



ALMA MATER STUDIORUM  
UNIVERSITÀ DI BOLOGNA

Current stamp  
duty

## APPLICATION FOR THE ISSUE OF A DUPLICATE DEGREE CERTIFICATE

To the Administration Office of \_\_\_\_\_

The undersigned \_\_\_\_\_ Student registration no. \_\_\_\_\_

Residing in \_\_\_\_\_ Prov. \_\_\_\_\_ Post Code \_\_\_\_\_

Street \_\_\_\_\_ N. \_\_\_\_\_ Tel. \_\_\_\_\_

A graduate from this University in A.Y. \_\_\_\_\_/\_\_\_\_\_

Degree programme \_\_\_\_\_

### ASKS

that a **duplicate degree certificate** be issued, as the original has been:

- lost (attach a copy of the report filed with the Public Security Authorities or a declaration in lieu of an affidavit pursuant to art. 47 of Italian Presidential Decree no. 445/2000)
- stolen (attach a copy of the report filed with the Public Security Authorities or a declaration in lieu of an affidavit pursuant to art. 47 of Italian Presidential Decree no. 445/2000)
- destroyed (attach a declaration in lieu of an affidavit pursuant to Art. 47 of Italian Presidential Decree no. 445/2000 or, if applicable, a copy of the report filed with the Public Security Authorities)
- ruined (enclose the ruined degree certificate)

### Enclosures:

- proof of the fee for a duplicate certificate
- copy of the report of loss filed with the Public Security Authorities
- declaration in lieu of affidavit under art.47 of Italian Pres. Decree 445/2000
- ruined degree certificate

Date \_\_\_\_\_

Student's signature<sup>1</sup> \_\_\_\_\_

<sup>1</sup> 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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To be filled in by the Office and returned to the Student

## Receipt for the application for the issue of a duplicate degree certificate

Mr./Ms \_\_\_\_\_ Student registration no. \_\_\_\_\_

for the degree programme in \_\_\_\_\_

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The procedure begins on the date of receipt of the request and will be completed within **30** days (Regulation on administrative procedures, R.D. no. 541/152 of 29/12/97, as amended by R.D. no. 807 of 02/07/2010).

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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Street \_\_\_\_\_ Tel. \_\_\_\_\_.

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/en/university/privacy-policy-and-legal-notes/privacy-policy/personal-data-processing>

Space for the date stamp to be  
applied by the Office.