

PROCEDURE FOR REQUESTING CERTIFICATES FROM ABROAD

For requests for the issue of certificates from abroad, for each document requested, it is necessary to pay only the amount relative to the tax stamp.

The payment may be made by following these steps:

- 1) The requesting person may send the competent office a request using the forms available on this website;
- 2) Upon receiving the request the office will carry out the necessary registrations in order to make payment possible and they will inform the requesting person;
- 3) The requesting person may access the link <https://segreteriaonline.unisi.it/Home.do> with their own UnisiPass credentials and in the section “*pagamenti*” (payments) they will find they have been charged for the tax “*Bollo virtuale estero*” (virtual tax stamp for abroad) which may then be paid for online by credit card;
- 4) After having verified the positive outcome of the transaction the office will proceed to print the requested certificate on which the stamp reading: “*imposta di bollo assolto in modo virtuale*” (tax stamp paid virtually) has been applied.

Please note that this procedure is possible only for requests arriving from abroad (this will be deduced by the postmark found on the envelope) and the requested certificates must be mailed abroad.