# On-line Application Procedures 2006/2007

## Completing the On-line Application

It is extremely important that your on-line application is completed and all personal information entered correctly. After filling out the application and receiving your confirmation including username and password , you will have a period of ten days or until the 1st of April, whichever comes first, to modify any information or study choices. After this point, your information will no longer be modifiable, as the application will go to the admission evaluation committee.

We will communicate with you principally by **email**, so do not make any mistakes in entering your email address and if you have multiple addresses, please supply the one you can check most regularly from any location. For example, if you give a work email that you are not able to check from outside your office, you may have delays in receiving messages from the admission office, which could adversely affect your candidacy. If, however, you give an email what you can check anywhere, including an internet café, for example, it will be much easier for our offices to keep in contact with you. Your telephone contact information is also important, so please do leave the correct numbers where you can be reached during our office hours. Regarding your address, please leave us an address that will be valid **through the end of the summer of 2006**, as admitted students may receive information by post throughout the summer. When indicating your address, if you can give an address that is not a P.O. Box, it is preferred, as express delivery carriers such as DHL are not able to deliver to such addresses. We would also appreciate if you supply us with a fax number if possible.

Regarding your study choices, keep in mind the language requirements of various courses. If you speak English but not Italian, you are limited to applying to those programmes taught in English, and vice-versa. In order to be considered for courses in a particular language, you must, in your dossier sent to the admissions office concurrently with the completion of your on-line application, furnish our office with proof of your proficiency. If you fail to provide proof of proficiency in the language of the course you have applied for, your application will not be considered for the programme. In any case, the Politecnico di Milano reserves the right to schedule telephone interviews to assess the language skills of candidates if it deems this to be necessary.

Please also remember that your candidacy for a certain program will obviously be looked upon more favourably if your undergraduate education has enabled you to build a strong foundation for the Master of Science you would like to pursue. Therefore, your first and second choices (if you indicate a second choice) should both be programs that you would be able to follow with your particular educational background.

Please look over the following example of a completed application to understand which information must be provided:

General Information:

| | |
|---|---|
| Family Name: | ANYONE |
| First Name: | JOHN |
| Gender: | MALE |
| Date of birth: | 05 July 1982 |
| Nationality: | BRAZIL |
| Other Nationality: | BAHAMAS |
| E-mail address: | anyone@nowhere.com |
| Telephone: | (20) 000 000 |
| Mobile: | (20) 000 000 |
| Fax: | (20) 000 000 |

## Residence:

| | |
|---|---|
| **Address:** | 14 Anywhere Road Anytown, Brazil |
| **Postal code:** | 00000 |
| **City:** | Anytown |
| **Country:** | BRAZIL |

## Educational background:

**Number of years completed (from primary to secondary school):** 12

| | |
|---|---|
| **Country of studies:** | BRAZIL |
| **School/University name:** | Anyuniversity |
| **School/University city:** | Anytown |
| **School/University address:** | Anyuniversity 100 Anystreet Avenue Anytown, Brazil 00000 |
| **School/University Telephone:** | (20) 00 000 |
| **School/University Fax:** | (20) 000 00 |
| **Official web site of the institution:** | http://www.anyuniversity.com |
| **Degree (equivalent to):** | B.Sc. |
| **Name of the degree:** | Bacharelado |
| **English translation of degree:** | Bachelor of Science |
| **Student Number (if available):** | 000 000 |
| **Already graduated:** | Not Graduated |
| **Graduation Date (Expected if not graduated yet):** | 14 June 2006 |
| **Avarage grade/ Maximum grade possible:** | 7/10 |
| **Notes:** | no notes |

**Language skills:**

| | |
|---|---|
| **Italian:** | Intermediate (include proof of proficiency in dossier) |
| **English:** | TOEFL (include copy of results in dossier)<br><br>**Test score:** 220 |
| **Other (please specify):** | |

**I want to apply for the following Master of Science:**

| | |
|---|---|
| **Study course: (first choice)** | Campus: **MILANO BOVISA**<br>School: **DESIGN**<br>Degree program: **COMMUNICATION DESIGN** |
| **Study course: (optional second choice)** | Campus: **MILANO BOVISA**<br>School: **DESIGN**<br>Degree program: **INTERIOR DESIGN** |

