



## Summary table - Student

Where?	Who is the document for?	Self-declaration or certification	How can I obtain the document*?	Must I pay the stamp duty 'imposta di bollo'?	On what sort of format is the document issued?
<b>ITALY</b>	Public Administration and/or Private firms managing public services in Italy	Self-declaration (available in Italian only)	<ul style="list-style-type: none"> <li>- you can print it out at Punto Blu on campus or via yoU@B Diary (Self-declarations print function)</li> <li>- you can write it yourself</li> </ul>	NO	white paper
	Police station (only to renew the residence permit for non EU citizens)	If Police station in <i>City of Milan</i> : You have not to submit any documents. Information is obtained automatically by computer, directly between the police station and the University.		//	//
		If Police station in <i>other cities</i> : Certification for immigration use	you must use the procedure on the yoU@B Diary for: <ul style="list-style-type: none"> <li>- make the request</li> <li>- choose whether to pick it up at the respective office Desk or request to have it posted</li> </ul>	NO	headed paper
	Private bodies	Certification	you must use the procedure on the yoU@B Diary for: <ul style="list-style-type: none"> <li>- make the request</li> <li>- choose whether to pick it up at the respective office Desk or request to have it posted</li> </ul>	YES	headed paper
<b>ABROAD</b>	Universities **, private companies, public bodies, international organizations...	Certification for foreign use	you must use the procedure on the yoU@B Diary for: <ul style="list-style-type: none"> <li>- make the request</li> <li>- choose whether to pick it up at the respective office Desk or request to have it posted</li> </ul>	YES	headed paper

\* The table refers to certification typologies available on the yoU@B Diary procedure. To request certifications not included in the list on the yoU@B Diary and/or certifications exempted from the stamp duty 'imposta di bollo', you must inquire at your respective administrative services office on Campus.

\*\*In case of certifications for application or participation in international mobility programs offered by the Markets and External Affairs Division (Exchange, AEEP, Campus Abroad, Moot, Themis, CEMS, Double/Joint Degree) the procedure cert@B have not to be used but it is necessary to contact the office of reference (Study Abroad /Global Alliances) by demonstrating the request made by the partner foreign university.



## Summary table - Graduate

Where?	Who is the document for?	Self-declaration, certification or Diploma Supplement?	How can I obtain the document*?	Must I pay the stamp duty 'imposta di bollo'?	On what sort of format is the document issued?
ITALY	Public Administration and/or Private bodies managing public services	Self-declaration (available in Italian only)	<ul style="list-style-type: none"> <li>- you can print it out at Punto Blu on campus or via yoU@B Diary (Self-declarations print function)</li> <li>- you can write it yourself</li> </ul>	NO	white paper
		Diploma Supplement**	<ul style="list-style-type: none"> <li>- you can request it by going to the Academic Affairs Division Desk</li> </ul>	NO	headed paper
	Private bodies	Certification	you must use the procedure on the yoU@B Diary for: <ul style="list-style-type: none"> <li>- make the request</li> <li>- choose whether to pick it up at your respective office Desk or request to have it posted</li> </ul>	YES	headed paper
		Diploma Supplement**	<ul style="list-style-type: none"> <li>- you can request it by going to the Academic Affairs Division Desk</li> </ul>	NO	headed paper
ABROAD	Universities, private companies, public bodies, international organizations...	Certification for foreign use	you must use the procedure on the yoU@B Diary for: <ul style="list-style-type: none"> <li>- make the request</li> <li>- choose whether to pick it up at your respective office Desk or request to have it posted</li> </ul>	YES	headed paper
		Diploma Supplement**	<ul style="list-style-type: none"> <li>- you can request it by going to the Academic Affairs Division Desk</li> </ul>	NO	headed paper

\* The table refers to certification typologies available on the yoU@B Diary procedure. To request certifications not included in the list on the yoU@B Diary and/or certifications exempted from the stamp duty 'imposta di bollo', you must inquire at your respective administrative services office on Campus.

\*\*Diploma Supplement: The Diploma Supplement is a supplementary account of the official title drawn up according to the European model. **It is available to graduates in the three-year programs, Master of Science programs and five-year programs. It is not available to graduates in the four-year program.**