INFO FOR THE RECENT GRADUATES

PICK UP THE DIPLOMA

It is possible to pick up the Diploma directly by the person concerned or someone trustworthy, duly appointed, at the office of Servizio Alta Formazione.

The entrusted person has to take with her/him a signed and dated delegation accompanied by the scan of the Ph.D’s I.D.

Otherwise you can ask your diploma to be sent per post to your domicile or another address in Italy (we don’t send diplomas abroad)

In this case, a specific request is needed. The office shall be informed in writing to the following address:

Università degli Studi di Genova
Area Didattica e Studenti
Servizio Alta Formazione
Dottorati di Ricerca
Via Balbi, 5
16126 GENOVA

In the abovementioned request you have to specify the address where you want the diploma to be sent to.

A copy of your I.D. and postmarks for the amount of € 9.30 must be enclosed in the envelope.
CERTIFICATION OF YOUR CAREER

The Servizio Alta Formazione can produce:

- Certification of the enrollment, with possible indication of the ownership of scholarship and its amount, if benefited;
- Certification of award of the title, with possible indication of the ownership of scholarship and its amount, if benefited;

Both of them can be produced in an Italian-English bilingual form, for private/legal use or to be used abroad.

N.B.:

These documents are subject to stamp duties of € 16. They'll be immediatly released at our Offices on presentation of the above mentioned revenue stamp of € 16.

- Certified copy of the report of the final exam, where you can find the judgment of the Commission;

The judgment is drafted only in italian.

This document is subject to stamp duties of € 16 and the printing costs (normally around € 3, depending on the number of pages of the minutes of the final exam).

N.B.: the document will be released within 3 working day from the request.

ADDITIONAL USEFUL INFORMATION:

The Servizio Alta Formazione can validate the declarations concerning the credits obtained during the Ph.D. course(i.e. “transcript”) and other information of educational nature which are exclusive competence of the coordinators of Ph.D courses to whom a specific request of certification has to be addressed.

The Servizio Alta Formazione also draws your attention to the following web page:

https://www.studenti.unige.it/postlaurea/dottorati/bandi-premi/

here the Service publishes the news about notices, seminars, prizes and other opportunities of potential interest for the Ph.Ds.
Timetable of Servizio Alta Formazione, Genova, Piazza della Nunziata, 6
- 2nd floor:

Monday, Wednesday, Thursday, Friday: 09.00 - 12.00

Tuesday: 09.00 -12.00 ; 14.30  -16.00