ONLINE ADMISSION 2018 QUICKSTART
v.1.0 - 2018

In order to fill correctly the online application form you must navigate through the links in the application itself. You must NOT click the “Back” browser button, bookmarks, etc. Also, it’s not possible to open the online procedure in more than one window/tab at the same time. If you find any problem, please clean the browser cache, close completely the browser and launch it again. If the problems persist, try opening the page with a different browser.

Please note that the maximum size of each PDF is 5MB;
Only the PDF of the CV can be up to 10MB.
Loading the documents can give rise to different situations according to the used browser.

STARTING THE ONLINE ADMISSION PROCEDURE ................................................................. 2
NEW USER ............................................................................................................................. 3
  New user – step 1 / 4; Identification Data............................................................................. 3
  New user – step 2 / 4; Telephone contacts......................................................................... 4
  New user – step 3 / 4; consent to processing personal data ................................................. 4
  New user – step 4 / 4; choose a password.......................................................................... 5
Self-service password recovery ........................................................................................... 7
ONLINE SERVICES ............................................................................................................ 9
APPLICATION FORM ........................................................................................................ 10
  1) PERSONAL DATA ........................................................................................................ 10
  2) Starting Page ............................................................................................................... 12
  3) Personal data registry .................................................................................................. 13
  3BIS) Accomodation at a discounted price ...................................................................... 19
  4) Language .................................................................................................................... 19
  5) Payment details .......................................................................................................... 21
  6) New application........................................................................................................... 22
    6.1) Study title ............................................................................................................... 24
    6.2) Curriculum vitae ................................................................................................... 28
    6.3) Reasons ................................................................................................................ 29
    6.5) References ............................................................................................................. 32
    6.6) Going back to the “Application list” main page....................................................... 33
  7) Application list ............................................................................................................ 34
    7.1) Edit the application ............................................................................................... 34
    7.2) Print the application in PDF format ........................................................................ 34
    7.3) Deleting an application ......................................................................................... 35
    7.4) Confirm the application ......................................................................................... 35
    7.5) Pay the admission fee for a “confirmed” application .............................................. 38
    7.6) Select the Topic/Interdisciplinary Scholarships for a “confirmed” application .... 48
STARTING THE ONLINE ADMISSION PROCEDURE
Open your browser and go to the address http://www.polimi.it/onlineservices

If you are already registered at Politecnico di Milano, or you already have Person Code and password, see “ONLINE SERVICES” section on page 9.

If you are NOT already registered at Politecnico di Milano, click on “New user? Register” link (see “NEW USER” section on page 3).

If you are already registered at Politecnico di Milano, but you don’t remember your credentials (password and/or Person Code) click on the “Credentials Recovery” link (see “Self-service password recovery” on page 7).

If you are already filling the online application form, and you need some assistance, see “APPLICATION FORM” section on page 10.
**NEW USER**

Fill in all the required information to register as a new user;

Please note that this registration is ONLY for users that never registered to Politecnico; If you are already registered at Politecnico di Milano, but you don’t remember your credentials (password and/or Person Code) click on the “Credentials Recovery” link (see “Self-service password recovery” on page 7)

New user – step 1 / 4: Identification Data

<table>
<thead>
<tr>
<th>Identification Data</th>
<th>Compulsory data</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surname</td>
<td></td>
<td>Enter the same surname (Family name) as on the official document or declare the absence.</td>
</tr>
<tr>
<td>Name</td>
<td></td>
<td>Enter the same name as on the identity document</td>
</tr>
<tr>
<td>Sex</td>
<td></td>
<td>Enter sex</td>
</tr>
<tr>
<td>Date of birth</td>
<td></td>
<td>Enter date of birth in the format dd/mm/yyyy as on the official document</td>
</tr>
<tr>
<td>Country of birth</td>
<td></td>
<td>Enter the country of birth as on the identity document</td>
</tr>
<tr>
<td>Province of birth</td>
<td></td>
<td>Select the administrative region of birth as listed in the official document. For example, if you were born in 1993 in Bellagio choose: BELLAGIO (abolished 06/feb/2014)</td>
</tr>
<tr>
<td>Place of birth</td>
<td></td>
<td>Add the town/city if it is not in the proposed list, write it as is on the identity document</td>
</tr>
<tr>
<td>Place of birth not listed</td>
<td></td>
<td>Enter here citizenship (if you possess more than one) or other citizenship (if you possess more than one) as on the official document</td>
</tr>
<tr>
<td>Citizenship</td>
<td></td>
<td>Optional data</td>
</tr>
<tr>
<td>Other citizenship</td>
<td></td>
<td>Enter any other citizenship as on the official document</td>
</tr>
<tr>
<td>Tax code</td>
<td></td>
<td>Enter only official the fiscal code (codice fiscale) given from Italian “Agenzia delle Entrate”</td>
</tr>
<tr>
<td>Personal email</td>
<td></td>
<td>Email address where you wish to receive confirmation of registration</td>
</tr>
</tbody>
</table>

“Fiscal code” means “Tax code number” (it’s a tax identification number; **compulsory for Italian applicants and for foreign applicants with an Italian residence address country**)

Foreign applicants must in any case be in possession of the tax code to finalise enrolment;
For foreign citizens only, the tax code must be submitted no later than 31st December 2018
Please be careful when filling in the “Personal e-mail address”: when you complete your registration an email will be sent to that address, containing your username (“Personal Code”); the same email address will be used in the future if you will need to recover your credentials.

