

**REVENUE STAMP**  
**€ 16,00**  
(only if applicable)

**To the Rector  
of the University of Pisa**

*Educational and Internationalisation Services' Office  
Largo Pontecorvo 3, 56127 PISA*

***Certificate request<sup>1</sup>***

**Space reserved for the office**

**Reference n. \_\_\_\_\_ of \_\_\_\_\_**

Student/PhD ID NUMBER		
Surname and Name		
Place and date of birth		
Permanent Address		
Phone		
e-mail		

**To this aim, I hereby declare to be**

- aware that Public Administration offices or private providers on behalf of public services are not entitled to demand nor accept this certificate (under Law n. 183 art. 15 of 12/11/2011)<sup>2</sup>
- informed that giving false statements is an offence under the Italian Penal Code and special laws related, in accordance with the Presidential Decree DPR no. 445/2000 art. 46

**I request the issuing of a certificate as here specified**

☐ PhD      ☐ Specialization School      ☐ Post Graduate Vocational Course

☐ TFA/PAS/Special Education Course

Course title \_\_\_\_\_

☐ Other<sup>3</sup> \_\_\_\_\_

☐ For authorized purposes abroad      ☐ in English Language

☐ on plain paper, for one of the purposes stated in Table B annexed to Presidential Decree DPR no. 642/1972, aware of the informative on revenue stamp exemption;

☐ on plain paper, for any judicial proceeding the applicant is subject to (pursuant to the Presidential Decree DPR no. 115/2002, art.1)

<sup>1</sup> If sent by fax or mail, please attach a copy of a valid identification document

<sup>2</sup> Public Administrations and private providers on behalf of public services are not entitled to request nor accept certificates, which are always replaced by statutory declarations of certificate or by notarial deeds issued by the party concerned (Art. 15 Law 12.11.2011, n. 183). Therefore, each certificate will be issued with the following sentence: "Public Administration offices or private providers on behalf of public services are not entitled to accept this certificate"

<sup>3</sup> With reference to other activities to be certified by the Educational and Internationalisation Services' Office"

☐ on plain paper for other purposes \_\_\_\_\_  
/indicate the intended purposes and the related provision on revenue stamp exemption

☐ with revenue stamp

	Type	No
<input type="checkbox"/>	Enrolment certificate	
<input type="checkbox"/>	Enrolment certificate including the study grant amount (only for PhD)	
<input type="checkbox"/>	Qualification - certificate	
<input type="checkbox"/>	Qualification with the title of the thesis - certificate	
<input type="checkbox"/>	Other (please specify the data to include) _____ _____	

In addition, I request that the certificate will be: [Please tick one of the followings]

- ☐ sent in attachment in reply to the ticket request applied on the “virtual desk”
- ☐ sent via fax to the following number \_\_\_\_\_
- ☐ sent in attachment via certified e-mail system (Posta Elettronica Certificata - PEC) to the following account \_\_\_\_\_
- ☐ sent to the following address:  
City \_\_\_\_\_ prov. \_\_\_\_\_  
\_\_\_\_\_ postcode \_\_\_\_\_ Street/Square \_\_\_\_\_ num. \_\_\_\_\_
- ☐ personally collected at the office reception
- ☐ collected by Mr./Ms<sup>4</sup> at the office reception  
\_\_\_\_\_  
born in (place of birth) \_\_\_\_\_  
on (date of birth) \_\_\_\_\_

***In the event of request for “certificate with revenue stamp”***

**Please note:** For the issuing of certificates with revenue stamp, the applicant is required to personally buy and provide the front office desk with a revenue stamp for each certificate or forward them by ordinary mail along with the “revenue stamp” transmission form.

☐ I hereby declare to be aware that the certificates could be issued only prior the relevant revenue stamps are provided or mailed to the front office desk

I Attach no. \_\_\_\_\_ revenue stamps

(Only when submitting or mailing to the front office desk the certificate request)

\_\_\_\_\_  
Place and date

\_\_\_\_\_  
Signature

<sup>4</sup> A person (with a valid identity document) different from the person concerned is allowed to collect the certificate only if provided with a written authorization signed by the delegating party and a copy of its valid identity document.