**Nomination for Scholarships:**

**I would like to be considered for a <u>merit-based</u> scholarship:**
▪**Yes**

**Financial Statement:**

**I will have sufficient funds to cover my expenses during the two-year Master of Science program (a minimum of 350 Euros per month):**
▪**Yes**

**Note: if you indicate "no", be aware that you may only be admitted if you are selected for a merit-based scholarship**

**Other Information:**

**Have you previously applied to a Master programme at "Politecnico di Milano"?**
▪**No**

**How did you hear about the "Politecnico di Milano"?**
▪ **Educational Fair**

**Specific details:**
▪ **The Fair was in Anytown, Brazil on January 1, 2006. I met with your representatives.**

[ <- Back ]   [ Confirm all information for registration ]

When you have finished your on-line application and have received confirmation of this (your unique username and password), please print out the receipt. It contains the information you will need in case you want to modify your application **within the first 10 days or by April 1st, whichever comes first,** or if you want to check on the status of your application to see if you have been admitted or not following the application period. Moreover, you will need to sign and date a copy of the receipt where indicated and enclose this with your dossier to be sent to the admissions office (see the application checklist below).

## Writing a Letter of Motivation

The admission evaluation committee of the Politecnico di Milano gives significant importance to your letter of motivation. For this reason, it should be well thought out before being written and several drafts should probably be done before composing the final copy. Once you have finished, please do check to see that the message is clear and the grammar is correct, as poor grammar will not only affect the evaluation of your letter of motivation, but might also put into doubt any language proficiency exams that you have sent in (TOEFL, etc.). Although candidates are free to write about what they wish, we do recommend that candidates do not simply give a summary of the information that can be found on their curriculum vitae, which is also a required part of the admission dossier. As each Master of Science program is different, you are asked to provide a separate, specific letter of motivation for each program applied to.

There are many websites that give useful information on how to write a letter of motivation, including the following site, which has hints that have been found to be insightful and useful by the evaluation committee: www.statementofpurpose.com/ee/scholarship.html.

## Your Curriculum Vitae

The admission evaluation committee requests that you limit your CV to two pages with a simple font and format. Please make sure that the personal information contained in your CV matches identically with the information you have inserted into the on-line application and is completely up-to-date.

## Application Checklist

The documents listed below must be sent concurrently with your on-line application. The deadline for admission for all non-EU candidates not resident in Italy and also EU candidates or non-EU candidates resident in Italy who would like to be considered for merit-based scholarships is the 28th of April. Therefore, any application or documentation that has not been _received_ by our office by that date or is not complete will NOT be considered. **Remember that the earlier you send in your application and material, the better the possibility of having an early response regarding admission.** Again, incomplete documentation and/or applications will NOT be considered, so please pay close attention to the checklist furnished below.

Please separate the documentation into the sections given below. Place all documentation, unfolded, in ONE large envelope. For EACH study choice you have made, you must include folder consisting of PHOTOCOPIES of your application material (exception: documents in sealed envelopes such as transcripts or letters of recommendation, which the Admissions Office will open, verify, and photocopy). In other words, if you have applied for a first and second choice, your application packet should consist of 1 folder of original documentation for the admissions office and 2 folders of documentation for the specific programs, include in each folder only the letter of motivation specific for that program.

| Folder 1 | Documents required by the Admissions Office |
|---|---|
| 1 | A signed copy of the printed on-line application |
| 2 | University qualification, (equivalent to a Bachelor degree), in case already available, or a post-secondary qualification awarded by a Higher Institute (that is not a University) that allows the student to undertake university studies at the successive level (Master of Science), in case already available. This second alternative is valid only in cases where the secondary school qualification has been obtained following a period of at least 12 years of education. This document needs to be provided in Italian if not already translated into English, French, or Spanish. If a university qualification is not available because the student has not yet finished university but will finish by the end of August, a certified letter from the Head of the candidate's department stating that the student will be graduating by the end of August may be presented as a TEMPORARY substitution for the **Diploma**. |
| 3 | An academic transcript **certified** by the university registrar's office (preferably in a sealed envelope)confirming courses completed and grades given. The relation of credit given to number of hours for each course should also be provided. A copy of this certificate translated into Italian (where the actual language is different from English, French or Spanish) must also be provided. Candidates from some countries will be requested to have their universities send the transcripts directly to our offices, click here for a list of countries where this is necessary. |
| 4 | The detailed study programmes (course descriptions) and the number of hours for each course/training activity in the academic curriculum that the candidate has completed. (This is to assess if the credits of the candidate's Bachelor degree correspond to 180 credits required to access the Laurea Magistrale/Specialistica in Italy (in English or in Italian). This document can be taken from the website of the university if the course descriptions are available online. If not available online, it can be copied from a university course catalogue. If the candidate must translate the document or write it himself, it should be either printed on paper with the university logo, or signed by the department Head of the candidate's program of study. Descriptions may be brief, simply |

