

**GUIDE FOR FIRST YEAR INTERNATIONAL EU AND EXTRA-EU STUDENTS LIVING ABROAD ENROLLING IN A FIRST YEAR OF A BACHELOR DEGREE, MASTER OF SCIENCE OR SINGLE CYCLE MASTER DEGREE COURSE AND COMING TO ITALY WITH STUDY VISA FOR THE ENROLMENT IN THE ACADEMIC YEAR 2022-23.**

EDISU Piemonte, the Regional Agency for the Right to University Education of Piemonte, promotes the university admission and attendance of deserving students in financial need, within the legislative frameworks of the Italian State, Regions and Universities.

EDISU supports the students' university experience with the following benefits, granted by public competition.

- **Accommodation service:** it consists of an accommodation in an EDISU residence. Residencies are located in Turin and other town of Piemonte where university courses are located, for a total of 48 (44 in Turin, 0 in Cuneo, 2 in Novara, 2 in Vercelli, 0 in Alessandria). EU students must refer to accommodation places for EU and Italian students (art. 32 of 2022/2023 notice of competition). Accommodations are not chosen by the student, but assigned according to a ranking list.
- **Scholarship:** it is an amount of money, paid in two installments.

It is not possible to apply for the accommodation service without the scholarship. Therefore, students who get scholarships from other institutions, different from EDISU, cannot apply for the accommodation service.

On the contrary, it is possible to apply only for scholarship, without the accommodation service.

Students must submit their application within the deadlines specified below even if they are not enrolled yet at the moment of the application. **Deadlines** are:

- **2 September 2022 at noon (Italian time), for scholarship and accommodation applicants;**
- **30 September 2022 at noon (Italian time), for scholarship only applicants.**

The application requirements are the following.

### **1. Economic requirements**

They are identified according to the financial situation (incomes and assets) of the students' families. Students must enclose to their application forms some consular documents proving evidences of their household financial situation. The consular documents consist of certificates or declaration, issued in original copy, attesting:

1. The student's family composition (name, surname and date of birth of parents, brothers, sisters and other people residing in the same house of the student). The information about the student's parents must be always provided: if one of the parents passed away, the documents must specify the decease date; otherwise, the student must enclose a death certificate, although not in original copy.  
If the student's parents are separated or divorced, or in case of single parent, the student must enclose a certificate stating this condition.  
If the student is married, the family is composed by the student, the spouse, the children and other possible members. The student's parents must be included if they live in the same family unit of the student or if neither the student nor his/her spouse is independent (see the point 5 below).

2. The annual household incomes earned abroad during 2020. The incomes of each member in the family unit (included the adult siblings whose data appear on the family composition certificate) must be taken into account.  
If the certificates about 2020 are not available, documents relating to 2021 income are acceptable only for extra-EU students; EU students must submit 2020 related incomes.  
Certificates considering periods belonging to two different years (e.g. from Mar. 2020 to Mar. 2021) are not accepted. For the countries whose fiscal calendar or solar calendar is different from the Italian one, it is possible to submit the incomes that cover the whole Italian solar calendar (e.g. from Mar. 2020 to Mar. 2021 + from Mar. 2021 to Mar. 2022, so that the whole 2021 is covered).  
It is necessary to submit the gross income of a whole year or all the 12 months of the year. Monthly based income will be rejected. In order to calculate the ISEE value, EDISU or the CAAF will calculate 13 months of income (even if the student submitted 12 months or the yearly income).  
If the student's parents or other adult members of the family do not work, the documents must specify their unemployment condition in the required year: for unemployed adult siblings, the certificate of enrollment to schools or universities is acceptable as unemployment certificate. In case the family unit receives any form of subsidy/economic help from the government or national institution, documents are required as well. Whenever there are any retired members in the student's family unit, the student must provide a certificate about the retirement, stating the retirement's amount for at least one month (in this case, the month one is acceptable).  
Bank account movements, in which the payment of the salaries is specified, cannot be accepted as income related documents.
3. The bank accounts/deposits and any other movable assets (bonds, shares etc.) possessed by each adult member included in the family unit (also student and siblings) on 31 December 2020. This document is compulsory but it must be translated only (acceptable also in English or French), not legalized. Whenever there is an adult family member without a bank account, this info must be specified: only for this info, an affidavit or a notary certificate is acceptable, but it must be translated into Italian and legalized. If students do not provide this info referred to all the adult family members, they will be excluded.
4. the immovable assets (real estate) possessed by all of the adult family members. EU students must submit the immovable assets document referred to 31 Dec. 2020. This document is required even if none of the adult members of the family possesses any assets, or if it is not possessed anymore when the document is issued. Rental agreements do not substitute the lack of property documents. The property certificate must compulsorily specify the square meters of the property. Assets documents relating to lands are not required. Even if a family member owns one or more assets, the lack of properties of the other adult members (student included) must be provided.
5. Students who want to apply as independent (i.e. without submitting the economic documents related to their parents) must submit documents proving their own income from work in 2020 and 2021 and that they have been living on their own for 2 years at least. The income in 2020 and 2021 must be 9,000.00 € per year at least.

