



**FORM FOR REQUESTING THE RETURN OF ORIGINALS HELD AT
THE HISTORICAL ARCHIVE AND THE DEPOSIT ARCHIVE**

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. _____

REQUEST FOR RETURN

- Original high school diploma
- Certificate replacing the high school diploma
- Declaration of value (Mod. E, only for foreign students) in original form
- University record book

filed with this University for enrolment in the Faculty of _____

degree course _____

career:

- Graduate
- Transferred
- Expelled
- Withdrawn

ISEF STUDENTS

Specify the location (Genova or Florence) and, if possible, indicate the year, month and day of graduation, or, in the event of forfeiture, the year of the last exam taken:

- Genova
- Florence

Graduated on _____

Forfeited (year of last exam taken) _____

DELEGATION

delegation for collection Mr/Ms _____ born on _____ in

_____ province _____

residing at street/square _____ no. _____

municipality _____ province _____ postcode _____

telephone _____ e-mail _____

Attach a copy of the delegate's identification document

(date)

(signature)

Attachments:

copy of the applicant's identification document

other _____

Send by fax to: archivio-dep-storico@adm.unifi.it

Unità Funzionale "Archivio e trattamento degli atti"

Archivio di Deposito – Archivio Storico

Via Cittadella, 7 - Telefono 055/2756770

Visits by appointment only

N.B. Before completing the form, **it is important to ensure** that your student file has not been held back by the Student Office of the Faculty/School where you are enrolled, as otherwise you will need to contact the aforementioned office.

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)