

ONLINE ADMISSION 2023 QUICKSTART

v.2.1 - 2023

English version of the application is available at [this link](#), **please do NOT use tools to translate the Italian version (i.e. Google Translate).**

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.**

SEE ALSO:

- **FAQ**

www.dottorato.polimi.it/fileadmin/files/dottorato/concorso_linkweb/FAQ_call.pdf

- **CALL**

www.dottorato.polimi.it/fileadmin/files/dottorato/concorso_linkweb/Bando_EN_G.pdf

Please note that the maximum size of each PDF is 5MB;

Only the PDF of the CV can be up to 10MB.

NEW USER	5
New user – step 1 / 4: Identification Data	5
New user – step 2 / 4: Telephone contacts	6
New user – step 3 / 4: consent to processing personal data	6
New user – step 4 / 4: choose a password	6
Self-service password recovery	8
ONLINE SERVICES	10
APPLICATION FORM	11
1) PERSONAL DATA	11
2) Starting Page	13
3) Personal data registry	14
3BIS) Residences of the Politecnico di Milano	21
4) Language	21
5) Payment details	23
6) New application	24
6.1) Study title	26
6.2) Curriculum vitae	31
6.3) Reasons	32
6.5) References	35
6.6) Going back to the “Application list” main page	36
7) Application list	37
7.1) Edit the application	37

7.1.5) Questionnaire Compilation.....	37
7.2) Print the application in PDF format.....	38
7.3) Deleting an application	38
7.4) Confirm the application	38
7.5) Pay the admission fee for a “confirmed” application	42
7.6) Select the Thematic Scholarships for a “confirmed” application.....	56
8) Rankings	57

STARTING THE ONLINE ADMISSION PROCEDURE

Open your browser and go to the address

<http://www.polimi.it/oneservices>



POLITECNICO
MILANO 1863

Servizi online

 **Entra con SPID**

 **Entra con CIE**

 **Entra con eduGAIN** 

Credenziali Polimi

Codice Persona

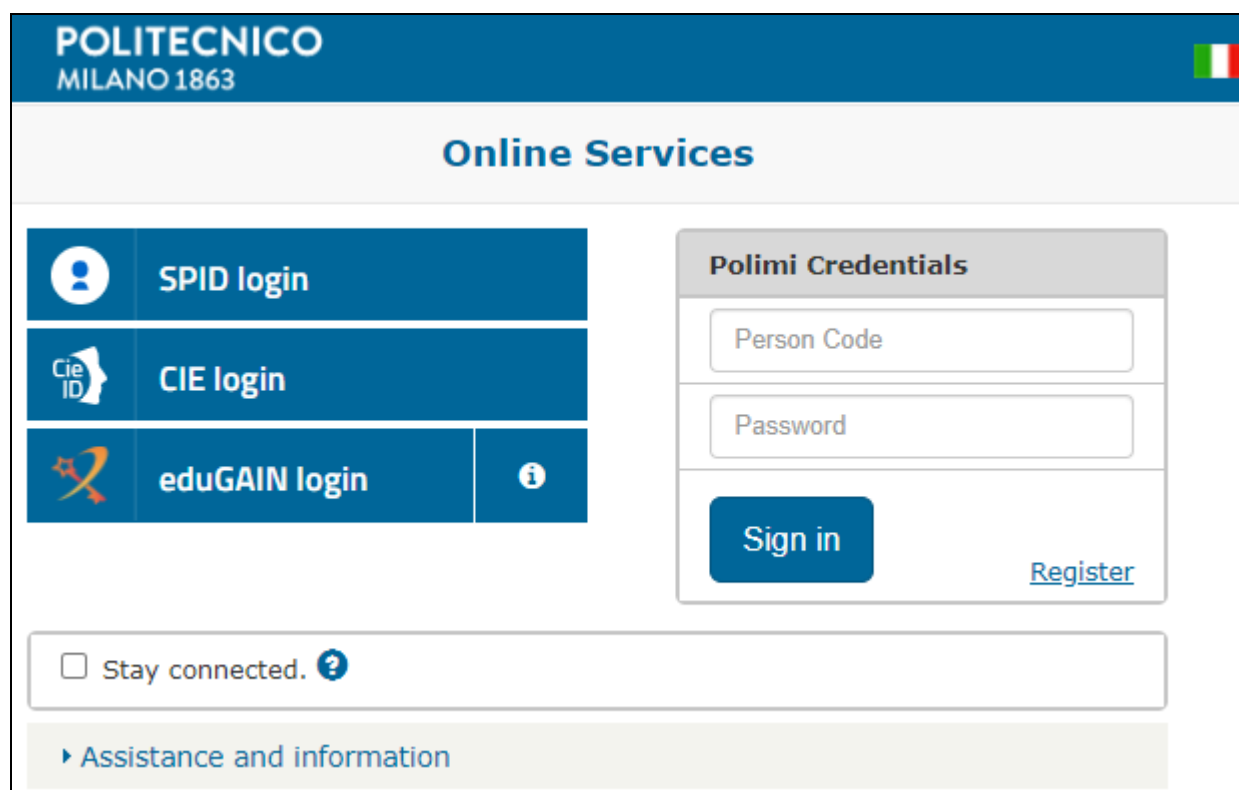
Password

Accedi [Registrati](#)

☐ Resta connesso. 


[Assistenza e informazioni](#)


Click on the English flag to switch to the English version:





POLITECNICO
MILANO 1863

Online Services

 **SPID login**

 **CIE login**


 **eduGAIN login** 

Polimi Credentials

Person Code

Password

Sign in [Register](#)

☐ Stay connected. 

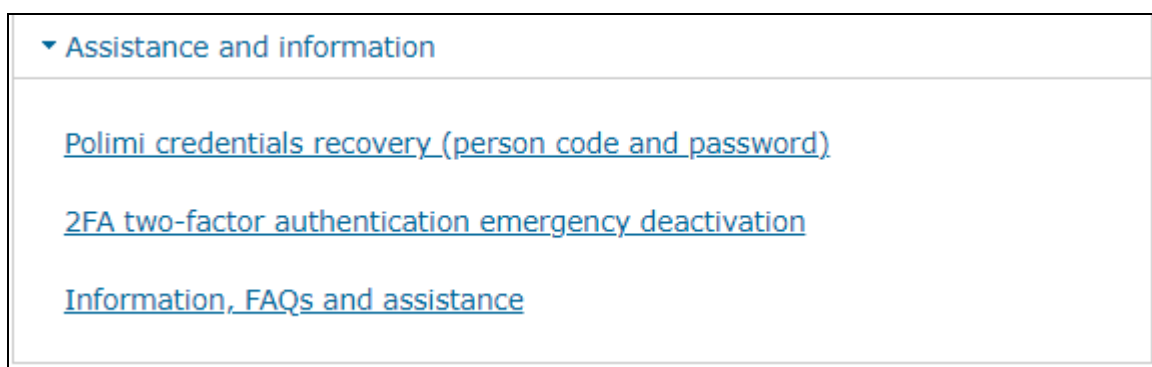
[Assistance and information](#)

-If you are **NOT already registered** at Politecnico di Milano, click on “**Register**” link (see “NEW USER” section on page 5).

-If you are **already registered** at Politecnico di Milano, or you already have Person Code and password, see “*ONLINE SERVICES*” section on page 10

-If you are **already registered** at Politecnico di Milano, but you **don’t remember your credentials (password and/or Person Code)**: see “*Self-service password recovery*” on page 8

-If you are **already registered** at Politecnico di Milano, but **you have problem with the 2FA (two-factor authentication)**, click on the “**Assistance and information**” link, you’ll see the following box:



click “**Information, FAQs and assistance**” and follow the instructions.

-If you are already filling the online application form, and you need some assistance, see “APPLICATION FORM” section on page 11

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 “Assistance and information” link (see “Self-service password recovery” on page 8)

New user – step 1 / 4: Identification Data

Politecnico di Milano registration step 1/4		
The registration is only for users that never registered to Politecnico		
Identification Data		
Surname	<input type="text"/> No surname	Compulsory data Enter the same surname (Family name) as on the official document or declare the absence.
Name	<input type="text"/>	Compulsory data Enter the same name as on the identity document
Sex	<input type="radio"/> M <input type="radio"/> F	Compulsory data Enter sex
Date of birth	dd / mm / yyyy dd/mm/yyyy	Compulsory data Enter date of birth in the format dd mm yyyy as on the official document
Country of birth	<input type="text"/>	Compulsory data Enter the country of birth as on the identity document
Province of birth	<input type="text"/>	Compulsory data if Italy has been selected Only for Italian towns/cities: select the province from the list
Place of birth	<input type="text"/>	Compulsory data Select the town/city of birth from list. Only for Italian municipalities: in the case of homonymous select the municipality existent at the moment of birth. For example, if you were born in 1983 in Bellagio choose: BELLAGGIO (abolished 03/feb/2014)
Place of birth not listed	<input type="text"/>	Add the town/city if it is not in the proposed list, write it as is on the identity document.
Citizenship	<input type="text"/>	Compulsory data Enter here citizenship (if you possess more than one on of which is italian, enter here the italian one, and the other under "Other citizenship") as on the official document
Other citizenship	<input type="text"/>	Optional data Enter here any other citizenship as on the official document
Tax code	<input type="text"/>	Compulsory data for Italian citizens or residents Enter only official the fiscal code (codice fiscale) given from italian "Agenzia delle Entrate"
Personal email		
Personal e-mail address (for password recovery)	<input type="text"/>	Compulsory data E-mail address where you wish to receive confirmation of registration
<input type="button" value="Cancel"/> <input type="button" value="Next"/>		

“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 2023

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


 Politecnico di Milano registration step 2/4		
Telephone contacts		
Mobile	<input type="text"/>	Optional data Enter the mobile phone number with international code and without spaces (e.g. +3933812345678)
Residence telephone number	<input type="text"/>	Optional data Enter the residence address telephone number with international code and without spaces (e.g. +3901112345678)
Domicile telephone number	<input type="text"/>	Optional data Enter the contact address telephone number with international code and without spaces (e.g., +3901112345678)
<input type="button" value="←Back"/> <input type="button" value="Next→"/>		

