



UNIVERSITÀ DEGLI STUDI DI GENOVA  
AREA DIDATTICA E INTERNAZIONALIZZAZIONE  
SERVIZIO SEGRETERIE STUDENTI  
SETTORE DOTTORATO DI RICERCA

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THREE OPTIONS TO OBTAIN A CERTIFICATE:

- 1) Request at our office, personally and / or through a delegated person, with a dated and signed delegation and a copy of a valid identity document of the person concerned. The person concerned or the proxy must bring a € 16 revenue stamp;
- 2) Request of shipping to your address (**Shipping only in Italy – No shipping is made abroad** – You can find a dedicated form to be filled in the “Application forms” section);
- 3) Request of a scanned version by e-mail.

In this third case:

- The person concerned must send beforehand a formal request by E-MAIL with the copy of a valid identity document in attachment.
- Then our office "uploads" on the student profile the revenue stamp to be paid on line;
- The person concerned must pay on line by logging-in with the username and password used during the Ph.D Course;
- The username is the student number preceded by the letter S, then Sxxxxxxx, and the password is the one chosen by the student;
- In the event of lost password, our office can send another password by sms to the student mobile number stored in the University database;

This is the link for the payment:

<https://servizionline.unige.it/studenti/unigepay20/>

Once the payment has been made, the person concerned must send the receipt by e mail to our office.

Upon receipt of the aforementioned necessary proof of payment, the scanned certificate will be sent by e-mail.

- The original paper will be available for collection for three months starting from the date of issue of the certificate.
- The certificate can also be collected by a delegated person.



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Servizio Segreterie Studenti  
Settore Dottorato di Ricerca  
Piazza della Nunziata, 6 - 16124 Genova  
Tel: 010 209 5795 - Fax: 010 209 9539

e-mail:

[dottorato@segreterie.unige.it](mailto:dottorato@segreterie.unige.it)

The office is located in Genova in Piazza della Nunziata, 6 - second floor.

Opening hours:

Monday: 9.00 a.m. - 12.00 a.m.

Tuesday: 9.00 - 11.00 a.m. / 2.30 - 4.00 p.m.

Wednesday: 9.00 a.m. - 12.00 a.m.

Thursday: 9.00 a.m. - 12.00 a.m.

Friday: 9.00 a.m. - 12.00 a.m.

The person concerned has to show a valid I.D.

It is also possible to delegate someone trustworthy in writing, if you aren't able to pick up your documents.

The delegate has to show a written delegation, his/her valid I.D. and the I.D. of the person concerned.