



APPLICATION FORM FOR CERTIFICATES

WARNING: art. 15 law no. 183/2011 declares that for public and private bodies delivering public services, you need self-certifications instead. You can use certificates when dealing with private bodies and institutes abroad.

WHAT I HAVE TO DO?	1. Fill in the application form and specify for what reason you need the certificate. For certificates on stamped paper you need a revenue stamp (amount: € 16,00 per revenue stamp due). 2. Send the form by email to the email address formazionecontinua.lauream@unipd.it, by certified email amministrazione.centrale@pec.unipd.it or by post to the following address: UNIVERSITÀ DEGLI STUDI DI PADOVA Ufficio Post Lauream Settore Master e Formazione Continua Via VIII febbraio, 2 35122 Padova N.B.: Please remember to enclose copy of your ID card (and revenue stamp if necessary) 3) If you need a revenue stamp you must pay € 16,00 through the PagoPa portal, following these instructions: Go to the link: https://unipd.pagoatenei.cineca.it Click on Voluntary Payment and fill in with the necessary data for the payment. Select 'DIDA02 - Stamp duty - Certificates' as Payment reason (amount: € 16,00 per revenue stamp due) and in the field reason digit "Imposta di bollo per rilascio certificato a favore di (insert surname and name)". Click on Start online payment. Download the payment receipt from the same portal and enclose it to the application form (with the copy of your ID card).
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I, the undersigned,
Born in on
Address..... Postcode
City/Town..... Prov. Tel. no.....
Mobile no. e-mail.....

APPLY FOR

(quantity)

	CERTIFICATE OF ENROLMENT
	DEGREE CERTIFICATE
	ENROLMENT / DEGREE CERTIFICATE WITH SCHOLARSHIP AMOUNT
	TUITION FEES PER CALENDAR YEAR

With regard to the Professional development course in

..... a.y. ____ / ____

☐ On unstamped paper (only valid for Italy) for one of these uses:

▪To apply for scholarships, exemptions of tuition fees, canteen facilities (Italian Presidential Decree DPR, dated 26/10/1972, no. 642 All. B e ss.mm.ii.)

▪Other uses:

☐ On stamped paper (a revenue stamp of current value must be affixed);

☐ On stamped paper only valid for abroad (a revenue stamp of current value must be affixed);

I, the undersigned, declare that:

☐ I am non-EU citizen living in Italy;

☐ Will collect the certificate in person;

☐ I delegate Mr/Mrs/Miss..... to collect the certificate and attach copy of the ID card;

☐ Authorise the Office to ship the certificate to the following address:

postal address:

certified email:

email address:

.....
(place and date)

.....
(applicant's signature)