**Request of Certificates**

In order to request a certificate to the Student Secretariat, it is necessary to fill the appropriate form (*Form\_Request\_Certificate\_No\_Stamp\_Duty.docx* or *Form\_Request\_Certificate \_Stamp\_Duty.docx*), signing it by digital or handwritten signature, and send it to the following email address: *protocollo@dimes.unical.it*. In case of handwritten signature, the request form must be accompanied by a copy of a valid identity document. The procedure starts on the day the Secretariat receives the document and ends within 30 days in compliance with the Italian Law n. 241 of the 7 august 1990. The payment of the duty can be made after loading the stamp duty onto the ESSE3 user account by the Secretariat. At the end of procedure, the Secretariat send the certificate to the email address indicated in the request by the user.

The list of the Certificates for which it is possible to submit the request is the following:

CERTIFICATE OF GRADUATION DEGREE

CERTIFICATE OF GRADUATION DEGREE WITH EXAMS AND DATES

CERTIFICATE OF GRADUATION DEGREE FOR PENSION PURPOSE

CERTIFICATE OF GRADUATION DEGREE WIHTOUT GRADE

CERTIFICATE OF GRADUATION DEGREE WITH MENTION TO THE STUDY PATH OF THE COURSE OF STUDY

CERTIFICATE OF ENROLLMENT

CERTIFICATE OF ENROLLMENT WITH EXAMS AND DATES

CERTIFICATE OF WITHDRAWAL FROM STUDIES

CERTIFICATE OF WITHDRAWAL FROM STUDIES WITH EXAMS AND DATES

CERTIFICATE OF STUDENTSHIP CEASING

CERTIFICATE OF STUDENTSHIP CEASING WITH EXAMS AND DATES

DIPLOMA SUPPLEMENT\*

*\*N.B.: For Diploma Supplement issue, it is not necessary to pay any rate for the stamp duty.*

**Absolving stamp duty and exceptions/exemptions in compliance of the Italian DPR n. 642 of 26.10.1972**

The regulation concerning the stamp duty stated in the Italian D.P.R. n. 642 of 26.10.1972 (remarked by the guideline of the Italian Tax Agency n. 29 of 01.06.2005) – with particular regard to the Art. 1 of the rate regulation referring to the Part I (Attachment A) – includes Certificates, extracts of whatever type of acts, documents and authenticated copies issued by Public Officials among those acts, documents and registrations subject to the stamp duty. Therefore, the Certificate should be commonly issued in stamp duty, unless one or more of exception /exemption clauses stated in the Attachment B of the Italian D.P.R. 642/72 applies. For such clauses to be applied, the user must specify the purpose of certificate use as well as the reference regulation in the request form.

**Certification and self-certification**

To boost the simplification between Citizens and Public Administration, the Italian Law n. 183 of november 2011 states that the Certificates issued by Public Administrations must be effective only in the relations among private subjects, forbidding in fact Public Institutions (whose list can be consulted at the following link: https://www.istat.it/it/archivio/190748) and managing Authorities of Public services (e.g., Enel, Trenitalia and Professional Associations) from requesting or accepting from Citizens certifications stating data already available to other public administrations/registries. Indeed, such data can be simply self-certified in compliance with the Arts. 45 and 46 of the Italian D.P.R. n. 445/00 (Consolidated Act of the Administration Records, Italian: “*Testo unico sulla documentazione amministrativa*”), and it will be the interested Institution that shall contact the University to get the confirmation of the self-certified data. That is the reason why the Student Secretariat DOES NOT issue anymore certificates related to academic career to be submitted to Public Institutions and why in these certificates it is reported that the certificate cannot be submitted to Public Institutions or managing Authorities of Public services. It is reminded that, in order to favour the users in their requests of Certificates, the University of Calabria has settled several kind of self-certifications regarding the Academic Career, which can be accessed to by logging in in one’s own reserved area on ESSE3 platform.

**Certification Format**

Currently, considering the restrictions imposed by the current pandemic emergency, it is possible to submit only digital certifications, which have full legal validity in their original format. Differently, in case the certifications were used in paper format, they do not keep automatically their legal value, which can be however confirmed by this Administration upon request of third parties.

**Certificates to use abroad**

The requests of certificates to be used abroad must be sent to the UOC Academic Services Office (https://www.unical.it/portale/portaltemplates/view/view.cfm?105299).

**Procedure for password recovery**

The users with closed career for whatever reason can access to the ESSE3 platform using his/her own Fiscal Code and corresponding password, which can be recovered by clicking on “forgotten password”. By doing that, ESSE3 will send a single-access password to user’s personal e-mail. Therefore, the User must indicate his/her personal email in the request form. The recovery procedure is completed by the following steps:

1) Click on “forgotten password” at “https://unical.esse3.cineca.it”.

2) Within 15 min, a link to set a new password will be sent to the personal e-mail indicated in the request form and saved in the ESSE3 platform (N.B.: the link keeps its validity for 1 hr; afterwards, it will be necessary to repeat the procedure).

3) After resetting the new password, the User must wait around 10 min to access to the ESSE3 system.