

Release of Certifications and Diplomas

1. Transcript or certification of enrolment (*Certificato di iscrizione*)

If students need a certification about their enrolment at the University of Padova or an academic transcript about their study results in English, they can ask a certification at the students secretary.

<http://www.unipd.it/servizi/iscrizioni-tasse-borse-studio/servizi-segreteria?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*) for 16€ to the students secretary. The certification will have timber, signature and is valid abroad.

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

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

After the degree discussion the university of Padova is releasing the Degree certificate with transcript. This certificate costs 16 Euros of Tax revenue stamp. It will be paid for Erasmus Mundus students by the department. If the students are still in Padova the certification is hand out directly to them a few days after the discussion. Other international students have to ask for the certificate directly at the students secretary in the Pentagon building. If students left already the certificate can be sent by mail to their home address.

The certificate is in English, with a list of all the exams, their marks 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 like described above).

The request form you can find here:

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

→ *Certificazioni*

→ *Richiesta certificate*, 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.

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

3.1 Diplomas - Old regulation (for students who took the degree before 2017):

Around 4-5 month after the theses discussion the official diplomas are ready and signed by the rector of the university. Students will be informed via e-mail to the university's student address

name.surname@studenti.unipd.it and the list will be published on the website:

<http://www.unipd.it/consegna-diplomi-atteati?target=Studenti> and choose “*Diplomi di laurea*”

1) If students have the possibility they can pick it up personally at:

Servizio Segreterie Studenti,
via Lungargine del Piovego 2/3,
35131 Padova, during the [office hours](#):

It is possible to ask an appointment for that via app [Qurami](#); from 9.30

The release of the diploma is free of charge, all students have to take is an id document.

2) If students cannot come personally but you have still a friend around who can do so, he or she has to present himself at the secretary with:

- a delegation document signed by you stating that the person is authorized to get the diploma. You find it on the page "*delega per il ritiro per il diploma di laurea*"
- a copy of the id of the student who delegates
- a copy of the id of the person who is delegated to pick up the diploma

3) There is also the possibility to send the diploma directly to your home address. It is still for free but you have to pay the transport costs. These are 8,55 Euro for Italy, but of course it will be more for those of you, who are abroad. To identify the exact costs please contact first the service: diplomidilaurea@unipd.it
Write as e-mail object: *Costi di spedizione per consegna diploma all'estero*
In the e-mail indicate the post address where the diploma has to be send.

Then they will reply to you with the amount of money you have to transfer to their account. The account data and the form to comply are available on the same webpage: "*autorizzazione spedizione diploma originale di laurea*". Then you send everything to the same e-mail address as before diplomidilaurea@unipd.it including:

- the form together with
- a copy of the id document and
- the receipt of the payment

3.2 Diplomas – new regulation (for students who take the degree in 2017 or later)

Students who finish their studies and take their degree from 2017 ahead, they will get the diploma straight afterwards the degree discussion. Due to this new approach we have new, anticipated deadline regulations for the thesis discussion ("*domanda di laurea*").

4. Diploma supplement

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

5. Double degree and Erasmus Mundus students

Double degree and Erasmus Mundus students will receive the degrees awarded from the other universities. Transcripts and degree certifications will be send directly to the Erasmus Mundus secretary and first year institution of each program. Students should then inform themselves at the coordinator of their program on how to get the double and joint degrees.