



## PROCEDURE DIPLOMA WITHDRAWAL

Art. 16 de la circulaire n°2015-0012 du 24 mars 2015



### On site at the IAE's Registration Office

- **In person:** make an appointment by email at [iae-scolarite-licence@umontpellier.fr](mailto:iae-scolarite-licence@umontpellier.fr) for a Licence/DU ou at [iae-scolarite-master@umontpellier.fr](mailto:iae-scolarite-master@umontpellier.fr) for a master. Bring your ID and a copy of your achievement certificate.
- **By proxy:** the person you are appointing must present a copy of your ID and theirs, the proxy form (page 2) that you have duly completed and signed, and a copy of your certificate of achievement.



### By post

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By completing the postal diploma request form (page 3) and sending it, together with the required documents, to the IAE's Registration Office at the following address:



**UNIVERSITÉ DE MONTPELLIER**  
**IAE de Montpellier - Bât. 29**  
**Service de la Scolarité - CC 028**  
**Place Eugène Bataillon**  
**34095 MONTPELLIER CEDEX 5**



## DIPLOMA WITHDRAWAL BY PROXY

### I, the undersigned:

Family Name		First Name	
Date of birth		Student number	
Permanent Address			
City		Postcode	
email address		Telephone	

### Give proxy to:

Family Name		First Name	
Date of birth		Place of birth	

### To collect my diploma:

Diploma	<input type="checkbox"/> DU	<input type="checkbox"/> LICENCE	<input type="checkbox"/> MASTER
Title of diploma			
Year of graduation	/		

### DOCUMENTS TO BE SUBMITTED

- This proxy form, completed and signed
- A copy of the diploma holder's **identity document**
- The **identity document** of the person collecting the diploma
- A copy of the **achievement certificate**

Signed in	Date	Signature of the diploma's holder	Signature of person collecting diploma



## SENDING A DIPLOMA BY POST

Diploma(s) obtained			
Diploma(s)	<input type="checkbox"/> DU	<input type="checkbox"/> LICENCE	<input type="checkbox"/> MASTER
Title of diploma(s)			
Year of graduation	/		
Civil status			
Family Name		First Name	
Date of birth		Student number	
Contact information			
Address for sending diploma			
City		Postcode	
Email address		Telephone	
Embassy or European Delegation if sent abroad			

### DOCUMENTS TO BE ATTACHED

- This form, completed and signed
- A copy of your current **identity** document
- A **copy of your achievement certificate**
- A cardboard A4 envelope**, made out in your name and address and stamped at the current rate for registered mail with acknowledgement of receipt. You must provide the **acknowledgement of receipt** slip from La Poste and fill it in completely.

Signed in	Date	Signature



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