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




Consent to processing of personal data		Compulsory data Having acknowledged the information in its entirety (art. 13 of the Regulation EU 2016/679 posted in: https://www.polimi.it/en/policy/privacy/) I hereby authorize the processing of my personal, sensitive and judicial data by sending this form.
Consent to processing of personal data	<input type="radio"/> Yes <input checked="" type="radio"/> No	
<input type="button" value="←Back"/> <input type="button" value="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

 Politecnico di Milano registration step 4/4	
Enter password	
Password	<input type="password"/>
Repeat password to confirm	<input type="password"/>
<input type="button" value="Continue"/>	
Password rules	
The password must respect the following criteria:	
<ul style="list-style-type: none">• It must be at least 8 alphanumeric characters• It must contains minimum 2 numbers• It must contains minimum 2 letters• it must contains at least 1 upper case letter• It must be different from the previous passwords (last 3 months) by at least 4 characters	







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

Information	
	A confirmation email was sent to your email address. The message contain also the Person Code as a reminder.
Registration result	
	Registration completed successfully. The password has been correctly defined
Identification codes	
	Person code is needed to access the Politecnico Online Services. Keep it. Person code: XXXXXXXXXX
To print the registration click on the link shown Print	
<input type="button" value="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:

POLITECNICO MILANO 1863		
Online Services		
	SPID login	
	CIE login	
	eduGAIN login	
<div> Polimi Credentials </div> <div> <input type="text" value="Person Code"/> </div> <div> <input type="text" value="Password"/> </div> <div> <input type="button" value="Sign in"/> </div> <div> Register </div>		
<input type="checkbox"/> Stay connected. 		
▶ Assistance and information		


Then you should insert your new "person code" and password to continue to the Online Services portal (see "ONLINE SERVICES" section on page 10)


Self-service password recovery



Open your browser and go to the address: <http://www.polimi.it/oneservices>

POLITECNICO
MILANO 1863

Online Services

 SPID login

 CIE login

 eduGAIN login 


Polimi Credentials

Person Code

Password

Sign in

[Register](#)

☐ Stay connected. 

[Assistance and information](#)

Click on the “**Assistance and information**” link, you’ll see the following box:

▼ Assistance and information

- [Polimi credentials recovery \(person code and password\)](#)
- [2FA two-factor authentication emergency deactivation](#)
- [Information, FAQs and assistance](#)

Click on the “**Polimi credentials recovery (person code and password)**” link and follow the instruction on the following page to recover your credentials:

Have you forgotten your user code or password?

The Polimi credentials consist of a person code and password, they are provided to you after registration.

By registering you have indicated the personal email address useful for password recovery and on which you have been notified of the person code.

Password recovery

Person code

Personal email

Don't you remember these data? [Request Assistance](#)

If you remember your Person Code and Personal email address (used when you first registered at Politecnico):

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 first registered at Politecnico; if you registered as a new user, see “NEW USER” section at page 5)

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

Otherwise, **if you can’t remember** your “Person code” and/or your “Personal email”, click the “Request assistance” link and fill the following page:

Ask for assistance

Please enter your contact details so that we can answer your request.
[Privacy policy](#)

Access with personal data

Athentication assistance - Credential Recovery

First name*:

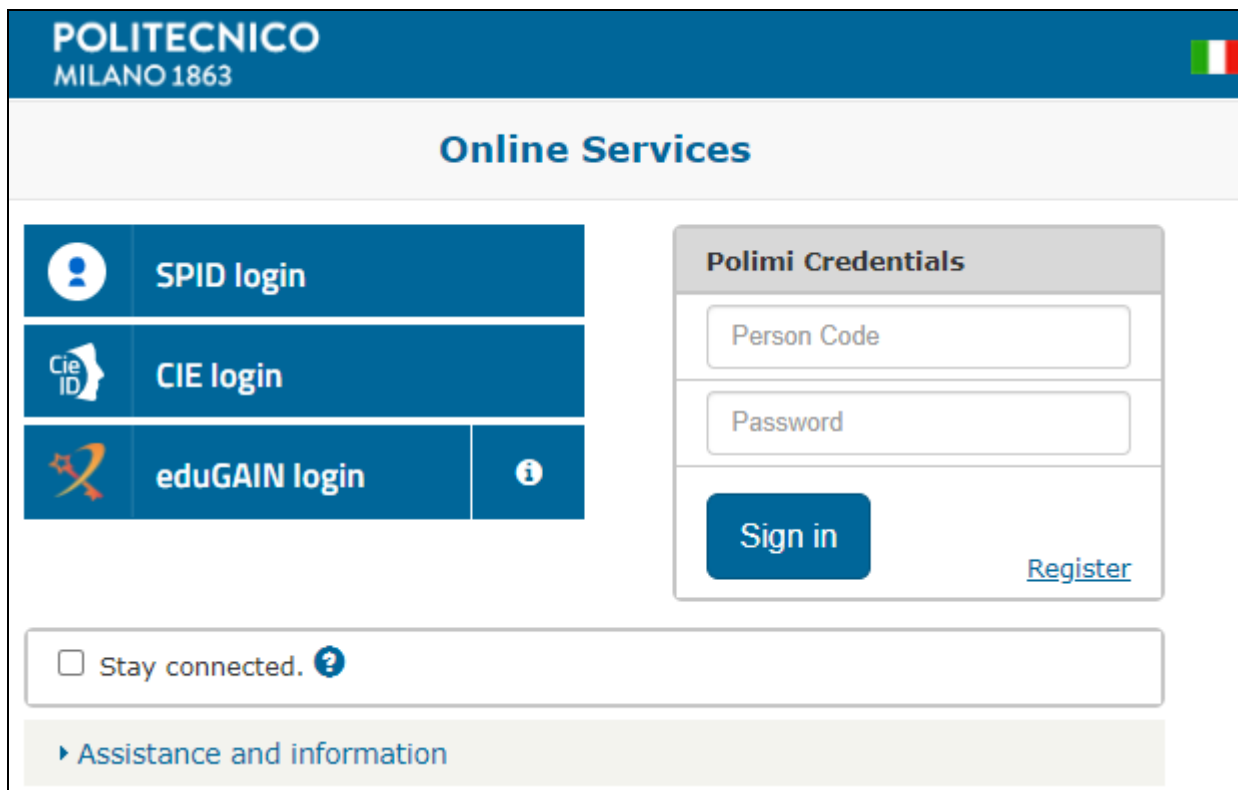
Last name*:

Personal Email address*:

Retype e-mail address*:

ONLINE SERVICES

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



POLITECNICO
MILANO 1863

Online Services

SPID login

CIE login

eduGAIN login

Polimi Credentials

Person Code

Password

Sign in

[Register](#)

☐ Stay connected. ?

[Assistance and information](#)

Then 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 11)

Help

Online application form to apply to a PhD programme. Admission to the competition must be drafted and sent exclusively in electronic format via the on-line procedure.

APPLICATION FORMS

- ★ [Admission to Bachelor's Degree Programme: register for the test, check the result, enro](#)
- ★ [Test Commission Display](#)
- ★ [Application form for PhD courses](#)

POST DEGREE

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“)

← Pre iscrizione ai concorsi di Dottorato > Modifica dati personali

Available functions
Back

Warning

Warning!
There are the following anomalies in the data:
No tax code scan has been entered
Some data missing in one or more Identification documents , please click on Manage to view details.

This page summarizes all the data and contact information provided at the Ateneo.

Identification Data

Person code	:	
Surname	:	
Name	:	
Sex	:	
Date of birth	:	dd/mm/yyyy
Country of birth	:	
Province of birth	:	
Place of birth	:	
Citizenship	:	
Other citizenship	:	
Tax code	:	

[Manage](#)

Tax Code (scan only)

No tax code scan has been entered

[Manage](#)

Identity documents

Some data missing in one or more Identification documents , please click on Manage to view details.

File	Type	Number	Date insert	Validation status	Validated on
	ID CARD			TO BE VALIDATED	

[Manage](#)

Recognition

Identified ☐ Yes, identity document data are stored on paper.

Personal email

Personal e-mail address (for password recovery)

[Change email](#)

Residence address

Country	
Province	
Town/city	
Postcode	
Address	
Street number	
Town/city district	
C/O	
Date of effect of residence data	

[Manage](#)

Contact address

The contact address and the residence address are coincident? ☐ Yes

[Manage](#)

Tax domicile

Does tax domicile coincide with residence?	
Date of effect of tax domicile	

Telephone contacts

Mobile	
Residence telephone number	
Domicile telephone number	

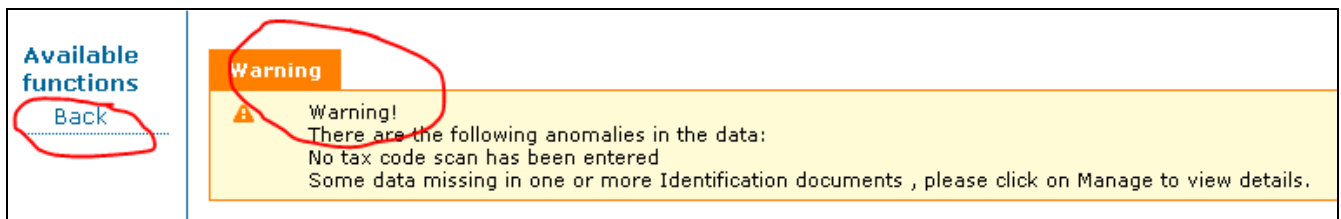
[Manage](#)

Other contacts

Fax	
Skype	

[Manage](#)

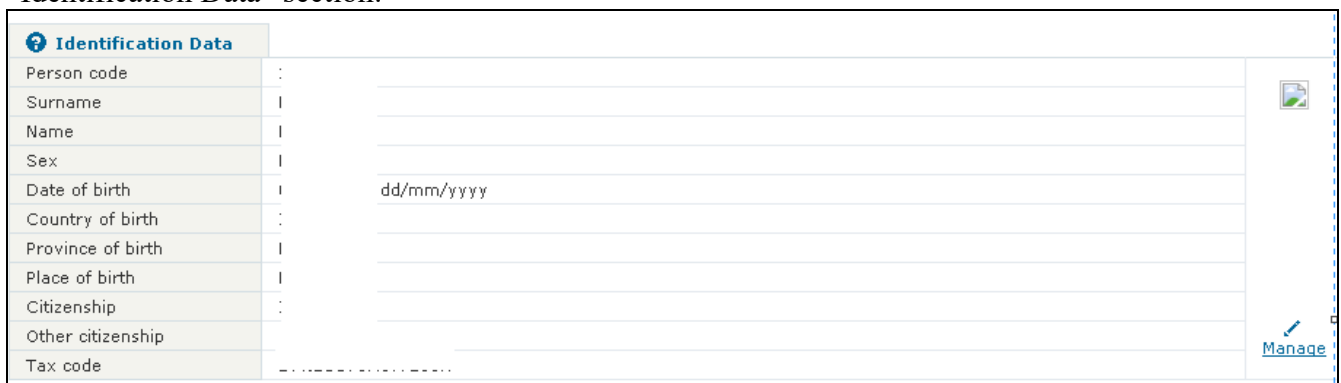
At the top of the page you may find a “Warning box”:



The screenshot shows a sidebar on the left with the text "Available functions" and a "Back" link. The "Back" link is circled in red. To the right, there is a yellow warning box with an orange header that says "Warning". Inside the box, there is a warning icon and the following text: "Warning! There are the following anomalies in the data: No tax code scan has been entered Some data missing in one or more Identification documents , please click on Manage to view details."

