INDEX

Welcome 3

BEFORE ARRIVING
Cost of living 3
Accommodation 4
Visa 5
How to reach Politecnico di Milano 5

BEFORE ENROLMENT
Welcome Services and Events 7
Transports 7
Mail and Phone Services 8
International Students Office 8
Official Enrolment - International Students 8
Residence Permit 9
Residence Permit renewal 10
Cost of Residence Permit 1st release and renewal 11
Tax Code (Codice Fiscale) 11
Health Insurance 11
How to Open a Bank Account 12

AFTER ENROLMENT
What, Where, How, Who 13
Online Services 13
Computer Facilities 14
Privacy Rules 14
Certificates and Self-Certificates 14
Italian Courses 15
Foreign Language Courses 15
Learning Tools 15
Politecnico Libraries 16
Student Associations 16
Politecnico Sport Committee 17
How to Survive University Life 17

USEFUL INFORMATION
Useful Telephone Numbers 18
Follow Politecnico di Milano on social media 18

EDITORIAL PROJECT BY
the Student Services Department
and the Communication and External Relations Department
Politecnico di Milano
Dear Student,

We hope this handbook will help you learn more about life at Politecnico di Milano. Please read it carefully before you arrive and keep it ready at hand for future reference during your stay. Our aim is to provide you with practical information about life as a new international/exchange student at Politecnico di Milano and as a new member of the community of Como.

Our international office staff wishes you great success in this challenging study and life experience at Politecnico di Milano. We are glad you have chosen to study with us and we look forward to welcoming you soon. This booklet is for information purposes only. We make every effort to ensure that it is accurate at press time. However, the university shall not be responsible for any errors or omissions.

July 2015

BEFORE ARRIVING

COST OF LIVING

Living costs and spending habits will differ considerably depending on your individual expectations and needs and, of course, on where you live, so it's not easy to give advice that is suitable to everyone. First of all, you will need cash availability for travel, food and other expenses immediately upon arrival in Italy. Consider an amount of about €200-250 cash to cover immediate needs. Carefully plan how and when to exchange your currency to get the best exchange rate.

It is not advisable to bring larger amounts of cash unless you're sure you'll need it.

Before your arrival, plan your budget as carefully as possible and try to figure out if you can meet all the expenses, even considering unexpected and emergency costs. Below is a list of possible future expenses you may face. For reference, please check: http://www.polo-como.polimi.it/uploads/media/COSTS_OF_LIFE_como_2015.pdf

Accommodation
University accommodation - €235.00 to € 450.00 per month
Private market – € 300 – 350 € per month.
Costs vary depending on the area, the kind of room (single or double) and any programme benefits you may have access to.

Food - €150 - €200 per month
The approximate prices of some basic items are listed below (in euros):
Milk: €1.20/Litre
Bread: €4.00/Kilo
Butter: €1.70/250 gr
Beef: €9.00-19.00/Kilo
Chicken: €8.00-10.00/Kilo
Rice: €1.70-2.50/Kilo
Pasta: €0.80-1.20/Kilo
Mineral water: €0.50-0.80/Litre

Study costs - €40 per month

Social life - €80 per month
Cinema: €7.50
Eating out: €25
Pizza: €10
Fast food menu: €3.50
Happy hour: €6-10
Clubs and bars: €10-20
Concerts: €40-50
Private gym: €40-50/month
University gym: €15-20/month
Materials and books: €150/200 per year
Public transport: €33.50 per month. Urban one day ticket (bus): €1.30

Mobile phones
Sim card from €5 to €30
Internet Keys avg. cost €25/30

Upon your arrival, you will need to buy a mobile phone SIM card, choosing between a prepaid or postpaid card. A wide range of traffic plans provided by Italian companies are available, so choose carefully and check the terms and conditions.

If not included in your mobile device, internet access is available in many cafés, malls, hotels, libraries or Politecnico residence halls and in each Politecnico Campus.
Many places offer free wi-fi access, so if you have a notebook, laptop or phone device, just ask the password for access or use it directly if a free open connection is available.
Alternatively, you can buy an internet key - a USB device that plugs into your laptop. It’s not expensive depending on the number of hours/traffic, plus the price of the key) and can be a good solution in the short-term.
Free Internet is also available at:
Informagiovani – Settore Giovani
Via Vittorio Emanuele II, 98, 22100 Como
Services for young people
E-Mail: informagiovani@comune.como.it
On FB: www.facebook.com/informagiovani.como
Phone: +39 031 252442

In order to use the Internet at the Informagiovani point you have to apply for the Informagiovani card. This card also offers the opportunity to get discounts for many shops and services in Como.

Free wi-fi access is also provided by the Municipality of Como library. This service is available for foreign young people who have got the Como Giovani Card. In order to get your username and password you have to fill out the wi-fi access form at the library. The wi-fi credentials are valid for one year (daily access - max. 30 minutes).

Biblioteca comunale di Como (Como library)
Piazzetta Venosto Lucati, 1 – 22100 – Como
Wi-fi access
Monday, Tuesday, Thursday and Friday, from 9:30am to 7:00pm; Wednesday from 9:00am to 6pm; Saturday from 2:00pm to 7:00pm
From July 30 to September 1: from Monday to Friday from 9:30am to 2:30 pm.
Closed on Sunday, January 1 and 6, April 25, May 1, June 2, August 15 and 31, November 1, December 8, 25, 26, 2015.

ACCOMMODATION

Politecnico di Milano offers accommodation both in Milano and in the direct vicinity of each university Campus. For more information, visit www.residenze.polimi.it. Click on the city you wish to live in to see a list of residences.
You are entitled to accommodation at reduced rent if you have Diritto allo Studio (DSU) benefits (www.polimi.it/en/scholarships) or at full rent per the requirements and conditions explained online.
If you arrive on a weekend or late in the evening, you might not be able to receive your accommodation keys. In this case, you should plan an alternative solution beforehand, like spending your first night in a hotel.

FOR INFORMATION
Residential Services
Via Golgi, 42 - Milano
Opening hours: Monday – Friday 9:30 am – 12:30 pm.
E-mail: residenze@polimi.it - Phone: 800022399
http://www.residenze.polimi.it

Welcome Desk Como
Via Castelnuovo 7 – Ground Floor (it will move, check for address changes on site to http://www.polo-como.polimi.it/en)
Open: Monday to Friday: 9:00 am to 11:30 am; Wednesday: 8:30 am to 3:30 pm (suspended from July 15 to September 15)
E-mail: residenza-como@polimi.it
Phone  +39 031.332.7555-7400
Address: Via Bellinzona 2, 22100 I-Como
Phone 0039 031 573800
E-mail: ostellocomo@tin.it

One night: 19.00 Euro (breakfast included) + youth hostel card (about 2.00 Euros for the first night).
You can stay for 6 nights at most.

