

## ENROLMENT PROCEDURE FOR SINGLE PhD COURSES

The applicant, a new user of the Politecnico's online services, must register at the link [www.polimi.it/onlineservices](http://www.polimi.it/onlineservices) using the REGISTER function.

Otherwise, use the credentials you already have.

Using these credentials (person code and password) log in to the online services [www.polimi.it/onlineservices](http://www.polimi.it/onlineservices) and access "*Application for doctoral single courses*"

To apply the applicant must:

- Upload the Curriculum Vitae
- Choose the courses (max two courses/max 10 ECTS credits)
- Upload a cover letter for each course
- Save the application
- Send the application and wait for it to be assessed

The applicant will then receive an e-mail notification that the request has been assessed and can view the details using the application.

The assessment of each application will be carried out by the PhD programme Coordinator who provides the course, and the result may be:

- application not accepted
- application accepted, with "paid" attendance: in this case the payment of € 500 including the tuition fee of € 27,04 is required.
- application accepted, with "free" attendance, in this case € 27,04 will be charged as tuition fees.

If the application is accepted, the enrolment procedure will be complete when the applicant accepts the assessment and makes the payment of the above-mentioned amount via PagoPA, using the link that will be displayed in the application (or alternatively the applicant may refuse the assessment, in which case the application will be cancelled).

To appear in the list of those enrolled in the programme and record the score, the applicant must go to the departmental secretary or the PhD School offices to verify their identity, if they have not already done so ("*user recognition*").

After completing the enrolment procedure, the applicant may download a certificate or self-certification through the application "*Certificate and self certification request*" available on the online services [www.polimi.it/onlineservices](http://www.polimi.it/onlineservices)

Issuing of certificates requires the payment of a €16 stamp, plus an additional €16 stamp for each certificate issued. The score obtained will be visible on the certificates only after the professor has completed the recording procedure.

After payment it will be possible to view and download:

- the electronic receipt of the IUV (Unique Payment Identifier, which is the identification element of the operations passing through PagoPA)
- the payment receipt

To access these documents, it is necessary to connect to the online services [www.polimi.it/onlineservices](http://www.polimi.it/onlineservices) and select the application "*University fees and economic benefits*" -> "*payment history*"

If the applicant needs an invoice, they should send the payment receipt to [michele.disabato@polimi.it](mailto:michele.disabato@polimi.it)