CERTIFICATE REQUEST FORM

TO THE HONOURABLE RECTOR

UNIVERSITY OF BERGAMO

The undersigned _____ enrolment no. _____ Italian tax code
_____
 (name and surname)   *(registration number)*   *(tax code)*
tel. _____email:_____
phone number)(E-Address)
enrolled for the academic year____/_____ in the course

_____
(enrolled in)   *(academic year)*   *(course name)*
Graduated in_____ ____ on _____
(graduated in)   *(date of graduation)*
noted that, pursuant to Art. 15 of Law 183/2011, in force since 1/01/2012, certificates to be produced to Public Administrations or public service providers cannot be issued or accepted, but they may be issued, on stamped paper, only if destined to private individuals

REQUEST for

the issue of the following documents to be delivered to **private individuals** (tick the box and specify the number of copies):

Type of certificate or document	No. of copies	If required for foreign use *(valid abroad)*	
		English language *(English)*	Italian language *(Italian)*
□ ENROLMENT/*enrolment*			
□ ENROLMENT WITH LIST OF EXAMS TAKEN/*undergraduate transcript of record*			
□ ENROLMENT WITH LIST OF EXAMS TAKEN AND STUDY PLAN/*undergraduate study plan*			
□ DEGREE/DIPLOMA/MASTER'S DEGREE WITH FINAL GRADE/*graduate (final grade)*			
□ DEGREE/DIPLOMA/MASTER'S DEGREE WITH FINAL GRADE, LIST OF EXAMS AND GRADES/*graduate transcript of records*			
□ CERTIFICATE OF WITHDRAWAL *certificate of withdrawal*			
□ Other (specify) *Other certificates*……………………………………………………… **NB: the certificates certifying university fees must be requested from the Regional Financial Help for Study Service.**			

Indicate the **intended use of the certificate**_____
(purpose of your request)

Bergamo, _____

For requests for certificates **on plain paper**, please indicate the reference to the legislation under which the exemption is granted: Art. _____ Italian Presidential Decree 26/10/1972 No. 642 Table Annex B.

Please find enclosed _____ revenue stamps* **(**there is one revenue stamp for each certificate requested)
        (*no. duty stamps*)   (*a duty stamp is required for each certificate*) ***Only***
for applications for stamped certificates

Signature_____

          (dd*/mm/yyyy*)   (*Signature*)

How to collect the certificate(s):

❑**Send by post or e-mail**: you can send this form by ticket (Student Secretariat Ticket), requesting to be able to virtually pay the fee for revenue stamps, where applicable. The amount (€16.00 for the request and €16.00 for each certificate issued) will then be uploaded to your personal page of the Internet Desk and can be found under Secretariat>Payments. The requested certificates will be sent by ticket or, upon payment of a fee of € 15.00, will be sent to the address indicated on the ticket.
NB: A contribution of 20,00 euros is required for sending documents abroad and NOUE 40,00 euro The University of Bergamo is not responsible for any loss or damage due to postal delivery .

❑ **At the Student Secretariat during opening hours, by appointment**
(https://logistica.unibg.it/PortalePlanning/UNIBGservizi/index.php)
Certificates in English, which must be requested in advance by ticket, will take 7 working days. If you are unable to attend in person, you may delegate a person you trust to got to the desk with the following documents: 1) own identity document 2) proxy form, drawn up on plain paper 3) photocopy of the delegating party's identity document.
.

Collected on _____   **Signature _____**

Identification document _____Issued by_____
on_____

Privacy Notice
Your personal data will be processed in accordance with Italian Legislative Decree 196/2003 and the European Regulation - Regulation (EU) 679/2016, General Data Protection Regulation (GDPR) for institutional purposes and in particular for all the obligations granted to the full implementation of your study and administrative relationship with the University. The data controller is the University of Bergamo; the Data Protection Officer is available at following the emali address: dpo@unibg.it. For further information please refer to the Privacy and Personal Data Protection page of the University website