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STUDENT NUMBER

**APPLICATION FOR A DUPLICATE/REPRINT OF THE
QUALIFICATION DIPLOMA/ DEGREE CERTIFICATE**

THE UNDERSIGNED

surname and name _____ born on _____ in
 _____ () country _____ Institutional e-mail address _____
 resident at street/square _____ n. _____ district/locality _____
 municipality _____ () postcode _____ mobile _____
 domicile (indicate only if different from residence) at _____ street/square _____ n. _____
 municipality _____ () C.A.P. _____

REQUESTS

- Duplicate/reprint of the original degree or master's degree certificate in _____
 obtained on: _____

or

- Duplicate/reprint of the original qualification certificate in _____
 obtained in the _____ session of the year _____

DUE TO:

- loss** ⁽¹⁾
 theft ⁽²⁾
 deterioration ⁽³⁾
 ***change in personal details** ⁽⁴⁾

ALSO REQUESTS

- that the duplicate/reprint be sent to:

Country _____ City _____ ()

Street/Square _____ Postcode _____ Surname/c/o _____

- Alternatively, requests to be contacted to arrange collection in person



**DECLARATION IN LIEU OF A NOTARIAL CERTIFICATE (ART. 47 – PRESIDENTIAL DECREE NO. 445 OF 28
DECEMBER 2000)
DECLARES**

- that they have never received the original degree certificate in (specify the exact title):

_____ obtained on _____ from the University of Florence at the address indicated in the degree application.

- that I have lost (specify date, place and circumstances)

The original degree certificate / the original qualification certificate in (specify the exact title):

_____ obtained on _____ at the University of Florence.

The undersigned is aware of the criminal penalties applicable in the event of false declarations, or the creation or use of forged documents (Article 76, Presidential Decree No. 445/2000) and that the personal data collected will be processed, including by electronic means, exclusively within the context of the proceedings for which this declaration is made.

(date)

(signature)

To this purpose, attach to this letter:

- a copy of a valid identity document;
- (1) a declaration in lieu of an affidavit relating to the loss, issued pursuant to art. 47 of DPR no. 445 of 28 December 2000;
- (2) theft declaration to the Public Security Authority;
- (3,4) parchment/diploma damaged OR with previous personal data;
- (4) original certificate/judgment issued by the Registry Office/Court certifying the change in personal data.

POLICY ON THE PROCESSING OF PERSONAL DATA

Data will be processed in accordance with EU Regulation 2016/679 concerning the protection of individuals with regard to the processing of personal data, and D. Leg. 196/2003 and ss.mm.ii. All information regarding the processing carried out and the exercise of the rights of data subjects on the protection of personal data can be found on the University

https://www.unifi.it/sites/default/files/2025-10/informativa_studenti_ott_2025.pdf .

(signature for acknowledgment)