

A photograph of a modern, multi-story building with a glass and metal facade. The building has large windows and balconies with dark railings. A motorcycle is parked on the street in front of the building. The text "DEIB Welcome Procedures" is overlaid on a large, light blue circular graphic in the foreground.

DEIB Welcome Procedures

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**Before
your arrival**

If you are planning a visit to the Dipartimento di Elettronica, Informazione e Bioingegneria (DEIB) - Politecnico di Milano as a Visiting Professor, Visiting Researcher, or Visiting Student (PhD, MSc, or BSc), please read carefully the following guidelines. This document provides an overview of the administrative steps required before and during your stay, depending on your status and the length of your visit.

Below, you will find detailed instructions tailored to the three main categories of visitors.

VISITING PROFESSORS/RESEARCHERS

If you are considering a research visit to DEIB, we suggest contacting one of our professors to explore possible collaborations and define the details of your stay. To get an overview of our faculty members and research areas, you can consult the [Research Lines](#) section on the DEIB website.

The DEIB Communication and International Relations Office (welcomedeib@polimi.it) will get in touch with you to initiate the welcoming process. We will be happy to guide you through the necessary administrative steps and support you with any practical matters related to your stay in Italy.

If you are a non-EU citizen planning to stay for more than 90 days for research purposes, a *Nulla Osta* will be required. In this case, we will prepare a Host Agreement, which is a key document for starting the application process. Please note that the procedure usually takes at least three months. If you plan to come with family members (legal spouse, minor or dependent children, or elderly dependent parents), processing times may be longer. You can find detailed information and the application form on the website of the [Italian Ministry of Foreign Affairs](#). Once the *Nulla Osta* is issued, we will notify you so that you can apply for the appropriate visa at the Italian Embassy or Consulate in your country. To locate the office closest to your residence, you can check the official list [here](#).

VISITING PHD STUDENTS

If you are interested in carrying out part of your PhD research at DEIB, we suggest contacting one of our professors to discuss the research topic and duration of your visit. To get an overview of our faculty members and research areas, you can consult the [Research Lines](#) section on the DEIB website.

When reaching out, it is helpful to indicate any deadlines you may need to meet (e.g. for approvals or document submissions) and let us know whether digitally signed documents are accepted by your home institution. Once your visit has been approved, the DEIB PhD Support Office (visitingphd-deib@polimi.it) will be happy to guide you through the administrative steps and provide support throughout your stay in Italy.

If you are a non-EU citizen and plan to stay for more than 90 days, please be aware that a *Nulla Osta* may be required. To obtain it, a Host Agreement between you and the DEIB Department will need to be prepared. As the entire process may take over three months, we recommend getting in touch with the Italian Embassy or Consulate in your country as

early as possible to gather information on visa procedures and timelines. You can find the nearest Embassy or Consulate [here](#).

VISITING MSC/BSC STUDENTS

If you are interested in carrying out an internship or working on your thesis at DEIB, we invite you to contact one of our professors to define together the topic and duration of your research or training period. You can explore our faculty members and research areas by visiting the [Research Lines](#) section on the DEIB website.

When writing to the professor, it can be useful to mention any important deadlines for approvals or document submissions, and to specify whether your University accepts digitally signed documents. Once your visit is approved, the DEIB Communication and International Relations Office (welcome-deib@polimi.it) will get in touch with you to guide you through the administrative steps and provide assistance for any practical matters related to your stay in Italy.

In the meantime, we recommend contacting the International Exchange Office of your home University to request a draft of your internship or Erasmus Learning Agreement. Once you receive it, please send it to us at welcome-deib@polimi.it — we'll complete and return it to you as soon as it is signed.

If your University does not provide an Internship Agreement, we can prepare one for you. In either case, please remember to send us a copy of your student certificate (an official document issued by your University confirming that you are regularly enrolled).

If you are a non-EU citizen, you will need to apply for a visa. To ensure smooth processing, we suggest contacting the Italian Embassy or Consulate in your country as early as possible. You can find the office nearest to your place of residence [here](#).

