



***How to collect the Diploma:***

- PhD earned between the 1st of January 1999 and the 31st December 2006:

Revenue stamp of an amount of 16 € is needed.

The Diploma can be collected by the person concerned or by an authorized person.  
The person of your choosing must have a signed and dated authorization accompanied by the copy of the I.D. of the person concerned.

- PhD earned after the 1st of January 2007:

If the tax stamp has already been paid online, in accordance with the related procedure, the diploma can be collected by the person concerned or by an authorized person with no further formality.

The person of your choosing must have a signed and dated authorization accompanied by the copy of the I.D. of the person concerned.

***It is also possible for the Diploma to be sent to an italian address  
(Diplomas won't be sent abroad).***

Needed docs:

- a signed and dated request accompanied by the copy of the I.D. of the person concerned and the address where the scroll has to be sent to.
- stamps for an amount of € 10,10
- revenue stamp for an amount of 16 € (only for PhD earned between the 1st of January 1999 and the 31st December 2006)

The request has to be sent to:

**Università degli Studi di Genova**

**Area Didattica**

**Servizio Segreterie Studenti – Settore Dottorato di Ricerca, scuole di specializzazione, esami di stato e master**

**Via Balbi, 5**

**16126 GENOVA**

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

Office hours:

monday, wednesday, thursday, friday: 9.00 a.m. - 12.00 a.m.

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