

- To collect the original diploma **Professional Course obtained before a.y. 2007/2008**, please contact the tel. no. 049/8276373 or send an email to [formazionecontinua.lauream@unipd.it](mailto:formazionecontinua.lauream@unipd.it)
- To collect the original diploma **Professional Course from a.y. 2007/2008**

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](mailto: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](mailto: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 Professional Course in .....  
..... a.y. ....

authorise, on my own responsibility,

Mr/Mrs/Miss .....  
born in ..... on .....  
to collect the original diploma of the Professional Course 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 Professional Course in .....  
..... a.y. ....

authorise, on my own responsibility,

the PhD and Post Lauream Office to ship the original diploma to the following address:

.....  
.....  
.....  
.....

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](mailto:formazionecontinua.lauream@unipd.it).

Then download the receipt from the portal (instructions for payment).

Date, .....

Signature .....