The youth hostel is located on the way to Cernobbio.
From FS San Giovanni station - Piazza San Gottardo go to Via Gallio and take bus 1, 6, 11 to Villa Olmo.
From FN Como lago station - Piazza Matteotti take bus 6 to Villa Olmo.

Useful website for B&B and hotels in Como: http://www.comolake.com

IN ITALY, THE ELECTRICAL CURRENT IS AC AND THE CYCLE IS 50HZ 220 V. PLUGS HAVE ROUND PRONGS. FOREIGNERS COMING FROM COUNTRIES WHERE A DIFFERENT SYSTEM IS IN USE NEED TO HAVE ADAPTER PLUGS AND, IF NECESSARY, A TRANSFORMER.
VISA

A Visa is a travel document issued by the Italian Diplomatic representative in the traveller's country of residence and placed in your passport. It is the key which entitles non-EU citizens to enter Italy, but it does not permit you to reside in Italy; for that you must apply for a residence permit (see page 11).

In order to enrol, non-EU citizens should contact the Italian Embassy/Consulate in their own country of residence within the deadline established every year by the Italian Ministry of Education (Ministero dell’Istruzione dell’Università e della Ricerca - MIUR) and submit the requested “MODELLO A” in order to obtain a student visa. Please visit the website www.miur.it at “Studenti Stranieri” section for deadlines and requirements.

The Embassy/Consulate/IIC will issue an entrance visa for study purposes to applicants who have been admitted. Prospective students applying for a student visa will need to provide evidence that they have sufficient funds to study in Italy (min. €5,830.76 per year).

Do not attempt to enrol with a tourist visa. Only students with a student visa are eligible for enrolment. Please inform your Desk of reference if you have any difficulty obtaining a visa or your date of arrival has been delayed.

HOW TO REACH POLITECNICO DI MILANO FROM AIRPORTS AND RAILWAYS

As you’re likely to land in Malpensa, Linate or Orio al Serio airport, you can plan how to reach Como following these suggestions. Unfortunately there will be no Meet and Greet, but we’re sure that if you keep these instructions ready at hand it won’t be hard to reach us.

If you land at Linate Airport
- **Air Bus to Centrale Railway Station**: every 30 minutes from 6:30 am to 11:30 pm. Cost: €5.00 www.atm.it/en/AltroServizi/Trasporto/Pages/airbus.aspx
- **Train to Como San Giovanni Railway Station**: from Centrale Railway station, from 00:45am to 11:10pm, or from Porta Garibaldi from 5:17am to 10:39pm www.trenord.it/it/home.aspx. The cost of the regional single fare ticket is €4.80 (Economy class).
- **Via Gallio: bus 7 to Como-Lora**: from 6:19 am to 9:44 pm from Monday to Friday (get off in Via Castelnuovo-Università and go straight for a few meters to the entrance of the campus) www.cafutolnemc.it Cost: €1.30 (€2.50 if you buy the ticket on board).

If you land at Malpensa Airport
- **Malpensa Express Train to Saronno Railway Station**: every 30 minutes from Terminal 1.
  Cost: €7 (€12.00 from Malpensa to Cadorna Railway station). You can buy your ticket online here: www.malpensaexpress.it
  Train to Como Borghi Railway Station
  every hour from 00:42 am to 11:04 pm (first and last trains are usually replaced by bus service) www.trenord.it. Cost: €3.15
  **Alternatively**, **Malpensa Shuttle to Centrale Railway Station**: every 20 minutes from 5:00 am to 12:15 am from Terminal 1, exit 4. Cost: €10.00
  www.malpensashuttle.it
  Train to Como San Giovanni Railway Station: from Centrale Railway station, from 00:45am to 11:10pm, or from Porta Garibaldi from 5:17am to 10:39pm. www.trenord.it/it/home.aspx. The cost of the regional single fare ticket is €4.80 (Economy class).
  **Via Gallio: bus 7 to Como-Lora**: from 6:19 am to 9:44 pm Monday to Friday (get off in Via Castelnuovo-Università and go straight for a few meters to the entrance of the campus) www.cafutolnemc.it Cost: €1.30 (€2.50 if you buy the ticket on board).

If you land at Orio al Serio Airport
- **Terravision Bus to Centrale Railway Station**: Service frequency: every 20 min (early morning buses) then every 30 min during the day. First departure: 4:05 am, last departure 1:00am. Cost: €3.00 www.terrevision.eu/mlin_ber.gamo.html
  Or
  **Orio Shuttle Bus to Milano Centrale Railway Station**: Every 30 minutes from 3:00am to 0:15am. Cost:€5.00 www.orioshuttle.com
  Train to Como San Giovanni Railway Station: departing from Centrale Railway stations, from 00:45 am to 11:10 pm, or from Porta Garibaldi from 5:17am to 10:39pm. www.trenord.it/it/home.aspx. The cost of the regional single fare ticket is €4.80 (Economy class)
  **Via Gallio: Bus C7 to Como-Lora**: from 6:19 am to 9:44 pm Monday to Friday (get off in Via Castelnuovo-Università and go straight for a few meters to the entrance of the campus) www.cafutolnemc.it Cost: €1.30 (€2.50 if you buy the ticket on board).
  **Alternatively**, **ATB airport bus to Bergamo Central Railway Station**: from 6:04 am to 0:29 am Monday to Friday
  www.atb.bergamo.it Cost: €5.00
  Or
  **ASF Bus C46 to Como**: from 6:35 am to 6:30 pm (get off in Piazza Matteotti)
  www.cafutolnemc.it
  **Bus C7 to Como-Lora**: from 6:19 am to 9:44 pm Monday to Friday (get off in Via Castelnuovo-Università and go straight for a few meters to the entrance of the campus).
  Cost: €1.30 (€2.50 if you buy the ticket on board).
TAXI
In Italy we are not used to flag a taxi down, so the best thing to do is to go to a taxi stand or call one.
Radio-taxis can be booked the day before or in the morning if needed in the evening of the same day by calling the toll free number 800911333.
For further information, visit: www.taximalpensa.it
Another company operating in Como is: www.radiotaxicomo.com
Be careful to use only authorized taxicabs, which are usually white and always have a Taxi sign on the roof. Taxicabs are quite expensive and each company may apply different fares.
The average fares from these airports are:

From Malpensa to Como by www.taximalpensa.it: €120.00
From Linate to Como by www.radiotaxicomo.com: around €130.00.
From Orio al Serio to Como by www.radiotaxicomo.com: around €130.00.
Supplementary costs, where applicable, for holidays, luggage and night trips must be added to the initial minimum fare and to the cost of the trip.