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

“Identification Data” section:



The screenshot shows the "Identification Data" section. It has a header with a question mark icon and the text "Identification Data". Below the header is a form with the following fields: Person code, Surname, Name, Sex, Date of birth (with a placeholder "dd/mm/yyyy"), Country of birth, Province of birth, Place of birth, Citizenship, Other citizenship, and Tax code. On the right side of the form, there is a "Manage" link with a pencil icon.

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  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”

2) Starting Page

Online services > Application form for PhD courses [Ask for assistance](#)

Menu
Exit

Research Project Format
(PDF) (RTF)

Template CV
(PDF) (RTF)

References
[Mail to International Phd](#)
(internationalphd@polimi.it)

[User manual](#)

[Research subjects and themes](#)

[Call cycle XXXIX](#)

Read very carefully the following informations:
Application for admission to the XXXIX cycle of PhD Research.
The deadline for application is from **26/04/2023 (10:00)** to **26/05/2023 (14:00)**.

Applications list Personal data registry Residences of the Politecnico di Milano Language Payment details

Warning: It is necessary to confirm the application checking on **confirm** by the deadline of the call, that is **26/05/2023**.
If the application is not confirmed it won't be evaluated by the commission.
A **confirmed** application can not be changed, please confirm the application only when the data is completed.
In order to pay, it is necessary that the application is confirmed.
ATTENTION: REGARDLESS THE DATE OF THE RECEIVEMENT OF THE PAYMENT, IT IS NECESSARY TO PAY WITHIN 26/05/2023, ON PAIN OF NULLITY OF THE APPLICATION. IN ORDER TO PAY, CHECK ON "PAYMENT DETAILS".
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 theme SCHOLARSHIPS by 26/05/2023 italian time checking on "theme Scholarship"
(visible only after the application is confirmed).

No application form yet included
[New Application](#)

We suggest you to follow this order of operations:

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

2.2) Fill “Accommodation at a discounted price” (see section “3BIS) Residences of the Politecnico di Milano”)

2.3) Fill “Language” (see section 4) Language)

2.4) Fill a “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 € for each 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 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

Applications list	Personal data registry	Language	Payment details
-------------------	------------------------	----------	-----------------

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

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	

[Modify](#)

Identity document

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

[Modify](#)

Recognition

Identified	Yes, identity document data are stored on paper.
------------	--

Personal email

Personal e-mail address	
-------------------------	--

Residence address

Country	
Province	
Town/city	
Postcode	
Address	
Town/city district	
C/O	
Date of effect of residence data	

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

Mobile	
Residence telephone number	
Domicile telephone number	

Other contacts

Fax	
Skype	

[Edit Personal Details](#)

3.2) check carefully all the data in the page, in particular the **E-MAIL**

E-Mail	
Contact email*	[REDACTED]
Personal e-mail address	[REDACTED]
<small>* All information regarding the application form will be sent only to the email address 'Contact Email'. If this address is the personal email address, check that it is not obsolete. In this case it is possible to replace it by clicking the bottom button on the 'Edit Personal Data' page.</small>	

All information regarding the application form will be sent only to the email address 'Contact Email'.

If this address is the personal email address, check that it is not obsolete. In this case it is possible to replace it by clicking the bottom button on the 'Edit Personal Data' page.

If there is something wrong, at the top of the page you should see an error message like this:

<p>The application cannot be confirmed because the personal data are not completed. Go to link <i>Edit Personal Details</i> to complete the requested data.</p> <ul style="list-style-type: none">• 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	
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	
Modify	

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 2023.

Warning

Warning!
There are the following anomalies in the data:
No tax code scan has been entered

Identification Data

Person code		Tax code	
Surname		Name	
Sex		Date of birth	
Country of birth		Place of birth	
Citizenship		Other citizenship	

Add or edit your documents.
If there are several, you can select the one to use

Tax Code (scan only)

No tax code scan has been entered

[Continue](#)[Add a document](#)

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)

[Online services](#) > [Pre iscrizione ai concorsi di Dottorato](#)[Ask for assistance](#)

3.4) to modify the data in the "**Identity document**" section and upload the PDF scan, click on the [Modify](#) link under that section:

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

Warning**Warning!**

There are the following anomalies in the data:

Some data missing in one or more Identification documents , please click on Manage to view details.

Identification Data

Person code		Tax code		
Surname		Name		
Sex		Date of birth		
Country of birth		Place of birth		
Citizenship		Other citizenship		

Add or edit your documents.

If there are several, you can select the one to use

Identity documents**Some data missing in one or more Identification documents , please click on Manage to view details.**

Select	Edit	File	Type	Authority	Number	Issued on	Expires on	Date insert	Validation status	Validated on
			ID CARD						TO BE VALIDATED	

Continue

Add a document

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

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,

Recognition	
Identified	Yes, identity document data are stored on paper.
Personal email	
Personal e-mail address	
Residence address	
Country	
Province	
Town/city	
Postcode	
Address	
Town/city district	
C/O	
Date of effect of residence data	
Contact address	
The contact address and the residence address are coincident?	Yes
Tax domicile	
Does tax domicile coincide with residence?	
Date of effect of tax domicile	
Telephone contacts	
Mobile	
Residence telephone number	
Domicile telephone number	
Other contacts	
Fax	
Skype	
Edit Personal Details	

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:

Warning

 **Warning!**
 There are the following anomalies in the data:
 Some data missing in one or more Identification documents , please click on Manage to view details.
 Some data missing in one or more residence permit request documents , please click on Manage to view details.

Follow the instructions given in the warning box to fix the errors.

This page summarizes all the data and contact information provided at the Ateneo.

Identification Data

Person code	
Surname	
Name	
Sex	
Date of birth	
Country of birth	
Province of birth	
Place of birth	
Citizenship	
Other citizenship	
Tax code	

Tax Code (scan only)

No tax code scan has been entered

 [Manage](#)

Identity documents

Some data missing in one or more Identification documents , please click on Manage to view details.

File	Type	Number	Date insert	Validation status	Validated on
	ID CARD			TO BE VALIDATED	

[Manage](#)

Recognition

Identified	Yes, identity document data are stored on paper.
------------	--

Personal email

Personal e-mail address (for password recovery)	
---	--

[✎ Change email](#)

Residence address

Country	
Province	
Town/city	
Postcode	
Address	
Street number	
Town/city district	
C/O	
Date of effect of residence data

[Manage](#)

 Contact address

The contact address and the residence address are coincident?	Yes
---	-----

 Manage

Tax domicile

Does tax domicile coincide with residence?	Yes
Date of effect of tax domicile	

Telephone contacts

Mobile	
Residence telephone number	
Domicile telephone number	

 Manage

Other contacts

Phone	
Fax	
Skype	

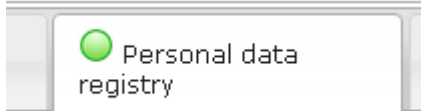
 [Manage](#)

“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) Residences of the Politecnico di Milano

Click on “Residences of the Politecnico di Milano” tab 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 “Residences of the Politecnico di Milano” heading should turn GREEN



4) Language

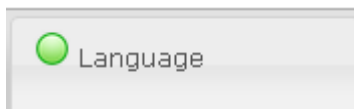
Click on the “Language” tab to open the following page:



- 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.
The English language certifications are valid regardless of the date when they were awarded.
- 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.
- In the presence of at least one language test that can be used for the competition application **it is not allowed to use the alternative declarations "*Subsequent achievement of the language test*" and "*Mother tongue*".** In this case, in the list of language tests, press the "Select" button in "use for the application" column corresponding to the language test you intend to use for the competition.

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:

The screenshot shows the 'Payment details' tab selected in a navigation bar. The main content area contains instructions for payment. It states that the entrance fee is 25,82 € and that payment is only possible if the application is confirmed. It provides instructions on how to select applications to pay for and how to add them to a cart. A warning states that payment must be made by 26/05/2023. Below the text, there are two sections: 'Applications cart' and 'Select the admissions request to add to a new cart to proceed with the payment', both showing 'No records'.

Applications list **Personal data registry** **Residences of the Politecnico di Milano** **Language** **Payment details**

In order to complete your application you shall pay the entrance fee amounting to 25,82 € for any application.
In order to pay, it is necessary that the application is confirmed.
It is possible to pay once for many applications as long as those have been confirmed and they are not already part of another shopping cart.

Select from the table below ("Select the admissions request to add to a new cart to proceed with the payment") the applications you want to pay for and click the button "Add to cart".
Once you press "Add to cart" the candidate will be directed to the pages of Pago PA: it is recommended to read the instructions carefully and if in doubt consult the corresponding manual.

