

REQUEST AND ISSUANCE OF DIPLOMA SUPPLEMENT

- **Request and issue of the certificate through Students' Affairs Office**

Requesting students (or a delegate, with a front/back copy of requesting student's Identity Card), graduated under D.M. 509 e D.M. 270, must submit the [request](#) without any duty stamp.

The Diploma Supplement will be released within 15 days from the request.

Students' Affairs Offices

Humanistic faculties: Via Sant'Agostino 1 - 27100 Pavia

Scientific faculties: Via Ferrata 5 - 27100 Pavia

Opening time:

Monday, Thursday and Friday: from 09:30 to 12:00 – Free access

Tuesday 09:30 to 12:00 AM and Wednesday 13:45 to 16:15 – only with appointment

Appointments can be booked online at <http://gopa.unipv.it/> until 14:00 of the previous day.

- **Requesting by post or email:**

1. By post: send to Students' Affairs Office the [request](#), attaching:

- Front/back copy of Identity Document;
- An envelope with all the necessary stamps for the return

2. By Email: send the [request](#) to [WELCMEPOINT](#), attaching

- Front/back copy of Identity Document;

Please note that the Diploma Supplement cannot be sent via email. It's possible to have it delivered to the address indicated in the request form by post (see point 1) or to take it directly at the window of Student's Affairs Office.

If you make your request via email and choose to have it delivered to the indicated address, the Student's Affairs Office will calculate the relative expense and send you the notice of payment (or information on other ways to make the payment)

The receipt of the payment must be sent to [WELCMEPOINT](#), then the offices will prepare and send the certificate.