UNIVERSITÀ
DI SIENA
1240

Stamp duty according to the current rate[1]

TO THE RECTOR, UNIVERSITY OF SIENA

MATRICULATION NO._____

I the undersigned_____Born in (city, state) _____

_____on_____/_____/_____Italian tax code (Codice Fiscale)_____

Resident in (street)_____no_____ town/city_____

ZIP/postal code_____ e-mail_____@_____

- Enrolled for the academic year_____/_____on the
- ❑ First cycle degree course in_____
- ❑ Second cycle degree course in _____ _____
- ❑ Lifelong learning / mobility programme of the Department of_____
- ❑ Individual course of the Department of _____ _____

- Having been awarded, on (date) _____
- ❑ First cycle degree
- ❑ Second cycle degree
- ❑ University Diploma
- ❑ School for special purposes

IN _____ _____

REQUEST THE ISSUE OF THE FOLLOWING CERTIFICATES

(Please provide a revenue stamp for the value of € 16.00 for each certificate requested)

❑ Please tick if the certificate/s need to be presented to a foreign public or private body

ENROLMENT CERTIFICATES

- ❑ n° __ enrolment certificate
- ❑ n° __ enrolment certificate (in English only for Ministerial decrees no. 509/99 & 270/04)
- ❑ n° __ enrolment certificate with academic years
- ❑ n° __ enrolment certificate with exams (also for Erasmus students and those enrolled on individual courses)
- ❑ n° __ enrolment certificate with exams (in English only for Ministerial decrees no. 509/99 & 270/04)
- ❑ n° __ enrolment certificate with year of immatriculation
- ❑ n° __ certificate confirming payment of fees
- ❑ n° __ certificate of withdrawal from course/programme
- ❑ n° __ authenticated copy of original document officially filed on……..

DEGREE CERTIFICATES
❑ n° _____degree certificate ❑ n° _____degree certificate (in English only forMinisterial decrees no. 509/99 & 270/04) ❑ n° _____degree certificate with exams ❑ n° _____degree certificate with exams (in English only for Ministerial decrees no. 509/99 &270/04) ❑ n° _____degree certificate with academic years

❑ **TO BE COLLECTED FROM THE OFFICE** ❑ **BY E-MAIL (enclose a copy of your passport/id card)**	❑ **TO BE POSTED TO THE FOLLOWING ADDRESS:** Street_____no.___ ZIP/postal code _____ Town/city _____

N.B.:

- Article 15 of law 183/2011, which entered into force on 1 January 2012, modifies Presidential Decree 445/2000 containing the Consolidation Act on legislative and regulatory provisions concerning administrative documents. In particular: "*Certificates issued by governmental bodies in relation to the status, personal qualities and circumstances of private citizens may be validly used only between private citizens. As regards relations between governmental bodies and public service providers, certificates and affidavits are always substituted by the statements provided for under articles 46 and 47" (self-certification).*

- **In the case of documents to be sent by post, requests must be accompanied by a copy of the interested party's valid identity card/passport.**

- **Requests presented by persons other than the interested party must be accompanied by a legally valid written authorization.**

Siena,_____/_____/_____ Legible signature:_____

Collected on (date) _____ Legible signature _____	**FOR OFFICE USE ONLY** Spedito/i il _____

[1] Virtually paid pursuant to Article 15 of Presidential Decree No. 642/1972, as authorized by the Siena Office of the Agenzia delle Entrate (Italian Revenue Agency) on August 27, 2014, Protocol No. 31068/2014.