



CERTIFICATE APPLICATION FORM

Pursuant to art.15 of the National Law 183/2011, it is not possible to issue certificates that will submitted to an Italian public administration organ or to private managers of Italian public services. In these cases, the applicant must produce a self-certification which will be verified directly by the receiving public office. More information on www.unimi.it - Registrar - Certificates and self certifications

The undersigned:

Surname.....Name.....

Born in.....on.....

Italian Tax Code.....

Enrolled Graduated Academic Year..... Matriculation n.

Degree programme.....

Phone..... University e-mail.....

Alternative e-mail (only for currently not enrolled student)

Permanent/Temporary addressNr.....

Town/CityProv.ZIP code

Requires the following certificates, and chooses one of the following collection methods (please refer to the instruction at the end of the form):

Electronically

Front Office Pick-up

Home delivery

The following certificates are subject to stamp duty and will report the following sentence: "This certificate cannot be submitted to public administration organs or to private managers of public services"

Table with 3 columns: Certificate Type, Italian Language, English Language. Rows include Enrolment, Enrolment and years course, Enrolment and list of passed exams and years course, Enrolment and indication of practical training, Enrolment and study plan, Enrolment and declaration of registration in the final dissertation, Enrolment and list of passed exams, including disciplinary sections and modules, Enrolment to single courses, Enrolment to single course with list of passed exams, Enrolment to single course with list of passed exams, including disciplinary sections and modules, Enrolment with fees paid - for tax deductions, Award/ Not Award of scholarship, Enrolment - Interruption of studies - overseas study period (only for PHD students), Registration to State Exam.



DEGREE CERTIFICATES	Italian Language	English Language
Without final grade		
With final grade		
With final grade and professional qualification (for graduate students in Medicine with a qualifying title)		
With final grade and declaration that the original diploma is being processed		
With final grade and years of enrolment		
With final grade and declaration of completion of practical training		
With final grade and title of the final dissertation		
With final grade and study plan		
With final grade and list of passed exams with grades		
With final grade, passed exams grades and years of enrolment		
With final grade, passed exams grades and declaration of completion of practical training.		
With final grade, passed exams grades, years of enrolment and final dissertation title		
With final grade, passed exams grades and study plan		
With final grade, passed exams with disciplinary sections and modules		

CERTIFICATES OF COMPLETION OF POSTGRADUATE DEGREE (Vocational Master, PHD, Advanced course, Specialization school)	Italian Language	English Language
With final dissertation title (available only for PHD)		
With only the final grade (available only for Specialization school)		
With final dissertation title, passed exams grades and years of enrolment (available only for PHD)		
Completion of Vocational Master or Advanced course		
Completion of Vocational Master and passed exams grades		
With final grade and declaration that the original diploma is being processed (available only for Specialization school)		
With final grade and dissertation title (available only for Specialization school)		
With final grade and fees paid in the last solar year - for tax deductions (available only for Specialization school)		
With final grade and passed exams grades (available only for SILSIS - TFA - PAS - Specialization school)		
With final grade, passed exams grades and years of enrolment (available only for Specialization school)		
With passed exams grades and fees paid in the last solar year - for tax deductions		
With final grade, passed exams grades, years of enrolment and final dissertation title		
Professional Qualification without grade		
Professional Qualification with grade		

TERMINATION CERTIFICATE	Italian Language
Loose of student status and withdrawal	

The following certificate are issued in plain paper:

CERTIFICATE OF FEES PAID	Italian Language
Certificate with fees paid in the previous solar year, for tax declaration or tax audit.	



SCHOLARSHIP CERTIFICATE	Italian Language
For the uses allowed by the law, the certificate will declare: <input type="checkbox"/> Award <input type="checkbox"/> Not award Of the State University of Milan scholarship for the current academic year.	

ENROLMENT CERTIFICATE FOR SCHOLARSHIP PURPOSE	Italian Language
Enrolment or completion certificate for scholarship purpose or required by Onlus	

Milan/...../..... The applicant (legible signature).....

INSTRUCTIONS

1. Applicants are required to pay a stamp duty of € 16: one for the application form plus one for each certificate requested. Payment have to be submitted using the on-line system [Payment Service](#) - Contributi per prestazioni d'ufficio - Imposta di bollo.
2. Submit the application form:
 - 2.1 Through [InformaStudenti](#) attaching the payment receipt of the stamp duties. If the applicant will log in as external user, it will be necessary to attach also a scan of the ID document. The certificate will be sent electronically through [InformaStudenti](#).
 - 2.2 At the front office, by booking an appointment using [InformaStudenti](#). In this case, stamp duties in paper form - e.g., purchased at the Tabacconist - can be submitted (one for the application form, and one for each certificate request). It is possible to delegate a third person with signed proxy and photocopy of the identity document of the delegating party.

Access to the online services

Access to the online services with the credentials of the University. In case of forgetfulness you can recover them through the [dedicated service](#).

Users without University credentials can make a [new registration](#) to the portal as an external user.

Signature of the certificate

1. Certificate are normally issued with mark en lieu of signature, pursuant to National Decree leg.vo 39/93.
2. If the applicant needs a signed certificate, the Head of the relevant office will digitally sign the document. The digital signature has the same value of the handwritten signature.
If a handwritten signature is requested - for a certificate needed overseas or for any other need - the certificate will need to be collected at the front office. In alternative, home delivery can be requested. In this latter case, applicant will be required to pay the delivery charge: € 10,00 euro (delivery in Italy) or € 15,00 euro (overseas). Fees have to be submitted using the on-line services [Payment Service](#) - Contributi per prestazioni d'ufficio - Oneri per spedizione documenti.