



ALMA MATER STUDIORUM  
UNIVERSITÀ DI BOLOGNA

## Certificate Request

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

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

Mobile no \_\_\_\_\_

enrolled in the degree programme in: \_\_\_\_\_

of the Alma Mater Studiorum - University of Bologna,

### REQUESTS

#### THAT THE FOLLOWING CERTIFICATE BE ISSUED

CERTIFICATE REQUESTED	On unstamped paper (no. of copies)	On stamped paper (no. of copies)
Certificate with final grade		
Certificate with final grade and exams passed		
Enrolment		
Enrolment with exams passed		
Enrolment with fees paid		
Enrolment with academic record		
Loss of student status		
Withdrawal from studies		
Certificate for abroad		
Form completion (indicate the entity)		
Other (specify)		



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**Collection/delivery method:**

- To be collected from the office
- To be sent by ordinary post
- To be sent by email (to the university email address) \_\_\_\_\_

It should be emphasised that, 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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Date \_\_\_\_\_

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

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<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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**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. 2	Military service (exemption, early discharge)
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.  Calculation of IRPEF deductions, application of tax laws
ART. 8	Copies, extracts, certificates, declarations and attestations of any kind issued by public offices in the interests of disadvantaged persons and direct applications to obtain the issue of the same.  Applications for benefits
ART. 9	Family benefits, direct and survivors' pensions, leaving indemnities and severance bonuses
ART. 10	Public health, medical assistance
ART. 11	Procedures for obtaining study grants and/or scholarships
ART. 12	Disputes for direct and survivors' pensions
ART. 24	Documents for the issue of transport passes for persons

**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



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Regulatory source	Use
Art. 1 of Law no. 370 of 23/08/1988	Participation in public competitions for admission to public sector employment, ranking lists
DM 20/08/1992	Petitions concerning public sector employment advanced by employees to their administration
Art. 5, para. 7 D.P.R. 54/2002	Issue of permit of stay to citizens from Member States of the European Union

**N.B.** 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 the University of Bologna website (from the home page: 'Servizi online', section Studenti. Direct link: <https://certificati.unibo.it>)*



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

### Receipt for the certificate request application

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.