



**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) \_\_\_\_\_

- |                                              |                                                      |
|----------------------------------------------|------------------------------------------------------|
| <input type="checkbox"/> First cycle degree  | <input type="checkbox"/> University Diploma          |
| <input type="checkbox"/> Second cycle degree | <input type="checkbox"/> 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**

- |                                                                                                                                        |                                                                                  |
|----------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|
| <input type="checkbox"/> n° ____ enrolment certificate with academic years                                                             | <input type="checkbox"/> n° ____ enrolment certificate with immatriculation      |
| <input type="checkbox"/> n° ____ enrolment certificate with exams (also for Erasmus students and those enrolled on individual courses) | <input type="checkbox"/> n° ____ certificate of withdrawal from course/programme |

**DEGREE CERTIFICATES**

- |                                                                |                                                                         |
|----------------------------------------------------------------|-------------------------------------------------------------------------|
| <input type="checkbox"/> n° ____ degree certificate            | <input type="checkbox"/> n° ____ degree certificate with academic years |
| <input type="checkbox"/> n° ____ degree certificate with exams |                                                                         |

**ENROLMENT AND DEGREE CERTIFICATES IN ENGLISH LANGUAGE**

- |                                                                                                                                      |                                                                                                                    |
|--------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> n° __ enrolment certificate with exams (also for Erasmus students and those enrolled on individual courses) | <input type="checkbox"/> n° _____ degree certificate (only for Ministerial decrees no. 509/99 & 270/04)            |
| <input type="checkbox"/> n° __ enrolment certificate with immatriculation                                                            | <input type="checkbox"/> 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 \_\_\_\_\_