



To collect the original diploma **Professional Development Course** it's possible to:

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

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 Professional Development Course in
.....
..... a.y.

authorise, on my own responsibility,

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

authorise, on my own responsibility,
the 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.

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

Date,

Signature