




COMPILATION AND VALIDATION OF THE WORKING STUDENT JUSTIFICATION FORM

**Art. 1** This form is valid (upon obtaining the requirements of Art. 3) for the purpose of certifying the presence of students at lectures and/or exams and is requested **by working students for submission to their employer** according to Art. 10, Law n. 300/1970.

**Art. 2** The form must be completed **digitally** using interactive and detailed fields to ensure data completeness.

- a. It is recommended to download the file from the [web repository](#) and fill it out locally using the free PDF reader "**Acrobat Reader**"  which allows for the correct display of each field's details.
- b. It is **mandatory** to follow the completion process to maintain the integrity of the data entered by the student, which is **necessary** for subsequent validation processes.

After downloading the document:

- I. Digitally **complete** all fields in the form.
- II. **Print** the document.
- III. **Scan** the document and save it as a .pdf file (preferably in **PDF/A** format).

**Art. 3** The **validation** of the justification can be done in **two** ways:

- a. **AUTOGRAPH** signature.

At the student's request for the justification - during the exam or lecture - the teacher signs and sends the request for **departmental stamp** via email to the address [didattica.mift@unime.it](mailto:didattica.mift@unime.it).

- b. **DIGITAL** Signature. (No need for departmental stamp):

At the student's request for the justification - during the exam or lecture - the teacher receives the PDF file (according to Art. 2, Comm. B, P. III), signs it digitally (with **InfoCert graphic signature** via the **U-SING** portal), and forwards it to the student.



**Object: JUSTIFICATION WORKING STUDENT**

**IT IS ATTESTED THAT**

The student (surname/name) \_\_\_\_\_

Born in \_\_\_\_\_ The \_\_\_\_\_

Enrolled in the faculty course of \_\_\_\_\_

With serial n° \_\_\_\_\_

Came to the University of Messina's places on date \_\_\_\_\_  
to follow the lecture of \_\_\_\_\_

Came to the University of Messina's places on date \_\_\_\_\_  
to follow the lecture of \_\_\_\_\_  
that had no place for the follow reason: \_\_\_\_\_

Came to the University of Messina's places on date \_\_\_\_\_  
to do the exam of \_\_\_\_\_

Came to the University of Messina's places on date \_\_\_\_\_  
to do the exam of \_\_\_\_\_  
that was postponed to \_\_\_\_\_

DATE

SIGNATURE OF THE  
LECTURE'S PROFESSOR

Messina, \_\_\_\_\_

\_\_\_\_\_

**This statement is issued on plain paper at the request of the interested party for uses permitted by law.  
UPON NOTIFICATION BY MAIL FROM THE LECTURE'S PROFESSOR, SHOW UP TO THE EDUCATION STAFF ON  
OFFICE'S TIMETABLE FOR THE AFFIXING OF THE STAMP.**