



DUPLICATE OF THE ACADEMIC DIPLOMA REQUEST FORM

To the Managing Director

of the Student Registrar and "Right To an Education" Division of Università degli Studi di Milano

The undersigned:

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

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

Italian tax Code.....

University graduate Other degree Academic Year..... Matriculation number.....

Degree programme.....

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

Alternative e-mail

Resident/Domiciled in street/square.....Nr.....

Town/City.....Prov.ZIP code

REQUESTS

The issuing of a duplicate of his/her academic qualification (Degree/PhD/Specialization school) in one of the following modalities:

Collection at the Front Office

Home delivery by courier

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



INSTRUCTIONS FOR THE REQUEST OF THE DUPLICATE OF THE ACADEMIC DIPLOMA:

1. Pay the amount of 16,00 euros as a virtual stamp duty for the request and the amount of 100,00 euros for duplicate costs through the [Payment Services](#) - Office service contributions - item Stamp duty for the 16,00 euros and item Contribution indicated by the secretariat for career reconstruction or other for 100,00 euros.

The service is accessed with the credentials of the University. In case of forgetfulness you can recover them through the dedicated service or you can make a new registration to the portal as an external user.

2. Submit the request in one of the following modalities. Payment receipts and official report of theft/loss/deterioration of the original Diploma must always be attached:
 - 2.1 Through [InformaStudenti](#). If the applicant will log in as external user, it will be necessary also to attach a scan of the ID document
 - 2.2 At the front office, by booking an appointment using [InformaStudenti](#). It is possible to delegate a third person with signed proxy and photocopy of the identity document of the delegating party. In this case the stamp on the request can be paid with the stamp paper.