

Dear student,

welcome to Politecnico di Milano, please carefully read and follow the instructions below to finalise your enrolment.

1 - Registration/Access in AUNICA Polimi and the Person Code creation

www.polimi.it / Tools / Online services

a- Have you graduated from the Politecnico di Milano, do you have a student identification number or person code?

You don't need to register but update your **residence and domicile data** by entering a **current personal e-mail address** (not @polimi.it/@...polimi.it) **and attach a photo/scan of a valid identity document.**

If you have lost your login credentials, please select Online Services and "Authentication assistance"

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Sign in to **Online Services**

POLIMI	sp:d	CIE	
Sign in to	Online Services		
Person Code	<input type="text" value="Person Code"/>		
Password	<input type="text" value="Password"/>		
Stay signed in	<input type="checkbox"/> Keeps the session active for a whole day.		
<input type="button" value="Sign in"/>			
Login problems? Authentication assistance			
New user? Register			



Then choose your request:

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Servizi online

Authentication Assistance

[Credentials Recovery](#)

[Emergency 2FA deactivation](#)

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The Office in charge of processing it will contact you.

b- You are a new user

You must enter your personal data, residence and domicile, and a **current personal e-mail address** (not @...polimi.it), **where you will receive a link to activate your account**. When the account is activated (maximum 30 days after receiving the link), you can complete the registration by attaching a valid identity document.

2 - Sending the Person Code and qualifications to the Master/Specialist Training Course contact person

Once the registration is complete, we ask you to send an email to the course contact person

- A. your person code (8 digits) + personal e-mail address
- B. your qualification documents (certificate of equivalence of qualification or CIMEA Certificate of Comparability for foreign qualifications)
- C. copy of entry visa/residence permit if required (not required for distance learning courses)

3 – Stamp duty payment

You will receive a communication from the course Contact person and **pay the online stamp duty to complete enrolment. Enrolment will not be valid without the stamp duty payment.**

To do so, you will need to access the online services using the credentials listed in point 1, and follow the sequence below:

- Go to "Request for Certificates and self-certification" and select:
 - MASTER: ENROLMENT STAMP DUTY PAYMENT APPLICATION
 - Or
 - SPECIALIST TRAINING COURSE ENROLMENT STAMP DUTY PAYMENT APPLICATION



- **Confirm** the application selection according to the course (Master/Specialist training course) and **book it**
- **Select the green botton** to complete the payment
- **Pay by credit card** and wait for payment conclusion.

Please notify the course contact person about the stamp duty payment to confirm and finalise the enrolment procedure.

Thank you for your cooperation.

*Corporate & Continuing Education Unit
Research, Innovation and Corporate Relations Division*