New user – step 2 / 4: Telephone contacts

**Credit contacts**

<table>
<thead>
<tr>
<th>Mobile</th>
<th>Optional data Enter the mobile phone number with international code and without spaces (e.g. +3933812345678)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residence telephone number</td>
<td>Optional data Enter the residence address telephone number with international code and without spaces (e.g. +390112345678)</td>
</tr>
<tr>
<td>Domicile telephone number</td>
<td>Optional data Enter the contact address telephone number with international code and without spaces (e.g., +390112345678)</td>
</tr>
</tbody>
</table>

[Back] [Next]

New user – step 3 / 4: consent to processing personal data

Consent to processing of personal data

- Yes
- No

**Compulsory data**

Authorization for the processing of personal data transmitted pursuant to Law 675/96 ([Privacy informations in Italian](https://example.com)).

[Back] [Next]

(you need to choose “yes” to “consent to processing of personal data” question to proceed with the registration)
New user – step 4 / 4: choose a password

<table>
<thead>
<tr>
<th>Enter password</th>
</tr>
</thead>
<tbody>
<tr>
<td>Password</td>
</tr>
<tr>
<td>Repeat password to confirm</td>
</tr>
<tr>
<td>Continue</td>
</tr>
</tbody>
</table>

Password rules

The **Password** must respect the following criteria:
- It must be at LEAST 8 alphanumeric characters
- It must contain at least 2 letters
- It must be different from the previous password by at LEAST 3 characters

When you complete the registration, your “Personal Code” (username) will also be shown:

<table>
<thead>
<tr>
<th>Registration result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration completed successfully.</td>
</tr>
<tr>
<td>The password has been correctly defined</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>An e-mail for the validation of the given e-mail address was sent. This e-mail also contains the person code as a memo.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Identification codes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Person code</strong> is the code needed to access all Politecnico online services. Keep it.</td>
</tr>
</tbody>
</table>

**Person code**: [Redacted]

To print the registration click on the link shown | Print | Continue

You’ll soon receive an email containing a link to confirm your email address: follow the instructions in the email message.
The email also contains the “Person code” as a memo: the “Person code” is the code needed to access all Politecnico online services. Keep it.

After clicking “Continue” you’ll be taken back to the starting page:
Then you should insert your new “person code” and password to continue to the Online Services portal (see “ONLINE SERVICES” section on page 9)
Self-service password recovery

Open your browser and go to the address: http://www.polimi.it/onlineservices

Click on the “Credentials Recovery” link, and follow the instruction on the following screen to recover your credentials:

If you want to change your password, or if it expired, use Change password
If you forgot your password or your Person Code, use Credentials Recovery

New user? Register.

If no personal address was provided or if you cannot remember your person code, to recover your credentials you can alternatively:
• to go to your pertaining office at Politecnico di Milano.
• submit a request for recovery of credentials using this Request form
Insert your “Person Code” (it’s your username): if you registered as a new user you can find your username also in the confirmation email sent after finishing the registration.

Insert also your Personal email (the email address that you inserted when you registered at Politecnico; if you registered as a new user, see “NEW USER” section at page 3)

Then click on “Password recovery”, and follow the instruction that you’ll receive by email

**Information:**

A password recovery e-mail has been sent to the contact indicated. Open your e-mail account and click on the link in the recovery e-mail. Delay in receipt of e-mail is approx. 10-15 minutes. Should you not find the recovery e-mail please check your anti-spam filters.

If you haven't added the email, or if you forgot your username, then you need to contact the email address listed in the same page. (if you just registered as a new user, you are a “Guest”)
ONLINE SERVICES

Insert your credentials in the page http://www.polimi.it/onlineservices

Then “Confirm”, in the following page click on “Application form for PhD courses” (in “Application forms” section) to start filling in the application form (see “APPLICATION FORM” section on page 10)
APPLICATION FORM

1) PERSONAL DATA

if your personal data are not complete, you’ll be asked to complete them in this page:
(fill at least all the “Compulsory” fields)

Otherwise, skip to step “2) Starting Page“)
At the top of the page you may find a “Warning box”:

Complete the personal data (and the eventual anomalies) before clicking the “Back” link.