Como Campus
Politecnico di Milano Como Campus is situated within the city of Como.
It is a few minutes walking distance from Como Borghi Railway Station and 20 minutes walking distance from the town centre. In order to reach the campus from Como San Giovanni Railway Station, turn left to reach Via Venini, cross Piazzale Rocchetto and reach Via Gallio. Once you have reached Via Gallio take Bus C7 Sagnino-Como-Lora, get off in Via Castelnuovo-Università and go straight for a few meters to the entrance of the campus.

Leonardo Campus
Politecnico di Milano, Leonardo Campus is situated within the city limits of Milan. In order to reach Leonardo Campus from Como take the train to Milano Cadorna Railway station at Como Borghi Railway station. Then, take metro 2 – green line – and get off at Piola stop. Leonardo Campus is a couple of minutes' walking distance from the Piola metro station.

Bovisa Campus
Bovisa Campus is located in the north-western area of Milan, not far from the city centre. In order to reach Bovisa from Como take the train to Milano Cadorna Railway station at Como Borghi Railway station and stop at Milano Bovisa Politecnico station.
Once you exit Bovisa station:
• Turn right to reach the Engineering Campus, via La Masa 34.
• Turn left to reach the Architecture and Design Campus, via Durando 10.
WELCOME SERVICES AND EVENTS

Offices working with international students usually organize welcome and orientation events to help students with administrative matters: getting a tax code (codice fiscale), applying for a residence permit and a health insurance, paying tuition fees, enrolling, etc. The events also illustrate the various services you can take advantage of during your studies and organize group activities so that you can get to know other international and Italian students and your future professors. We strongly recommend attending these events in order to receive support and learn more about university life and key procedures like the study plan and academic deadlines. Therefore we invite you to arrive in Como in time to attend these welcome activities, which are usually held before the start of each semester.

TRANSPORTS

Como’s public transportation system within the city of Como is run by ASF company. Visit the website www.asfautolinee.it to create personalized itineraries. Simply click on “Linee e orari” and then on “Ricerca itinerario”. Average prices:

- urban network ticket: € 1.30 (€ 2.50 if you buy the ticket on board). It is valid for 75 minutes on all lines included in the urban network
- one-day ticket: € 3.00
- 11-ticket carnet for the urban network: € 13.00
- urban network 7-day (Monday to Sunday) travel card: € 11.50
- urban network monthly card: € 33.50
- urban network yearly card: € 260.00

Students enrolled at an Italian school can purchase the urban network yearly card at € 220.00.

Travel cards can be purchased at the ASF station in Piazza Matteotti or in one of the official ASF points. You’ll need:
- two passport-sized photos (in colour)
- ASF application form (look at: www.asfautolinee.it)
- declaration of attendance at an Italian school (you can download and sign your self-declaration from the Online Services once you will have completed your enrollment at Politecnico di Milano)
- photocopy of your identity card or passport
- € 5.00 are due for the card

The card is usually ready after 15 days. If you specify the bus line you want to apply for, you can buy the monthly/yearly fare before being given the card.

Looking for an eco-friendly, cheap and alternative mode of transportation?

If you’re planning a weekend out with your new friends and you need a car, you will find a car rentals companies list at http://www.visitcomo.eu/en/index.html

You can also visit Como Lake by bicycle (the mountain bike is strongly recommended), to discover the area from the cultural, historical and environmental point of view. There are some beautiful cycle paths, especially on the North side of the lake. For more details about the Mountain Bike Itineraries and the Bike Rentals companies in the Province of Como www.lakecomo.org/en/getting_around/bicycle

If you want to visit Como and the lake by yourself, consider the possibility to download your smartphone ComoCity app from http://www.visitcomo.eu/en/discover/information/app-wifi/index.html to get a tourist guide.

You can also download the city map with its museums and monuments from the same website.

Car sharing and sustainable mobility are promoted through:
www.campus-sostenibile.polimi.it

Car sharing Eavai is an ecological car sharing service operating with the Trenord railway company
For example, you can rent an electric car from €5.00/h.

You can subscribe and then reserve your car either online at www.e-vai.com or at Como Lago Railway station, Largo G. Leopardi, 3, Monday to Sunday from 9.00 am to 1.00 pm and from 2.00 pm to 6.00 pm.

You have to send to customersupport_e-vai@semsgroup.it or to submit at the car rental point the photocopies of your identity card or passport and of your driving licence.
MAIL AND PHONE SERVICE

Poste Italiane is the leading postal service operator in Italy, supplying mail collection and delivery, printed matter and parcels, telegrams, express mail and online services.

Offices are usually open from 8:00 am to 2:00 pm but some branches in Como are open until 7:00 pm. Stamps, even the revenue stamp necessary for the permit of stay or certifications, can be bought not only in post offices, but also at tobacco shops and bars displaying a “T” sign. Some services, such as registered mail, are offered mainly by post offices.

Apart from traditional mail services, Poste Italiane also offers banking services such as checking accounts and pre-paid credit cards.

Please check www.posteitaliane.it for more details about all the services offered, office locations and timetables. Look for the “Sportello Amico”, a post office that supplies first issue and renewal permit-of-stay kits.

You can contact Poste Italiane by calling 803160 or 199.100.160 from your mobile phone.

All phone services are provided by different companies which offer various services and rates depending on the time of the day, the type of call, etc. While most houses have a landline, a mobile phone is a must-have.

Mobile phone services are offered by different companies at various rates. All companies offer prepaid cards (the cheapest option) or contracts.

To sign up with one of the companies you need:
- A valid ID card or passport;
- A tax code (codice fiscale).

What about distance communication tools? They are a blessing! They enable people to connect quickly regardless of where they are, and most of all they are free! With a pc, webcam and headset, you can speak to people all over the world using internet-based communication.

The most common programmes are Skype, Windows Live Messenger, Google Video and Chat, Aol and so on. Find your own, and give it a try!

INTERNATIONAL STUDENTS OFFICE FOR BACHELOR AND MASTER OF SCIENCE STUDENTS

Before and after your arrival, the International Students Office of your campus will support you for organizing your arrival and your stay. The office provides information concerning accommodation, stay permits, health insurance and initial general administrative issues.

