

**Request form for Language Certification Recording**

To the Bocconi Language Center, I the undersigned

ID UNIVERSITY NR.	
NAME/SURNAME (the same as specified in the certification to be converted)	
BACHELOR OR MSC PROGRAM (abbreviation)	
YEAR OF STUDIES (the one you are attending)	

DO HEREBY REQUEST

To record in my academic career the result of the following certification, converted in a grade out of thirties as indicated in the conversion table of the Bocconi Language Center for the following exam code:

LANGUAGE EXAM CODE IN THE STUDY PLAN* (Check the codes and levels in your study plan or in the table of codes and levels)	
LEVEL TO BE RECORDED IN THE STUDY PLAN*	
CERTIFICATION NAME AND LEVEL* (Certification abbreviation and level. Ex: FCE B2)	
AWARDING DATE* (Certification test taking date)	
TOTAL RESULT* (Overall achieved score)	
MINIMUM PARTIAL SCORE OBTAINED (only for IELTS)*	
GRADE OUT OF THIRTIES (as for tables of conversion)*	

\*All fields are mandatory, to be filled in by the student

**Under his/her responsibility**, the student must carefully check the certifications which can be recognized and the relating conversion rules at page [www.unibocconi.eu/languagecenter](http://www.unibocconi.eu/languagecenter), "Language certification recognition" section, before forwarding the certification recognition request.

The recognition request must be sent **via the Help&Contact procedure** available in the yoU@B Diary (topic Languages > Language certifications) **together with:**

- a scan of the certification to be converted, in Pdf file
- a scan of the form, with student's original signature, in Pdf file

The Language Center will reply upon indicating the outcome of the application submitted. The certification recording will be carried out only when the form received is complete and correct.

**N.B.:** It is specified that the **date of submission of the complete and correct request** must be indicated on the form. In case of inconsistency, the certification will be recorded with the date corresponding to the **complete and correct request submission**.

Truthfully,

Place and date \_\_\_\_\_

Student's original signature \_\_\_\_\_

For the Language Center only