“Identification Data” section:

Click on “manage” to change your picture. Please note that the picture will be used officially in institutional contexts (student's office, teachers, CV, etc.). The photo must have the same characteristics of the photo for identity documents and a minimum height of 274 pixels.

To change the other “Identification Data” details (e.g. if there is some error in the spelling of your name/surname, or other errors in the data shown in the above “Identification Data” section), please contact us at internationalphd@polimi.it

After each other section you’ll find a [Manage] link to modify the information of that section.

When you fill at least all the mandatory fields and save, you will be taken to the following “2) Starting Page”
We suggest you to follow this order of operations:

2.1) Fill your “Personal data registry” (see section 3) Personal data registry )

2.2) Fill the “Language” details (see section 3) Personal data registry )

3) Personal data registry

2.3) Complete your “New Application” (see section 6) New application )

At any time, you can read the “Payment details” clicking the upper tab “Payment details” (please note that if you fill more than one Application, you shall pay the entrance fee amounting to 25.82 €

4) Language )
for any application stating the reason of the payment as specified in Article 3 of the competition rules).

Please read carefully the current “Quickstart”.
If you need assistance for administrative questions click on the “Mail to international PhD” link on the left column.
If you need technical assistance for problems with the online procedure, click on the “Ask for assistance” link in the upper right of each page.
3) **Personal data registry**

3.1) Click on the “Personal data registry” tab

### Identification Data
- Person code
- Surname
- Name
- Sex
- Date of birth
- Country of birth
- Province of birth
- Place of birth
- Citizenship
- Other citizenship
- Tax code
- Scan of the document

### Identity document
- Document type
- Issuing body
- Document number
- Issue date
- Expiry date
- Scan of the document

### Personal email
- Personal email address

### Residence address
- Country
- Province
- Town/City
- Postal code
- Address
- Town/City district
- C/O
- Data of effect of residence data

### Contact address
- The contact address and the residence address are consistent?

### Tax domicile
- Does the domicile coincide with residence?
- Data of effect of tax domicile

### Telephone contacts
- Mobile
- Residence telephone number
- Domicile telephone number

### Other contacts
- Fax
- Skype
3.2) check carefully all the data in the page
If there is something wrong at the top of the page you should see an error message like this:

```
The application cannot be confirmed because the personal data are not completed.
Go to link Edit Personal Details to complete the requested data.
```

- Upload a scan of the identity document in .pdf
- No tax code scan has been entered
- Identity card or passport expired or missing the expiry date

3.3) In the “Identification Data” section of the page,

![Identification Data section]

click on the [Modify] link under that section to upload the PDF scan of the Tax code (compulsory for Italian applicants and for foreign applicants with an Italian residence address country).

Foreign applicants must in any case be in possession of the tax code to finalise enrolment;
For foreign citizens only, the tax code must be submitted no later than 31st December 2018.

![Warning message]

Please note that you can’t modify the other “Identification Data” information shown (Name, Surname, Date of birth, etc) in “self-service” modality:
to change those information you need to “Ask for assistance” (link in the upper right of the page)
3.4) to modify the data in the “Identity document” section and upload the PDF scan, click on the link under that section:

To edit the information or to upload the PDF scan of an already existent identity document, click on the “Edit” icon “ Modiﬁ ”. To insert a new identity document click on “Add a document”.

Please note that if you insert more than one identity document, you’ll have to “Select” which one to use for the application.
3.5) To change change/complete data in one of the following fields,

<table>
<thead>
<tr>
<th>Recognition</th>
<th>Yes, identity document data are stored on paper.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal email</td>
<td>Personal e-mail address</td>
</tr>
<tr>
<td>Residence address</td>
<td>Country</td>
</tr>
<tr>
<td>Contact address</td>
<td>The contact address and the residence address are coincident?</td>
</tr>
<tr>
<td>Tax domicile</td>
<td>Does tax domicile coincide with residence?</td>
</tr>
<tr>
<td>Telephone contacts</td>
<td>Mobile</td>
</tr>
<tr>
<td>Other contacts</td>
<td>Fax</td>
</tr>
</tbody>
</table>

click the “Edit Personal Details” link at the bottom of the page.

