

## Release of Certifications and Diplomas

### 1. Transcript or certification of enrolment (*Certificato di iscrizione*) for enrolled students, not yet graduated

If you need a certification about your enrolment at the University of Padova **OR** an academic transcript about your study results in English, you can ask a certification at the Students Secretary.

As an alternative (and depending from the purpose) this certification can be printed also directly from uniweb as a *selfcertification* (in Italian only). This is valid for *all* purposes Italy.

The request form you can find in this webpage:

<http://www.unipd.it/servizi/iscrizioni-tasse-borse-studio/servizi-segretaria?target=Studenti>

→ Certificazioni → Informazioni su autocertificazioni, certificati, diploma supplement, accesso alla banca dati per enti pubblici → Certificati → Modulo richiesta certificati

Fill in your personal data (name, surname and most important your *matricola* (student number)

Please tick  *CERTIFICATO DI ISCRIZIONE CON ESAMI*,  *In carta resa legale*  *valido per estero*

*in lingua inglese*

You have to deliver that module together with a tax revenue stamp (*marca da bollo*) of 16 Euros to the Students Secretary. The certification will have stamp and signature and it is valid abroad.

You can request certificates by submitting the above described [form](#) and choosing one of the following methods:

1. Student living in Padova: the certificate is generally issued in real time. In the case that you have a friend in Padova, who can do it for you: you need to write an authorization in order to delegate your friend to take the certificate together with a the photocopy of a valid identity document of the delegator (front and back of the document). Remember the tax revenue stamp of 16 Euros
2. PEC - Certified Electronic Mail: amministrazione.centrale@pec.unipd.it (only for those with a certified e-mail address)
3. Only for those who are abroad: send an email to [certificazioni.segstud@unipd.it](mailto:certificazioni.segstud@unipd.it)
4. Fax: +39 049 8276434
5. Normal letter by post (preferably registered mail): UNIVERSITY OF PADOVA - Student Registrar's Office - Certification Office - Piovego Lungargine 2/3 - 35131 Padova
6. In cases 2 to 5 the certificate is sent only to the address indicated by the applicant on the application form, therefore it is necessary to attach:
  - A photocopy of a valid identity document (front and back)
  - One tax revenue stamp (case 5) or receipt of bank transfer (cases 2, 3 and 4)

**ATTENTION:** In case you use the online bank transfer for the payment of the tax revenue stamp you have to attach the payment receipt in pdf format. It should be available in the bank transfer archive of your home banking, and should have been released not later than twenty-four hours from the transaction. The receipt must include the value date, the number of CRO / TRN and the status "executed / inserted". The simple "transfer arrangement" with the words "the transfer can be canceled within hours ..." or the screenshot of the website will **NOT** be considered.

In the case that the certificate has to be delivered abroad by any kind of courier service, the applicant is required to pay a contribution for the distribution costs. To know the exact amount please send an e-mail to [certificazioni.segstud@unipd.it](mailto:certificazioni.segstud@unipd.it) specifying the address and send indicate as subject of the e-mail

"Importo spese di spedizione certificato" (certificate distribution cost). In the case of delivering by courier, the telephone number and e-mail address of the recipient must also be provided.

## **2. Degree certificate with transcript (*Certificato di laurea con esami*):**

After the degree discussion, the University of Padova will release the degree certificate with transcript (list of exams).

The degree certificate with transcript costs 16 Euros of tax revenue stamp. The Department will pay it for Erasmus Mundus students.

If students are still in Padova, the certification is hand out directly to them a few days after the discussion. If students have already left Padova, the certificate can be sent by courier to their home address.

The certificate is in English, with a list of all the exams, their grades and the final graduation mark. It has **LEGAL VALUE AND CAN BE USED FOR ANY APPLICATION ABROAD** (In Italy there are different regulations for the requirements of certifications for applications. Often is used the self-certification as described above).

You can find here the request form:

<http://www.unipd.it/servizi/iscrizioni-tasse-borse-studio/servizi-segretaria?target=Studenti>

→ Certificazioni → Richiesta certificato,

Please tick  CERTIFICATO DI LAUREA CON ESAMI,  In carta resa legale  valido per estero

in lingua inglese

You have to deliver that module together with a tax revenue stamp to the Students Secretary. You can follow the same procedures described for the transcript (section 1).

## **3. Diplomas (Diploma di laurea – “Pergamena”)**

Students who finish their studies and take their degree in Padova will get the diploma straight afterwards the degree discussion.

## **4. Diploma supplement**

The diploma supplement will be free of charge and it is released around 6 month after the degree. The diploma supplement will explain the value of the degree and the grades as well as student's personal curriculum. Erasmus Mundus students will get it from their coordinator.

## **5. Double degree and Erasmus Mundus students**

Transcripts and degree certificates will be sent directly to the Erasmus Mundus secretary.

After the first year in Padova:

A release of the transcripts of the first year to the students is not foreseen. Students can always ask a copy of it, but if they should need an original transcript, they have to apply for it and pay a tax revenue stamp of 16 Euros, like described above. The second year institution of each program will insert the first year exams (in Padova around March/ April). Students should then inform themselves at the coordinator of their program on how to get the double and joint degrees.

After the second year abroad:

Students, who spent their first year in Padova and then take the degree in other partner universities will receive the degree from the university of Padova after their degree discussion. For the recognition the University of Padova needs the transcript of the second year including the information about the data of diploma obtainment, thesis title and supervisor and if possible the grade for the degree or the thesis. It takes about 6 months to get all the documents and to release the title from Padova University. Like

students who made the thesis discussion in Padova, the degree certificate and transcript will be released (free of charge) and sent to students.

The degree certificate has legal value and can be used for any kind of application abroad. The diploma will be released after some weeks and can be sent to the students home country.

**Legalization of the diploma and of the graduation certificate**

Responsible for the legalization is the "*Prefettura*" and it takes a few days (3-7 days). The university cannot take care of this on behalf of the students, but another person (a colleague, a friend) can do it with a power of attorney.