To collect the original diploma **Short Specialisation Degree obtained before a.y. 2004/2005**, please contact the tel. no. 049/8276373 or send an email to formazionecontinua.lauream@unipd.it.

To collect the original diploma **Short Specialisation Degree from a.y. 2004/2005** it's possible to:

1. Collect the original diploma in person, taking your ID card, at:

   PhD and Post Lauream Office  
   Settore Master e Formazione continua  
   Via Ugo Bassi, 1  
   35131 - Padova  
   Public opening hours:  
   Monday: 10.00 - 13.00, Tuesday 10.00 - 13.00 and 15.00 - 16.30, Wednesday: 10.00 - 13.00, Thursday: 10.00 - 15.00, Friday: 10.00 - 13.00.

2. Delegate a third person, who must go to the desk with a

   - Copy of his/her ID card;
   - Copy of your ID card;
   - the filled in and signed authorisation (Annex 1).

3. Apply for a shipment of the original diploma:

   - Shipment address in Italy: fill in the form (Annex 2) and send it by email (formazionecontinua.lauream@unipd.it), with all the attachments requested.

   - International shipment: please contact the tel. no. 049/8276373 (from Monday to Friday from 10.00 to 12.30) or send an email to formazionecontinua.lauream@unipd.it to check the amount of delivery costs.
AUTHORISATION TO COLLECT ORIGINAL DIPLOMA

I, the undersigned, .................................................................
born in ................................................................. on .........................
Address ................................................................................ no. ..... 

obtained the Short Specialisation Degree in ............................................... 
.............................................................................................................. a.y. ..........

authorise, on my own responsibility,

Mr/Mrs/Miss .................................................................
born in ................................................................. on ......................... ....
to collect the original diploma of the Short Specialisation Degree in          
..............................................................................................................

I enclose herewith:
1) copy of my own ID card and his/hers.

Date, ......................

Signature .................................................................
AUTHORISATION TO SHIP THE ORIGINAL DIPLOMA

I, the undersigned, ........................................................................................................................................
born in ...................................................................................................................................................... on ............
 obtained the Short Specialisation Degree in ............................................................................................
 ............................................................................................................................................................ a.y. ...........

authorise, on my own responsibility,

the PhD and Post Lauream Office to ship the original diploma to the following address:
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...................................................................................................................................................
Tel no. .............................................................................................................................................
Mobile no. ...........................................................................................................................................
Email address .........................................................................................................................................

I enclose herewith:
1) copy of a valid ID card;
2) the receipt of payment of delivery costs, to be paid online through the PagoPA portal
   (https://unipd.pagoatenei.cineca.it): select Voluntary Payment, in the field Payment Reason
   select Other, and in Reason type “Degree certificate shipment - Italy”.
If the shipping address is in Italy, the amount is 10,80 €; for international shipments, please
check the amount in advance by emailing formazionecontinua.lauream@unipd.it.
Then download the receipt from the portal (instructions for payment).

Date, ..............................................

Signature .................................................................................................................................