When you enter in “Edit Personal Details”, if there is something wrong or missing you’ll see a warning message like this:

<table>
<thead>
<tr>
<th>Warning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warning!</td>
</tr>
<tr>
<td>There are the following anomalies in the data:</td>
</tr>
<tr>
<td>Some data missing in one or more identification documents, please click on Manage to view details.</td>
</tr>
<tr>
<td>Some data missing in one or more residence permit request documents, please click on Manage to view details.</td>
</tr>
</tbody>
</table>

Follow the instructions given in the warning box to fix the errors.
This page summarises all the data and contact information provided at the Pension.<

### Identification Data

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal code</td>
<td></td>
</tr>
<tr>
<td>Surname</td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td></td>
</tr>
<tr>
<td>Sex</td>
<td></td>
</tr>
<tr>
<td>Date of birth</td>
<td></td>
</tr>
<tr>
<td>Country of birth</td>
<td></td>
</tr>
<tr>
<td>Province of birth</td>
<td></td>
</tr>
<tr>
<td>Place of birth</td>
<td></td>
</tr>
<tr>
<td>Citizenship</td>
<td></td>
</tr>
<tr>
<td>Tax code</td>
<td></td>
</tr>
</tbody>
</table>

### Tax Code (scan only)

No tax code scan has been entered.

### Identity documents

Some data missing in one or more identification documents. Please click on Manage to view details.

<table>
<thead>
<tr>
<th>File</th>
<th>Type</th>
<th>Number</th>
<th>Date insert</th>
<th>Validation status</th>
<th>Validated on</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID CARD</td>
<td></td>
<td></td>
<td></td>
<td>TO BE VALIDATED</td>
<td></td>
</tr>
</tbody>
</table>

### Personal e-mail

Personal e-mail address (for password recovery)

### Residence address

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country</td>
<td></td>
</tr>
<tr>
<td>Province</td>
<td></td>
</tr>
<tr>
<td>Town/village</td>
<td></td>
</tr>
<tr>
<td>Postcode</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Street number</td>
<td></td>
</tr>
<tr>
<td>Town/village district</td>
<td></td>
</tr>
<tr>
<td>O/O</td>
<td></td>
</tr>
<tr>
<td>Date of effect of residence data</td>
<td></td>
</tr>
</tbody>
</table>

### Contact address

The contact address and the residence address are coincident?

Yes

### Tax domicile

Does tax domicile coincide with residence?

Yes

Date of effect of tax domicile

### Telephone contacts

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mobile</td>
<td></td>
</tr>
<tr>
<td>Home telephone number</td>
<td></td>
</tr>
<tr>
<td>Office telephone number</td>
<td></td>
</tr>
</tbody>
</table>

### Other contacts

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pass</td>
<td></td>
</tr>
<tr>
<td>Skype</td>
<td></td>
</tr>
</tbody>
</table>

Manage
“Tax code” and “Identity documents” sections of the page:

to manage the Tax Code and the Identity documents, please refer to the steps 3.3) and 3.4)

[you should have already filled those information in the previous steps 3.3) and 3.4) ]

Click on the other “Manage” links after each other section of the page to modify the information in that specific section.

When all the compulsory fields in this section are filled, and you save the data, the red circle in the “Personal data registry” heading should turn GREEN:

Please check carefully all the “personal data registry” information before confirming an application.

After an application has been confirmed, the “personal data registry” cannot be changed anymore.
3BIS) Accommodation at a discounted price

Click on the “Accommodation at a discounted price” to open the following page:

Choose “yes” or “no” from the drop down menu, then click the “Save” button.
When completed, the red circle at the left of “Accommodation at a discounted price” heading should turn GREEN

4) Language

Click on the “Language” tab to open the following page:

- If you already have obtained an English language test certification (see art. 3 of the call for the minimum level required): click on the “New language test”, fill the information in the following page (you have also to upload a PDF of the certification), then click on “Select” in the “Use for application” column.
- If you’ll achieve one the required English certificate subsequently: check the ‘I will achieve the required English certificate subsequently’ checkbox
- If you are citizen of a country in which English is an official language: check the ‘Mother tongue’ checkbox (you are exempted from certifying your knowledge of the English language);
- If you have achieved or will achieve a Bachelor’s or Master’s degree from an institution at which all teaching is provided in English: click on ‘New language test’ link, in the following page select ’STUDENT WITH A PREVIOUS UNIVERSITY DEGREE TAUGHT IN ENGLISH LANGUAGE’ in the ‘Exam code’ field. These candidates must attach official documents to demonstrate the above: in particular, in the case where all teaching is provided in English, you have to attach (in PDF) a declaration to that effect from the respective institution. If that degree was obtained at Politecnico di Milano, you can attach a self-certification (facsimile available in this page) in which you declare that all teachings were provided in English. Then, click on “Select” in the “Use for application” column.

When completed, the red circle at the left of “Language” heading should turn GREEN
5) Payment details

Click on the “Payment details” tab to see the details for the payment of the entrance fee:

(see also Art 3 of the call)

**Please note that you can pay the entrance fee for an application only if the application is already “confirmed”**.
See also 7.5) Pay the admission fee for a “confirmed” application on page 38

Please note that if you pay with Credit card:
- the payment will be instantly received (yellow traffic light), but **the registration will depend on the banking services** and when actually registered the traffic light will become green;
- to avoid duplicate payments, the procedure sometimes does not allow multiple payments having the same: value & name and surname & expire date. To make a second payment is enough to change one of the fields (just the expire date, which can also be left blank).

