



UNIVERSITÀ DEGLI STUDI DI GENOVA
AREA DIDATTICA
SERVIZIO SEGRETERIE STUDENTI

THREE OPTIONS TO OBTAIN A PHD CERTIFICATE

- 1) Request at Servizio Segreterie studenti – Settore dottorato di ricerca, scuole di specializzazione, esami di stato e master in via Vivaldi 5, 16126 Genova (for opening hours visit page <https://unige.it/en/usg/en/phd-programmes>), 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 certificate by e-mail.

In this third case:

- The person concerned must send beforehand a formal request by email to dottorato@segreterie.unige.it with a copy of a valid identity document in attachment.
- Then our office "uploads" on the student profile the revenue stamp to be paid online;
- 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 email to dottorato@segreterie.unige.it

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