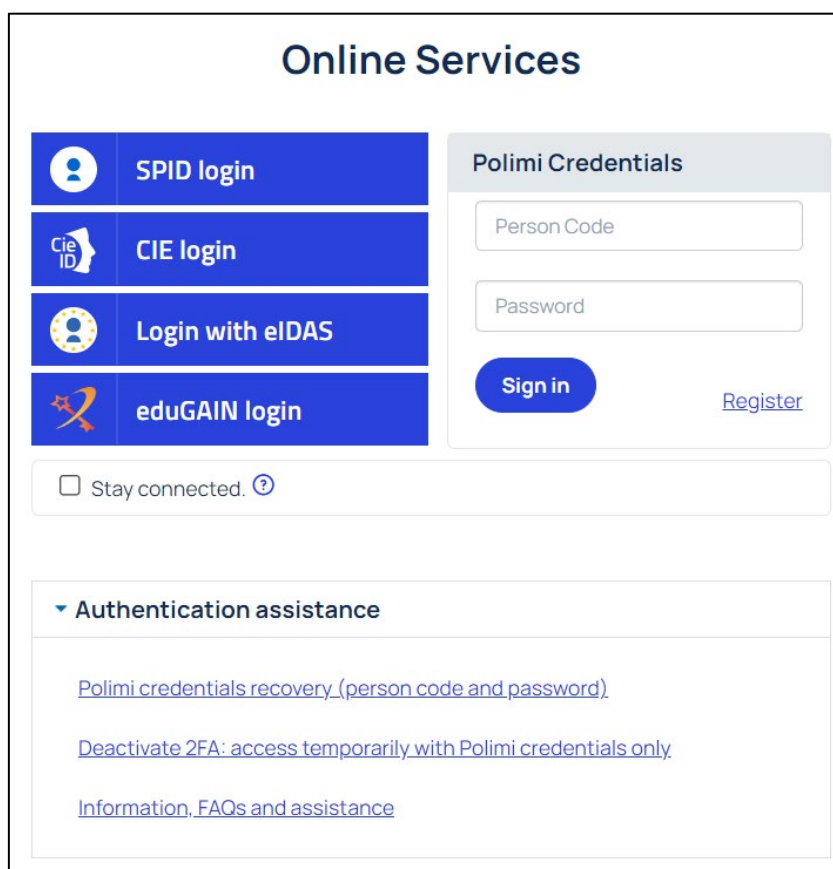POLITECNICO
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# FINAL TEST DUTY STAMP INSTRUCTIONS

To proceed with the online payment of your final test duty stamp:

- Go to **WWW.POLIMI.IT**

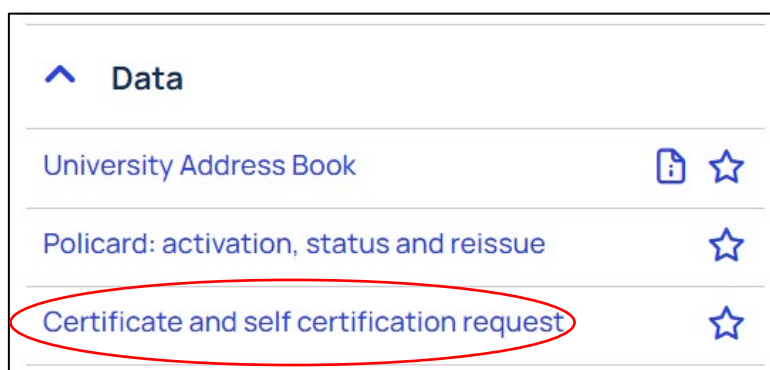- Access **Online Services** via the button at the top right of the home screen

Please Note: For problems with authentication to University Online Services, open a ticket: **AUTHENTICATION ASSISTANCE (polimi.it)**

- Go to the data item and access "**certificate and self certification request**"

*Examples*



IT  EN    **Access Online services**



**Online Services**

| | | **Polimi Credentials** |
|---|---|---|
| 👤 **SPID login** | | Person Code |
| **CIE login** | | Password |
| 👤 **Login with eIDAS** | | **Sign in**   Register |
| **eduGAIN login** | | |

☐ Stay connected. ⍰

▾ **Authentication assistance**

Polimi credentials recovery (person code and password)

Deactivate 2FA: access temporarily with Polimi credentials only

Information, FAQs and assistance



⌃  **Data**

University Address Book    📄 ☆

Policard: activation, status and reissue    ☆

Certificate and self certification request    ☆

- Select **your Master Career Identification Number** (matricola)

*Examples*

**SELECT CAREER**
Select a student identification number to view the available documents

| | CAREER IDENTIFICATION NUMBER | CAREER STATUS | |
|---|---|---|---|
| ✔ | 975765 | ATTIVO | 2ND (LEV |
| | BH9436 | ATTIVO | |

- Select **Master: Final Test - Duty Stamp Payment Request**

MASTER: FINAL TEST - DUTY STAMP PAYMENT REQUEST

Please Note:  **Don't** select master: **request for certificate of enrolment**

- Click on «**confirm**»

| CERTIFICATE, SELF CERTIFICATION OR FORM |
|---|
| MASTER: ENRLOMENT - DUTY STAMP PAYMENT REQUEST |

| PARAMETER DEFINITION | |
|---|---|
| Use of certificate * | Stamped ▾ |

\* compulsory fields

✔ Confirm

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- Select «**reserve document**»

*Examples*



| PARAMETERS | |
|---|---|
| Use of certificate | Stamped |

**ADDITIONAL NOTES**

Indicate in this space any messages for the operator who will take charge of the request.

**WARNING: the request to insert footnotes in the document may be accepted only after evaluation and approval by the operator. You don't have the right to a reimbursement even if it's not possible to add the note to the certificate.**

🛒 Reserve document

- Click «**start payment**» and continues by following the steps in the online payment procedure.



| **Search documents** Select the career and view the related documents. | **Access the cart** **No. of requests: 1  No. of documents: 1** Check the data and establish the booked document delivery method. | **Payment** View the bill and proceed with the payment. |
|---|---|---|

**PAYMENT SLIP**

| ID | Request | Student Identification No. | Document |
|---|---|---|---|
| 75621 | Specializing Masters and Postgraduate programmes | 104473 | MASTER: ENRLOMENT - DUTY STAMP PAYMENT REQUEST |
| Total payment: | | | |

➡ Start Payment

The amount of the final test duty stamp is **€ 16.00.**

In case of any problems during the process, please contact the **Secretariat of your course**.

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# POLITECNICO
## MILANO 1863

**Research, Innovation and Corporate Relations Division**
*Corporate & Continuing Education Unit*

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