

Certificates

REQUESTS AND DIRECT ISSUANCE OF CERTIFICATES

The individual requesting the certificate (or a proxy in possession of the front and back of the identity document of the applicant) must apply a €16 stamp duty. In the event the request is for certificates that are not in the “standard” format (and thus cannot be printed immediately), the stamp duty must also be affixed to the student’s written request. Except for special cases, the certificate will be issued immediately.

REQUEST AND ISSUANCE OF THE CERTIFICATE BY POST OR E--MAIL

1. By ordinary mail, in which case the request should be addressed to the Student Affairs Office (Via Sant’Agostino 1, for humanities courses, or Via Ferrata 5, for science courses). The front and back copy of the student’s identity document must be attached to the request, along with the appropriate stamp duties for each certificate requested and a stamped and self-addressed envelope.
2. Alternatively, a request can be made by ordinary mail addressed to the Student Affairs Office (see addresses above) or by sending an email to unipvinforma@unipv.it. The student must include all the necessary details for the correct issuance of the certificate and attach a copy of the front and back of the identity document, also requesting the calculation of the amount of the stamp duty and necessary postage for the return of the certificate (when called for). The appropriate university offices will communicate the amount to be sent by bank transfer; once the transfer is made the student must send a record of the payment (by fax – 0382 25133 for humanities courses or 0382 985951 for science courses – or e-mail to unipvinforma@unipv.it). The office will then prepare the certificate in question, affix the required stamp duty and send the certificate by mail.

In the event the certificate is for use abroad and needs to be legally notarized, the student can ask for this service free of charge (except for any stamp duties that may be required) from the Unipv, which will provide for this on behalf of the student after he or she has undertaken all the necessary actions the Prefecture requires in order to affix the official seal.

DIPLOMA SUPPLEMENT

Students graduating under the system provided for in D.M. 509 and D.M. 270 can present a request on plain paper for the Diploma Supplement to the Student Affairs Office or, alternatively, send an e-mail to unipvinforma@unipv.it with a copy of the identity document and the English translation of the degree title. The Diploma Supplement is issued on plain paper in Italian and English in around 15 days, except for graduates of degree programs in science, who will be apprised of the time required for the issuance of the Diploma Supplement at the time of the presentation of the request.

The Diploma Supplement can be issued in the following manners:

- Directly from the Student Affairs Office;
- By ordinary post, in which case the instructions above must be followed regarding the “request and issuance of the certificate by post or e-mail”;
- In other ways to be agreed upon with the Student Affairs Offices.

CERTIFICATES FOR USE ABROAD (valid ways to obtain certificates for enrolled students or graduates under regulations pre-dating D.M. 509, D.M. 509 and D.M. 270).

Requests: requests must be made to the Student Affairs Offices for certificates with proper stamp duties for use abroad. Such certificates are issued immediately to the student in Italian and signed by the official in charge.

Notarization: the signature of the official in charge must be notarized by the Prefecture of Pavia, Piazza Guicciardi, Ufficio Legalizzazioni - 1° piano.

In the event the student is abroad and cannot personally go to the Prefecture of Pavia, he or she may ask the Unipv to undertake this service (see point 2 of section **REQUEST AND ISSUANCE OF THE CERTIFICATE BY POST OR E-MAIL**).

Translation: the translator (who may be the student requesting the certificate) must go in person to the Tribunal (not necessarily in Pavia) with a valid identity document and fiscal code and with the original certificate and translation. The student will have to take an oath attesting to the accuracy of the translation.