ATTENTION: REGARDLESS THE DATE OF THE RECEIVEMENT OF THE PAYMENT, IT IS NECESSARY TO PAY WITHIN 26/05/2023, ON PAIN OF NULLITY OF THE APPLICATION.
In the table "Applications cart" it is possible to check the payments status and pay.

Once the payment has been made, it takes a few days before the payment is registered and 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.

Applications cart
No records

Select the admissions request to add to a new cart to proceed with the payment
No records

(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 42

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:

Online services > Application form for PhD courses Ask for assistance

Menu
Exit

Research Project Format
(PDF) (RTF)

Template CV
(PDF) (RTF)

References
Mail to International Phd (internationalphd@polimi.it)
User manual
Research subjects and themes
Call cycle XXXIX

Read very carefully the following informations:
Application for admission to the XXXIX cycle of PhD Research.
The deadline for application is from 26/04/2023 (10:00) to 26/05/2023 (14:00).

Applications list Personal data registry Residences of the Politecnico di Milano Language Payment details

Warning: It is necessary to confirm the application checking on **confirm** by the deadline of the call, that is 26/05/2023.
If the application is not confirmed it won't be evaluated by the commission.
A **confirmed** application can not be changed, please confirm the application only when the data is completed.
In order to pay, it is necessary that the application is confirmed.
ATTENTION: REGARDLESS THE DATE OF THE RECEIVEMENT OF THE PAYMENT, IT IS NECESSARY TO PAY WITHIN 26/05/2023, ON PAIN OF NULLITY OF THE APPLICATION. IN ORDER TO PAY, CHECK ON "PAYMENT DETAILS".
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 theme SCHOLARSHIPS by 26/05/2023 Italian time checking on "theme Scholarship"
(visible only after the application is confirmed).

No application form yet included

New Application

Click on the “New Application” button to go to the following step:

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

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

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)

Areas list (it is possible to select not more than 2 areas)

☐ Computer Science and Engineering

☐ Electronics

☐ Systems and Control

☐ Telecommunications

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:

Compile the call for the course INFORMATION TECHNOLOGY.

<input checked="" type="radio"/> Study title	<input checked="" type="radio"/> Curriculum vitae	<input checked="" type="radio"/> Reasons	<input checked="" type="radio"/> Areas
<input type="radio"/> References			

The candidate has to insert the Accademic qualification necessary for the admission to the PhD course according to call [art.2](#).

It is necessary:

1. to insert possible academic qualifications not present in this page checking on link [NEW TITLE](#)
2. Checking from the list below all the titles the candidate wants the commission to evaluate and check on the bottom **SAVE THE SELECTED TITLES**

The list of attached degrees is empty

To insert a new title click on the folloqing link: [New title](#)

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 Accademic 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

The candidate has to insert the Accademic qualification necessary for the admission to the PhD course according to call [art.2](#).

It is necessary:

1. to insert possible academic qualifications not present in this page checking on link [NEW TITLE](#)
2. Checking from the list below all the titles the candidate wants the commission to evaluate and check on the bottom SAVE THE SELECTED TITLES

The list of attached degrees is empty

To insert a new title click on the folloqing link: [New title](#)

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

Pre iscrizione ai concorsi di Dottorato > Aunica Titoli

Academic Qualification

Modify Academic Qualification

Search University

Enter one or more search parameters to find the university awarding the academic qualification

University search filters

State: ITALY [Pencil icon] State not found

Municipality: [Choose the municipality] [Pencil icon] Municipality not found

Name of University

University Address

Search University

Search results

Enter search parameters required and press 'Search University'

Select University [Pencil icon] University not found

fill all the required fields

Pre iscrizione ai concorsi di Dottorato > Aunica Titoli

Academic Qualification
 Modify Academic Qualification
 > University data entry

Legend
 * Obligatory data

Enter university data

University data

Name of University *

State/Municipality * [Choose the municipality]

Address

Telephone

Fax

Web site

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

Pre iscrizione ai concorsi di Dottorato > Aunica Titoli

Academic Qualification
 Modify Academic Qualification
 > Programme data entry

Legend
 * Obligatory data

Enter attended Programme/Phd data

Selected University: NEW UNIVERSITY NAME
AUCKLAND- AUSTRALIA

Programme/Phd data

Programme level/type *

Official length of the programme (in year)

Programme/Phd title *

Important notice about the “Programme level/type” field:

Altra tipologia di laurea estera
 Bachelor
 Bachelor of Architecture
 Bachelor of Arts
 Bachelor of Design
 Bachelor of Engineering
 Bachelor of Laws
 Bachelor of Science
 Bachelor of Technology
 DipL. Accademico Est. di I Livello
 DipL. Accademico Est. di II Livello
 Diplome de l'Ecole Superieure
 Dottorato di Ricerca
 Grade de Licence
 Grado
 Graduacao
 Laurea Estera Ciclo Unico
 Licentiatura
 Lisans
 Magister
 Master
 Master Professionnel
 Master of Architecture
 Master of Arts
 Master of Design
 Master of Engineering
 Master of Science
 Mestrado Integrado
 Pregrado
 Professional Diploma
 Ptychio
 Spezialist
 Titolo
 Titolo a Nombre
 laurea quinquennale

The option “**Master**” refers to a post-degree qualification in Italy, which is NOT eligible for PhD Application.

If you are inserting a qualification equivalent to a Master of Science (see Art.2 of the [Call](#)), choose one of the other options, or “Altra tipologia di laurea estera” (Other degree).

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”

Enter one or more search parameters to find the Programme/Phd attended

Selected University: LEBANESE UNIVERSITY TRIPOLI

Programme search filters

Programme/Phd name

Search Programme/Phd

Research results

Programme/Phd	Programme level/type	City
INTERIOR ARCHITECTURE	Degree	TRIPOLI

Page 1 of 1

Select Programme/Phd Cancel

Programme/Phd not found

then enter the attended Programme/PhD data:

Enter attended Programme/Phd data

Selected University: LEBANESE UNIVERSITY TRIPOLI

Programme/Phd data

Programme level/type *

Official length of the programme (in year)

Programme/Phd title *

Confirm and continue Cancel Modifications

Please note that if you haven't yet completed your Master's degree at the closing date of this call, you may apply. In such case, please **remove the “check”** in the field “Qualification attained” - “Uncheck the flag if not graduated”

Academic qualification data modification page

Academic Qualification Data

University/Course

Qualification attained ☒ Uncheck the flag if not graduated

Academic year of Graduation 2018/2019

Date of graduation (dd/mm/yyyy)

Marks

Scale

In any event, the academic qualifications must be awarded before enrolment and no later than 11th September 2023, with the minimum marks indicated in the [call](#) (please read carefully Art.2 - Requirements for admission).

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”

Select from the list all the titles you want to be evaluated by the commission.

It is necessary:

1. to insert possible academic qualifications not present in this page checking on link [NEW TITLE](#)
2. Check from the list below all the titles the candidate wants the commission to evaluate and check on the button **SAVE THE SELECTED TITLES**

Degree title present in the catalog

Selected titles	Course:	System Type	Degree Class	School	Institution	Mark	Associated titles	Modify	Application documents
<input checked="" type="checkbox"/>	EARTH AND ENVIRONMENTAL ENGINEERING	MASTER OF SCIENCE DEGREE		INGEGNERIA E SCIENZE APPLICATE	COLUMBIA UNIVERSITY	A on a scale from D to A GPA: 4 on a scale from 1 to 4		Modify	Graduation Transcript
<input checked="" type="checkbox"/>	CHIMICA INDUSTRIALE E GESTIONALE	LAUREA SPECIALISTICA (SECOND DEGREE)	81/S	SCIENZE MM.FF.NN.	UNIVERSITA' DEGLI STUDI DI MILANO	100/110		Modify	Graduation Transcript
<input type="checkbox"/>	ENGINEERING OF COMPUTING SYSTEMS	LAUREA		INGEGNERIA INDUSTRIALE E DELL'INFORMAZIONE	POLITECNICO DI MILANO	81/100			

[Save selected titles](#)

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.

All the candidates have to select an academic qualification valid to the admission to the PHD Course, as indicated in [art.2](#) of the call. The candidate has to check **Associate** to choose the academic qualification valid for the admission to the PHD Course, otherwise the application can't be confirmed.

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

For a better evaluation the candidate is interested to insert/select more qualifications in the CV, checking the button *change selected titles*. Then, if it is present the link *modify*, it is possible to change the details of the qualifications.

Selected titles to the application for the evaluation by the commission

Selected titles	Course:	System Type	Degree Class	School	Institution	Mark	Associated titles	Associate the title to the application	Modify	Application documents
<input type="checkbox"/>	EARTH AND ENVIRONMENTAL ENGINEERING	MASTER OF SCIENCE DEGREE		INGEGNERIA E SCIENZE APPLICATE	COLUMBIA UNIVERSITY	A on a scale from D to A GPA: 4 on a scale from 1 to 4		Associate	Modify	Graduation Transcript
<input checked="" type="checkbox"/>	CHIMICA INDUSTRIALE E GESTIONALE	LAUREA SPECIALISTICA (SECOND DEGREE)	81/S	SCIENZE MM.FF.NN.	UNIVERSITA' DEGLI STUDI DI MILANO	100/110		Associate	Modify	Graduation Transcript

[Change selection titles](#)

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! (read carefully the [call](#))

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 .






Study title
Curriculum vitae
Reasons
Areas
References

All the candidates have to select an academic qualification valid to the admission to the PHD Course, as indicated in [art.2](#) of the call. The candidate has to check **Associate** to choose the academic qualification valid for the admission to the PHD Course, otherwise the application can't be confirmed.

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

For a better evaluation the candidate is interested to insert/select more qualifications in the CV, checking the button *change selected titles*. Then, if it is present the link *modify*, it is possible to change the details of the qualifications.

