

<https://www.unimi.it/en/study/student-services/welcome-desk-informastudenti/checks-self-certifications>

In order to verify the consistency of self-declared data regarding its students, former students and graduates, the University of Milan makes the data available as follows:

- for Public Administrations and Public Service Managers, **direct access to the database** subject to accreditation under a specific **Framework Agreement**,
- for all public and private entities, **single online checks** in the absence of accreditation.

Student Registrar and Education Incentive  
Programmes Division  
Via Santa Sofia 9

Accordi attivati ▶

### Accreditation for direct access to the student and graduate database

The Framework Agreement governs the use of data, accreditation procedures, and the formalities required for this purpose. Specifically, each operator to be authorized is required to:

1. register for direct access to the University portal using the dedicated button;
2. fill in, sign and send via certified e-mail (PEC) to [unimi@postecert.it](mailto:unimi@postecert.it) **Form 1 - Request for Accreditation** and **Form 2 - Operators to be authorized**, with the documents required.

Upon completion of the accreditation process, the University of Milan will send the User Organization an e-mail confirming the authorization of the previously registered operators

Register for Direct Access ▶

- 📄 Accordo Quadro per l'accesso alla Banca Dati dell'Università degli Studi di Milano
- 📄 Modello 1 - Richiesta di Accreditamento
- 📄 Modello 2 - Operatori da abilitare
- 📄 Privacy Notice

Access to Database for Authorized Operators

### Single checks in the absence of accreditation

In the absence of accreditation for direct access to the database, the user is required to complete individual online requests by logging in with the credentials chosen during registration.

If the applicant is a private person, he/she must have the following:

1. Authorization for data processing signed by the student, former student or graduate
2. Copy of the identity document (front) of the student, former student or graduate
3. Copy of the identity document (back) of the student, former student or graduate

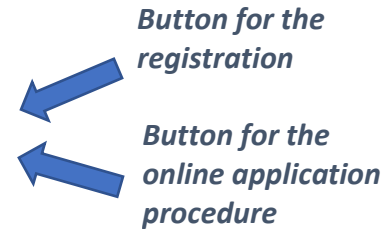
You can access the online request procedure as an external user with your registration credentials for the University portal.

The new procedure for individual requests is available online.

To access the procedure, please register to our system through the following button even though you previously registered

Register for single checks ▶

Online Request Procedure ▶





### REGISTRATION PROCEDURE

Register for single checks

#### ▶ Step 1 – Credentials

## Unimi - Validation

To register an account, fill in this form and follow the activation instructions

Fields marked (\*) are mandatory.

— Credentials —

**Enter a username\***

**Password\* (show password)**

**Confirm password\* (show password)**

Each operator commissioned by the Agency to verify the data must have his / her registration.

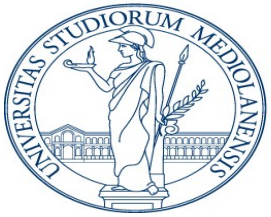
Username and password are strictly personal and must not be disclosed to third parties.



*Choose the username you will use to access the online procedure*



*Choose a password containing at least 8-15 characters. Password has to be different from username*



### Step 2 – Personal data

\_\_\_ Personal data \_\_\_

**Italian tax code (Codice Fiscale)**

*data not necessary: do not enter unless in possession of a tax code issued by the competent Italian Authority*

**First name\***

**Last name\***

**Gender\***

Male  Female

**Birthday (day/month/year)\***

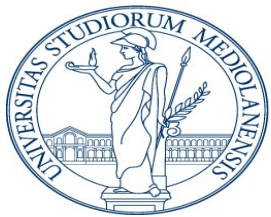
  

**Place of birth\***

**ID (in jpg format)\***

*Insert  
YOUR  
data*

*The image of your ID must be in jpg format only, and no larger than 3MB*



### Step 3 – Contacts

— Contacts —

**Confirm institutional email\***

*It is the email to which the result of the requested verification will be sent*



**Confirm institutional email\***

**Office phone\***

— Entity —

**Type of entity\***

*From the drop-down menù:*

- 1. foreign public organization select “Ente pubblico estero”*
- 2. foreign private organization select “Ente/Azienda/Soggetto privato estero”*



**Entity name\***

**I hereby authorise the processing of my personal data\***



*Authorizes the processing of your data and finally click on the “Register” button*

**Register**

Ente pubblico estero  
Ente/Azienda/Soggetto privato estero  
Ente/Azienda/Soggetto privato italiano  
Gestore pubblico servizio  
Pubblica Amministrazione  
Pubblica Amministrazione – Istituzioni Scolastiche



