

Revenue stamp for
amount specified by
the law in force

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 University Diploma
- Second cycle degree 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

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

DEGREE CERTIFICATES

- | | |
|--|---|
| <input type="checkbox"/> n° _____ degree certificate | <input type="checkbox"/> n° _____ degree certificate with exams (in English only for Ministerial decrees no. 509/99 & 270/04) |
| <input type="checkbox"/> n° _____ degree certificate (in English only for Ministerial decrees no. 509/99 & 270/04) | <input type="checkbox"/> n° _____ degree certificate with academic years |
| <input type="checkbox"/> n° _____ degree certificate with exams | |

<input type="checkbox"/> TO BE COLLECTED FROM THE OFFICE <input type="checkbox"/> BY E-MAIL (enclose a copy of your passport/id card)	<input type="checkbox"/> TO BE POSTED TO THE FOLLOWING ADDRESS: Street _____ no. ____ ZIP/postal code _____ Town/city _____
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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 _____
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WHERE TO SEND THE REQUEST:	Addresses available on the web pages of the individual Student and Course Administration Offices of each Department
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