



CERTIFICATES APPLICATION FORM

As stated by the Art. 15 of Law 183/2011, certificates for public administration authorities and private providers of public services can not be released. Wherever it is required by public administration, the applicants have to produce a self-certifications. All the certificates will be release with a duty stamp and will quote the statement prescribed by law: "This certificate can not be produced for PA or private providers of public services".

STAMP
16,00 euros
AT THE EXPENSE OF THE
APPLICANT

Undersigned _____
Surname name

born in _____ on the _____

Requests

the release of a certificate with the following data (**Pay attention: all the information selected will be reported on an single document for each career, unless otherwise specified**)

Type of certificate	STUDENT NUMBER		1st LEVEL DEGREE STUDENT NUMBER		2nd LEVEL DEGREE STUDENT NUMBER		OTHER STUDENT NUMBER	
	N° copies ITALIAN	N° copies ENGLISH	N° copies ITALIAN	N° copies ENGLISH	N° copies ITALIAN	N° copies ENGLISH	N° copies ITALIAN	N° copies ENGLISH
Career (enrollment and denomination of the course or final degree and denomination)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plan of study with grades, date of passing, list of exams, CFU and SSD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plan of study without grades, date of passing, list of exams, CFU and SSD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
List of passed exams with grade, date of passing, CFU and SSD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Degree with final grade			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Title of the final project					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Admission to the final exam	<input type="checkbox"/>	<input type="checkbox"/>						
Language of the course	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Date of the first enrollment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Historical of career (academic years of enrollment)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Duration of the course	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Law 81/08 or ex 494/96 (qualification of security coordinator)			<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Qualification license (State certification exam)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
State certification exam with grade			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

This form shall be submitted to the Segreteria Generale e sviluppo nuovi servizi agli studenti (Cittadella Politecnica - C.so Castelfidardo, 39 – ground floor in the opening times) **in the case of collection through delegation or where it is required a particular certificate:** only in this last case, it will be in 3-4 working days.

As an alternative, the form can be:

- delivered to the address mentioned above;
- sent by ticketing service available at link <https://didattica.polito.it/segreteria/contatta/en/index.html>

It is necessary to attach a copy of a valid ID card/Passport, the photocopy of the bank transfer receipt for payment for the stamps (marca da bollo) and possible shipping costs. Remember that each certificate released for each career requires one stamp of 16 euros, besides the stamp of 16 euros to attach to the form.

CERTIFICATE COLLECTION METHODS

- I DECLARE I WILL SUBMITT THE CERTIFICATE ABROAD
- I DECLARE TO PERSONALLY COLLECT THE CERTIFICATE(S) AT THE SEGRETERIA DESKS AND I ATTACH N° _____ OF STAMPS
- I DECLARE TO DELEGATE MR/MISS _____ TO COLLECT THE CERTIFICATE FOR ME AND I ATTACH A COPY OF A VALID ID CARD /PASSPORT AND N° _____ OF STAMPS
- I REQUEST THE DELIVERY OF THE CERTIFICATE(S) BY MAIL AND I ATTACH A COPY OF A VALID ID CARD AND A COPY OF THE BANK TRANSFER RECEIPT FOR STAMPS AND DELIVERY EXPENSES
- I REQUEST THE DELIVERY OF THE CERTIFICATE (electronic version) BY TICKET

DELIVERY ADDRESS

surname name

address

post code city country (.....)

phone number | | | | - | | | | | | | | | |

Turin | | | | | | | | | |

(Signature)