

Stamp duty  
virtually paid  
pursuant to art.  
15 of the  
Presidential  
Decree 642/72 \*

To the Rector of the  
University

**REQUEST FOR TRANSFER**  
**(in order to continue the studies**  
**in another University)**

The Undersigned, Matr. \_\_\_\_\_

Surname \_\_\_\_\_ Name \_\_\_\_\_

born in \_\_\_\_\_ on \_\_\_\_\_

resident in \_\_\_\_\_

address \_\_\_\_\_ n° \_\_\_\_\_ zip \_\_\_\_\_

telephone \_\_\_\_\_ e-mail \_\_\_\_\_

enrolled in the A.Y. \_\_\_\_\_ / \_\_\_\_\_ at \_\_\_\_\_ year of the  Bachelor's Degree  Master's Degree

in \_\_\_\_\_

**ASKS FOR THE TRANSFER**

To the University of \_\_\_\_\_

Faculty/Department of \_\_\_\_\_  Bachelor's Degree  Master's Degree

in \_\_\_\_\_ class \_\_\_\_\_

discharge papers must be received by \_\_\_\_\_

**ATTACHES:**

1. registration booklet and/or badge
2. internship booklet/AFP, badge, identification card (*only for students enrolled in the Faculty of Medicine*).
3. clearance issued by ERDIS MARCHE (ex. ERSU) or declaration of successful receipt.
4. clearance issued by the university library or declaration of successful receipt.
5. copy of identity document (*in case of shipment of this form*).

\* The stamp duty to be virtually paid will be uploaded by the Registrar's Office on Esse3web upon reception of this request.

**PLEASE NOTE:**

To make effective this request, the fee transfer (€150.00) and the stamp duty (€16.00) must be paid, exclusively through the PagoPA system.

For the visualization of these payments in the reserved area, please contact the Registrar's Office.

DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_



**SUBSTITUTE DECLARATION OF AFFIDAVIT  
(Art. 47 D.P.R. 28<sup>th</sup> December 2000, n. 445)**

Matr. \_\_\_\_\_

The Undersigned

Surname \_\_\_\_\_ Name \_\_\_\_\_

Born in \_\_\_\_\_ on \_\_\_\_\_

resident in \_\_\_\_\_

address \_\_\_\_\_ n° \_\_\_\_\_ zip \_\_\_\_\_

telephone. \_\_\_\_\_ e-mail \_\_\_\_\_

enrolled in  Bachelor's Degree  Master's Degree

in \_\_\_\_\_

aware of the penal sanctions in the case of untruthful declarations, formation or use of false facts, referred to art. 76 of the Presidential Decree 445 of 28<sup>th</sup> December 2000,

**DECLARES**

to have requested the clearance from ERDIS MARCHE (ex. ERSU) on (date).....

to have requested the authorization from the university library on (date).....

not to be able to attach the registration booklet and/or badge for the following reasons:

- a. destruction or loss
- b. theft (attaching a copy of the report to the Judicial Police authority)
- c. never collected

DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

Pursuant to art. 38 of the Presidential Decree 445 of 28<sup>th</sup> December 2000, the declaration is signed by the interested party in the presence of the employee in charge or signed and sent, together with the non-authenticated copy of an identity document of the declarant, to the competent office by fax, through a person in charge, or by mail.

**DIRECT PRESENTATION**

The extensive signature was affixed in the presence of the official in charge Mr./Mrs. \_\_\_\_\_ pursuant to Article 38, paragraph 3, of the Presidential Decree 445 of 28<sup>th</sup> December 2000.

Signature of the employee in charge \_\_\_\_\_

**SIGNING AND FORWARDING, TOGETHER WITH AN UNAUTHENTICATED COPY OF AN IDENTITY DOCUMENT OF THE DECLARANT, BY MAIL, FAX OR AUTHORIZED PERSON.**