| | explaining the basic topics covered. |
|---|---|
| **5** | Your Curriculum Vitae (Resume):  max. 2 pages |
| **6** | Letters of Motivation (1 for each study program chosen) |
| **7** | A certificate attesting to knowledge of the English language (for programs being given in English) or the Italian language (for programs being given in Italian). |
| **8** | 2 letters of recommendation individually sealed in an official envelope (at least one from a current or former professor).  To download the recommendation letter template, which should be used, please click here |

| **Folders 2 and 3\* (\*optional)** | **Documents (photocopies) required for each program applied to:** |
|---|---|
| **1** | A signed copy of the printed on-line application |
| **2** | University qualification (equivalent to a Bachelor degree), in case already available, or a post-secondary qualification awarded by a Higher Institute (that is not a University) that allows the student to undertake university studies at the successive level (Master of Science), in case already available. This second alternative is valid only in cases where the secondary school qualification has been obtained following a period of at least 12 years of education.  This document needs to be provided in Italian if not already translated into English, French, or Spanish.  If a university qualification is not available because the student has not yet finished university but will finish by the end of August, a certified letter from the Head of the candidate's department stating that the student will be graduating by the end of August may be presented as a TEMPORARY substitution for the **Diploma**. |
| **3** | A **certified** academic transcript confirming courses completed and grades given.  The relation of credit given to number of hours for each course should also be provided.  A copy of this certificate translated into Italian (where the actual language is different from English, French or Spanish) must also be provided.  This photocopy is only necessary if the academic transcript has not been enclosed in a sealed envelope by the university registrar's office; please do not open official university-sealed envelopes. |
| **4** | The detailed study programmes (course descriptions) and the number of hours for each course/training activity in the academic curriculum that the candidate has completed. (This is to assess if the credits of the candidate's Bachelor degree correspond to 180 credits required to access the Laurea Magistrale in Italy (in English or in Italian).  This document can be taken from the website of the university if the course descriptions are available online.  If not available online, it can be copied from a university course catalogue.  If the candidate must translate the document or write it himself, it should be either printed on paper with the university logo, or signed by the department Head of the candidate's program of study.  Descriptions may be brief, simply explaining the basic topics covered. |
| **5** | Your Curriculum Vitae (Resume):  max. 2 pages |
| **6** | Letter of Motivation for the study program chosen |
| **7** | A certificate attesting to knowledge of the English language (for programs being given in English) or the Italian language (for programs being given in Italian). |

**Attention:  applicants to the School of Design must also send, separately, a portfolio of their works to the following address:**

Ufficio Relè
Facoltà di Design
Attn:  Carlotta Dalla Vecchia
Politecnico di Milano
Via Durando 38/A
20158 Milano (MI)
Italy

**Candidates who fail to furnish the School of Design with a portfolio may not be considered for admission.**

Note:  Documents received by the Politecnico di Milano will not be returned to the applicant.
All applications must be complete (incomplete applications will not be considered) with all the above-mentioned documents, unfolded, in ONE envelope and sent directly to the following address:

**Politecnico di Milano University**
**International Projects Service**
*International Admissions Office*
Piazza Leonardo da Vinci 32
20133 - Milano (Italy)

For express mail delivery (DHL, UPS, Federal Express, etc.), please use the following contact information:
Politecnico di Milano
International Projects Service
*International Admissions Office*
Delivery Address:  P.zza Leonardo da Vinci 32
Postal Address:  20133 Milano (MI) ITALY
Contact Person:  Geoffrey Moody
Telephone:  +39 02 23992103