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