The International Students Office (Welcome Desk Como)
Via Castelnuovo 7, ground floor. (It will move, check for address changes on site to http://www.polo-como.polimi.it/en)
Opening hours: Monday – Friday 9:00 am - 11:30 pm
Phone: +39 031.332.7555
E-mail: welcome.como@como.polimi.it, welcome15-16@polimi.it

OFFICIAL ENROLMENT - INTERNATIONAL STUDENTS

If you have a credit card, you can enrol by yourself wherever you are through http://www.polimi.it/en/english-version (ONLINE SERVICES). If you do not have a credit card, you will need to enrol from Italy, and pay the first instalment of the tuition fees through a payment bulletin which is downloadable online or available at Registrar’s Office of Como campus.

To avoid confusion and delays, make sure your name is exactly the same on all university and other institutional documents.

According to the deadlines set for the current academic year, please provide the following documents to the International Students Office of your Campus. If you study at Como campus, please bring your original documents to the Registrar’s Office upon arrival.

FOR BACHELOR OF SCIENCE PROGRAMMES.

In order to complete the enrolment procedures you need to prepare the following documents in the country where the educational system of the school issuing your diploma belongs to (for example: for a school with British educational system in Peruvian territory the authorities of reference are those of the UK).

You will then consign the original documents upon official enrolment.

1. Final diploma of secondary studies (at least 12 years): accompanied by an official translation in Italian language.
2. Declaration of value (Dichiarazione di Valore): issued by the Italian Diplomatic Representative related to the high school degree. The Declaration of Value is a document, released by the Italian competent Authority in the Country to which the educational system of your school refers, attesting the validity of your Diploma and in particular attesting you are entitled to enter University.
3. a certificate proving the completion of one or two years of academic studies or a post-secondary title: in case of countries where the educational system lasts only 11 or 10 years: confirming the examinations passed and translated into Italian if not issued by the university directly in English, French or Spanish.
4. a certificate attesting that the University entrance examination in the country of origin has been passed
5. only for Laurea (equivalent to Bachelor of Science) courses held in English: a valid English language certificate
Documents at point 1, 3 and 4 must be duly apostilled (only if the country where the diploma has been achieved is part of the Hague Convention abolishing requirement for legalization of foreign public documents). Apostilles authenticate the seals and signatures of officials on public documents, so that they can be recognized in foreign countries that are parties of the Convention.

If your country has not signed the Hague Convention, documents at point 1, 3 and 4 must be legalized by the Italian Diplomatic representatives.

If students have been studying for some years in another foreign institution and would like to have their previous academic career recognized, they can ask for the validation of the examinations taken. In this case, in addition to the documents above mentioned, the students must submit:

- **an academic transcript**
  An academic transcript certified by the university registrar’s office and legalized/apostilled, confirming the courses taken, grades received and the relation of credits given to number of hours for each course. Please note that this document will be accepted in Italian, English, French or Spanish.
  For all other languages, a legalized translation into Italian must be provided together with the original version.

- **a detailed study programme description**
  Brief course descriptions explaining the content and the basic topics covered in each course, and the number of hours for each course/training activity in the academic curriculum that the candidate has completed. The document should be on university letterhead or stamped by the university from which the student has earned the degree. Politecnico di Milano DOES NOT require the translation of detailed study programmes if written in English, French or Spanish.

Alternatively to transcripts and course descriptions, a diploma supplement can be produced, if adopted.

**FOR MASTER OF SCIENCE PROGRAMMES**

1. Final university degree accompanied by an official translation in Italian language.
2. “Declaration of value” (Dichiarazione di Valore): issued by the Italian Diplomatic Representative related to the bachelor degree. The Declaration of Value is a document, released by the Italian competent Authority in the Country to which the educational system of your university refers, attesting the validity of your degree.
3. **academic transcripts**: An academic transcript certified by the university registrar’s office and legalized/apostilled, confirming the courses taken, grades received and the relation of credits given to number of hours for each course. Please note that this document will be accepted in Italian, English, French or Spanish. For all other languages, a legalized translation into Italian must be provided together with the original version.
4. A valid English language certificate and an Italian language certificate for courses held in Italian language.

Documents at point 1 and 3 must be duly apostilled (only if the country where the diploma has been achieved is part of the Hague Convention abolishing requirement for legalization of foreign public documents). Apostilles authenticate the seals and signatures of officials on public documents, so that they can be recognized in foreign countries that are parties of the Convention.

If your country has not signed the Hague Convention, documents at point 1 and 3 must be legalized by the Italian Diplomatic representatives.

Please consider that pursuant to Article 39, paragraph 5 of Legislative Decree no. 286 of 25 July 1998, as modified by Article 26 of Law no. 189 of 30 July 2002, the “Law modification regarding immigration and asylum,” “students from abroad possessing a residence permit or a subordinate or autonomous work permit, for family reasons, for political asylum, for humanitarian asylum, for religious reasons, or for foreigners residing for at least one year and possessing a diploma of secondary studies awarded in Italy” can access university under the same conditions as all European citizens.

**RESIDENCE PERMIT**

**EU CITIZENS**

If you are an EU citizen and plan to stay in Italy for more than three months, you need to register at the Ufficio Anagrafe (Registry Office) of the Municipality of Como. Address and opening hours


**You must submit the following documents:**

- a passport or ID card;
- a matriculation letter issued by the Politecnico di Milano;
- a photocopy of the documentation certifying the availability of adequate financial resources, about €5,830,76 per year (e.g. scholarship certification and /or bank statement). It is possible to submit your self-declaration only if you have an Italian bank or postal account;
- a health insurance policy valid for one year at least or for the same duration of your study programme for registering with the list of Como permanent residents; TEAM card (Tessera Europea di Assicurazione Malattia) or another equivalent EU health form if you ask to register for the list of Como temporary residents;
- Copy of tenancy agreement.

**You will be asked to fill in a registration form.**

**NON-EU CITIZENS**

If you are a non-EU citizen, within 8 working days of your arrival in Italy, you have to complete a so-called “kit” to apply for a residence permit in the city where you will be living. The kit is available at all the post offices bearing a “Sportello Amico” sign.

