

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

DEGREE CERTIFICATES

- n° _____ degree certificate
- n° _____ degree certificate with exams
- n° _____ degree certificate with academic years

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) |

<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