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