Please ask your International Students Office/Desk of reference for further information. In order to facilitate the application process for the residence permit all non-EU country students admitted to Como campus are invited to ask for the kit at a Post office and attend one of the workshops that will be arranged at Como campus before the start of each semester or arrange an appointment with the residence permits service (c/o Welcome Desk) if you need to apply for over the academic year.
If you live in Como, you have to enclose to your application the photocopies of the following documents:

- Copy of your passport with visa, personal data, expiration date and border stamp pages;
- Copy of your tenancy agreement.
- Copy of your permit of stay (permesso di soggiorno);
- Copy of your health insurance policy. Health insurance bought abroad must be validated by the Italian Embassy in your country and translated in Italian or in English. You can also buy health insurance upon your arrival in Italy (see pg.23).
- Declaration that you are in possess of the minimum amount required (about €5,830.76 per year) both for living and receiving medical treatment in Italy within the duration of your residence permit as well as being sent home in case of emergency. For example, you may submit a statement in English or Italian signed by the bank where you opened your bank account. Bank declarations written in languages other than Italian or English are not accepted if not officially translated. Besides, the declaration must specify the amount available on your bank account in Euro currency. Copies of your bank account data are not accepted, except for a more complete document in which it is clear that you are receiving regular bank transfers throughout the duration of the permit. If you have been assigned a scholarship, you can submit a declaration either in Italian or in English that confirms you are a scholarship holder, the exact scholarship amount and duration.
- Letter of enrolment for the current academic year issued and stamped by the Registrar's Office.
  (before applying for a certificate at the Registrar's Office you have to buy two stamps for €16.00 each; exchange students have to refer to their studesk).
- Copy of your tenancy agreement.

At the Post Office you’ll be given a receipt to be kept and shown in order to testify the request submission as well as a letter with your appointment for being fingerprinted at the immigration office.

In order to find out if your residence permit is ready for collection check www.poliziadistato.it,”Permesso di Soggiorno” section, writing the file number related to your application you received at Post Office: http://questure.poliziadistato.it/stranieri/

Further information about permit of stay release and renewal can be found on:
www.portaleimmigrazione.it

The stay permit for study purposes is valid for a maximum of one year. You can apply for its renewal starting from 60 days prior to its expiration (In very exceptional circumstances it is also possible to apply for the renewal of the stay permit within 60 days after its expiration).

When asking for your permit for the first time, please remember to specify that it is not a renewal.

International students with a valid permit of stay are allowed to work for a maximum of 20 hours per week and 1,040 hours per year, but remember that in order to obtain a residence permit renewal, you must pass your exams yearly.

Integration agreement for non eu students only
What is an integration agreement? An integration agreement is a tool that aims to facilitate the integration of foreign citizens. By signing the agreement, you undertake to achieve specific integration goals that shall be fulfilled during the period of validity of your residence permit (e.g. acquire a sufficient knowledge of civic culture and a sufficient knowledge of the Italian language).

Where do I sign the agreement? It is compulsory to sign the agreement at the Police Headquarters (Questura) at your first appointment for the issue of your residence permit.

What is the duration of the agreement? The duration of the agreement is 2 years.

How do I gain and lose credits? Once you have signed the integration agreement, you will be automatically assigned 16 credits. Within three months of signing the agreement, you are required to attend two civics classes about life in Italy. If you do not attend both classes, you will lose 15 credits. By attending university courses or postgraduate courses in Italy, students can earn from 30 to 36 credits. If you commit an offence or a crime, you will lose between 2 and 25 credits.

How is the agreement assessed? One month before the expiry date of the agreement, the Sportello unico per l’immigrazione assesses your level of integration and will ask you to submit the documents needed to receive additional credits. The assessment may lead to three different outcomes:

- 30 credits or more = SETTLEMENT OF THE AGREEMENT; you have reached an appropriate level of integration;
- 1 to 29 credits = EXTENSION OF THE AGREEMENT FOR ONE YEAR; you have not reached a sufficient number of credits to allow the settlement of the agreement;
- 0 credits or less = TERMINATION OF THE AGREEMENT; you have not reached an appropriate level of integration; your residence permit will be revoked and you will be expelled from Italy.

RESIDENCE PERMIT RENEWAL

In order to renew your residence permit, you need to fill out the Kit to apply for a residence permit (form 1 only), which is available at the post office. The Kit must be handed in at the post office together with the following documents:

- copy of a valid passport with visa, personal data, validity and expiration dates of the document and border stamp pages;
- copy of your permit of stay (permesso di soggiorno);
- copy of the documentation certifying the availability of adequate financial resources: min. €5,830.76 (e.g., scholarship certification and/or bank statement);
- certificate of enrollment for the current academic year and transcript of records with proof of 1 exam successfully passed if this is your first renewal and 2 exams successfully passed for each subsequent renewal;
- copy of your health insurance valid for the duration of the permit renewal;
- copy of your tenancy agreement.
COST OF RESIDENCE PERMIT 1ST RELEASE AND RENEWALS

- €16.00 “marca da bollo” (a stamp that can be purchased at any tobacco shop bearing a “T” sign out of the shop), to be put on the residence permit application;
- €30.00, to be paid when handing in the Kit at the post office;
- €27.50, to be paid at the post office to obtain an electronic residence permit;
- €80.00, the cost of the residence permit for studies (amount to be added to the €27.50 to obtain the electronic residence permit).

TAX CODE (CODICE FISCALE)

A codice fiscale is an alphanumeric code of 16 characters issued for free by the Ministry of Finance to uniquely identify citizens. You need to have your own codice fiscale to open a bank account, sign contracts and access to public services, including health services. In order to obtain your codice fiscale you have to go to the nearest “Ufficio delle Entrate” to your place of residence*.

*International students admitted to the Laurea Magistrale programmes from the 1st semester a.y. 2014/2015 have to refer directly to the International Student Office (Welcome desk Como).

Agenzia delle entrate (Como)
Via Felice Cavallotti, 6 (ASF transports, lines 1/3/4/6/7).
Opening hours: Monday, Thursday and Friday, from 8:30 am to 1:00 pm
Tuesday: 8.30 am – 1 pm and 2:30 pm – 3:30 pm (Ticket available from 8:00 am).
Wednesday: 8:30 am to 3:30 pm (from mid-September).
E-mail: dp.como@agenziaentrate.it
Website: www.agenziaentrate.it

You must bring your passport. If you are from a non-EU country, you may be asked to show your residence permit receipt.
At the “Ufficio delle Entrate” you will be asked to fill in a specific form for the issue of your codice fiscale. You’ll need to show you passport or other ID.
Please make sure that your name is the same on every form. Keep it in the same order and always use the same surname, if you have more than one.

HEALTH INSURANCE

In order to apply for a residence permit, within 8 working days of your arrival in Italy, you must have your health insurance valid for Italy. The health insurance must have the same validity of the residence permit you will apply for. This can be either private insurance underwritten in your home country, or one purchased in Italy.

In Italy, you can purchase your insurance from Generali Italia (ex INA Assitalia) (€98 for one year, € 49 for 6 months) or SSN – the National Health Service (€ 149.77 yearly and valid for one calendar year from 1 January to 31 December). Please note that Generali Italia insurance covers emergency care at the hospital only.

