

ENROLMENT NOTICE

In order to enroll for the course, **all admitted candidates** must carry out the following enrolment procedure.

STEP 1: SENDING DOCUMENTATION

Each admitted candidate - with or without scholarship - willing to enroll, must send via e-mail at post-lauream@poliba.it the following documents, not later than November 15th, 2024:

- a. **ENROLMENT FORM**, attached to this Notice and available at the following link <http://www.poliba.it/it/didattica/master>. The form must be filled in, signed and named as follows: "Enrolment – Surname and Name"; *candidates must fill the form taking care to accurately complete all the sections*;
- b. **Scan of PASSPORT**, by naming the file as follows: "Document - Surname and Name";
- c. **CURRICULUM VITAE without personal details** (i.e. *pictures, addresses, contacts and signatures*);
- d. **DICHIARAZIONE DI VALORE**, even if already sent, regarding the entry qualification to the course.

This step is mandatory for all candidates (with and without Ciheam scholarship). Candidates who will not proceed within the deadlines will be *excluded*.

STEP 2: PRE-ENROLMENT COMPLETION

Starting from November 18th, Politecnico di Bari will register the pre-enrollment, according to the information indicated in the *Enrolment form*.

Candidates with Ciheam scholarship

Candidates who benefit from the scholarship will not pay any fee: Politecnico di Bari will send the PagoPA payment notice to Ciheam, that will pay.

These candidates must only attach the above-mentioned documentation (Doc. *a, b, c* and *d* of Step 1) in Esse3 portal (path "Carriera" → "Allegati Carriera"/"Attachments"), upon a confirmation communication given by Politecnico via e-mail.

Candidates without Ciheam scholarship

Candidates who have been admitted without scholarship will receive a *completion request* via e-mail and must proceed with:

- **Enrolment fee payment** (€ 416,00), which invoice will be available in Esse3 portal after the above-mentioned *completion request*; the payment must be done through PagoPA system within the deadline indicated in the e-mail;
- **Documentation upload** (Doc. *a, b, c* and *d* of Step 1) in Esse3 portal "(path "Carriera" → "Allegati Carriera"/"Attachments").

Non-scholarship candidatea will be required to pay an attendance fee of €3,600.00, which will be attributed in 2025 and will be notified by e-mail.

Useful information

To retrieve portal credentials, candidates must click on "*Password dimenticata*" in the home page of Esse3 portal.

For every communication, candidates can contact post-lauream@poliba.it, taking care of describing the issue and giving the necessary information to