

## TO THE RECTOR OF THE UNIVERSITY OF SIENA

CLASS YEAR / REGISTRATION \_\_\_\_\_

The undersigned \_\_\_\_\_

born \_\_\_\_\_ (\_\_\_\_\_) the \_\_\_\_/\_\_\_\_/\_\_\_\_

residence: Street/Square \_\_\_\_\_ n. \_\_\_\_ Zip Code \_\_\_\_\_

city \_\_\_\_\_ (\_\_\_\_) e-mail \_\_\_\_\_ @ \_\_\_\_\_

• enrolled for the academic year \_\_\_\_/\_\_\_\_ at

- ☐ Undergraduate course in \_\_\_\_\_
- ☐ Master course in \_\_\_\_\_
- ☐ Ph.D. course \_\_\_\_\_
- ☐ Other 3° cycle course \_\_\_\_\_

### REQUEST THE M.V. TO ISSUE THE FOLLOWING CERTIFICATES (Attach an electronic voucher of €16,00 for each requested certificate)

☐ For Italy ☐ For abroad

#### ERASMUS CERTIFICATES

- ☐ n. \_\_\_\_ certificate of Erasmus for studies grant, academic year \_\_\_\_/\_\_\_\_  
☐ with the amount ☐ without the amount
- ☐ n. \_\_\_\_ certificate of Erasmus for Traineeship grant, academic year \_\_\_\_/\_\_\_\_  
☐ with the amount ☐ without the amount
- ☐ n. \_\_\_\_ certificate of Erasmus for study period abroad, academic year \_\_\_\_/\_\_\_\_
- ☐ n. \_\_\_\_ certificate of Erasmus for Traineeship period abroad, academic year \_\_\_\_/\_\_\_\_

#### INTERNATIONAL STUDY ABROAD CERTIFICATES

- ☐ n. \_\_\_\_ certificate of international study abroad grant award, academic years \_\_\_\_/\_\_\_\_
- ☐ n. \_\_\_\_ certificate of summer study abroad grant award, academic years \_\_\_\_/\_\_\_\_
- ☐ n. \_\_\_\_ certificate of double title grant award, academic years \_\_\_\_/\_\_\_\_
- ☐ n. \_\_\_\_ certificate of International study abroad grant report, academic years \_\_\_\_/\_\_\_\_
- ☐ n. \_\_\_\_ certificate of summer grant study abroad report, academic years \_\_\_\_/\_\_\_\_
- ☐ n. \_\_\_\_ certificate of double title grant study abroad report, academic years \_\_\_\_/\_\_\_\_

<input type="checkbox"/> <b>TO BE COLLECTED AT THE FRONT DESK:</b>	<input type="checkbox"/> <b>TO BE SENT TO THE FOLLOWING ADDRESS:</b>  Via/Piazza _____ n. _____  Zip Code _____  City _____ (____)
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**NOTE:**

- Article 15 of the law 183/2011, entered into force January 1st, 2012, carries out the modifications of the D.P.R. 445/2000, bearing the consolidated laws and regulations on administrative documentation. Particularly, it is provided that in "The certificates issued by the public administration in order of status, personal qualities are only valid and useful in private and individual relations. In relations with the individuals of the public administrations, gestures of public service certificates and acts of notoriety are increasingly replaced by the statements referred to in Articles 46 and 47" (self-certification).
- In the case of certificate requests sent by post, it is obligatory to include a copy of a valid document of identity.
- Certificate requests submitted by someone other than the person concerned are only possible in the presence of a proxy with legal validity.

Siena, \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature: \_\_\_\_\_

<b>WHERE TO SEND THE REQUEST:</b>	- Front Desk  <i>or</i> - Ufficio programmi europei di formazione e mobilità, Divisione Relazioni Internazionali, Università di Siena, Via S.Vigilio n. 6, 53100 Siena - Italy
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Resigned: date _____  Print Name: _____	<b>THIS SPACE RESERVED FOR THE OFFICE</b>  Shipped on _____
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