

APPLICATION FOR ISSUE OF CERTIFICATES

to be sent to the Student Secretariat via e-mail
certificates are issued in digital form

All certifications issued by an Italian public administration regarding personal states, qualities and facts are valid and usable according to law no. 183 of 12.11.2011 among private parties only.
Italian public administrations and private managers of public services cannot accept nor request certifications issued by other public administrations any longer. Therefore, Italian public administrations and private managers of public services can exclusively accept self-declarations from private citizens (articles 40, 46 and 47 of D.P.R. 28.12.2000, no. 445).
This measure is not applicable to certifications issued for **use abroad** (ministerial official note of 24.01.2012, no. 512).

I
name _____ surname _____
born on _____ in _____ province _____
matriculation number _____

apply for issue of no. _____ copies of

- enrolment certificate
- exam certificate
- degree certification
- degree certification including passed exams list

for the following study programme (full name)

The certificate(s) is intended for the following use (*please select and specify use*):

- use abroad _____

DUTY STAMPS: Both the application and the issued certificate(s) require a 16 Euro duty stamp to be paid virtually. The Student Secretariat will send you the payment slip for the duty stamps via e-mail.

An **exemption from duty stamps** (for the application and the certificate) is possible in the cases established by the law only (*please select if applicable*):

- compulsory social insurance abroad (DPR 642/72 Tab. B art. 9)
- family allowances (DPR 642/72 Tab. B art. 9)
- application for study grant (DPR 642/72 Tab. B art. 11)
- issue of public transport pass abroad (DPR 642/72 Tab. B art. 24)
- nonprofit organizations of social utility (ONLUS) (DPR 642/72 Tab. B art. 27 bis)
- activities for voluntary organizations (Law 266/1991 art. 8)

Date _____ Signature _____