



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

Certificate Request

Student Administration Office of _____

The undersigned (surname) _____ (name) _____

Student registration no. _____ Place of birth _____ Country _____

date of birth _____ Citizenship _____

City of stay in Italy _____ n. _____ CAP (Italian postal code) _____

Mobile no _____ Institutional email _____

Enrolled in the degree programme in _____

In the academic year _____

REQUESTS THE RELEASE OF THE FOLLOWING CERTIFICATE(S) - indicate the number of copies

CERTIFICATE REQUESTED	ON UNSTAMPED PAPER (without revenue stamp)	ON STAMPED PAPER (with revenue stamp)
Certificate with final grade (in Italian)		
Certificate with final grade (in English)		
Certificate with final grade and exams passed (in Italian)		
Certificate with final grade and exams passed (in English)		
Certificate of enrolment (available only in Italian)		
Certificate of enrolment with exams passed (in Italian)		
Certificate of enrolment with exams passed (in English)		
Certificate of enrolment and study plan (in Italian)		
Certificate of enrolment and study plan (in English)		
Certificate of graduation application (available only in Italian)		
Other (specify)		



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Collection/delivery method (indicate by which manner you intend to receive the requested certificate):

- ☐ TO BE COLLECTED FROM THE OFFICE (it will be arranged an appointment for collection at the Student Administration Office)
- ☐ TO BE SENT BY ORDINARY POST (to the address provided at the beginning of this form)
- ☐ TO BE DELIVERED VIA VIRTUAL HELP DESK
- ☐ TO BE SENT BY EMAIL (to the institutional e-mail address provided at the beginning of this form)

The certificate issued will be used in:

- ☐ ITALY
- ☐ FOREIGN COUNTRY

For certificates requested on unstamped paper, it is necessary to indicate the use and regulatory source that provides for the exemption (see table on next page).

ART. _____ DPR/LAW/DM _____

USE (indicate the specific reason for the request):



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The interested party declares to be aware of the following information:

- The procedure begins on the date of receipt of the request and will be completed within **30** days (Regulation on administrative procedures, available on [NormAteneo](#) – the website containing documentation on current University regulations).
 - In the event of the procedure not being concluded within the time period indicated, an appeal may be lodged with the Regional Administrative Court of Emilia Romagna, as prescribed by law.
 - The person in charge of the procedure is the manager of the Student Administration Office
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- The data will be processed in accordance with the policies concerning the processing of personal data published on the web page <https://www.unibo.it/PrivacyPolicy>

Date and place _____

Student's signature ¹ _____

¹ The student must sign at the Office in front of the receiving clerk (if sent by post, a photocopy of the signatory's identity document must be attached). Art. 38 paragraph 3 D.P.R. no. 445/2000.



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Stamp duty is not applicable to certificates - for use both in Italy and abroad - requested for the uses indicated in the table below. The list however is not exhaustive and therefore if the applicant is aware of any further regulatory provisions that allow for exemption from the stamp duty, they may indicate them.

D.P.R. no. 642 of 26/10/1972, as amended.

TABLE ANNEX B

Regulatory source	Use
Art. 5	Documents and copies of the proceeding for the assessment and collection of any tax, declarations, notices, deeds, documents and copies submitted to the relevant offices for the purposes of applying the tax laws, with the exclusion of appeals, opposition proceedings and other defensive actions of the taxpayer.
Art. 8	Applications for subsidies or admission to charitable institutions and related documents.
Art. 9	Applications, certificates, documents, appeals needed for the liquidation and payment of direct or survivor's pensions, allowances and severance pay or in any case of termination of employment even if at the expense of foreigners.
Art. 11	Applications and documents for scholarships and student's grant and related receipts as well as for obtaining full or partial tuition exemption.
Art. 12	Acts and measures of the proceedings before the Constitutional Court.
Art. 24	Tickets and subscriptions for transportation of persons as well as applications and documents otherwise necessary for the issuance of said subscriptions.

SPECIAL TAX EXEMPTION LAWS

Regulatory source	Use
D.P.R NO. 1124 of 30/06/1965	Liquidation and payment of indemnities and INAIL pensions
Art. 10 of Law no. 533 of 11/08/1973	Documents for individual employment or public sector employment disputes
Art. 1 of Law no. 370 of 23/08/1988	Participation in public competitions for admission to public sector employment, ranking lists



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ATTENTION: If it is not possible to issue the certificate on unstamped paper, a €16 revenue stamp must be affixed for every four pages of the application. Our administration office reserves the right to contact applicants for any stamps to be affixed for the fifth page onwards.

PLEASE NOTE: in general, **it is recommended that applicants use the online certificate issue service**, which can be accessed via Studenti Online <https://studenti.unibo.it/> .