UNIVERSITÀ DEGLI STUDI DI MILANO

DIREZIONE SEGRETERIE STUDENTI E DIRITTO ALLO STUDIO

SISTEMA DI GESTIONE  
QUALITÀ CERTIFICATO



UNI EN ISO 9001:2015

## Step 4 – Activation of credentials

On the mailbox inserted, you will receive further confirmation of registration. In the confirmation you will find the button to activate the credentials



UNIVERSITÀ  
DEGLI STUDI  
DI MILANO

Benvenuta

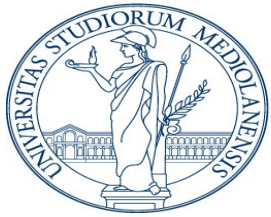
grazie di esserti registrata/o al portale dell'Università degli Studi di Milano.

Per completare la tua registrazione devi attivare, entro 24 ore, le tue credenziali.

**Attiva le credenziali**



*Click on this button to activate the credentials*



**Activation must take place within 24 hours of entering the data, and is required to access the online application procedure. The system confirms the activation by sending a new email with the username chosen.**

Benvenuta

grazie di esserti attivata/o al portale dell'Università degli Studi di Milano:

Nome utente:  ← **USERNAME**

Nome:  Cognome:

Email:

**After confirmation, you will need to wait for the registration to be validated by the office. The validation will arrive via email.**



## ONLINE REQUEST PROCEDURE

Online Request Procedure

▶ Step 1 – Login

### Autenticazione



Email di ateneo o nome utente

Seleziona il tipo utente

← Enter USERNAME

Tipo utente

← From the drop-down menu, select "esterno registrato"

Password

Mostra

Ricordami

Enter PASSWORD

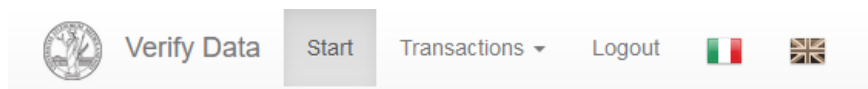
@studenti.unimi.it Studenti  
@unimi.it Docenti, personale, dottorandi  
@guest.unimi.it  
@filarete.unimi.it  
esterno registrato

Entra

Finally click on "Entra"



## Step 2 – Select transaction



## Welcome provanopa

Home page



*Just click on botton in the home page*

**By clicking on the indicated button, the transaction for entering the student / former student data will open. It will be necessary to enter:**

- **First name**
- **Last name**
- **Date and place of birth**
- **Type of study course (to be selected from the drop-down menu)**
- **Name of the study course**

**You will need to upload in jpg or pdf format:**

- 1. student / former student self-declaration**
- 2. delegation of the student / former student**
- 3. Student / former student ID**





### Step 3 – Enter the data of the student / former student

#### Verify self-declared data

Name	<input type="text"/>
Surname	<input type="text"/>
Date of birth (dd/mm/yyyy)	<input type="text"/>
Place of birth	<input type="text"/>
Type of study programme	<input type="text"/>
Name of study programme	<input type="text"/>
Student self-declaration (jpg or pdf)	<input type="text" value="Sfogliala... Nessun file selezionato."/>
Student proxy (jpg or pdf)	<input type="text" value="Sfogliala... Nessun file selezionato."/>
Student's ID (jpg or pdf)	<input type="text" value="Sfogliala... Nessun file selezionato."/>
Type	<input type="text"/>



Select the type of request from the drop-down menu:

1. **Laurea:** to verify if the declared title has actually been achieved
2. **Iscrizione/esami sostenuti:** to verify if the exams declared have actually been taken
3. **Abilitazione professionale:** to verify whether the self-declared

#### Please enter this data to expedite your request

Student number	<input type="text"/>
Tax code	<input type="text"/>
Last year of enrolment	<input type="text"/>





By clicking on the "Verify" button, the system indicates in red any fields to be corrected, or confirms the insertion of the request.

### Verify self-declared data

You will receive a reply on the following email address

At the same time, it sends a confirmation receipt for the data entered to the registration email address.

no-reply.verificadati@unimi.it



a



inglese ▾



italiano ▾

[Traduci messaggio](#)

Your request has been submitted. Receipt attached



*Attached to the confirmation email is the data entry receipt with the request ID*

**The outcome of the verification will be sent in the same way and with the same request ID in a few days from the request.**