibility to do so. Either way you have to make sure that this is the **PoliTO Degree Programme of your interest**, as **your Learning Agreement must include at least 18 credits/ECTS per semester from this major** (check Step#3 part 1 guidelines). You are required to verify the compliance with this rule **before submitting the application form**.

Read carefully the programme description of the PoliTO major and **pay attention to its language of teaching**.

Mobility for Final project/PhD research → you have to **specify the name of a PoliTO professor** that agreed on supervising you during your mobility. **The PoliTO International Mobility Unit** will then **double check their availability** before evaluating your application form.

Section by section insight

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The list of compulsory attachments is available [here](#)
The attachments should be either in **PDF format or in any unmodifiable image format** (BMP, Jpeg, etc.). Word, Excel or any other modifiable formats are not accepted.

Home University documents must be **official, duly stamped and signed** and are accepted only in Italian, English, French and Spanish.

 **Fiscal code: optional attachment, you can leave it blank if you still don't have it.**

Section by section insight

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➤ FAQ / Ticket

Save and Submit:

This is the **last recap** of your application before submitting it. If you cannot proceed, at the bottom of the page you can find the reason why.

IMPORTANT: It is not possible to modify your application after having submitted it.

FAQ/Ticket:

Use this section to **communicate with PoliTO International Mobility Unit.**

Read all the FAQs related to the topic Incoming Mobility

- a. you find the answer → great, problem solved! 😊
- b. you don't find the answer → contact the helpdesk!

Section by section insight

➤ Main
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➤ Educational Background
➤ Language skills
➤ Mobility programme
➤ Attachments
➤ Save and Submit
➤ Evaluations
➤ FAQ / Ticket

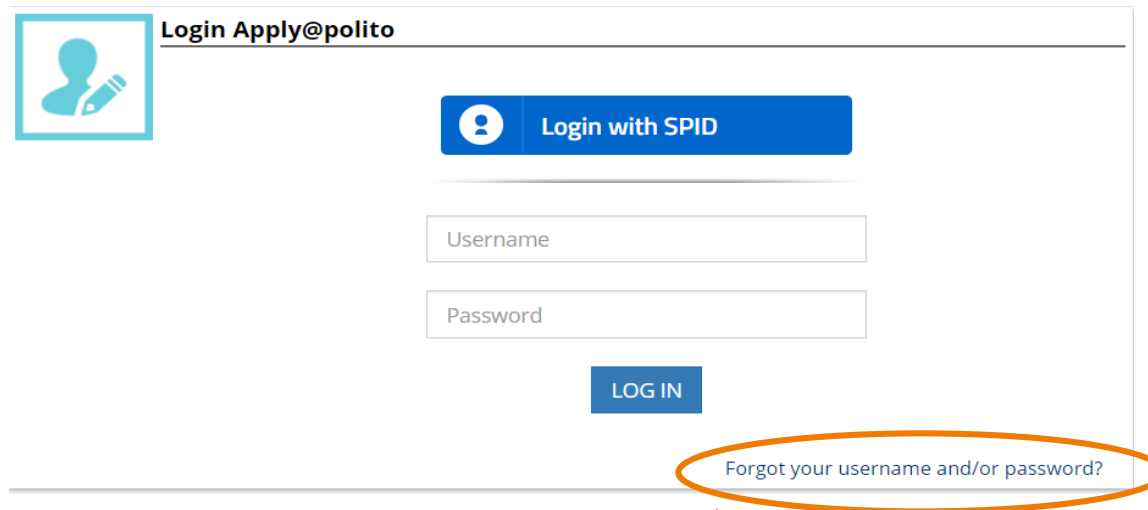
This section **appears when the evaluation process starts.**

Here you can see the **progress and the outcome** of the evaluation of your application form.

Check it regularly as you may be **requested to update/change the documents** uploaded.

Future access to the application form

Your application form can be accessed anytime [here](#) through the Username and Password received by e-mail



Login Apply@polito

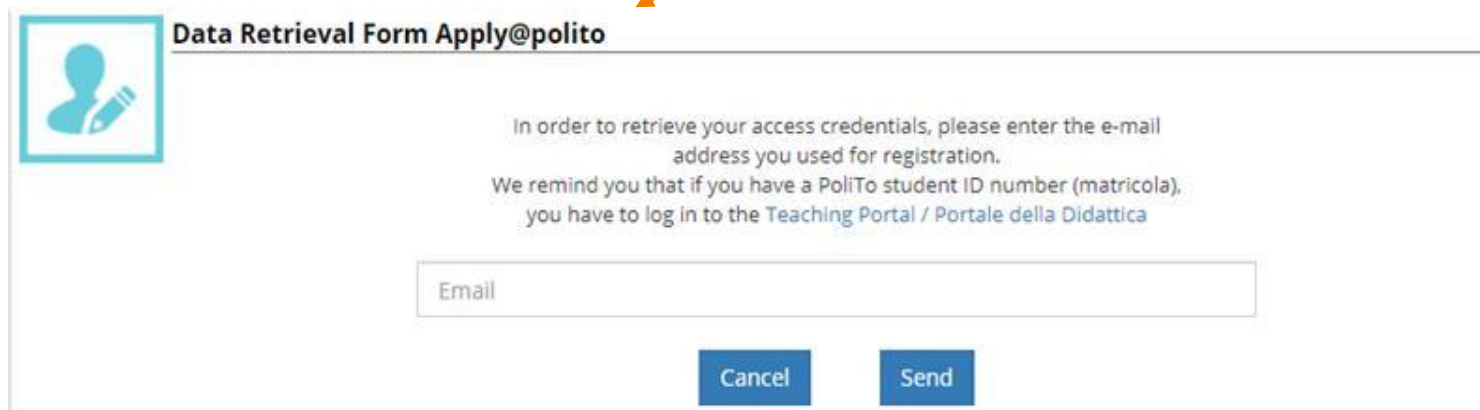
 Login with SPID

Username

Password

LOG IN

[Forgot your username and/or password?](#)



Data Retrieval Form Apply@polito



In order to retrieve your access credentials, please enter the e-mail address you used for registration.

We remind you that if you have a PoliTo student ID number (matricola), you have to log in to the Teaching Portal / Portale della Didattica

Email

Cancel Send

If you forgot your Username and/or Password you can retrieve it/them through the e-mail address used for the registration



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