Selected titles to the application for the evaluation by the commission

Selected titles	Course:	System Type	Degree Class	School	Institution	Mark	Associated titles	Associate the title to the application	Modify	Application documents
<input checked="" type="checkbox"/>	EARTH AND ENVIRONMENTAL ENGINEERING	MASTER OF SCIENCE DEGREE		INGEGNERIA E SCIENZE APPLICATE	COLUMBIA UNIVERSITY	A on a scale from D to A GPA: 4 on a scale from 1 to 4		Associate	Modify	 Graduation  Transcript
<input checked="" type="checkbox"/>	CHIMICA INDUSTRIALE E GESTIONALE	LAUREA SPECIALISTICA (SECOND DEGREE)	81/S	SCIENZE MM.FF.NN.	UNIVERSITA' DEGLI STUDI DI MILANO	100/110			Modify	 Graduation  Transcript

[Change selection titles](#)

Detail title with the requirements of the Call

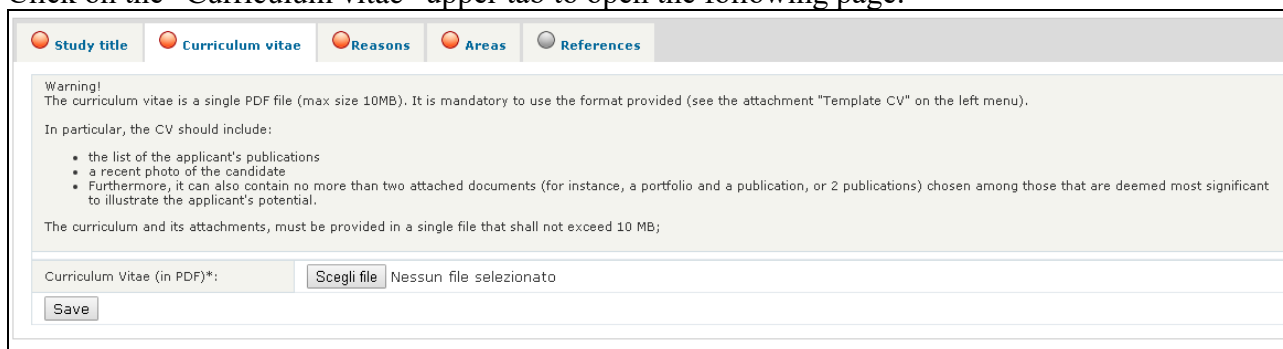
Institution:	UNIVERSITA' DEGLI STUDI DI MILANO
School:	SCIENZE MM.FF.NN.
Degree Programme:	CHIMICA INDUSTRIALE E GESTIONALE
Educational system:	LAUREA SPECIALISTICA (SECOND DEGREE)
Graduation Date:	26/04/2020
Degree mark (final grade):	100/110
Degree Class:	81/S
Course Duration:	

When all the compulsory data in the “Study title “ are filled, the red circle near the “Study title” heading will turn GREEN.

Study title

6.2) Curriculum vitae

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



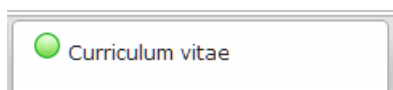
In this page you must upload your Curriculum Vitae (PDF, **max 10MB**)

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 <https://www.dottorato.polimi.it/index.php?id=420&L=1>)
It is mandatory to use this format. You must fill it in Italian or English language.
- 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:

The screenshot shows a web application interface with five tabs: "Study title", "Curriculum vitae", "Reasons", "Areas", and "References". The "Reasons" tab is selected, indicated by a red circle. Below the tabs is a text area for "Motivation (max 2000 characters) *". The text area has a rich text editor toolbar with buttons for undo, redo, bold, italic, underline, subscript, superscript, bulleted list, numbered list, decrease indent, increase indent, and link. A "Save" button is located at the bottom left of the text area.

Insert a description of the reasons (motivations) for applying to the selected Ph.D. programme (max 2,000 characters, including spaces and punctuation symbols), 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

Warning! The option on the scholarship indicates if you want to apply for the available scholarships, and cannot be exercised anymore after the submission. After the submission of the application, candidates who have indicated a willingness to compete for a scholarship he/she will be given the option for one or more theme scholar deadlines defined in art. 3 bis of the competition rules notice. 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 apply for a scholarship.

Area 1 ✖ Delete Area

Area:: Electronics

Select if first preference: ☐

Research Project (PDF)*: Nessun file selezionato

Do you intend to compete for a scholarship:*:

Area 2 ✖ Delete Area

Area:: Computer Science and Engineering

Select if first preference: ☐

Research Project (PDF)*: Nessun file selezionato

Do you intend to compete for a scholarship:*:

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 <https://www.dottorato.polimi.it/index.php?id=420&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 thematic 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

☒ Areas

-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:

<input checked="" type="radio"/> Study title	<input checked="" type="radio"/> Curriculum vitae	<input checked="" type="radio"/> Reasons	<input checked="" type="radio"/> Scholarship options and script elaborate	<input type="radio"/> References
--	---	--	--	----------------------------------

Warning! The option on the scholarship indicates if you want to apply for the available scholarships, and cannot be exercised after the application.
 After the confirmation of the application, candidates who have indicated a willingness to compete for a scholarship will be given the option for one or more thematic or interdisciplinary scholarship, with methods and deadlines defined in Art. 3 bis of the competition rules notice.
 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 apply for a scholarship.

Research Project (PDF)*:	Display	Edit:	<input type="button" value="Scegli file"/>	Nessun file selezionato
Do you intend to compete for a scholarship:*	<input type="button" value="Yes ▼"/>			

[← Return to Main 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 <https://www.dottorato.polimi.it/index.php?id=420&L=1>
It is mandatory to use this format. You must fill it in Italian or English language.
- **declare (yes/no) if you intend to compete for a scholarship.**

Warning! The last question (scholarship competition) 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 thematic 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

 Study title	 Curriculum vitae	 Reasons	 Areas	 References
<p>References give informations about the activity of research or study of the applicant (for example: professors, employers). Insert any names (max. 2) of references, complete with e-mail address, telephone number and possible Skype contact. 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.</p>				
 Add contact person				

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

First contact person	
Surname: *	<input type="text"/>
Name: *	<input type="text"/>
Email (lower case letters) *	<input type="text"/>
Phone Number	<input type="text"/>
Skype	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

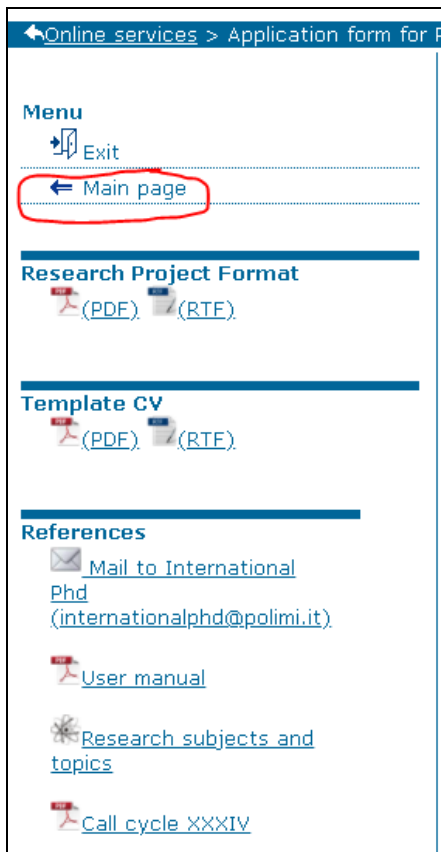
You have only to insert the contact of your referees.

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

The commission evaluating your application will contact your referees only 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

[Applications list](#) [Personal data registry](#) [Residences of the Politecnico di Milano](#) [Language](#) [Payment details](#)

Warning: It is necessary to confirm the application checking on **confirm** by the deadline of the call, that is **26/05/2023**.

If the application is not confirmed it won't be evaluated by the commission.

A **confirmed** application can not be changed, please confirm the application only when the data is completed.

In order to pay, it is necessary that the application is confirmed.
ATTENTION: REGARDLESS THE DATE OF THE RECEIVEMENT OF THE PAYMENT, IT IS NECESSARY TO PAY WITHIN 26/05/2023, ON PAIN OF NULLITY OF THE APPLICATION. IN ORDER TO PAY, CHECK ON "PAYMENT DETAILS".

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 theme **SCHOLARSHIPS** by 26/05/2023 italian time checking on "theme Scholarship" (visible only after the application is confirmed).

Course:	Areas	Application state	Selected degree for PhD admission	Operations
INGEGNERIA DELL'INFORMAZIONE / INFORMATION TECHNOLOGY	Electronics Telecommunications	APPLICATION INSERTED BUT NOT CONFIRMED	LAUREA SPECIALISTICA (SECOND DEGREE) - CHIMICA INDUSTRIALE E GESTIONALE	Edit Confirm Questionnaire Compilation Delete

New Application

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

Applications list

Personal data registry

Residences of the Politecnico di Milano

Language

Payment details

Warning: It is necessary to confirm the application checking on **confirm** by the deadline of the call, that is **26/05/2023**.
If the application is not confirmed it won't be evaluated by the commission.
A **confirmed** application can not be changed, please confirm the application only when the data is completed.
In order to pay, it is necessary that the application is confirmed.
ATTENTION: REGARDLESS THE DATE OF THE RECEIVEMENT OF THE PAYMENT, IT IS NECESSARY TO PAY WITHIN 26/05/2023, ON PAIN OF NULLITY OF THE APPLICATION. IN ORDER TO PAY, CHECK ON "PAYMENT DETAILS".
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 theme SCHOLARSHIPS by 26/05/2023 italian time checking on "theme Scholarship" (visible only after the application is confirmed).