Once the payment has been made, it takes a few days before the circle in the payment section becomes green.
So it's not a problem if the payment is registered in next days, the important thing is that it's done before the deadline.
The registration of the payment after a few days (even after the expiration date) does not imply the cancellation of the application.
Please keep the receipt: candidate will be contacted by the offices in case of problems.
6) New application

Click on the “Application list” heading to open the following page:

Choose the PhD programme to which you want to apply, by clicking on the course name

<table>
<thead>
<tr>
<th>List of courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARCHITETTURA, INGEGNERIA DELLE COSTRUZIONI E AMBIENTE COSTRUITO / ARCHITECTURE, BUILT ENVIRONMENT AND CONSTRUCTION ENGINEERING</td>
</tr>
<tr>
<td>BIOINGEGNERIA / BIOENGINEERING</td>
</tr>
<tr>
<td>CHIMICA INDUSTRIALE E INGEGNERIA CHIMICA / INDUSTRIAL CHEMISTRY AND CHEMICAL ENGINEERING</td>
</tr>
<tr>
<td>CONSERVAZIONE DEI BENI ARCHITETTONICI / PRESERVATION OF THE ARCHITECTURAL HERITAGE</td>
</tr>
<tr>
<td>DATA ANALYTICS AND DECISION SCIENCES</td>
</tr>
<tr>
<td>DESIGN</td>
</tr>
<tr>
<td>FISICA / PHYSICS</td>
</tr>
<tr>
<td>INGEGNERIA AEROSPAZIALE / AEROSPACE ENGINEERING</td>
</tr>
<tr>
<td>INGEGNERIA AMBIENTALE E DELLE INFRASTRUTTURE / ENVIRONMENTAL AND INFRASTRUCTURE ENGINEERING</td>
</tr>
<tr>
<td>INGEGNERIA DEI MATERIALI / MATERIALS ENGINEERING</td>
</tr>
<tr>
<td>INGEGNERIA DELL’INFORMAZIONE / INFORMATION TECHNOLOGY</td>
</tr>
<tr>
<td>INGEGNERIA ELETTRICA / ELECTRICAL ENGINEERING</td>
</tr>
<tr>
<td>INGEGNERIA GESTIONALE / MANAGEMENT ENGINEERING</td>
</tr>
<tr>
<td>INGEGNERIA MECCANICA / MECHANICAL ENGINEERING</td>
</tr>
<tr>
<td>INGEGNERIA STRUTTURALE, SISMICA, GEO TECNICA / STRUCTURAL, SEISMIC AND GEOTECHNICAL ENGINEERING</td>
</tr>
<tr>
<td>MODELLI E METODI MATEMATICI PER L’INGEGNERIA / MATHEMATICAL MODELS AND METHODS IN ENGINEERING</td>
</tr>
<tr>
<td>PROGETTAZIONE ARCHITETTONICA URBANA E DEGLI INTERNI / ARCHITECTURAL, URBAN AND INTERIOR DESIGN</td>
</tr>
<tr>
<td>SCIENZE E TECNOLOGIE ENERGETICHE E NUCLEARI / ENERGY AND NUCLEAR SCIENCE AND TECHNOLOGY</td>
</tr>
<tr>
<td>URBAN PLANNING, DESIGN, AND POLICY</td>
</tr>
</tbody>
</table>

If the selected course contains “areas”, the area list will be shown
(you can see an example in the following image; the real list will change upon the selected course; see Art.1bis of the call)
If the course contains areas, at least one area must be chosen. Choose max. 2 areas, then click “Continue”

In the following pages you have to fill the call for your chosen course:

For each application, fill all the sections:
6.1) Study title
6.2) Curriculum vitae
6.3) Reasons
6.4) Areas (if applicable for your chosen PhD course)
6.5) References

If want to apply to more than one program, you have to fill in this information repeatedly for each program you apply to.
6.1) Study title

The candidate has to insert the Academic qualification necessary for the admission to the PhD course according to call art.2.

It is necessary follow this steps:

6.1.1) insert all your academic qualifications (if not already listed in this page) clicking on link NEW TITLE, and fill all the subsequent forms

Continue clicking on “New title” until you have inserted all your academic qualification. All your titles will be listed in a table labelled “Degree title present in the catalog”.

The titles achieved at the Politecnico di Milano will be shown in the list without need to insert them.

