



**POLITECNICO**  
MILANO 1863

This document refers ONLY to Laurea Specialistica / Master of Science Courses.  
For Bachelor of Science Course please refer to the Italian version available at [this link](#).

## I WANT TO REGISTER TO THE DEGREE EXAMINATION: WHAT DO I HAVE TO DO?

POLO TERRITORIALE DI  
COMO

SEGRETERIA STUDENTI

### How do I register to degree examination?

You can register to the degree examination only through our online services, within a specific timeframe.

Access your online service page, and from the menu “Degree – Final Exam” click on “Registration to final exam”.

If you didn't do it yet, you will have to fill or update your CV and fill the questionnaire on the assessment of the education programme before you can proceed with the registration.

### What are the deadlines?

You have to pay attention to two different type of deadlines:

- **Opening and closing date for registration, last deadline for exams**
- **Thesis upload**

All these deadlines are available in a notice, published on Polimi website, Students Noticeboard section: <http://www.polimi.it/en/students/noticeboard/>.

Pay attention to the different deadlines for thesis upload, which depend on the thesis type.

### How can I check if everything is ok and if my registration is confirmed?

You can check your registration status anytime, logging in the online services, and selecting the link “Degree – Final Exam” → “Registration to final exam”.

Clicking on the link “Registration overview” in the left side menu you will be able to see which steps you need to complete (for example: graduation fee payment, thesis approval by the supervisor, etc.).

In the “Thesis Data” area, there is the line “Registration status”: it will become “Confirmed” once everything is ok.

### How do I calculate the graduation fee and how do I get the details for payment?

The exact amount for graduation fee is available on the Fee and Exemption Guide on Polimi website: <http://www.polimi.it/en/students/guidelines-and-rules/>

The system creates the MAV only after you register to the final examination.

You can download the MAV from the link “Degree – Final Exam” → “Graduation fee payment form”.

If you have any overdue fee still to pay, you will find them added to graduation fee.

You can pay the MAV in the same ways you used for your previous university fee payments.

You don't have to send anything to Registrar's office, but we may ask you a confirmation of your payment should the need arise.

**IMPORTANT!** From the moment you register to final examination session, graduation fees needs to be paid and are not refundable.  
If you withdraw from the graduation session and register to a later one, you will find them added to the next graduation fees.

**When should I pay graduation fee?**

The deadline for graduation fee payment is the same as the deadline for registering to final examination. In this way, there is plenty of time for the payment to be registered and for Registrar's Office to complete all the administrative steps required.

**I need to modify my thesis title, is that possible?**

Yes, if you need to modify your thesis title you can do it from the online services, using the link for registration "Degree – Final Exam" → "Registration to final exam".  
Click "Modify your registration" on the left side menu and proceed.

**Do I need to bring a copy of my thesis to Registrar's Office?**

No. You don't have to bring anything to Registrar's Office, unless we specifically ask you to.

**How can I withdraw my registration to final examination?**

You can withdraw your registration from "Degree – Final Exam" → "Registration to final exam" and clicking "Registration withdrawal" on the left side menu.

**How can I know the Commission members and in which room I have to go for my presentation?**

The official convocation for the Commission members and the confirmed students, and the rooms used for presentation is available a few days before graduation day on Como Campus website, Student Notices section <http://www.polo-como.polimi.it/en/student-notices/>

**Is it possible to do an equipment and presentation test?**

Yes, it is possible to test your presentation a few days before graduation day.  
We publish a notice about technical test on Como Campus website, Student Notices section <http://www.polo-como.polimi.it/en/student-notices/>

**IMPORTANT:** it is NOT possible to do the technical test on a different date.

**How do I get my Diploma (parchment)?**

We will give you your Diploma on graduation day, during the proclamation ceremony.

If you graduated before July 2009, please contact the Registrar's Office. We can send the Diploma to the address you will give us.

Registrar's office contact information <http://www.polo-como.polimi.it/en/campus-staff/registrars-office/>

**How can I get a degree certificate?**

Starting from the working day after graduation you can ask a degree certificate directly at the Registrar's office desk bringing 16,00 € revenue stamps (1 for every copy of certificate + 1 for the request form).

You can also reserve your certificate through Online Services, from the link: "Data" → "Certificate and self-certification request". You will pay revenue stamps by credit card, and you can ask for shipping to a specific address, paying shipping fees.



**POLITECNICO**  
MILANO 1863

### **How can I get the Diploma Supplement?**

About 1 month after graduation, the Diploma Supplement is available in your online services page.

You can download it from the link: “Degree – Final Exam” → “Diploma Supplement” and print it by yourself. If you need a stamped copy, you can reserve it through Online Services, from the link: “Data” → “Certificate and self-certification request”. In this case you don’t have to pay revenue stamps.

If you need the Diploma Supplement more quickly, please contact the Registrar’s office.