	Course:	Areas	Application state	Selected degree for PhD admission	Operations				
	DATA ANALYTICS AND DECISION SCIENCES	-	APPLICATION INSERTED BUT NOT CONFIRMED	LAUREA SPECIALISTICA (SECOND DEGREE) - CHIMICA INDUSTRIALE E GESTIONALE	 Edit	 Print	 Confirm	 Questionnaire Compilation	 Delete
	INGEGNERIA DELL'INFORMAZIONE / INFORMATION TECHNOLOGY	Electronics Telecommunications	APPLICATION WAITING FOR PAYMENT	LAUREA SPECIALISTICA (SECOND DEGREE) - CHIMICA INDUSTRIALE E GESTIONALE	 Thematic scholarships	 View	 Print receipt		
	URBAN PLANNING, DESIGN, AND POLICY	-	APPLICATION INSERTED BUT NOT CONFIRMED	LAUREA SPECIALISTICA (SECOND DEGREE) - CHIMICA INDUSTRIALE E GESTIONALE	 Edit	 Print	 Confirm	 Questionnaire Compilation	 Delete

New Application

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

[Edit](#)

[Print](#)

[Confirm](#)

[Questionnaire Compilation](#)

[Delete](#)

7.1) Edit the application



(click on the [Edit](#) 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

7.1.5) Questionnaire Compilation

Before being able to CONFIRM an application, you must fill the questionnaire by clicking the



[Questionnaire
Compilation](#) icon

7.2) Print the application in PDF format



(click on the [Print](#) icon)

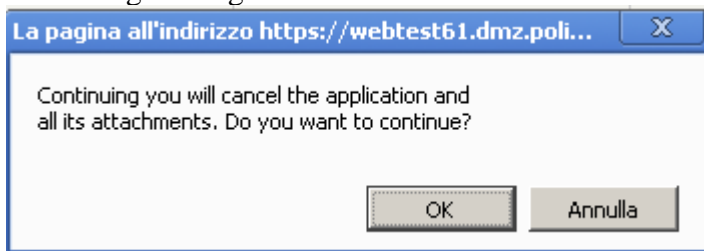
Please note that the PDF will be generated even if the application is still “open” (not confirmed): you will see “DRAFT” in the background of the PDF

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! You can delete an application only if it's NOT confirmed.

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

Applications list Personal data registry Residences of the Politecnico di Milano Language Payment details

Warning: It is necessary to confirm the application checking on **confirm** by the deadline of the call, that is **26/05/2023**.
 If the application is not confirmed it won't be evaluated by the commission.
 A **confirmed** application can not be changed, please confirm the application only when the data is completed.
 In order to pay, it is necessary that the application is confirmed.
ATTENTION: REGARDLESS THE DATE OF THE RECEIVEMENT OF THE PAYMENT, IT IS NECESSARY TO PAY WITHIN 26/05/2023, ON PAIN OF NULLITY OF THE APPLICATION. IN ORDER TO PAY, CHECK ON "PAYMENT DETAILS".
 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 theme SCHOLARSHIPS by 26/05/2023 italian time checking on "theme Scholarship"
 (visible only after the application is confirmed).

Course:	Areas	Application state	Selected degree for PhD admission	Operations
INGEGNERIA DELL'INFORMAZIONE / INFORMATION TECHNOLOGY	Electronics Telecommunications	APPLICATION INSERTED BUT NOT CONFIRMED	LAUREA SPECIALISTICA (SECOND DEGREE) - CHIMICA INDUSTRIALE E GESTIONALE	 Edit  Confirm  Questionnaire Compilation  Delete
URBAN PLANNING, DESIGN, AND POLICY	-	APPLICATION INSERTED BUT NOT CONFIRMED	LAUREA SPECIALISTICA (SECOND DEGREE) - CHIMICA INDUSTRIALE E GESTIONALE	 Edit  Confirm  Questionnaire Compilation  Delete

New Application

(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:

Da webtest61.dmz.polimi.it

You have decided to close the application. The details will be checked for completeness. If the data is complete, a final acceptance will be required.

[OK](#) [Annulla](#)

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

The application form can not be completed for the following reason/s:

- You do not have added the attachment of an identification document
- It has not been inserted, the attachment of the tax code (required for Italian citizens and for those who have declared to have a tax code)
- You have not inserted the language test that certifies the knowledge of English at English proficiency level is acceptable for the application



After solving all the problems, remember to click again on the confirm icon [Confirm](#) to try again to confirm the application.

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

I	declare:
<input checked="" type="checkbox"/>	to have citizenship
<input checked="" type="checkbox"/>	to know and to accept any and all the provisions contained in the public announcement and in the call (http://www.polimi.it/dottorato/norme/regolamento_dottorato.pdf) of Politecnico di Milano concerning the PhD courses
<input checked="" type="checkbox"/>	that personal details, date and place of birth, place of residence and address selected for the purposes of the selection (specifying the ZIP code, telephone number e-mail address and possible Skype contact) are faithful and true
<input checked="" type="checkbox"/>	to promptly notify any changes to the place of residence and/or address
<input checked="" type="checkbox"/>	to undertake to attend the Ph.D., in accordance with the provisions of the call, the Regulations of the Politecnico di Milano concerning Ph.D. programmes as well as the procedures determined by the Faculty Committee
<input checked="" type="checkbox"/>	to produce without fail by the deadline foreseen for enrolment, a certificate attesting knowledge of the English language at English proficiency level is acceptable for the application (as specified in art. 2 of the call)
<input checked="" type="checkbox"/>	to apply for equivalent standing of the title for the admission to the PhD course
<input checked="" type="checkbox"/>	to have taken on 01/04/2013 at University COLUMBIA UNIVERSITY (NEW YORK (NEW YORK), STATI UNITI D'AMERICA) the degree in LAUREA ESTERA in ARCHITETTURA of years term with score a on a scale from f to a
<input checked="" type="checkbox"/>	to authorize the competent offices to process, communicate, distribute and disclose any personal data, even by means of the procedures pursuant to art. 6 of this call, in accordance with Legislative Decree 30.6.2003 n. 196 ("Code regarding the protection of personal data")

(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

Da webtest61.dnz.polimi.it

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.

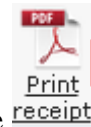
Please note that if you click on OK you can not change it anymore!

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:

	INGEGNERIA DELL'INFORMAZIONE / INFORMATION TECHNOLOGY	Systems and Control Telecommunications	APPLICATION WAITING FOR PAYMENT	LAUREA SPECIALISTICA (SECOND DEGREE) - PHYSICS					
--	---	--	---------------------------------------	---	--	--	--	--	--

[View](#)

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 [Print receipt](#) 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 “Thematic 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 thematic/interdisciplinary scholarships! See [7.6\) Select the Thematic/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:

Read very carefully the following informations:

Application for admission to the XXXV cycle of PhD Research.
The deadline for application is from **12/04/2019 (10:00)** to **21/05/2019 (14:00)**.


 **Applications list**  **Personal data registry**  **Accommodation at a discounted price**  **Language**  **Payment details**

In order to complete your application you shall pay the entrance fee amounting to 25.82 € for any application.
In order to pay, it is necessary that the application is confirmed.
It is possible to pay once for many applications as long as those have been confirmed and they are not already part of another shopping cart.


Select from the table below ("New carts to pay the fees for the applications") the applications you want to pay for and click the button "New cart".
Once you press "New cart" the candidate will be directed to the pages of Pago PA: it is recommended to read the instructions carefully and if in doubt consult the corresponding manual.

ATTENTION: REGARDLESS THE DATE OF THE RECEIVEMENT OF THE PAYMENT, IT IS NECESSARY TO PAY WITHIN 21/05/2019 HH. 14:00, ON PAIN OF NULLITY OF THE APPLICATION.
In the table "Applications cart" it is possible to check the payments status and pay.

Once the payment has been made, it takes a few days before the payment is registered and 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.

 **Applications cart**

Nessun dato presente


 **New carts to pay the fees for the applications**



Select	Course:	Areas	Application state
<input type="checkbox"/>	INGEGNERIA DELL'INFORMAZIONE / INFORMATION TECHNOLOGY	Computer Science and Engineering Electronics	APPLICATION WAITING FOR PAYMENT
<input type="checkbox"/>	URBAN PLANNING, DESIGN, AND POLICY	-	APPLICATION INSERTED BUT NOT CONFIRMED


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:

 **Applications cart**

	Programmes	Payment amount	Payment status	Operations
	• INGEGNERIA DELL'INFORMAZIONE / INFORMATION TECHNOLOGY	25.82	NOT YET RECEIVED	


 **New carts to pay the fees for the applications**

Nessun dato presente

Click on the  icon to go to payment page.

Application form for PhD courses > PagoPa

Available functions
Back



pagoPA is an initiative that allows citizens to pay electronically to Public Administration, for further details:
[information link](#)


Amount to be paid: €25.82
Bill Notification Code pagoPA: 001000000000
Beneficiary Organisation Fiscal Code: 80057930150
Interbank code / SIA / CBILL: F9489

Payment Method


If you would like to pay online, please choose one of the following three payment methods:

- **SCRIGNO PAGO FACILE** to proceed, download the PDF of the notification form with the details for making the payment. The system accepts all credit and debit cards.
- **National PagoPA system**, you will be offered a range of intermediaries for completing the payment online.

If you wish to pay at a paypoint in Italy instead, simply download the PDF of the notification form, print it and bring the printout with you. PLEASE NOTE: it is not possible to pay at the Post Office.

 [Payment form.pdf](#)



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

AVVISO DI PAGAMENTO

Codice Avviso: 00100000000021266 C.F. Ente Creditore: 80057930150
 Importo: 863,00 Data scadenza: 15/07/2017

Ente Creditore: Debitore:
 POLITECNICO DI MILANO
 PIAZZA LEONARDO DA VINCI, 32
 20133 MILANO (MI)

Codice IOV: 000000000021266 Codice Debitore: ID0000000710155

Causale del versamento:
 Tasse universitarie

Il prestatore di servizi di pagamento presso il quale è presentato l'avviso potrà accettare diverse modalità di pagamento.

Il servizio di pagamento è disponibile tutti i giorni dell'anno, 24 ore su 24, alle modalità indicate sul retro.

