

## 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 (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:

- The service is available on Monday 13.30 – 15.30; on Tuesday, Wednesday; Friday 10.00 – 12.00, and on Thursday 8.30 – 10.30  
For the School of Engineering the service is available on Monday and Wednesday 13.30 – 15.30; on Tuesday, Thursday and Friday 10.00 – 12.00.
- 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