6.1.1.1) When you insert a new study title, if your University is not already in our databases click on “University not found” to add a new university
fill all the required fields

then continue completing all the required information about your study title:

6.1.1.2) When you insert a new study title, if your University is already in our databases but your study title is not listed, click on the button “Programme/PhD not found”

then enter the attended Programme/PhD data:
6.1.2) Check from the list “Degree title present in the catalog” all the titles that you want the commission to evaluate, and click on the button “SAVE SELECTED TITLES”

<table>
<thead>
<tr>
<th>Degree title present in the catalog</th>
<th>System Type</th>
<th>Degree Class</th>
<th>School</th>
<th>Institution</th>
<th>Mark</th>
<th>Associated titles</th>
<th>Modify</th>
<th>Document List</th>
<th>PDF union</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOTECNOLOGIE PER L’INDUSTRIA E PER L’AMBIENTE</td>
<td>LAUREA SPECIALISTICA (SECOND DEGREE)</td>
<td>BS</td>
<td>SCIENZE MAF.RAMIL</td>
<td>UNIVERSITÀ DEGLI STUDI DI MILANO</td>
<td>11/110 Com. laude</td>
<td></td>
<td>Modify</td>
<td></td>
<td></td>
</tr>
<tr>
<td>STATISTICS, COMPUTING, OPERATIONAL RESEARCH AND ECONOMICS</td>
<td>BACHELOR OF SCIENCE DEGREE</td>
<td>MATHEMATICAL AND PHYSICAL SCIENCES</td>
<td>UNIVERSITY COLLEGE LONDON</td>
<td></td>
<td>5 on a scale from 5 to 10</td>
<td></td>
<td>Modify</td>
<td></td>
<td></td>
</tr>
<tr>
<td>APPLIED PHYSICS</td>
<td>MASTER OF SCIENCE DEGREE</td>
<td>PHYSICS</td>
<td>UNIVERSITY OF MASSACHUSETTS</td>
<td></td>
<td>100 on a scale from 60 to 100</td>
<td></td>
<td>Modify</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGINEERING OF COMPUTING SYSTEMS</td>
<td>LAUREA</td>
<td>INGEGNERIA INDUSTRIALE E DELL’INFORMAZIONE</td>
<td>POLITECNICO DI MILANO</td>
<td></td>
<td>01/100</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

To insert a new title click on the following link: [NEW TITLE]

6.1.3) Now you have to select between the titles “Selected” in the previous step (6.1.2) and click on “Associate” to choose one of these as “qualification valid for the admission to the PHD Course” (see the Call for further details)

For a better evaluation the candidate is interested to insert/select more qualifications in the CV, clicking the button “Change selected titles” (you will be taken back to step 6.1.2).

Clicking on the link “Modify”, if present, it is possible to change the details of a title.

After clicking on “Associate”, you’ll see a green check in the column “Associate titles”. Only ONE title can be “Associated” to the application for a specific PhD course.

Please note that Italian study titles with a score lower than 95/110 (or 86/100) cannot be associated!

Preliminary analysis of academic qualifications are not provided.
We invite you to attach all their academic qualifications in the application. The academic qualifications will be evaluated by the selection boards.
When all the compulsory data in the “Study title” are filled, the red circle near the “Study title” heading will turn GREEN.
6.2) Curriculum vitae

Click on the “Curriculum vitae” upper tab to open the following page:

In this page you must upload your Curriculum Vitae (PDF, max 10MB)

The Curriculum Vitae is a single PDF, which must include:

- Information according to the “format” (available on the left column of the online application, and also in this page [http://www.dottorato.polimi.it/index.php?id=53&L=1](http://www.dottorato.polimi.it/index.php?id=53&L=1))
  **It is mandatory to use this format**
- the list of the applicant's publications
- no more than two attached documents (e.g., two published papers, or a portfolio and a published paper) chosen among those that are deemed most significant to illustrate the applicant's potential.
- a recent passport size photograph
- The curriculum file, together with its attachments, must be uploaded as a single pdf file that does not exceed 10 MB.

Select the PDF file from your local PC, then click “Save” to continue.
Then the red circle near “Curriculum vitae” heading will become GREEN
6.3) Reasons

Click on the “Reasons” upper tab to open the following page:

Insert a description of the reasons (motivations) for applying to the selected Ph.D. programme (max 2,000 characters), then click on “Save”

Then the red circle near “Reasons” heading will become GREEN
6.4) Scholarship options and script elaborate / Areas (if applicable)
(see Art.1bis of the call for details on the courses that have “areas”)

-If the chosen PhD Programme have “areas”, click on the “Areas” upper tab to open the following page

If at the step 6) New application you’ve selected 2 areas, now you must choose which one is your “preferred” one, by clicking the option “Select if first preference”

For each areas, if any, you must:
- upload the PDF of the Research Project (on the left column of the online application you will find the link to download the Research Project Format; you can find it also in this page http://www.dottorato.polimi.it/index.php?id=53&L=1
- declare (yes/no) if you intend to compete for a scholarship.

