

CERTIFICATE REQUEST FORM

Stamp duty paid
electronically -
Authorised by the
Italian Revenue Agency
– Provincial Directorate
of Modena - Modena
Territorial Office no.
77000 of 26/10/2015.

**To the Rector
of the University of
Modena and Reggio Emilia**

I, the undersigned _____

born in _____ Country _____ on ____/____/____

residing in _____ Country _____

address _____ n° _____ Post Code _____

domiciled in _____ (Italian province _____)

address _____ n° _____ Post Code _____

Phone _____ e-mail _____

☐ **enrolled** in the _____ year for the A.Y. _____ student ID _____ in the PhD in _____

☐ **PhD** in _____ year _____ cycle _____

REQUEST THE FOLLOWING CERTIFICATES:

		WITH STAMP DUTY	WITHOUT STAMP DUTY*	WITH STAMP DUTY – ONLY FOR USE ABROAD	
	<i>of Enrolment</i>			<i>In Italian</i>	<i>In English</i>
	<i>of Degree awarded</i>			<i>In Italian</i>	<i>In English</i>
	<i>Other (specify)</i>			<i>In Italian</i>	<i>In English</i>

**I ALSO REQUEST
that the certificate contains the following additional informations:**

Thesis title _____

Further informations _____

Certificates are issued with stamp duties. One stamp duty is provided for the application and one for the issuance of each certificate.
The PhD Office will charge the prescribed stamps on the personal profile of Esse3 under "Taxes".
www.esse3.unimore.it

*For the request of **stamp-exempt certificates**, please indicate the use and the Italian legal provision providing for exemption

Law/D.P.R./ M.D. _____ Art. _____

Use: _____

Please note that **on your personal Esse3 profile (accessible with credentials even after career closure)** you can independently download **self-certifications (in Italian)** of enrollment and degree awarded.

It is also available the possibility to download certificates (in Italian) of:

- enrollment with detail of fees paid by calendar year fiscal use
- PhD certificate of achievement **for employment contract**

www.esse3.unimore.it

For the request of certificates **WITH STAMP DUTY**, there is one stamp for the request itself and one for the issuance of each certificate and the signature of the head of the issuing office. **The PhD Office will charge the stamps provided on the personal profile of Esse3 under "Taxes" www.esse3.unimore.it**

Please also indicate one of the following two options:

☐ **DIGITAL SIGNATURE** of the office representative - to send the certificate via e-mail (upon verification of acceptance of the digital signature by the foreign institution/office)

or

☐ **AUTOGRAPHIC SIGNATURE** of the office representative - for issuance of the paper certificate at the counter

You may alternatively request postal delivery (cost to be paid by the applicant) by filling out the form below

(To be filled if you request to send the certificate by mail)

I DECLARE

that I wish to receive the documents **by registered mail with return receipt*** to the following address:

Last Name _____ First Name _____

Address _____ No. _____

Town _____ Post Code _____ COUNTRY _____

AND I RELIEVE the University from any responsibility in case of loss, theft and/or deterioration of the documents.

*The PhD Office will charge **the cost of the shipment to your personal "Taxes" profile on Esse3**. The cost is determined by the destination (Italy or abroad) according to the amounts provided by Poste Italiane.

I am aware that pursuant to Law of November 12th, 2011 No. 183, certificates cannot be produced to bodies of the Public Administration or private managers of public services.

Place and date, _____

Signature _____