FAC-SIMILE



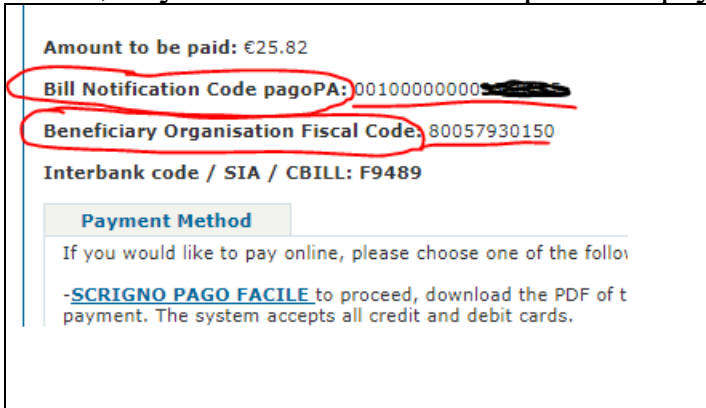

7.5.2) If you want to pay with a credit/debit card you have two choices:

SCRIGNO PAGO FACILE

Or

National PagoPA system

7.5.2.1) if you want to pay with “SCRIGNO PAGO FACILE” , please write down the “*Bill Notification Code pagoPA*” and the “*Beneficiary Organisation Fiscal Code*” values, as you’ll need them to complete the payment



Amount to be paid: €25.82

Bill Notification Code pagoPA: 001000000000

Beneficiary Organisation Fiscal Code: 80057930150

Interbank code / SIA / CBILL: F9489

Payment Method

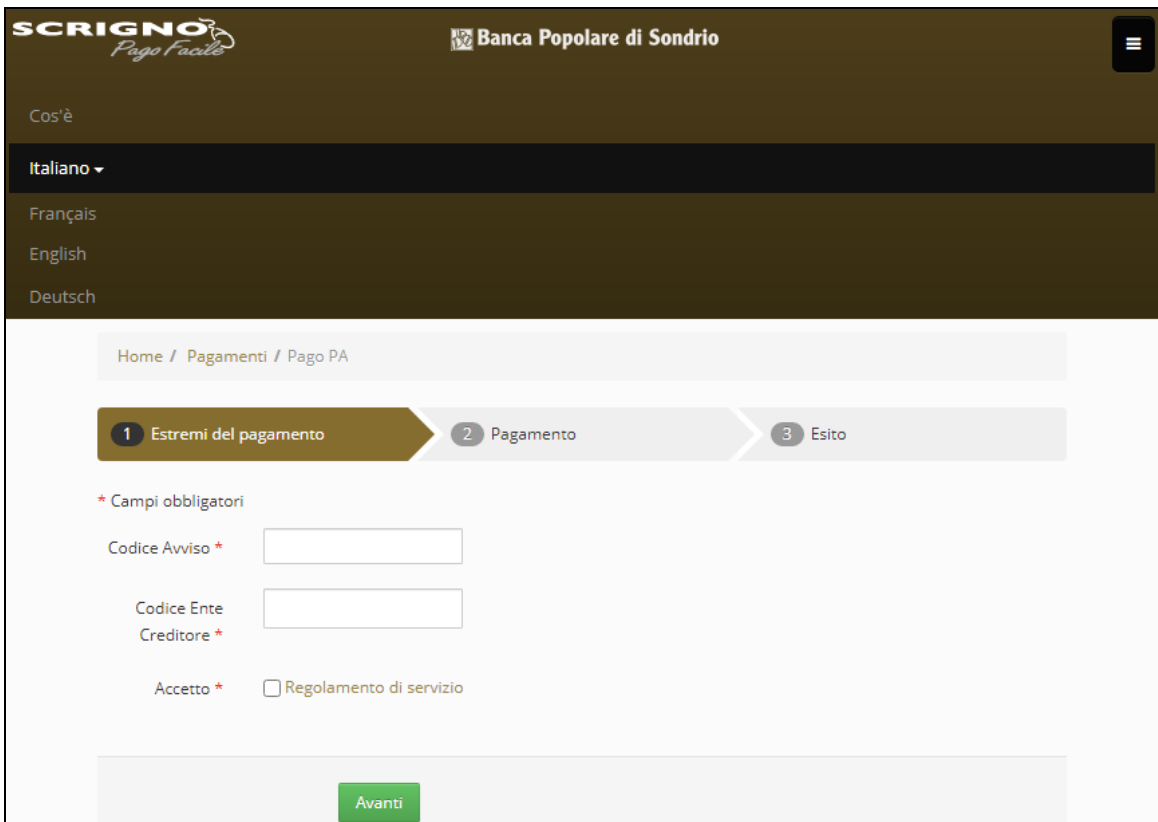
If you would like to pay online, please choose one of the follow

- **SCRIGNO PAGO FACILE** to proceed, download the PDF of t payment. The system accepts all credit and debit cards.

Then click on the “Scrigno” payment platform link

<https://pagofacile.popso.it/web/guest/pagoPA>

You’ll be taken to this page:



SCRIGNO
Pago Facile

Banca Popolare di Sondrio

Cos'è

Italiano ▾

Français

English

Deutsch

Home / Pagamenti / Pago PA

1 Estremi del pagamento 2 Pagamento 3 Esito

* Campi obbligatori

Codice Avviso *

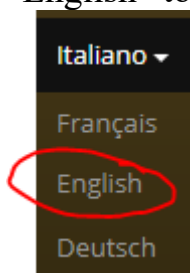
Codice Ente Creditore *

Accetto * ☐ Regolamento di servizio

Avanti



Click on the upper right menu button to show the language menu, then select “English” to change language



Fill the fields

Home / Payments / Pago PA

1 Payment details 2 Payment

* Mandatory fields

Bill Notification Code *

Beneficiary Organisation Code *

I accept * ☐ Service Rules

Next

In the “Bill Notification Code” field you must insert the “*Bill Notification Code pagoPA*” value.

In the “Beneficiary Organisation Code” field you must insert the “*Beneficiary Organisation Fiscal Code*” value.

Then click on the “I accept” checkbox, and proceed clicking “Next” to go to the “Payment” section and pay with a debit/credit card.

7.5.2.2) click on “National PagoPA system” link if you want to pay with that platform

Please read carefully the warning, and mark down the “Iuv code”, “interbank code/SIA” and “crediting body’s code” values

Payment data	
Personal Code	██████████
Name	██████
Surname	██████████
Email	████████████████████
Payment number	866232
IUV Code	001000000003██████15
Reason	POLITECNICO DI MILANO-CONCORSO DOTTORATO-PHD EXAMINATIO N FEE ██████
Amount	€25.82

Warning
⚠ Useful information for payment:

- **Payment made following a failed payment:** in order to be able to proceed with a new payment, you must first wait for the email notifying you that the previous payment has failed. Until it has arrived, the system will show the following error: "messaggio cod_pag_in_corso".
- **Interbank code / SIA:** make a note of the code F9489, as it may be required for your online payment.
- **Crediting body's code:** 80057930150
- **Choice of bank and fees:** if you pay with a credit card, you can choose any of the intermediaries shown in the list, but please pay attention to the fee that they add to the amount due.

Proceed

Click on “Proceed” button to continue with payment:



POLITECNICO
MILANO 1863




Creditore	Debitore
80057930150	
Politecnico di Milano	
Piazza Leonardo da Vinci 32	
20133 Milano (MI) IT	


Dati Posizione

Numero Avviso	
Importo	€
Data Scadenza	
Causale	Tasse universitarie
E-Mail	

Scelta Mezzo di Pagamento



PAGA ON LINE
Paga con carta di credito, bonifico o bollettino postale on line scegliendo tra i fornitori del sistema di pagamento.



PAGA PIU' TARDI
Stampa un bollettino AgID e paga con un qualsiasi fornitore di sistemi di pagamento aderente al circuito PagoPA.

Click on “PAGA ON LINE”, you’ll see this page:

Politecnico di Milano

Indietro

Totale pagamento € 20,00

Scegli la modalità di pagamento

☐ Il tuo conto corrente
tramite bonifico bancario o bollettino postale

☒ **Carta di credito, debito, prepagata**
scegliendo uno qualsiasi degli operatori aderenti

☐ Altre modalità di pagamento
scegliendo un canale di pagamento alternativo

☐ Tutte le modalità di pagamento

Scegli il circuito preferito

Le informazioni sui servizi potrebbero non essere tradotte nella lingua prescelta, in quanto non fornite dalla banca


Prima di inserire i dati della carta scegli un operatore con il quale pagare a seconda delle tue preferenze e delle condizioni che offre, tenendo conto che può essere diverso dalla tua banca

Cerca per circuito Ordina per

Seleziona un circuito dall'elenco Commissioni Massima

Choose “Carta di credito, debito, prepagata”.

Politecnico di Milano


Indietro

Totale pagamento

€ 31,00

Scegli la modalità di pagamento

☐ Il tuo conto corrente
tramite bonifico bancario o bollettino postale

☒ Carta di credito, debito, prepagata
scegliendo uno qualsiasi degli operatori aderenti

☐ Altre modalità di pagamento
scegliendo un canale di pagamento alternativo

☐ Tutte le modalità di pagamento

Scegli il circuito preferito

Le informazioni sui servizi potrebbero non essere tradotte nella lingua prescelta, in quanto non fornite dalla banca

Prima di inserire i dati della carta scegli un operatore con il quale pagare a seconda delle tue preferenze e delle condizioni che offre, tenendo conto che può essere diverso dalla tua banca

Cerca per circuito

Seleziona un circuito dall'elenco

American Express

Maestro

Mastercard

Visa

Diners

PagoBancomat

Visa Electron


V-Pay

Ordina per

Commissione Massima

Choose the circuit of your credit card (in the example, “Mastercard” was chosen)

Politecnico di Milano



Indietro

Totale pagamento

€ 50,00

Scegli la modalità di pagamento

☐ Il tuo conto corrente
tramite bonifico bancario o bollettino postale

☒ Carta di credito, debito, prepagata
scegliendo uno qualsiasi degli operatori aderenti

☐ Altre modalità di pagamento
scegliendo un canale di pagamento alternativo

☐ Tutte le modalità di pagamento

Scegli il circuito preferito

Le informazioni sui servizi potrebbero non essere tradotte nella lingua prescelta, in quanto non fornite dalla banca


Prima di inserire i dati della carta scegli un operatore con il quale pagare a seconda delle tue preferenze e delle condizioni che offre, tenendo conto che può essere diverso dalla tua banca

Cerca per circuito


Mastercard

Ordina per

Commissione Massima

INTESA 


Carta di Credito




Commissione Massima

€ 0,50

Seleziona

INTESA 

Carta di Credito




Commissione Massima

€ 0,50

Seleziona

UniCredit

Carta di Credito




Commissione Massima

€ 0,95

Seleziona

Istituto di Pagamento InfoCamere

Carta di Credito




Commissione Massima

€ 0,50

Seleziona

MONTE DEI PASCHI DI SIENA
BANCA DAL 1472

Carta di Credito




Commissione Massima

€ 0,50

Seleziona

Credito Siciliano

Carta di Credito



Commissione Massima

€ 0,95

Seleziona

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)

49

Politecnico di Milano

Totale pagamento

Scegli la modalità di pagamento

- ☐ Il tuo conto corrente
tramite bonifico bancario o bollettino postale
- ☒ Carta di credito, debito, prepagata
scegliendo uno qualsiasi degli operatori aderenti
- ☐ Altre modalità di pagamento
scegliendo un canale di pagamento alternativo
- ☐ Tutte le modalità di pagamento

Confermi di voler effettuare il pagamento con Intesa Sanpaolo S.p.A?

