CERTIFICATE REQUEST FORM FOR PROFESSIONAL MASTER PROGRAMMES AND SPECIALIZATION/TRAINING COURSES

Pursuant to Article 15 of Law 183/2011, the certificates to be submitted to public bodies and to providers of public services are always replaced by self-certifications. The University of Milano-Bicocca shall only issue stamped certificates bearing the following wording: "This certificate cannot be submitted to public bodies or to private providers of public services." This wording is provided only on certificates to be used in Italy. If you need a certificate to be used abroad, please specify it on the request form and choose which language (Italian or English) the certificate is issued. The certificate will bear the wording "The certificate is issued only for foreign countries".

Student Name and Surname……

born in ……Nation/Province……..on……

Student number…….... cell phone……email……

Enrolled for the a.y.. ...../ ..... to the

- **First level professional master programme** *(master universitario di I livello)*
- **Second level professional master programme** *(master universitario di II livello)*
- **Specialization course** *(corso di perfezionamento)*
- **Training course** *(corso di formazione)*

In

……

Applies for the following certificate

Certificate type:	**to be used abroad**	**n. of copies in Italian**	**n. of copies in English**
Enrollment	•		
Enrollment for residence permit	•		
Enrollment, transcript of records and administrative data	•		
Enrollment and transcript of records	•		
Degree certificate	•		
Degree certificate for residence permit	•		
Degree certificate and transcript of records	•		
Duplicate of participation certificate in specialization or training course	•		

- **The certificate(s) will be picked by appointment**

You can pick your certificate at the master office counter (by appointment), or delegate anyone else to pick it for you (please provide him/her with a signed authorization and a front/back copy of your ID)

- **The certificate(s) must be sent to the following address**:

(The estimated cost is €10.00 for shipping to Italy or €15.00 for shipping abroad. The University of Milano-Bicocca does not accept any responsibility for the non-delivery of documents)

Address……

Town……..(Nation/Province)……..Postal Code……

• **The certificate(s) is/are asked to be anticipated by email** (an appointment for collecting it/them will be made in a second moment)

Date…….. *Sign*……

• **The due stamp duties** will be delivered when I collect my certificate(s) by appointment

or

• **I apply to issue a payment form "pago PA"** to pay the due stamp duties (and the eventual shipping cost) remotely

The personal data will be processed according to D. Lgs. N. 196 of 2003 (Code concerning the personal data security) and its following amendments and integrations and to the Regulations UE 2016/679 (General Regulations about data security)

INSTRUCTION FOR CERTIFICATE(S) REQUEST

The certificates can be requested by filling out the form given above and sending it, along with copy of ID, via email to carriere.academy@unimib.it

According to the Italian regulation[1], the University exclusively issues stamped certificates that are only valid and usable in private relationships, which will bear the wording required by law: "This certificate may not be submitted to public administration bodies or private managers of public services". This wording is provided only on certificates to be used in Italy.

If you need a certificate to be used abroad, please specify it on the request form and choose which language (Italian or English) the certificate is issued. The certificate will bear the wording "The certificate is issued only for foreign countries".

Stamp duty of €16.00 is required:

● for the certificate application form;

● for each individual certificate.

After receiving the certificate request form, the master office will issue the payment form "pago PA", that can be downloaded from the personal account page on "segreterie online". However international payments must be made through one of the following ways:

- through Credit Card by accessing the website: https://bperbanca.smartpaypa.it/?lang=en Select the option "Various payments" and enter the data reported on the PagoPA payment form (the master office will send it to you):
- through bank transfer to: Università degli Studi di Milano-Bicocca – Piazza dell'Ateneo Nuovo, 1 – 20126 Milano, at: BPER - IBAN IT87P0538701655000049537311 -SWIFT CODE (for transfers from abroad) BPMOIT22XXX, payment description: name surname certificate stamp duty. After the payment, please sent the receipt of payment to carriere.academy@unimib.it

You may also choose to deliver the due stamp duties when you collect your certificate by appointment (please specify it in your request form)

You can pick your certificate at the master office counter (by appointment), or delegate anyone else to pick it for you (please provide him/her with a signed authorization and a front/back copy of your ID)

[1] Article 15 of Law 183/2011, which came into force on 1 January 2012, made amendments to Presidential Decree 445/2000, containing the Consolidated Law on Administrative Documentation: in particular, it states that "Certifications issued by the public administration with regard to status, personal qualities and facts are valid and usable only in relations between private individuals. In relations with public administration bodies and managers of public services, certificates and sworn affidavits are always replaced by the declarations referred to in Articles 46 and 47 of Presidential Decree 445/2000" (self-certification)

You can request the certificate to be sent to your home, which must be correctly stated on the request. It will be sent by registered mail.

The estimated cost is €10.00 for shipping to Italy or €15.00 for shipping abroad. The University of Milano-Bicocca does not accept any responsibility for the non-delivery of documents.