Subscription to the SSN is not compulsory, however it is strongly suggested since it entitles you to the same treatment as Italian citizens, including:
- choice of a general practitioner who can see you free of charge, prescribe medicine and laboratory tests and refer you to specialists (dentists, orthopaedics, etc.);
- free admission to public or certified private hospitals;
- free access to doctors on duty and continuous assistance service (guardia medica).

In order to register with Generali Italia you must go to the post office and fill in a blank payment bulletin with the following details:

c/c postale n.: 71270903
intestato a: Generali Italia S.p.A.
causale: polizza sanitaria studenti stranieri da 6 mesi (for 6 months)/da 12 mesi (for one year)
Euro: 98 (for one year), 49 (for six months)
If you apply for a one-year duration permit of stay, you have to pay for 12 months.

In order to receive your insurance contract, after paying at the post office send a photocopy of the payment receipt, copy of your passport and remember to indicate the exact home address where you wish to receive your insurance contract to info@insuranceitaly.it

In order to register with the NATIONAL HEALTH SERVICE, you must go to the post office and fill in a blank payment bulletin with the following details:

c/c postale n.: 379222
intestato a: Amministrazione P.T. Regione Lombardia
causale: iscrizione volontaria SSN
Euro: 149.77
Once you have paid, go to your local ASL office. You can find a list of ASL offices according to district of residence to register with the National Health Service at www.asl.como.it

If you are a non-EU citizen, in order to register with the National Health Service you must submit:
- the receipt of payment to the National Health Service;
- your tax code (codice fiscale);
- your passport;
- your residence permit (receipt);
- certificate of enrolment at Politecnico di Milano.

For details, you can contact the nearest public relations office (Ufficio Relazioni con il Pubblico) of any ASL office or visit: www.asl.como.it

If you are an EU citizen, and you already hold the TEAM card (European Health Insurance Card) you are entitled to receive medical assistance from the National Health Service under the same conditions and at the same cost as Italian citizens.

HOW TO OPEN A BANK ACCOUNT

Most banks are open from Monday to Friday, from 8:30 am to 1:30 pm and from 3:00 pm to 4:00 pm.

To open a bank account you must:
- be of legal age (at least 18);
- have a valid ID;
- have a tax code (codice fiscale);
- not have been declared bankrupt.

After signing the contract, the bank will supply you with all the information related to the terms and conditions of service and the following bank coordinates, which are necessary in order to make an international wire transfer:
- IBAN, International Bank Account Number (also known as Clabe or Aba depending on your country), which is an alphanumeric code identifying your bank account (check char + national bank code + branch number + the account number);
- BIC, Bank Identifier Code/SWIFT, which is necessary to send money worldwide.

Before being able to make any transaction, it is necessary to make an initial deposit on your bank account. Traveller’s checks, checks and foreign currency can be exchanged at banks, exchange offices, railway stations and/or airports.

BANCA POPOLARE DI SONDRIO

is the official bank of Politecnico di Milano. It offers students of Politecnico di Milano the possibility to open a bank account at very good conditions.

**Banca Popolare di Sondrio (branch no. 1)**
in Via Giulini, 12 - Como
Opening hours: from Monday to Friday, 8:20 am-1:20 pm/2:35 – 3:35 pm. Phone: +39 031 260211

**Banca Popolare di Sondrio (branch no. 65)**
in Via Innocenzo XI, 71 - Como
Opening hours: from Monday to Friday, 8:20 am-1:20 pm/2:35 – 3:35 pm. Phone: +39 031 2769111
AFTER ENROLMENT

WHAT, WHERE, HOW, WHO

ACADEMIC CAREER, CERTIFICATES AND TUITION FEES
Segreteria studenti (registrar's office) provides all the information related to tuition fees, penalties, enrolment and withdrawal, and it issues certificates and forms. It also supports students in submitting a study plan, registering to examinations and applying for graduations.

Como Campus
Via Castelnuovo 7 - 22100 Como (It will move, check for address changes on site to http://www.polo-como.polimi.it/en)
Opening hours: Monday to Friday, 9:00 am to 11:30 am
E-mail: segreteria.studenti@como.polimi.it - Phone: +39 031.332.7400 or 7401

ACCOMMODATION
Area Servizi Residenziali (Housing Services)
Via Golgi, 42 – Milano (underground line 2, Lambrate stop)
Open: Monday to Friday, 9:00 am to 12:30 pm
E-mail: residenze@polimi.it - Phone: 800022399

Welcome Desk Como
via Castelnuovo 7 – Ground Floor It will move, check for address changes on site to http://www.polo-como.polimi.it/en)
Open: Monday to Friday, 9:00 am to 11:30 am; Wednesday 8:30 am to 3:30 pm (suspended from July 15 to September 15)
E-mail: residenza-como@polimi.it - Phone +39 031.332.7555

CAREER SERVICE
The Career Service helps students become familiar with the job market and find job or internship opportunities in Italy and abroad.
Piazza Leonardo da Vinci, 32 – 20133 Milan (Underground Line 2, Piola stop)
Building 2 – First floor
Email: careerservice@polimi.it - Website: www.careerservice.polimi.it

DICOS
Academic matters, exams and study plan presentation for Design students
Via Durando, 10 – 20158 Milan (Passante Ferroviario, Bovisa stop)
E-mail: dicos@polimi.it - Website: www.design.polimi.it

DIRITTO ALLO STUDIO
Scholarship, international mobility contributions, housing at reduced rate, luncheon vouchers, extraordinary contributions:
Via Golgi, 42 - 20133 Milan (Underground Line 2, Lambrate stop)
Opening hours: Monday to Friday, 9:30 am to 12:30 pm
Help desk: +39 02 2399 4471 (or -4472-4473-4474-2268-2058)
E-mail: dirittoallostudio@polimi.it - Website: www.polimi.it/en/scholarships

ONLINE SERVICES

Online Services are computer services provided to all Politecnico di Milano students. Access the Online Services on the website www.polimi.it. By entering your person code (codice persona) and password (both provided upon registration via the website), you can check your Politecnico account and access the various files related to your university career.

Through the Online Services you can:
• display and modify your personal data;
• read the Faq and contact the offices in charge;
• check messages in your Webmail;
• carry out all the necessary enrolment procedures;
• submit your yearly study plan;
• apply for OFA recovery sessions;
• check your application status (Master of Science);
• check the class timetable and the office hours of each professor;
• check the dates for the exams and register for an exam session;
• check your examination results;
• check your tuition fees and ISEEU;
• print out your payment slip (MAV) to pay your tuition fees;
• print out your self-certifications;
• register for the graduation session;
• finalize your learning agreement (Exchange students);
• display and print out your diploma supplement after graduation;
• fill in the Interest Form for Bachelor of Science programmes.