Warning! The option on the scholarship availability is binding for the possible allocation of any type of scholarship, and it is no longer exercised after the submission of the application. After the expiry of the competition rules notice if the candidate has indicated a willingness to compete for a scholarship he/she will give the option for one or more topic or interdisciplinary scholarship, with methods and deadlines defined in Art. 3 bis of the competition rules notice

To delete an Area, click on the button “Delete” near to the area number.

After filling all the fields, and selecting all the attachments, click on the “Save areas” button. Then the red circle near “Areas” heading will become GREEN

-If the chosen PhD programme doesn’t have any “areas”, click on the “Scholarship options and script elaborate” upper tab to open the following page:
Then:

- upload the PDF of the Research Project (on the left column of the online application you will find the link to download the Research Project Format; you can find it also in this page http://www.dottorato.polimi.it/index.php?id=53&L=1)
- declare (yes/no) if you intend to compete for a scholarship.

Warning! The option on the scholarship indicates if you want to apply for the available scholarships, and cannot be exercised again.

After the confirmation of the application, candidates who have indicated a willingness to compete for a scholarship will be given the option to declare whether they intend to compete for a scholarship.

It is necessary to attach a document illustrating the development of a possible PhD research project.

It is also necessary to indicate if you want to be allocated a scholarship.

After the expiry of the competition rules notice if the candidate has indicated a willingness to compete for a scholarship he/she will give the option for one or more topic or interdisciplinary scholarship, with methods and deadlines defined in Art. 3 bis of the competition rules notice.
6.5) References
(not compulsory)

Click on the “References” upper tab to open the following page

If you want to insert a contact person (reference for your application), click “Add contact person” and fill the following fields:

You have only to insert the contact of your referees.

**You don’t have to upload or send by email any reference letter.**

The commission evaluating your application will contact your referees if it decides it’s necessary.
6.6) Going back to the “Application list” main page

From any of the steps 6.1-6.5, you can go back to the “Application list” main page by clicking on the “Main page” link in the left column.

You will be taken to the list of the Applications that you filled.
7) Application list

The application, before being confirmed, can be modified by the candidate an indefinite number of times. When confirmed it can no longer be modified.

In the “Application list” (see also 6.6) Going back to the “Application list” main page) you can see the list of your filled applications

For each of the applications you can choose one of this operations:

7.1) Edit the application

(click on the icon)
you will be taken back to the details of your application, where you can change the selected title of study and all the other details

7.2) Print the application in PDF format

(click on the icon)

Please note that the PDF will be generated even if the application is still “open” (not confirmed): you will see “DRAFT” in the background of the PDF
7.3) Deleting an application

(click on the Delete icon)

A warning message will be shown:

Be careful! If you continue, the application and all its attachments will be deleted!

7.4) Confirm the application

(click on the Confirm icon)

(The application, before the confirmation, can be modified by the candidate an indefinite number of times. After it’s confirmed it can no longer be modified.)

Please note that you can “confirm” only the application with a YELLOW circle at the left of the PhD name.

(a RED circle on the left of the PhD name means that you haven’t yet filled all the compulsory data)

After clicking the “Confirm” icon, you will see a warning:
If you’re not sure that your application is complete, please go back and check all the informations filled. **After it’s confirmed it can no longer be modified!**

If you click on “OK”, the system will check if all the mandatory data are filled, and if all the required attachment were uploaded.

If any problem is found, the application will NOT be confirmed, and an error message will be shown. You must solve those problems before being able to confirm your application.

For example:

![Error message]

After solving all the problems, remember to click again on the confirm icon to try again to confirm the application.

When the check of completeness will succeed, you will be shown a “declaration” page:

![Declaration page]

(content may vary from this image, upon your specific situation)
Check the information, click on “Accept” if you accept to declare them: a warning window will be shown

![Warning window]

The application will be confirmed in a definitive way and you can not change it anymore. Do you want to proceed? After the confirmation, please read carefully the instructions about payment and topic scholarships.

Click “OK” if you want confirm this application in a definitive way.

**Please note that if you click on OK you can not change it anymore!**

After clicking on “OK”, you will be taken back to the “Application list” main page; the confirmed application will be shown with a GREEN circle on the left, and a “locked” icon:

![Locked icon]

The “Modify” icon will not be available anymore, at its place you can see the “View” icon (you can see all the information previously filled, but you cannot modify anything)

You can now print a PDF receipt of the application by clicking on the icon (if the application is “confirmed” you shouldn’t see “DRAFT” on the background. If you still see the “DRAFT” background on the receipt, please contact us).