These certificates must be:

- a. issued by the competent authorities of the countries where the incomes are produced and the assets are located;
- b. translated into Italian language by an official translator;

- c. legalized by the Italian diplomatic mission of the students' home countries (Legalization Office at the Embassy or General Consulate). If the country is a member state of the Hague Convention of 5th October 1961, an apostille stamp on the document is considered a full legalization.

Students who arrive in Italy with the documentation in original language, not translated and legalized, or meet attested difficulties to issue or legalize the documents in their own Country, have to:

1. **stamp and translate the documents** at their Embassy or General Consulate in Italy. Otherwise, they can ask for a consular declaration, issued on the basis of the original documents, attesting the composition, incomes and assets of the student's family;
2. **legalize the documents** in a Prefecture.

Students can also get their documents translated in Italy, by an official translator, and get the legalization in an Italian Courthouse ("*Tribunale*") with the procedure called "*Asseverazione*".

Documents about the family's composition and assets must be compulsorily issued in 2022.

The translation and legalization procedures of all the documents listed above must be done in 2022. Translations and legalization with a date before 1 Jan. 2022 are not acceptable.

**Affidavit or self-certification, based on student's original documents or students' declarations, cannot be accepted.**

**In case the student is going to provide to Edisu some handwritten documents, it will be compulsory to provide as well the original documents released by the official authority in his/her home country, related to the data contained in the consular declaration.**

## 2. University enrolment

University enrollment and EDISU application are two completely different procedures. Students must enroll at University following the instructions and deadlines specified by University. On the contrary, EDISU application must be submitted following the instructions and deadlines specified in EDISU Notice of Competition 2021/22, articles 30 and 31 or in our guidelines for international students: those documents are available on the EDISU website ([www.edisu.piemonte.it](http://www.edisu.piemonte.it)).

Accommodation and scholarship are granted according to **two different ranking lists** (the first refers to the accommodations, the other to scholarship). The available resources do not cover the full demand, therefore only a part of the applicants will be assigned to an accommodation or will win the scholarship.

15% of the first-year students' accommodations are reserved to Extra-EU students enrolled in a first year (for a **total of 48 beds**).

Students **who win an accommodation have to accept it following the instructions available on the Notice of Competition 2022/23**, then they will be **assigned to an accommodation from October 2022**. The accommodation is initially given exclusively according to the documents submitted by the students. Later, from October and November

2022 onwards, EDISU will make further assessments: students who do not meet the scholarship requirements (because they are not enrolled in a university of Piemonte, or for other reasons) will be obliged to leave the residence and pay an amount equal to the value of the period of stay in their accommodations.

Students who win the scholarship will be paid via bank transfer on an Italian or SEPA bank account or a prepaid card in the name of the student. The amounts paid in two instalments: 50% of the total amount is paid starting from the December 2022, the remaining 50% is paid if the students achieve and register at least 20 credits within 10 August 2023. You can check the art. 12 of the 2022/23 notice of competition or our guidelines for more info about payments.

**Students who ask for the recognition of a foreign academic career** must inform EDISU (because their year of enrollment could change according to the number of recognized credits). Concerning the second installment of scholarship, EDISU will consider only the credits achieved and register in Italy, not those recognized from the foreign academic career.

Application instructions are available at art. 31 paragraphs 1.1 and 2 of the Notice of Competition 2022/23, within the international students' guidelines and below. The steps have to be followed strictly: otherwise, the student will be excluded from the competition.

### Step 1: Application online

Students must submit their application online first with the following procedures:

1. Register to EDISU Online Services with a Temporary Login Code 2022/23<sup>1</sup>; if the student does not have the Italian tax code yet, he/she has to calculate it autonomously using one of the calculators available online. This will be a temporary fiscal code **valid for the EDISU application only**.
2. fill out the application form;
3. print the application form;
4. sign the application form;
5. attach the following documents in PDF:
  - a) Application form, signed by the student;
  - b) Copy of the passport main page and signature page, in black and white, scanned on a single sheet;
6. Transmit the application and the documents exclusively online within the deadline at noon.

Attachments different from .PDF format are not accepted (e.g. JPG,BTM) even in case the extension of the file has been converted (e.g. from .DOC into .PDF) and even if the transmission results successful.

