UNIVERSITÀ
DI SIENA
1240

TO THE RECTOR, UNIVERSITY OF SIENA

MATRICULATION NO. _____

I (name, surname)_____ Born in_____

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

Resident in: street_____ no._____ ZIP/postal code _____

city_____ e-mail_____@_____

- Enrolled for the academic year_____/_____ on the
- ❑ First cycle degree programme in_____
- ❑ Second cycle degree programme 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 ON UNSTAMPED PAPER FOR:

- ❑ **Law offices (not covered by Presidential Decree no. 445/2000) for adoption, divorce, separation, criminal proceedings, etc.**
- ❑ **non-profit associations**
- ❑ **sporting associations affiliated to CONI**
- ❑ **employers**
- ❑ **study grants from private organizations**
- ❑ **inheritance purposes, for notaries and credit institutes**

ENROLMENT CERTIFICATES

- ❑ 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 immatriculation
- ❑ n° __ certificate of withdrawal from course/programme

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DEGREE CERTIFICATES

- ❑ n° _____degree certificate
- ❑ n° _____degree certificate with exams
- ❑ n° _____degree certificate with academic years

ENROLMENT AND DEGREE CERTIFICATES IN ENGLISH LANGUAGE

- ❑ n° __ enrolment certificate with exams (also for Erasmus students and those enrolled on individual courses)
- ❑ n° __ enrolment certificate with immatriculation
- ❑ n° _____degree certificate (only for Ministerial decrees no. 509/99 & 270/04)
- ❑ n° _____degree certificate with exams (only for Ministerial decrees no. 509/99 & 270/04)

❑ **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 _____