1. AUnica Registration

Registration in AUnica (Politecnico Database) is mandatory if you want to use the Politecnico online services. To register as a new user, follow these steps:

1. Go to the [Polimi website](#).
2. Select “Access online services” at the top right of the page.
3. If the new page is in Italian, select “EN” at the top right of the page and select the option “Register”.
4. You will be asked to provide personal information. Enter the information exactly as they appear on your passport / identity document (all given names and surnames, for example). Note that the Italian Tax Code (*Codice Fiscale*) is not mandatory for foreigners.
5. You will receive a Person Code. The Person Code and the related password are your credentials to access all the Politecnico Online Services. Please, memorize and take note of them.
6. A digital identity for your user profile and the activation of two-factor authentication (2FA), also known as two-step verification are required. You can find all the details [here](#).
7. Send your Person Code and a scanned copy of your identity document/passport in PDF format by e-mail to the office responsible for your visit.

2. Recover Your AUnica password

To recover your AUnica password, go to the [Polimi website](#), select “Access online services” at the top right of the page; don’t forget to select “EN”, at the top right of the new page, if you see it in Italian. Under “Authentication assistance”, click on the second option: “Polimi credentials recovery (person code and password)”. If you cannot recover your password, write an e-mail to support-deib@polimi.it.

3. Tax Code Application

The Tax Code (*Codice Fiscale*) is a tax identification number composed of 16 characters, issued by the Italian Tax Office (*Agenzia delle Entrate*). The tax code is required for certain services, such as opening a bank account.

If you are a Visiting Professor and the Department is preparing a Host Agreement for you, we will apply for it on your behalf. Otherwise, you can obtain the tax code at the Italian Embassy/Consulate in your country of origin, or in Italy at the Tax Office (*Agenzia delle Entrate*). You can apply for it by booking an appointment online through the [website of Agenzia delle Entrate](#). Prepare your passport and a declaration or letter related to your visiting period (internship or Host Agreement/contract). You must explain that you conducting doing your internship or your research activity here. Since the instructions are in Italian, if you need help contact the office responsible for your visit.

4. Accommodation

Politecnico di Milano offers several residences across its Campuses (Milano Leonardo, Milano Bovisa, Como, and Lecco). Visit the [Housing Services](#) website for an overview; after logging into the Polimi online services with your Person code you can submit your request and read the “Regulations and Policy”. Other housing options are available at: [Residenze Polimi - affiliated companies](#). If you need to apply for a Residence Permit, the accommodation you choose should have specific characteristics: please ask the office responsible for your visit for guidance.

5. Visa

Usually, non-EU citizens need to apply for a visa to enter Italy, while EU citizens may move freely between the Member States. If you come from a non-EU country, check the list of [Countries whose nationals are exempt from the requirement of short-stay visas](#).

The entry visa allows you to enter, transit, and reside for a short period (up to 90 days) in Italy or in any other Country where the Schengen Convention is in force (for this reason, the document is called ‘uniform Schengen visa’, USV). Similarly, the USV issued by another European country allows you to enter Italy.

The long-stay visa (more than 90 days) is called ‘national visa’ and allows you both to stay for an extended period in the country for which it was issued – in this case, Italy –and to move freely within the Schengen area for a maximum of 90 days every 6 months.

If you need more information on how to apply for the visa and which documents must be submitted, visit the [Italian Foreign Affairs Ministry](#) website and complete the online form online.

6. Safety Course

To access DEIB, visitors who are staying for more than five working days must attend and pass an online safety course. Visitors who are staying for less than five working days may choose not to attend the course, but they will not receive the temporary card which gives access to the Department spaces, and they will always have to be accompanied by a member of the Department.

