



## **CERTIFICATES AND SELF-CERTIFICATIONS**

Under **Article 15 of Law 183/2011**, as of 1 January 2012, **Public Administrations and Providers of Public Services** (including Professional Associations, INPS, schools and school offices), **are obliged to accept self-certifications, on pain of breaching office duties.** Therefore, the certificates issued by the Public Administrations and Providers of public services are valid and usable only in relations between private subjects and these certifications must report the following wording, under penalty of nullity: *"This certificate cannot be produced to bodies of the public administration or private providers of public services"*.

**For the procedures for issuing/renewing the residence permit, the original certificates must be presented and no self-certifications are accepted.**

### **WHEN AND HOW TO APPLY FOR CERTIFICATES**

Currently, the only way to apply for certificates is online. In fact, certificates must be requested by email to your Registrar's Office, by filling out the application form (<https://international.unimore.it/forms.html>). After receiving the request, the Registrar's Office will create an invoice with the amount due for the virtual payment of stamp duties.

The invoice will be available by connecting with your personal credentials to the [www.esse3.unimore.it](http://www.esse3.unimore.it) portal and accessing the student area – item "fees". After making the payment, the receipt must be sent by email to the Registrar's Office, who will reply by sending the required certificate signed digitally.

It should be noted that in compliance with the regulations on the stamp (Art. 1 part I All. "A" of Pres. Decree 642/1972) for stamp duty certificates (currently the stamp duty is € 16.00) you invoice a stamp for the application form and a stamp for each certificate requested.

All certificates in English (for foreign use) are issued with stamp duty and must be signed by the Head of the Registrar's Office. Instead, the certificates in Italian can be exempt from stamp duty, depending on the use as indicated by the [Annex B of Pres. Decree 642/1972](#).

### **WHEN AND HOW TO MAKE SELF-CERTIFICATIONS**

The certificates issued by the Registrar's Office may be replaced by "self-certifications" (declarations replacing certificates issued in the cases and according to the procedures referred to in Pres. Decree no. 445 of 28/12/2000) made by the parties concerned. The University of Modena and Reggio Emilia has prepared the following types of self-certification:

- enrolment/graduation;
- enrolment/graduation with exams;
- enrolment/graduation with history of academic years;
- enrolment with fees by calendar year.

Self-certifications can be downloaded directly connecting with your personal credentials to the [www.esse3.unimore.it](http://www.esse3.unimore.it) portal and accessing the student area - item "certificates".

### **DIPLOMA SUPPLEMENT**

Students who graduated from the A.Y.2004/2005 onwards in degree programmes belonging to D.M.509/99 or D.M.270/04, can apply for the "Diploma Supplement", that is the document adopted by all European countries taking part in the Bologna Process reporting - in Italian and in English - all the information regarding the training programme followed by the student to achieve the degree.

For all graduates until the A.Y.2014/2015, the "Diploma Supplement", exempt from stamp duty, is issued on paper at the time of delivery of the parchment, by the [Registrar's Office](#) of the Degree Programme where they have obtained the degree.

For graduates from A.Y. 2015/2016, the Diploma Supplement is only digital and is available in the "Diploma supplement" section by accessing the personal page in Esse3 with your credentials, student area.