

DEPARTMENT FOR STUDENTS AND POSTGRADUATE EDUCATION
STUDENT SECRETARIAT

REQUEST FOR CERTIFICATION OF EXAMINATIONS PASSED

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matriculation number

FOR THE ATTENTION OF THE RECTOR

I, (name and surname).....

born in.....in the province of.....date of birth...../...../.....

resident in.....address.....

enrolled / graduate / postgraduate / diploma-holder / advanced level / course holder (perfezionamento) / specialised / qualified in the Department of for the academic year date
degree course, advanced level course or diploma in(course year).....

request the issue of the following certificates for the academic year...../.....

CERTIFICATE	number of copies on stamped paper	number of copies on unstamped paper
Enrolment		
Withdrawal		
Withdrawal with examinations		
Degree certificate with final mark and examinations (without marks)		
Degree certificate with final mark		
Degree certificate with final mark and thesis		
Degree certificate		
Degree certificate with examinations and thesis title		
Degree certificate with examinations with marks and final mark		
Degree certificate with examinations with marks, thesis, and final mark		
Degree certificate with examinations (without marks) and thesis title		
Degree certificate with examinations (without marks)		
Degree certificate with redemption of pension		
Enrolment with curriculum		
Enrolment with examinations per year, without marks		
Enrolment with examinations (with marks)		
Enrolment history and degree without a request for specific use		
Where unspecified, please state purpose:	<input type="checkbox"/> Use abroad - Italian	
	<input type="checkbox"/> Use abroad – Language:.....	
	<input type="checkbox"/> Other.....	

Bari, date:.....

Student's signature.....

PLEASE NOTE:

- 1) It is necessary to apply stamp duty only to request certificates on stamped paper. Each certificate requires separate stamp duty.
- 2) To request certificates on unstamped paper please specify the purpose if it is not listed among the options.
- 3) For degree certificates or certificates of withdrawal of studies a duty of €2.00 must be paid into bank account no. 8706 for each certificate requested.
- 4) Please attach a photocopy of the ID of the person making the request.
- 5) In case of a third party making the request please attach authorisation and the ID of both the person requiring the certificate and the person making the request.

Date	EXAMINATIONS/LABORATORIES/INTERNSHIP	MARK	CREDITS

Date	EXAMINATIONS/LABORATORIES/INTERNSHIP	MARK	CREDITS

Bari, date:.....

Legible signature:.....

PLEASE NOTE: THE PRESENT DOCUMENT MUST BE FILLED IN BY THE STUDENT, AND ATTACHED TO THE RELEVANT APPLICATIONS:

- a) issue of certificates of merit for grants;
- b) transfer to another study programme;
- c) transfer to another university
- d) issue of an enrolment certificate with examinations passed.