To help you complete the required safety training, we have prepared a short step-by-step guide. The process is simple and fully online:

1. Go to the [Polimi website](#) and access the Online Services with your Person Code and password.
2. Search for “Data” and then select “**Training courses**” (or search directly for “Training courses” in the search bar).
3. When a new page opens, select “**Courses on Safety**”.
4. Choose the “[Basic Course on Safety](#)” if you are staying for more than two weeks (it’s the first course you will see), or “[Managing Emergencies](#)” if you are staying for a shorter period (it’s the fifth course you see).
5. Once you have passed the final quiz, you will receive a certificate.
6. Save the certificate as a PDF file and send it to the office responsible for your visit and to sicurezza-deib@polimi.it.

7. How to Reach Us

7.1 How to reach us by public transport

Department Address: Via Giuseppe Ponzio 34/5, 20133 Milan, Italy

From Milano Centrale FS (Central Railway Station)

- Take **subway line 2 (green line)** towards **Cologno Nord** or **Gessate**.
- Get off at **Piola** station and follow the signs toward **Politecnico**.
- In **Piazza Leonardo da Vinci**, turn left and continue along **Via Bonardi** (the street with tram tracks).
- At the traffic light, cross the street and turn right into **Via Ponzio**.
- Take the first narrow street on the left and continue straight to **No. 34**.
- **Estimated travel time: 15 minutes.**

From Malpensa Airport

- Take the **Malpensa Express train** to **Milano Centrale FS**. For prices and schedules, consult the official [website](#).
- Once at Milano Centrale, follow the instructions listed above ("From Milano Centrale FS").
- **Estimated travel time: 1 hour and 15–30 minutes.**
- **Alternative:** [Bus services](#) operate from the airport to Milano Centrale FS, but travel time may be longer.

From Linate Airport

Option 1 – Bus route:

1. Take **bus 973** toward *Piazza S. Maria del Suffragio* and get off at **Stazione Forlanini**.
2. From there, take **bus 45** towards *Via Viotti – Via Bassini*, and get off at **Via Golgi – Via Celoria**.
3. You will see the **Giuriati Sports Centre** on the opposite side of the street to your left.
4. Cross the street, pass the Sports Centre, then take the narrow road on the left.
5. Continue straight to **No. 34** (Building 20 is opposite to the Sports Centre).
6. **Estimated travel time: 30 minutes.**
- 7.

Option 2 – Metro and bus:

1. Take **subway line 4 (blue line)** toward *San Cristoforo* and get off at **Argonne**.
2. Then take **bus 93** toward *Stazione Lambrate FS* and get off at **Via Bassini – Via Ponzio**.
3. Turn right and take the first narrow road on the left.
4. Continue straight to **No. 34**.
5. **Estimated travel time: 30 minutes.**

From Orio al Serio Airport

1. Take a [shuttle bus](#) to **Milano Centrale FS**.
2. Then follow the directions provided above under "From Milano Centrale FS".
3. **Estimated travel time: 1 hour and 15 minutes.**

7.2 How to reach us by taxi

- **From Central Railway Station (Milano Centrale FS) to DEIB: 15–20 minutes**

- **From Linate Airport to DEIB:** 15–20 minutes
- **From Malpensa Airport to DEIB:** Approximately 1 hour

You can find taxi fare information [here](#).

Please, inform the taxi driver that **Via Ponzio 34/5** is located on a narrow road starting from **Via Ponzio**, behind the Politecnico main buildings, and that the Department is **right in front of the Giuriati Sport Center entrance**.

7.3 Locations

The Department also occupies several buildings near the main one:

- **Building 7** (Piazza Leonardo da Vinci, 32)
- **Building 21** (Via Golgi, 39)
- **Building 22** (Via Golgi, 42)
- **Building 23** (Via Golgi, 40)
- **Building 24** (Via Golgi, 40)
- **Building 30** (Via Colombo, 81)
- **Building 32** (Via Colombo, 40)

A detailed map is available at: <https://maps.polimi.it/maps>

7.4 Opening Times

- **Monday to Friday:** 8:00 AM – 7:00 PM
- **Saturday:** Closed
- **Sunday:** Closed

Politecnico di Milano is closed on the following days:

- Easter holidays
- 25th April (Italian Liberation Day)
- 1st May (International Workers' Day)
- 2nd June (Republic Day)
- August break
- 1st November (All Saints' Day)
- 7th December (St. Ambrose's Day) and 8th December (Solemnity of the Immaculate Conception)
- Christmas holidays

A wide-angle, low-perspective shot of a large, modern lecture hall. The room features tiered seating with light-colored wooden desks and chairs. The ceiling is made of horizontal wooden slats with long, recessed fluorescent light fixtures. On the left, a large projection screen displays a complex diagram or schedule. A person is standing at the front of the room, near the screen. The right side of the room has large windows that look out onto a green landscape. The overall atmosphere is bright and professional.

After your arrival

1. Identification

The office responsible for your visit will contact you to agree on an appointment on the first day of your stay at DEIB. If your visit lasts more than five days, you will be identified in the Online Services of Politecnico di Milano. Please, remember to bring your identity document/passport with you.

2. Residence Permit

Non-EU citizens staying in Italy for more than 90 days must submit their application to obtain a Residence Permit within eight working days of their arrival. Below you will find the details of the application process, based on the type of your visit.

2.1 Residence Permit for Research Purposes

Upon your arrival, contact welcome-deib@polimi.it; we will arrange an appointment at *Prefettura*. On the day of your appointment, we will accompany you there. You will have to show the original copies of the documentation previously submitted for the *Nulla Osta* application (for yourself and any accompanying family members, if applicable). You will then receive an appointment at the Police Headquarters (*Questura*) for photo identification, followed by another appointment for the delivery of the Residence Permit.

2.2 PhD, MSc and BSc Students

If you need a Residence Permit, you must go to a Post Office within eight days of your arrival to submit the Residence Permit application kit. You can collect the kit during your identification at Polimi. Further information on the entire process can be found at [this link](#).

The Post Office will issue a receipt with the date, time, and location of your appointment at the Police Office (*Questura*). Please note that this receipt is the only official document that allows you to remain in Italy after 90 days from your arrival date. While waiting for the release of the Residence Permit, you must carry the Post Office receipt along with your passport. During this period, you may return to your country of origin, without stopping in another Schengen country.

On the date of your appointment at the Police Office, your fingerprints will be taken, and the original documents will be verified. Please ensure you bring:

- The receipt issued by the Post Office.
- All original documents attached to the Residence Permit application.
- Four identical standard-sized photos with a white background.

To check the status of the Residence Permit issuing procedure, go to [this website](#). You can find information about the procedures, administrative fees, and rights related to the Residence Permit [here](#).

2.3 Residence Permit – Renewal

You may renew your Residence Permit up to 60 days before the expiration date. The procedure is largely the same as the one for the first application but, in addition to the documents listed above, visitors at Politecnico di Milano must submit their research contract/study certificate.

3. Bank Account in Italy

To open a bank account, you need the following documents:

- A valid passport or other identity document.
- Italian Tax code (*Codice Fiscale*).
- Residence Permit (if required)

Politecnico di Milano has an agreement with [Banca Popolare di Sondrio](#). A [bank office](#) is located at the Leonardo Campus, Building 2 (address: Via Edoardo Bonardi, 4, 20133 Milano).

4. Phone Services

Several companies provide mobile phone services. To sign up, you need:

- A valid ID card or passport
- Your Tax Code (*Codice Fiscale*).

5. Public Transport

The public transportation system in Milan is managed by ATM: at the following links you can find [general information](#) and instructions about [how to buy passes](#). If you are under 27 years old, you are eligible for discounted monthly passes.

Milan offers a [public bike sharing service](#). For information on other bike sharing services check [Lime](#) or [Ridemovi](#) websites.

6. Health Services

In case of a serious health emergency, dial 112 or go to the nearest Emergency Room (*Pronto Soccorso*). For non-urgent medical issues, you can contact the Continuing Care (*Guardia Medica*) at the telephone number 02-85781 or 116117. The service is available even if you do not have a family doctor in Italy, or a European Health Insurance Card.