You’ll see also a new “Topic scholarships” icon

**Now that you’ve successfully confirmed one (or more) applications, please remember to:**

1) pay the entrance fee for each of them! See 5) Payment details and 7.5) Pay the admission fee for a confirmed application

2) opt for topic/interdisciplinary scholarships! See 7.6) Select the Topic/Interdisciplinary Scholarships for a “confirmed” application
7.5) Pay the admission fee for a “confirmed” application

If you confirmed at least one application, you should see a “New cart” button at the bottom of the “Payment details” page:

Select the applications for which you want to pay the entrance fee, then click on “new cart” button.

Please note that you can select for payment only “APPLICATION WAITING FOR PAYMENT” (“confirmed” applications).

Then in the “Application cart” section you’ll see a new item:

Click on the 📦 icon to pay with “PagoPA”, a payment system for Italian public administrations. Some of the “PagoPA” pages are in Italian only: please follow carefully the following instruction to complete the payment.
7.5.1) Click on the icon if you want to pay by going in an Italian post office/bank/sisal shop/lottomatica shop/etc (see “information link”, in Italian only). The following form will appear: print it and go in the bank/shop/post office/etc.
7.5.2) Click on the € icon if you want to pay with credit card; you’ll see the following page:

Click on “Proceed” button to continue with payment:

Click on “PAGA ON LINE”, you’ll see this page:
Choose “Carta di credito, debito, prepagata”.

Choose the circuit of your credit card (in the example, “Mastercard” was chosen)
Choose one of the bank that will manage the payment (the only difference between the banks are the commissions on the payment; in the example, “Intesa SanPaolo” was chosen)
When you’ll choose a bank you have to confirm the choice, then the following pages will be different for each bank payment system; in the example we’ll shown the “Intesa Sanpaolo” pages

Click on “Procedi con il pagamento”
Click on “Pagamento con carta di credito”

Click on “Verifica condizioni di servizio…”, then click on “Procedi con il pagamento”.
(in this page you can click on the “English” flag to access the English version of the page
Fill all the fields (remember to click also on “I confirm that I have read…”)
Then click on “Submit” and complete the payment.

**Problems with payments for the applications**
Only in case you can't use Pago PA to pay the due fee for the applications for PhD course, it's possible to enable the payment with international bank transfer: click on the link “*Request authorization for payment with international bank transfer*” in the left column of the “payment details” page:
You’ll have to declare that you are not able to pay with PagoPA:

Then you’ll be able to see another icon for the payment:

If you click on that icon you can save a PDF with all the required information for a “Order for transfer/ SEPA Credit Transfer”.

Please note that if you pay with Credit card:
-the payment will be instantly received (yellow traffic light), but the registration will depend on the banking services and when actually registered the traffic light will become green;
-to avoid duplicate payments, the procedure sometimes does not allow multiple payments having the same: value & name and surname & expire date. To make a second payment is enough to change one of the fields (just the expire date, which can also be left blank).

If you pay in Italy with a “printed form”, it could take few days to receive the payment. The traffic light will be red until the receivement of the payment (green traffic light).

Once the payment has been made, it takes a few days before the circle in the payment section becomes green.
So it's not a problem if the payment is registered in next days, the important thing is that it's done before the deadline.
The registration of the payment after a few days (even after the expiration date) does not imply the cancellation of the application.
Please keep the receipt: candidate will be contacted by the offices in case of problems.
7.6) Select the Topic/Interdisciplinary Scholarships for a “confirmed” application

If you confirmed at least one application, in the “Application list” you should see a new “Topic scholarships” icon for each confirmed application:

After the application is confirmed, candidates who have indicated a willingness to compete for a scholarship, if they are interested and if the PHD program provides them, must opt for topic/interdisciplinary scholarships by 21/05/2018 (14:00) Italian time checking on “Topic Scholarship”. After the deadline of the call, it will be possible to apply for new topic scholarships from 10AM of 8th June, to 2PM of 15th June 2018 with the same procedure.

Choose the Topic/Interdisciplinary Scholarships, then click “Save”.
If the applicant will be suitable both for a general scholarship and for a topic or interdisciplinary scholarship, the Judging Panel will decide which scholarship to assign taking account of the overall assessment, qualifications and documents submitted by the applicant.

The subjects about topic scholarships can be consulted in the online procedure clicking on [Show form](http://www.dottorato.polimi.it/index.php?id=246&L=1), or on the web page: [http://www.dottorato.polimi.it/index.php?id=246&L=1](http://www.dottorato.polimi.it/index.php?id=246&L=1)

The subjects about interdisciplinary scholarships can be consulted in the online procedure clicking on [Show form](http://www.dottorato.polimi.it/index.php?id=242&L=1), or on the web page: [http://www.dottorato.polimi.it/index.php?id=242&L=1](http://www.dottorato.polimi.it/index.php?id=242&L=1)