



POLITECNICO
MILANO 1863

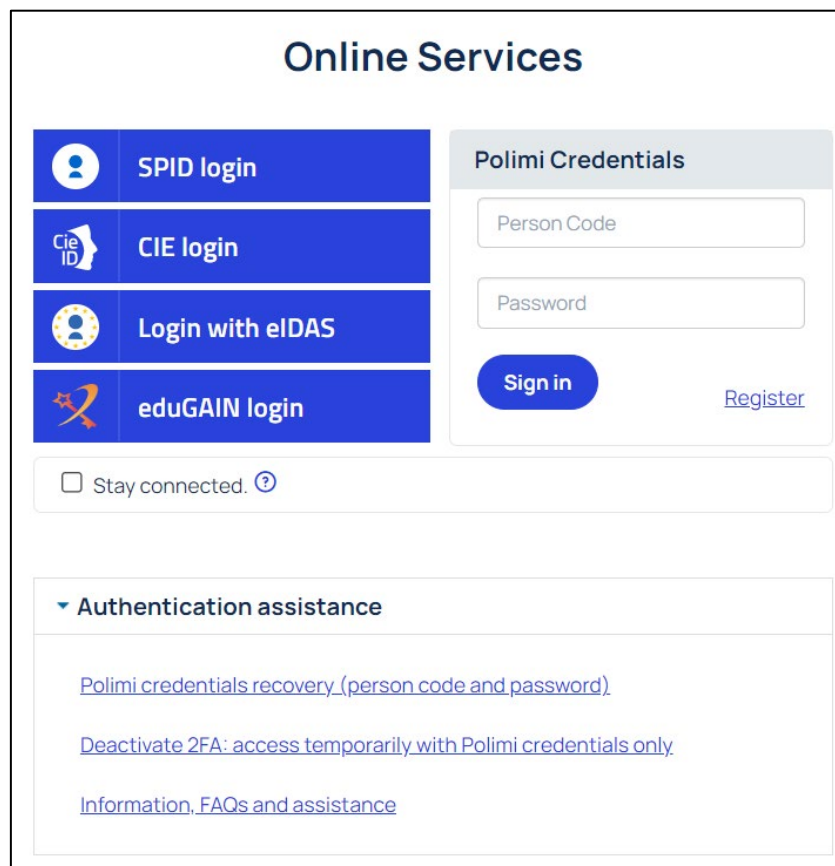
APPLICATION INSTRUCTIONS FOR REGISTRATION CERTIFICATE

To proceed with the application for the certificate of registration:

- Go to WWW.POLIMI.IT
- Access **Online Services** via the button at the top right of the home screen

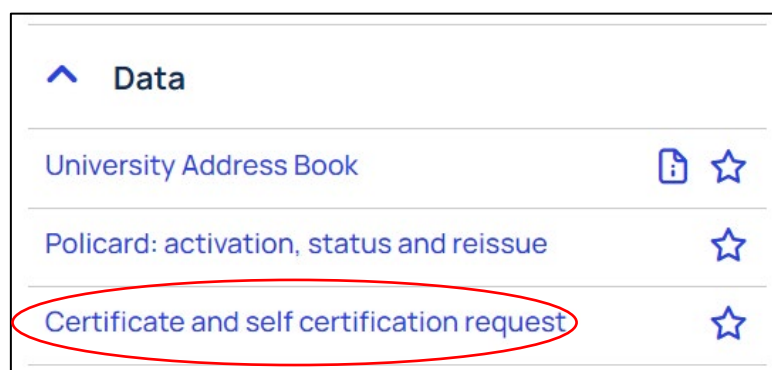
Please Note: For problems with authentication to University Online Services, open a ticket: **[AUTHENTICATION ASSISTANCE \(polimi.it\)](mailto:AUTHENTICATION_ASSISTANCE@polimi.it)**

Examples



The 'Online Services' page features a login section with four options: SPID login, CIE login, Login with eIDAS, and eduGAIN login. To the right is a 'Polimi Credentials' section with input fields for 'Person Code' and 'Password', a 'Sign in' button, and a 'Register' link. Below the login options is a 'Stay connected' checkbox. A section titled 'Authentication assistance' contains links for 'Polimi credentials recovery (person code and password)', 'Deactivate 2FA: access temporarily with Polimi credentials only', and 'Information, FAQs and assistance'.

- Go to the data item and access “**certificate and self certification request**”



- Select your Master Career Identification Number (matricola)

Examples

SELECT CAREER
Select a student identification number to view the available documents

	<u>CAREER IDENTIFICATION NUMBER</u>	<u>CAREER STATUS</u>	
✓	975765	ATTIVO	2ND (LE)
	BH9436	ATTIVO	

- Select the document:
 - ✓ Certificate of enrollment

Certificate
MASTER: REQUEST FOR CERTIFICATE OF ENROLMENT

- For dispensing a **stamped certificate**, check that “**stamped**” is indicated under “**use of certificate**” and enter the other parameters.

