



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

Current stamp
duty

REQUEST TO CHANGE PERSONAL DETAILS AND FOR A NEW DEGREE CERTIFICATE

To the Administration Office of _____

The undersigned _____ Student registration no. _____

Residing in _____ Prov. _____

Post Code _____ Street _____ No. _____

Tel. _____

A graduate from this University in A.Y. _____/_____

Degree programme _____

ASKS

- that the student's personal details be changed in the University database and that a new degree certificate be issued with the correct data.

To this end, the following documents are attached:

- the degree certificate with the old personal details;
 a copy of the document authorising the change of personal details in the civil status register;
 copy of the new identity document.

Date _____

Student's signature¹ _____

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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To be filled in by the Office and returned to the Student

Receipt for the request to change personal details and for a new degree certificate

Mr./Ms _____ Student registration no. _____

for the degree programme in _____

The procedure begins on the date of receipt of the request and will be completed within **30** days (Regulation on administrative procedures, Rectoral Decree no. 87/2010 of 02/07/2010, as amended by Rectoral Decree no. 6/2025 of 07/01/2025).

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

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.