Please note that registration for exam sessions through Online Services is compulsory. Unless registration is carried out correctly it will not be possible to record the examination results in the academic career or insert them in the transcript of records.

All Politecnico di Milano students are given an institutional email account. E-mail addresses are as follows: name.surname@mail.polimi.it. For example, “Mario Bianchi” would be assigned mario.bianchi@mail.polimi.it.

Through your e-mail account you can:
• receive information from Politecnico di Milano offices concerning educational, cultural and extracurricular activities;
• send/receive messages to/from other e-mail address;
• forward messages to your personal e-mail address;
• receive personalized career information.

Other useful tools are available in the Utilizza area, just below Servizi Online. Using Cerca Aule you can search for classrooms by location or code and get detailed information on how to reach them, their features, position, accesses, routes and photos, equipment and software available. You can even check the classroom occupancy of a given location on a given date.

If your classroom timetable is not available on Servizi Online under the “Exams” section, you can use the Orario delle lezioni link to create your own.

**COMPUTER FACILITIES**

Como campus has computer rooms available for students. Access is free for all students: in order to connect to the Internet through the computer rooms desktops a couple of days after enrolment go to a computer room and apply for your account. Show your student card, or, if this is not yet available, any valid document proving enrolment.

Politecnico students can also access the Politecnico di Milano WiFi network. Wi-Fi permits direct access to the university network from a PC, smartphone, or other mobile device. Access is both safe and integrated with Politecnico di Milano Information Systems. In order to access the network, you have to be identified by the Registrar’s Office (by submitting your ID or passport) or by the studesk if you are an exchange student. Once your identification has been processed you can log in with your Polimi personal code and password.

If any problems occur, even after identification, check www.wifi.polimi.it.

**PRIVACY RULES**

Politecnico is not permitted to release information regarding academic progress or attendance to any third party without the student's express consent.

*IN ORDER TO COMPLY WITH ITALIAN DATA PROTECTION LAWS, PLEASE REMEMBER TO CONTACT US USING YOUR POLITECNICO WEBMAIL ACCOUNT AND NOT A GENERIC EMAIL ADDRESS.*

This will ensure that only someone with a person code and password can access your Online Services and read your e-mail inbox. If you are not enrolled yet and wish to write us, remember to attach a scan of your passport or ID, together with your person code (Codice Persona), if already issued. If these rules are not observed, only general information may be provided in order to protect your privacy.

**CERTIFICATES AND SELF-CERTIFICATES**

Any information relating to your academic career can be found on Online Services, under the “Didattica” or “Esami” sections, by logging in with your person code and password.

All students can print self-certificates regarding enrolment, career, exams passed and so on from the Online Services, under the “Data” section. Self-certificates can be addressed to public offices in Italy or to private enterprises in charge of public services. The Registrar’s Office release certificates that are subject to the payment of an amount that may vary according to the number of certificates and to the reason for which you require them.

To obtain a certificate on stamped paper:
• complete the form requesting a certificate on stamped paper (available at www.polimi.it/en/forms);
• buy one revenue stamp €16.00, to be placed on the form;
• buy one revenue stamp €16.00 for each certificate requested.
For example, if you need two certificates, you'll need to buy three revenue stamps: one for the form and one for each certificate requested. If your tuition fees haven't been paid, you won't be allowed to obtain any certificates and the exams you've passed won't be registered until you have settled your tuition fees.

Since it is not possible to pay the revenue stamp duties from abroad, please don’t forget to request all of the necessary certificates before you leave Italy and once you have finished your studies. If you do leave the country, you’ll need to delegate a friend or a colleague living in Italy to make the request on your behalf.

In this case, and every time you need someone to hand in a request that you cannot submit in person, you will need to fill in a delegation form (available at www.polimi.it/en/forms), enclosing a photocopy of your ID. The delegated person must also provide his/her ID. Certificates are available in Italian and English.

**ITALIAN COURSES**

Politecnico di Milano organizes Italian language courses to its international students (exchange or degree courses students) regularly enrolled.

**MILANO LEONARDO AND MILANO BOVISA CAMPUSES**

Classes are held each semester at Milan Leonardo and Milan Bovisa Campuses. Levels offered: beginner, elementary, pre-intermediate. Classes are about 40 hours classes (twice a week, late afternoon). In order to attend the courses students have to register themselves through the Online Services private page, under the key 'language courses catalogue'. After registration, students must take a mandatory test to determine their level.

Registrations are usually open in September (for the first semester courses) and in February (for the second semester courses).

More info: italian-courses@polimi.it

**COMO CAMPUS**

Intensive Italian language course is usually offered to exchange students at Como Campus in the first two weeks of September. Students are usually asked to apply between mid-June and mid-July. Various levels are offered: elementary, pre-intermediate and intermediate.

Italian language courses are also held each semester at Como Campus. Levels offered: beginner, elementary, intermediate. Classes are about 30/40 hours classes (twice or three times a week, late in the afternoon). In order to attend the courses students have to register themselves through the Online Services private page, 'language courses catalogue'. After registration, students must take a mandatory test to determine their level.

Registrations are usually open in September (for the first semester courses) and in February (for the second semester courses).

More info: exchange-como@polimi.it

**FOREIGN LANGUAGE COURSES**

Every year, Politecnico di Milano organizes beginner foreign language courses for its students. Currently, French, Portuguese, Spanish and German courses are offered. Courses lasting 30 hours are held in June and July at Leonardo and Bovisa Campuses. The courses will be activated with a minimum of 15 participants. Students are requested to give a contribution, which is usually around €100 depending on the number of participants. Classes take place three times a week late in the afternoon, usually after 6:00 pm. Registrations are usually open in May through the Online Services private page, under the key 'language courses catalogue'.

More info: linguestraniere@polimi.it.

**LEARNING TOOLS**

Beep is the new portal for network activities designed for students and professors. Login with your Polimi credentials (person code and password) and enjoy it! You can share documents, links and images, interact with virtual classrooms following revision lessons and ask professors questions, discuss topics on the forum and organize appointments.

