WELCOMING INFORMATION

Welcome to DEIB!

REGISTRATION PROCEDURES

ID Registration
Registration in AUnica (Politecnico Database) is mandatory if you want to use the Politecnico online services.
To register as a new user, **go to the [Polimi website](#)**. Then, **select "Access online services"** on the top right of the page, and when a new page opens – if it is in Italian, select "EN" at the top right of the page – select the option "Register" and follow the procedure, completing the **registration form.** Insert the information as written on your passport / identity document (all given names and surnames, for example).
Your **Personal Code** and the related **password** are your credentials to access all the Politecnico Online Services: memorize or take note of them and send your "person code" to the office responsible for your visit*.

Identification
When you arrive at the Politecnico di Milano, **go to the office** responsible for your visit*.
Take **your passport and/or identity card with you**, so that we can complete the identification procedure in our online system.

Safety course
To access DEIB, visitors who are staying for more than five working days must attend and pass our online safety course. Visitors who are staying for less than five working days can choose not to follow 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 some member of the Department.
Go to the [Polimi website](#) and access the Online Services with your Personal Code and password.
Search for "Data" and, then, select "**Training courses**" (or search directly for "Training courses" in the search bar).
When a new page opens, select "**Courses on Safety**". Select "Basic Course on Safety" if you are staying for more than two weeks (it's the first course you see), or "Managing Emergencies" if you are staying for a shorter period (it's the fifth course you see).

Guest temporary card
After having completed the identification procedure, if you have followed the course on safety, we will introduce you to the person in charge of the Access Office who will give you a guest card which gives you access to the areas of the Department you are authorized to enter.
At the end of your visit, **return the guest card** to the reception desk.

Spaces
During the first week of your stay here, your academic host and the Secretary staff member will give you information related to the spaces dedicated to your activities and will show you the places in which you can conduct your research.

WIFI
When you are on a Politecnico Campus, or in a Politecnico Residence, you can use the Polimi Wi-Fi with your personal code and password. Further details on the two-factor authentication are available [here](#). If you have difficulties, contact support-deib@polimi.it: the ICT Office of the Department can give you any technical support you might need.

Non EU Citizens
Non-EU citizens coming to Italy for more than 90 days must submit the application to obtain a **residence permit within eight days from their arrival.** We can help you to fill in the form in the KIT: contact the office responsible for your visit* to make an appointment.

USEFUL INFORMATION
Public transportation/Bike sharing
The public transportation network in Milan is managed by ATM: in the following links you can find further general information and instructions how to buy passes. If you are younger than 27 y/o, you can purchase discounted monthly passes. Here you can find information on the public bike sharing system. At the following links you can find information on other bike sharing services: Lime or Ridemovi.

Italian Courses
Here you can find further information about Italian courses in general. Several institutions offer Italian courses: Municipality of Milan language courses and Formami I Lingua ITALIANO PER STRANIERI (comune.milano.it); CPIAs and other free language courses (down you can find a list: apply other filters and see them on the map).

Sports
To play sports at the Politecnico di Milano, you need a Sport card. Further details are available at https://www.sport.polimi.it/en/.

Post Office
The Post Offices closest to the Politecnico are located in Via Bronzino 7 and in Via Adelchi 2. You can check out www.posteitaliane.it for more details on services, office locations, and opening hours.

Phone Services
Several companies provide phone services. To sign up with one of the companies, you need a valid ID card or passport and a tax code (codice fiscale).

Cultural events and leisure activities
Milan Municipality offers the following website dedicated to tourism and to cultural events in the city: https://www.yesmilano.it/en. You can also discover events at Polimi.

Bank Account
In order to open a bank account, you need a copy of your passport, or another document of identification, and an Italian tax code (codice fiscale). Politecnico di Milano has an ongoing agreement with the Banca Popolare di Sondrio. You can find a bank office at Campus Leonardo, building 2 (Edoardo Bonardi, 4).

Health Insurance
If you do not have a private health insurance policy that is valid in Italy, contact the office responsible for your visit*.

How to reach us
The complete address of the Department is **Giuseppe Ponzio Street, 34/5, 20133 Milan**. For further details, check how to reach us.

Opening Hours
The Department is open from Monday to Friday, from 8 am to 7 pm.

Closing days
Easter holidays, 25th April, 1st May, 2nd June, August holidays, 1st November, 7th and 8th December, Christmas holidays.