**THE MAGNIFICENT RECTOR UNIVERSITY OF SALENTO**

**amministrazione.centrale@cert-unile.it**

 The undersigned

**SURNAME**

**NAME**

**TAX CODE**

**PLACE OF BIRTH**

**PROVINCE COUNTRY**

**DATE OF BIRTH / / SEX M F**

**RESIDENCE:**

 **ADDRESS**

**LOCATION \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**HOUSE NUMBER**

 **PROVINCE \_\_\_\_\_\_**

**Postcode COUNTRY**

 **PHONE**  **CELL.**

PhD student enrolled in the PhD Course in Cycle

**REQUESTS**

the issue of the following certification

 [ ]  **Eligibility** [ ]   **Registration** [ ]  **Registration without scholarship** [ ]  **Registration with scholarship**

 [ ]  **Enrollment with period abroad** [ ]  **Enrollment with fees paid** [ ]  **Enrollment with indication of perceived scholarship**

 [ ]   **Final exam** [ ]  **Final exam with commission and mark**

[ ]  **Other** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (For other types of certificate it is necessary to contact the Master Doctorates Office in advance (tel. 0832/299210 - 299238 - 299232 - 9041) in order to verify the possibility of its issue and agree on its content).

**How to request the certificate and how to collect it:**

*The certificate can be requested by sending this form, duly signed, to the following e-mail address master**.dottorati@unisalento.it* *with the following subject: request doctoral certificate in " ...".*

*Once available, the Master and PhD Office will inform the interested party by e-mail to the address indicated by the applicant in this note.*

*The certificate may, therefore, be collected directly by the interested party or by a delegate in possession of a written proxy and a photocopy of the identity document of the delegating party at the Master and PhD Office - Ecotekne Congress Centre, on Mondays, Tuesdays and Thursdays from 10 a.m. to 12 noon) (tel. 0832/299210 - 299238 - 299232 - 9041);*

*When collecting the certificate, a € 16.00 stamp must be delivered for each certificate requested.*

It should be remembered that pursuant to Law 183/2011 [(http://www.pubblicaamministrazione.net/leggi-e-norme/articoli/3228/enti-pubblici-](http://www.pubblicaamministrazione.net/leggi-e-norme/articoli/3228/enti-pubblici-) stop-ai-certificati-dal-2012.html) it is no longer possible for a Public Administration, under penalty of breach of official duties, to request (nor issue) certificates for information that is in the possession of other Public Administrations, but the principle of self-certification of the information declared by the interested party, already sanctioned by Decree no. 445/2000, applies.

The undersigned declares that he / she is aware that the collection and processing of personal data will be carried out in compliance with national and EU laws as well as the principles of correctness and protection of confidentiality and exclusively for purposes related to the full implementation of the administrative relationship with the University.

Date,

 The applicant

 Signature