ONLINE ENROLMENT GUIDE FOR INCOMING STUDENTS

Go to the link at http://www.poliba.it
Go to the DIDATTICA menu and select OFFERTA FORMATIVA.
Click on the **MENU** icon in the top right corner of the screen.
Select **ENG** followed by **REGISTRATION**.
A registration screen will appear with all the fields to be compiled. To begin compilation, click on **WEB REGISTRATION**.
Insert all personal data required not using special characters such as Š, Ń, Æ, Ö, Ň, Ŕ etc. (if your nationality is German, select GERMANIA, not Germany). In order to calculate the Italian Fiscal code go to the link Calcolo Codice Fiscale. When this is complete, click on the FORWARD icon.
Continue with data compilation, ensuring that all data is completed in the mandatory fields marked with an asterisk. Write N in the final space. Click on the FORWARD icon to move to the next page.
Insert your residency address in Italy, specifying in the final section the date when residency commenced (this must be before the date of form compilation). To complete registration, move forward to the next section.
Continue with compilation, ensuring that mandatory fields are completed.
Select a **PASSWORD**, following the on-screen instructions.
A summary of all data inserted will now appear on the screen. Click on the **FORWARD** icon to complete the registration procedure.
Your access data will now appear on the screen. Click on LOGIN for authentication. Click on the PRINT icon to obtain a printout of your data.
Insert user name and password from your data summary and click on the ACCEDI icon.
Once logged in, click on the menu icon in the top right hand corner of the screen, select ENG and go to the INTERNATIONAL MOBILITY section.
Select **APPLICATION FORM FOR INCOMING STUDENTS.**
Click on **APPLICATION FORM FOR INCOMING STUDENTS** again.
Select country of your Home University.
Select your Home University. Click on the FORWARD icon.
Select the **BANDO UNICO** which corresponds to your Home University and continue with the registration process.
Confirm data with the **PROGRAM ORIGIN SELECTION** option.
A summary of all data entered will appear on the screen. Click on the **FORWARD** icon to continue.
Enter the start and end date of the exchange period, your total duration of stay and type of accommodation used.
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Your registration is now complete. The Application Form is saved in the Download folder of your computer. With these credentials it will be possible to visualise your enrolment number, an authentication code assigned to all students, which is registered on the Politecnico di Bari’s ESSE3 platform.

The display of your enrolment number will be possible only after we validate your registration: by entering your page, selecting MENU, then CAREER, and then BOOKLET, the enrolment number will appear at the top, under the heading STUD.ID. On this same page you can also see the list of exams you want to take, with all the useful information.

Your personal @STUDENTI.POLIBA.IT address is registered on the TEAMS platform, allowing you to follow online lessons.

To activate your @studenti.poliba.it account, you will need to register on Accedi a Office 365 | Microsoft Office using your credentials.