



UNIVERSITÀ DEGLI STUDI DELL'AQUILA

INFORMATION FOT THE ISSUE OF CERTIFICATES

Art. 15 of Law n. 183/2011 provides that, since 1st January 2012, **the Public Administrations and the Providers of public services can't accept nor request from private citizens' certificates issued by other public administrations.**

The citizen has to self-certificate the possession of the requirements and the Public administrations and the Providers of public services have to accept the self-certifications, otherwise they breach their official duties.

The certificates can be used only in dealings between private individuals and, for this reason, on each certificate there will be the following sentence: *"This certificate cannot be submitted to public administration organs or to private managers of public service"*

The regulations on stamp duty (Art. 1 of the Tariff Part I All. 'A', attached to the Presidential Decree no. 642 of 26/10/1972 and reiterated by Revenue Agency Circular no. 29 of 01/06/2005) includes among the deeds, documents and registers subject to stamp duty also certificates, extracts of any deed and document and copies conforming to the original issued by public officials.

The certificates have to be released with duty stamp unless it occurs the exemption from the duty stamp as required by law (D.P.R. 642/1972 attachment B).



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HOW TO REQUEST CERTIFICATES

In order to obtain a certificate it is required to submit:

- The form below, signed by the applicant;
- A copy of a valid identity document of the applicant;
- Duty stamps (one for the request and one for each certificate needed).

The above-mentioned documents can be:

- delivered directly to the Ph.D. Office, located in Palazzo Camponeschi - Piazza Santa Margherita, 2 – L'Aquila, by appointment agreed by e-mail;
- sent by postal office to the Rector of University of L'Aquila – Ufficio Dottorati, Assegni e Borse di Ricerca – Palazzo Camponeschi - Piazza Santa Margherita no. 2, 67100 L'Aquila;
- sent to the Ph.D. Office by e-mail to the following address: dot@strutture.univaq.it; **in this case the duty stamps, if needed, can be paid via PagoPA on virtual secretary (<https://segreteriavirtuale.univaq.it>).**

MODALITIES FOR COLLECTIN THE CERTIFICATE

The certificate can be collected:

- personally by the applicant after showing his/her identity document;
- by another person who has to show to Ph.D. Office:
 1. a proxy on unstamped paper;
 2. a copy of applicant identity document;
- by e-mail;
- by shipment.

In this case it will be necessary the payment of € 6,00 for ordinary mail or € 10,00 for registered mail for Italy or foreign countries. The payment will be done via PagoPA on virtual secretary (<https://segreteriavirtuale.univaq.it>).

Ph.D. office will communicate when the payment can be done.



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REQUEST FOR CERTIFICATE

<i>Duty stamp</i> €16.00 (D.P.R. 642/72)
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To the Rector
University of L'Aquila
Palazzo Camponeschi
Piazza Santa Margherita, 2
67100 L'AQUILA

The undersigned _____

Born in _____ Province _____ on ____/____/____

Enrolled in the _____ year of Ph.D. Course in _____

Cycle _____ Matriculation number _____

DECLARES

to be aware that this certificate cannot be submitted to bodies of Public Administration or to the Providers of public services (as prescribed by art.15 of Law n.183/2011).

REQUEST FOR:

Nr. copies	Type of certificate
	Certificate of Ph.D. enrolment
	Certificate of Ph.D. enrolment attesting the scholarship
	Certificate of awarding the Ph.D. title
	Certificate of awarding the co-joint Ph.D. title
	Certificate of awarding the Ph.D. title with the certification of Doctor Europaeus
	Certificate of awarding the Ph.D. title with the certification of International Doctorate
	Copy conforming to the original of the Examination Commission final judgement
	Other certificates

PURPOSE OF THE REQUEST:

SPECIFY IF:

VALID ABROAD

IN ENGLISH

SPECIFY IF

WITHOUT DUTY STAMP (in this case fill in the box below)

WITH DUTY STAMP (attach duty stamp of € 16.00 to the request)

IN CASE OF EXEMPTION OF DUTY STAMP FILL IN THIS BOX, IN ACCORDANCE WITH D.P.R. 642/1972, Table B

Certificate purpose:

Tax return



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MODALITIES FOR COLLECTING THE CERTIFICATE:

- Personally by the applicant after showing the identity document;
- By another person who has to show to Ph.D. Office:
 1. a proxy on unstamped paper;
 2. a copy of the identity document of the applicant;
- By e-mail;
- By shipment at the following address:

Surname and name _____

Address _____ Postal Code _____

City _____ Province _____ State _____

With the following shipping mode:

- ordinary mail registered mail registered mail for foreign countries

For this purpose he/she declares to be informed that the shipment requires a payment of € 6,00 for the ordinary mail or a payment of € 10,00 for registered mail for Italy or foreign countries.

The payment will be available on virtual secretary (<https://segreteriavirtuale.univaq.it>) and has to be done via **PagoPA**.

The Ph.D. office will inform you by e-mail

Place and date _____

(Full and legible signature)

ATTACH A COPY OF A VALID IDENTITY DOCUMENT