



### Withdrawing from studies

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

**The undersigned:**

**Matriculation n. ....**

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

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

Italian tax code.....

Resident in street/square..... N. ....

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

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

Enrolled for the academic year.....

In the study programme.....

### Requests

- to withdraw from the studies on (dd/mm/yyyy) ..... and declares to be aware that withdrawal is irrevocable
- that he/she will forfeit the specialist training contract/scholarship, with all its effects, as of the date of withdrawal (for postgraduate schools and PhD programmes only)

Attaches to this declaration:

☐ Receipt of payment of the second instalment of the last year of enrolment or of the contribution of 400 euros as fixed charges for studies withdrawal, **if due (for degree programmes and postgraduate schools only)**

☐ Coordinator's acknowledgment **(for PhD students only)**

Aware of the criminal penalties provided for in the Penal Code and the relevant special laws in the case of false statements, creation and use of false acts, declares not to be in possession of books or other material belonging to the Faculty Libraries or University Departments.

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



## How to apply for the withdrawal

1. Make the payment of the stamp duty of 16.00 euros for the request through the online service [Payment services](#) - Contributions for office services - Stamp duty.
2. Pay the second instalment for the last year of enrolment or the flat €400 fee, if any, through the online service: Payment management - Fees for administrative services - Fee for career records or other services.
3. You can submit your application:
  - a) Through [InformaStudenti](#) attaching the receipt of payment, if any
  - b) At the desk by booking an appointment through [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 can be paid with the paper stamp.

## 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.