



UNIVERSITÀ
DI SIENA
1240

Stamp duty
according to the
current rate¹

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

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

DEGREE CERTIFICATES

- ☐ n° _____ degree certificate
- ☐ n° _____ degree certificate (in English only for Ministerial 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.