Beep.metid.polimi.it also provides a "Help chat" available from Monday to Friday from 9:00 am to 6:00 pm, email: beep.metid@polimi.it. https://beep.metid.polimi.it/
POLITECNICO LIBRARIES

University Library Services provide students with a network of libraries for research and study on different university campuses:

Servizi Bibliotecari Como: includes the library that is located in Via Valleggio 11, 1st floor.
Servizio Tesi e Documentazione – TeDoC (Thesis and Documentation Service): includes a collection of graduate theses from the School of Architecture and Society, provides planning materials such as current and historic maps, urban and territorial plans and specialized databases. www.tedoc.polimi.it

To access University Library System services, users must be registered and authorized in the university login system.

OUR SERVICES AT THE CAMPUSES

Books loan
You can borrow up to 5 books from different libraries.

Inter-system loan
You can borrow up to 5 books from any SBA library. In order to facilitate the usability of the services from the decentralized campuses, it is possible to use the inter-system loan.

Consultation
You can consult all the material of the libraries at the various campuses.

Online services
• SEARCH: with a single interface you can search many resources at the same time and find books and e-book, journals and e-journals, articles, cartography, theses, …
• The Online University Catalogue (OPAC) allows you to search the documents available and catalogued in the University Libraries. Once you have logged in, you can access the Personal Area services (loan requests, reservations, renewals, reader status display and other specific functions). You can access your Personal Area also using the mobile APP POLIMI Library, available for iphone and Android phones.
• e-journals and databases: online consultation of various databases and more than 6000 e-journals;
• e-books collection: more than 9000 electronic books on Engineering and Architecture;
• interlibrary loan and documents delivery;
• the online reference service Chiedi@lla tua biblioteca available 24 hours a day and provides feedback within the next 24 hours. All these services are available both on the IP net of the University and at home, through proxy service.

You will find all the necessary information at: www.biblio.polimi.it.

STUDENT ASSOCIATIONS

A number of Student Associations organize both cultural and sports activities open to all students. Students registered in these associations get discounts in many bookshops, photocopy centres, phone cards, cinemas, cafés, etc.

ESN CAMPUS LEONARDO
Via Golgi 42
(inside building 25)
Opening hours: from Monday to Friday, from 12 pm to 2 pm
Phone: +39 02 2399 2676
E-mail: esn@polimi.it
Website: www.esn.polimi.it

ESN CAMPUS BOVISA
Via Durando 10
(inside building 8)
Opening hours: from Monday to Friday, from 12 pm to 2 pm
Phone: +39 02 2399 7114
E-mail: esn.bovisa@polimi.it
Website: www.esn.polimi.it

ESN CAMPUS COMO
ESN intends to organize some activities in Como too.

ESEg CAMPUS LEONARDO
Piazza Leonardo da Vinci 32, c/o Educafe
Phone: +39 399 77 81165 - E-mail: esegpolitecnico@eseg.it - Website: www.eseg.it

BEST MILANO
Via U.B. Secondo 3, 20133 Milano
Phone: +39 02 23 99 26 65 E-mail: milano@best.eu.org - Website: www.bestmilano.it

FOLKS
E-mail: folksmilano@gmail.com - Website: www.folksmilano.org

For the complete list of the students associations operating at Como campus, please refer to this link: http://www.polo-como.polimi.it/en/campus-life/students-associations
POLITECNICO SPORT COMMITTEE

Politecnico di Milano invites all students to practice sports, particularly at the facilities available in the University.

The Leonardo Campus in Milan, for example, hosts Campus Giurati, a historic facility for athletics and rugby in Milan, where students can practice athletics, soccer 5 and rugby, or take advantage of the fitness gym.

In addition to this facility, there are many others affiliated with the Politecnico, where students can practice a variety of sports: athletics, swimming, windsurfing, fitness, golf, volleyball, soccer, judo, fencing, climbing, skiing, etc.

If you practice a sport at a competitive level, moreover, you can be part of the teams of the Politecnico that participate in academic and federal competitions.

To find out which sport you can practice and where, visit: www.sport.polimi.it

In order to register for the sport activities students at Como campus have to refer to Punto Sport.

Punto Sport (Como campus)
Via Valleggio 11 (ground floor) Tel. 031.332.7501
Fax 031.332.7543
E-mail sport@como.polimi.it
Skype: puntosport_como
For opening hours updates check at http://www.polo-como.polimi.it/en/campus-life/sport

HOW TO SURVIVE UNIVERSITY LIFE

Check the Academic Calendar
It highlights important dates and is useful for managing your studies during the first semester lectures (usually from mid-September to the end of January) and the second semester lectures (from the beginning of March to the end of June).

Most examinations take place during the non-lecture periods.
www.polimi.it/en/academic-calendar

Classrooms
The complete list of classrooms and computer rooms is available at www.polimi.it. Click on "Search for Classrooms" in the menu on the right side of the page.

Connect with students in your classes
During the first weeks of classes do your best to get to know your classmates in each of the classes you attend. Besides expanding your network of friends, you will have help if you miss a class.

Remember to sign up for exams and workshops
It is extremely important that you sign up for exams correctly and within the established deadline, otherwise you will not be allowed to take the exam and your grade will not be recorded in your transcript of records.
On Online Services, under the "Exams" section you’ll find the deadlines and the links to follow.
Make sure you:
• are up-to-date with your tuition fee payment;
• have added the exam you want to sit to your study plan;
• have checked the rules on the priorities to be given to certain exams;
• have attended the lectures when required;
• have completed the sign-up procedure.

Do your best to pass your OFA test as soon as possible
OFA is a gap found in your initial preparation that emerges during your entrance test and indicates certain limitations to your career. There are different kinds of OFAs depending on the course you’re enrolled in (OFA disegno, Ofa matematica, Ofa Tol, Ofa Test, Ofa inglese called TENG …). You will be able to retrieve your OFA during the academic year starting from October and apply to an OFA session from your Online Services area by following these links: "Ammissione alla Laurea Triennale" “Iscrizione recuperi Ofa”

…and last, but not least, some safety tips:
• mark laptop, mobiles and other electronic equipment with personal identification markings;
• do not carry large amounts of cash with you when going to University;
• do not leave personal belongings unattended.
USEFUL INFORMATION

USEFUL TELEPHONE NUMBERS

CARABINIERI, STATE POLICE, HEALTH EMERGENCY AND FIRE EMERGENCY 112

MUNICIPAL POLICE: 031 252700 - Viale innocenzo XI, 18 - Como

ANTI-POISON CENTRE: 02 661 010 29 - MILANO

COMO EMERGENCY DOCTOR SERVICE: 840000661

FOLLOW POLITECNICO DI MILANO ON SOCIAL MEDIA

Join the community on:
www.facebook.com/polimi
www.twitter.com/polimi
www.twitter.com/polimi_zh
www.youtube.com/polimi
www.youtube.com/polinternational
www.instagram.com/polimi