NO SI

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

INTESA SANPAOLO



Pagamenti Pubblica Amministrazione

Il Gruppo Intesa Sanpaolo aderisce al Nodo dei Pagamenti. Una modalità concreta per porsi al servizio di cittadini e imprese, facilitandone la relazione con la Pubblica Amministrazione e contribuendo alla diffusione dei canali di pagamento innovativi.

Attenzione: I pagamenti disposti con carte di credito a favore della Regione Umbria e Regione Marche e riferiti ai servizi: "Donazioni Terremoto Umbria Agosto 2016" e "Donazioni Terremoto Marche Agosto 2016" non saranno assoggettati ad alcuna commissione.


1) ENTE BENEFICIARIO: Politecnico di Milano









Importo singolo pagamento 1	Credenziali Pagatore	Causale Pagamento
3.000,00 €		

Riepilogo Pagamento
Soggetto Pagante 1
Nome: [redacted]
E-mail: [redacted]
CF / P.IVA: [redacted]
Importo bollettini: [redacted] €
Procedi con il pagamento


[< Indietro](#)

Click on "Procedi con il pagamento"

Setefi INTESA  SANPAOLO

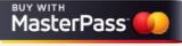
PAYMENT INFORMATION






Merchant: PAGO LA PA
 Website: http://
 Amount: EUR 
 Transaction ID: 15229118905774436
 Description: Pago PA

BILLING INFORMATION

Card number *
 CVV2/CVC2/4DBC *
 Expiration date * -
 Cardholder's name *
 Email for notification *
☐ I confirm that I have read the disclosure information
[Click here to view the privacy policy](#)

* Required field

[Click here to buy with MasterPass](#)


(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.

If you find this kind of **error**:

Politecnico di Milano

/RFB/0000000 15229118905774436 TXT/Tasse universitarie

25.82€

Service temporarily unavailable

Take note of the number highlighted in red: this is the “**IUV code**” of your payment.
 You should receive also an email with the unsuccessful payment containing the **IUV**.

Then connect to the website <https://pagofacile.popso.it/web/guest/pagopa>

The screenshot shows a web browser window with the URL <https://pagofacile.popso.it/web/guest/pagopa>. The page header includes the SCRIGNO logo and Banca Popolare di Sondrio. The breadcrumb trail is Home / Payments / Pago PA. A progress bar shows three steps: 1. Payment details (active), 2. Payment, and 3. Result. Under the heading '* Mandatory fields', there are three input fields: 'Bill Notification Code *' with the value '00100000001' (the '001' is circled in red), 'Beneficiary Organisation Code *' with the value '80057930150', and a checkbox for 'I accept *' next to 'Service Rules'. A green 'Next' button is at the bottom. The footer contains copyright information for Banca Popolare di Sondrio 2014 and links for Accessibility, Compatibility, Contacts, Corporate data, and Privacy.

In the field “Bill notification code” insert: **001 + IUUV code**

In the field “Beneficiary Organisation Code”: **80057930150**

Put a mark in the checkbox “I accept”

Then click on “Next” and continue with the payment.

Problems with payments for the applications

Only in case you can't use SCRIGNO and Pago PA platforms 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:


[Mail to International Phd \(internationalphd@polimi.it\)](#)
[User manual](#)
[Research subjects and topics](#)
[Call cycle XXXIV](#)

Key
 * Mandatory
 ** Mandatory for Italians
 ○ It's not necessary to insert the dates, only simple information
 ● Not all the compulsory dates are inserted
 ● The application has to be confirmed
 ● All the compulsory dates are inserted

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. [Request authorization for payment with international bank transfer.](#)

Once the payment has been made, it takes a few days before the payment is registered and 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.

Applications cart

Programmes	Payment amount	Payment status	Operations
INGEGNERIA DELL'INFORMAZIONE / INFORMATION TECHNOLOGY	25.82	NOT YET RECEIVED	

New carts to pay the fees for the applications
 Nessun dato presente

You'll have to declare that you are not able to pay with PagoPA:



Dettaglio

Selecting the checkbox of the declaration and pressing the button "Save", it will be enabled the payment with international bank transfer. However it will be possible to use the other payment methods.

☐ I declare I am unable to pay my fees through Pago PA for the applications to the competition for admission at the PhD courses.

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

Applications cart

Programmes	Payment amount	Payment status	Operations
INGEGNERIA DELL'INFORMAZIONE / INFORMATION TECHNOLOGY	25.82	NOT YET RECEIVED	 

New carts to pay the fees for the applications
 Nessun dato presente

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



POLITECNICO
DI MILANO

To *(bank's name)*:

You are requested to perform the euro transfer	Amount: EURO (€) <u>25</u> , <u>82</u>
	<u>TWENTY-FIVE/82</u> <i>(amount in words)</i>

To debit of

Ordering customer's IBAN - 34 characters max

Name: _____
ID, tax code, etc.: _____
Address: _____
ZIP: _____ Town: _____
District: _____ Country: ITALIA

Name: POLITECNICO DI MILANO
Address: PIAZZA LEONARDO DA VINCI, 32
ZIP: 20133 Town: MILANO
District: MI Country: ITALY BIC: POSOIT2108Y

Beneficiary's IBAN: IT82 X056 9601 6200 0000 1530 X96

Account holder
(if different from beneficiary)

BANCA POPOLARE DI SONDRIO - AGENZIA N.21 POLITECNICO
VIA BONARDI EDOARDO, 4
20133 MILANO (MI) ITALY
ABI: 05696 - CAB: 01620
BIC: POSOIT2108Y

- 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).

7.6) Select the Thematic Scholarships for a “confirmed” application

If you confirmed at least one application, in the “Application list” you should see a new “Thematic



scholarships” icon for each confirmed application:

Warning: It is necessary to confirm the application checking on **confirm** by the deadline of the call, that is **26/05/2023**.
If the application is not confirmed it won't be evaluated by the commission.
A **confirmed** application can not be changed, please confirm the application only when the data is completed.
In order to pay, it is necessary that the application is confirmed.
ATTENTION: REGARDLESS THE DATE OF THE RECEIVEMENT OF THE PAYMENT, IT IS NECESSARY TO PAY WITHIN 26/05/2023, ON PAIN OF NULLITY OF THE APPLICATION. IN ORDER TO PAY, CHECK ON "PAYMENT DETAILS".
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 theme SCHOLARSHIPS by 26/05/2023 italian time checking on "theme Scholarship" (visible only after the application is confirmed).

Course:	Areas	Application state	Selected degree for PhD admission	Operations
DATA ANALYTICS AND DECISION SCIENCES	-	APPLICATION INSERTED BUT NOT CONFIRMED	LAUREA SPECIALISTICA (SECOND DEGREE) - CHIMICA INDUSTRIALE E GESTIONALE	Edit Print Confirm Questionnaire Compilation Delete
INGEGNERIA DELL'INFORMAZIONE / INFORMATION TECHNOLOGY	Electronics Telecommunications	APPLICATION WAITING FOR PAYMENT	LAUREA SPECIALISTICA (SECOND DEGREE) - CHIMICA INDUSTRIALE E GESTIONALE	Thematic scholarships View Print receipt Lock Close
URBAN PLANNING, DESIGN, AND POLICY	-	APPLICATION INSERTED BUT NOT CONFIRMED	LAUREA SPECIALISTICA (SECOND DEGREE) - CHIMICA INDUSTRIALE E GESTIONALE	Edit Print Confirm Questionnaire Compilation Delete

New 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 thematic scholarships by 26/05/2023 (14:00) italian time checking on “Thematic Scholarship”.

Topic scholarships (DESIGN)

The list of available topic scholarships is published at the link <http://www.dottorato.polimi.it/index.php?id=246&L=1>.
The list of available interdisciplinary topic scholarship is published at the link <http://www.dottorato.polimi.it/index.php?id=242&L=1>.

<input type="checkbox"/> IMPACTS OF NOVEL TECHNOLOGIES ON URBAN AND DOMESTIC LIFE: ETHICAL AND SOCIAL ISSUES IN ARCHITECTURE AND DESIGN PROCESSES Inter-disciplinary scholarship: ARCHITECTURAL, URBAN AND INTERIOR DESIGN (associated Phd course)	Show form
<input type="checkbox"/> CREATIVITY AND DESIGN THINKING - CO-CREATE PROJECT	Show form
<input type="checkbox"/> THE ROLE OF COMMUNICATION DESIGN AND INFORMATION VISUALIZATION IN THE RE-INTERPRETATION AND THE SPREADING OF LITERARY ENSAMBLES.	Show form
<input type="checkbox"/> IOT AND PRODUCT DESIGN	Show form
<input type="checkbox"/> INNOVATIVES MATERIALS AND TECHONLOGIES FOR NEW PACKAGING SCENARIOS	Show form

Save Back

Choose the Thematic Scholarships, then click “Save”.

If the applicant will be suitable both for a general scholarship and for a thematic 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 **thematic scholarships** can be consulted in the online procedure clicking on



, or on the web page: <https://www.dottorato.polimi.it/index.php?id=424&L=1>

8) Rankings

The rankings will be published starting from 20/07/2023 on the web page “Ranking lists and replacements” <https://www.dottorato.polimi.it/index.php?id=430&L=1>

Starting from 21/07/2023 all the candidates can see their scores through access to their [personal page](#)