



Collection of your Academic Documents

Please complete this form and forward it to the nominated individual who has agreed to collect your academic documents on your behalf. He/she must present this form and both copies of your and his/her Identity Card to the Student Services by appointment [Ticket Student Services](#) (via dei Caniana, 2 – Bergamo / via Einstein, 2 – Dalmine School of Engineering) when collecting your documents.

Name and Surname: _____

Student Register Number: _____ **Email** _____

Name of nominated individual who is collecting your certificate:

Documents required:

- Certificate
 - Enrolment
 - Enrolment with list of subjects, grades, data
 - Graduation with grade
 - Graduation with list of subjects, grades, data

- Original Documents related to
- Original Degree
- Certificate of withdrawal
- Other

Additional Information:

Please note:

Without this form and personal identification your nominated person will not be able to collect your academic documents.

This form confirms that I have nominated the above person to collect my academic documents, and that I have granted them permission to handle any affairs relating to my academic documents in my absence.

Signed:.....

Date:.....

Attachments:

1. Copy of Student's Identity Card
2. Copy of the Nominated Individual's Identity Card