

**PROCEDURE FOR “PROVISIONAL ENROLMENT” IN THE BACHELOR’S DEGREE PROGRAMMES
OF THE ENGINEERING AREA FOR A.Y. 2018/19**

FROM 19th MARCH 2018 TO 12th JULY 2018

Students who will obtain their high school the diploma in a.y. 2017/18 or students currently enrolled at another University

If you meet the admission requirements but you have not obtained your high school diploma yet or you are currently enrolled at another University, you can enrol in a Bachelor’s degree programme of the engineering area with a “provisional” status.

While you are enrolled with a “provisional” status you can watch the video lessons of your first-year subjects. You must drop this provisional condition and confirm your enrolment in order to be able to sit the exams starting from the **September 2018** examination session.

Admission Requirements

You can **enrol at Politecnico with a “provisional” status** if you are a EU student, equivalent student or quota student and meet one of the following requirements:

1. You have passed the TIL-I test for a.y. 2018/19 and reached the guaranteed admission thresholds for the Bachelor’s degree programme of your first preference, as provided for in art. 2, paragraph 4 of the Call for admissions to the Bachelor’s degree programmes of the engineering area for a.y. 2018/19: http://orienta.polito.it/en/engineering_2018_19
2. You have a SAT, GRE and GMAT certificate, recognized as equivalent to passing the TIL- I test, as provided for in art. 6 of the Call for admissions to the Bachelor’s degree programmes of the engineering area for a.y. 2018/19 , http://orienta.polito.it/en/engineering_2018_19)
3. You have a university degree included among those listed in Annex D of the Call for admissions to the Bachelor’s degree programmes of the engineering area for a.y. 2018/19, http://orienta.polito.it/en/engineering_2018_19

The deadline for “provisional enrolment” is 12th July 2018. This deadline applies to:

- Students who have not obtained their high school diploma yet
- Students currently enrolled at another University
- Students currently enrolled at another University who want to apply for the recognition of exams previously passed at another university

PLEASE NOTE: Candidates with a high school diploma or candidates not enrolled at any other university who **do not have a fiscal code** will have to enrol at Politecnico with a “provisional” status as well.

While you are enrolled at Politecnico with a “provisional” status you can watch the video lessons of the first-year subjects of the Bachelor’s degree programme of your first preference. We remind you that you

will not be able to take any exam until you drop your “provisional condition”. (see the section “Enrolment Confirmation”)

Provisional enrolment

Use the credentials received upon registration to log in and submit your application for “provisional enrolment” from the Apply@polito platform – Enrolment section.

You are required to pay 200.00 EUR (first instalment of the comprehensive fee for a.y. 2018/19). This fee must be paid while you submit your application for “provisional enrolment”.

If you are entitled to tuition fee reduction or exemption, the balance will be applied to the second instalment of your tuition fees, after you confirm your enrolment at Politecnico for a.y. 2018/19.

For more information please check the Tuition Fee Guide a.y. 2018/2019 which will be published soon https://didattica.polito.it/tasse_riduzioni/index_en.html

You can pay this fee by:

- Credit cards (Visa and MasterCard only - American Express is not accepted), generating an immediate payment
- Pre-printed notice of payment, such as the MAV, generating a deferred payment
- PagoPA, an electronic payment system which allows users of online banking services to choose a bank or a payment institution (defined as “Payment Service Provider – PSP) among those recognized at national level

The use of a deferred payment method (for instance, a pre-printed notice of payment) is valid solely and exclusively if supported by a self-declaration of the payment date certifying that the payment was made before the deadline. The self-certification must be submitted within the same deadline. Should the self-certification be found to be false or incorrect, the registration for the test, or the test itself, will be cancelled.

Watching the video lessons

While you are enrolled at Politecnico with a “provisional” status you can watch the video lessons of your first-year subjects (1st and 2nd semester), apart from English Language video lessons. The video lessons are available on your Apply@polito personal page.

PLEASE NOTE: The only video lessons available for the first year of the Bachelor’s degree programme in Industrial Production Engineering are Mathematical Analysis II and Computer Science.

Enrolment confirmation

You must confirm your enrolment starting from **13th July 2018**.

The **deadlines for enrolment confirmation** (art. 10 of the Call for admissions) **are:**

- **2 p.m. of Monday 10th September**
- **2 p.m. of Friday 21st September (for quota students only)**

Failure to comply with the above-mentioned deadlines and the provisions of art. 10 of the Call for admissions implies that the student loses the right to enrol and will not be entitled to ask for any refund of the amount already paid, whatever the reason brought forward as a justification. Failure to confirm one's enrolment entails permanent renunciation of the place which will be offered to another student.

Upon enrolment confirmation (first phase – online enrolment), you must go to the Office of the University Registrar and show the documents listed in Annex B under the section named “Original documents to be presented for enrolment” (second phase – enrolment at the Office of the University Registrar).

[https://didattica.polito.it/zxd/cms_data/attachment/24/Annex%20B %20Admission%20requirements%20-%20AY%202018-2019.pdf](https://didattica.polito.it/zxd/cms_data/attachment/24/Annex%20B%20Admission%20requirements%20-%20AY%202018-2019.pdf)

We remind you that the second phase must be completed before you take your first exam at Politecnico and in any case no later than 19th November 2018.

Students with a non-Italian qualification

If you have a non-Italian qualification, you must go to the Incoming Mobility Office – International Affairs Area for the evaluation of the documents listed in Annex B and Annex C of the Call for admissions (http://orienta.polito.it/en/calls_for_admissions_2018_19) **BEFORE** you go to the Office of the University Registrar.

Underage students

If you are under 18 years of age on the date of enrolment, you must:

- go to the Office of the University Registrar accompanied by an adult or by a legal guardian, or else,
- go to the Office of the University Registrar with a self-certification (dichiarazione sostitutiva di certificazioni - Articles 5 and 46 of D.P.R. no. 445 of 28th December 2000). The self-certification can be downloaded from the candidate's Apply@polito personal page and must be signed by a parent or legal guardian; a photocopy of the identification document of the signer must be attached as well.

Taking the exams

After completing the second phase of enrolment you will be able to take your exams.

Your first examination session will be the **September 2018** session. Further information will be available in the Student Guide in the sections: “Taking the exams” and “Foreign language learning”.

Exam dates and deadlines for exam registration are available at:

<https://didattica.polito.it/pls/portal30/esami.visu.form>

Young Talent Project

If you scored at least 70 points in the TIL-I test, you can apply for the Young Talent Project (provided that this project is offered for a.y. 2018/19). This application can be submitted during the enrolment confirmation phase.

Certificates

Certificates can be requested only after completing the second phase of enrolment at the Office of the University Registrar.

Information on how to get certificates, self-certifications or other documents is available at:
https://didattica.polito.it/guida/2018/en/12/32/certificati_e_autocertificazioni

Candidates who take multiple admission tests

After completing your “provisional enrolment” at Politecnico you will NOT be able to take the TIL-I test again (in order to get a better score). Further information about candidates who take multiple admission tests (both at Politecnico or at other universities) is provided for in art. 13 of the Call for admissions to the Bachelor’s degree programmes of the Engineering area

http://orienta.polito.it/en/engineering_2018_19

For all matters not specifically provided for in this document, reference is made to the Call for admissions to the Bachelor’s degree programmes of the Engineering area - a.y. 2018/19.