Esempi

PARAMETER DEFINITION

Use of certificate *	Stamped
Certificate language *	English
Certificate to be used for the sole use of request or renewal of a residence permit to be submitted to the Police Station. *	-
For use: Abroad - Italy *	Italy
Additional notes (will appear at the bottom of the certificate) (only for Auto use)	

* compulsory fields

The preview does not show the multi-copy even if set.
WARNING: for SELF-CERTIFICATION use only one copy can be printed

Number of copies: 1

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- Enter any **notices** in the **notes field** (if needed) for the operator who will take over the certificate.
- Click on “**reserve document**”

PARAMETERS

Use of certificate	Stamped
Certificate language	English
Certificate to be used for the sole use of request or renewal of a residence permit to be submitted to the Police Station.	-
For use: Abroad - Italy	Italy
Additional notes (will appear at the bottom of the certificate) (only for Auto use)	

ADDITIONAL NOTES

Indicate in this space any messages for the operator who will take charge of the request.

WARNING: the request to insert footnotes in the document may be accepted only after evaluation and approval by the operator. You don't have the right to a reimbursement even if it's not possible to add the note to the certificate.

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Esempi

- Click on “access the cart”.

Search documents
Select the career and view the related documents.

Access the cart
No. of requests: 1 No. of documents: 1
Check the data and establish the booked document delivery method.

Payment
View the bill and proceed with the payment.

REQUENTLY ASKED QUESTIONS

Only certificates intended for entities other than the Public Administration or Public Service Providers can be issued. For the latter, those 01/01/2012]

When and how to self-certify

When and how to request a stamped certificate

ELECT CAREER
Select a student identification number to view the available documents:

CAREER IDENTIFICATION NUMBER	CAREER STATUS	
975765	ATTIVO	2ND (LEVEL) UNIVERSITY MASTER DEGREE IN DES
BH9436	ATTIVO	

- Click “save communications” to save any notes and click on “Sel. Delivery Type”

CART INFO

Select the type of certificate delivery and pay the reservations; otherwise they will be deleted at the end of the application session.

REQUEST DETAILS

ID: 1

Payment Status: Request not yet paid

Communications to the Office:

Creation Date: 12/04/2022 16:06:25

REQUEST COMPOSITION

Functions	Request Status	Type of Request
✗	INITIAL	Specializing Masters and Postgraduate programmes

CAREER IDENTIFICATION NUMBER	CAREER STATUS	CATEGORY
975765	ATTIVO	2ND (LEVEL) UNIVERSITY MASTER DEGREE IN DESIGN FOR DEVELOPMENT ARCHITECTURE, URBAN

Functions	Document Status	Document
✗	INITIAL	MASTER: REQUEST FOR CERTIFICATE OF ENROLMENT

Save Communications Sel. Delivery Type

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Esempi

Search documents
Select the career and view the related documents.

Access the cart
No. of requests: 1 No. of documents: 1
Check the data and establish the booked document delivery method.

Payment
View the bill and proceed with the payment.

CERTIFICATE DELIVERY TYPE SELECTION		
Sel.	Document Delivery Method	Description
<input type="checkbox"/>	DOWNLOAD DIGITALLY SIGNED DOCUMENTS	The digitally signed certificates can be downloaded directly by the user from the display page of their submitted requests.
<input type="checkbox"/>	BY POST	The certificates will be delivered to the user by registered mail to the following address: <ul style="list-style-type: none">• the delivery address provided to the Politecnico• the residence address provided to the Politecnico• a new address that the user can enter and which is valid only for the individual reservation
<input type="checkbox"/>	BY OFFICE	The user must select the counter at certificates will be collected when ready. It is possible, using a specific form which can be printed after payment of the request, to delegate another person to the collect the certificates.

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- Flag the desired delivery method:
 - ✓ **Download digitally signed documents** (method that ensures faster response);
 - ✓ **By post;**
 - ✓ **By office:** at the Master's and Continuing Education Office (*Building 2 - second floor - Piazza Leonardo Da Vinci 32 - 20133 Milan*).

- Check the request summary and select “**start payment**” to complete it.

Search documents
Select the career and view the related documents.

Access the cart
No. of requests: 1 No. of documents: 1
Check the data and establish the booked document delivery method.

Payment
View the bill and proceed with the payment.

PAYMENT SLIP				
ID	Request	Student Identification No.	Document	Quantity
75621	Specializing Masters and Postgraduate programmes	975765	MASTER: REQUEST FOR CERTIFICATE OF ENROLMENT	1
Total payment:				
Start Payment				

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In case of any problems during the process, please contact the **Secretariat of your course**.



POLITECNICO
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Relations Division**
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