In case the student is going to attach a file which is not in .PDF format, the file will result as damaged, hence unreadable. Therefore, the application is not acceptable.

The document needs to be entirely scanned, signature and each other part must be readable. Unreadable images must not be uploaded (e.g. thumbnails or distorted images).

The identity document must be the passport, main and signature pages. All files need to be correctly saved as .PDF and their dimension must not exceed 1 MB.

<sup>1</sup> For information about the Temporary login code 2022/23, find the "online services" section of our website.

- **Deadline for scholarship and accommodation application: 2 September 2022 at noon (Italian time)**
- **Deadline for scholarship only application: 30 September 2022 at noon (Italian time)**

**The second step (documents submission) is different for extra-EU and EU students, according to the following instructions.**

**Step 2 for extra-EU students: Submission of the documents in person in a sealed envelope or by post mail.**

Students must submit to EDISU, **after the online application submission** (step 1) and within the deadlines specified above (2 Sep. 2022 for scholarship and accommodation application; 30 Sep. 2022 for scholarship only application), the following documents:

- o **consular documents about the family composition, incomes and assets.** It is mandatory to attach both the original language version and the original translation into Italian. Photocopies are not acceptable;
- o **“ISEE Parificato”<sup>2</sup>**, calculated by a CAAF Office under agreement with EDISU on the basis of the documents about the family composition, incomes and assets. If the CAAF is not able to issue the ISEE within the application deadline, students can submit the receipt of its request. The ISEE must be submitted later with a complaint.
- o **copy of the passport;**
- o **copy of the study visa (D type visa, if required);**
- o **copy of the fiscal code**, if already issued by the Italian Embassy or once arrived in Italy (the one calculated online is not an official fiscal code);
- o **Underage students** must submit also a copy of the authorization form with the signature of one of his/her parents. Students can download the form from the website [www.edisu.piemonte.it](http://www.edisu.piemonte.it) at the section Data> Forms> Scholarship> Form\_minorenne.

**The documents can be submitted:**

- a. By the student itself to EDISU offices **in sealed envelope**;
- b. By a trusted person to EDISU offices **in sealed envelope**. He/she must have a proxy letter signed by the student itself and the student’s ID copy;
- c. By post mail (courier or, for Italian posts only, *raccomandata con ricevuta di ritorno*) writing on the folder SURNAME and NAME of the student (in this order) and “D.C. a.a. 2022/2023”, addressed to the following address:  
*EDISU PIEMONTE, Via Madama Cristina 83, 10126, TORINO, Italy.*

The documents should be sent within the application deadlines. If the student is excluded by the provisional ranking list because EDISU did not received the documents within the provisional ranking list elaboration, he/she can be set in the definitive ranking list if EDISU receives the documents (complete and correct) within the complaint deadlines (15 Sep. 2022 for scholarship and accommodation application; 18 November 2022 for scholarship only application).

<sup>2</sup> For information about ISEE Parificato, find our website [www.edisu.piemonte.it](http://www.edisu.piemonte.it)



**Attention:** EDISU, in any case, must receive the correct documents within the complaints deadline in order to set students in definitive ranking list: therefore, students are invited to send the documentation well in advance, avoiding sending it at the very last moment.

### Visa delay

Accommodation applicants who need a study visa for the 2022/23 enrolment who miss the 15 Sep. 2022 deadline but submit all the required documents within 18 Nov. 2022 and enroll in the university within 30 Nov. 2022 will be excluded in the accommodation definitive ranking list on 21 Sep. 2022 but will be set in the definitive ranking list on 15 Dec. 2022 also for the accommodation service.

### Step 2 for EU students: Submission of the documents by the online upload procedure.

Students must submit the documents listed below by the online procedure he/she finds inside the application and within the deadlines specified above (2 Sep. 2022 at noon for scholarship and accommodation application; 30 Sep. 2022 at noon for scholarship only application). The documents are:

- a. **the consular documents** about the family composition, incomes and assets. It is mandatory to attach both the original language version and the translation into Italian;
- b. **the “ISEE Parificato”<sup>3</sup>** attestation, calculated by a CAAF Office under agreement with EDISU on the basis of the documents about the family composition, incomes and assets.

If the CAAF is not able to issue the ISEE within the application deadline, students can submit the receipt of its request. The ISEE must be submitted later with a complaint.

Students can attach up to 5 files: the files must be in .PDF format, readable and each file must contain the whole documentation of a specific type required (e.g. one file with all the pages of ISEE Parificato, another file with all the pages of the family composition documents in original language and in Italian, another with the all income of the family members and so on...).

If the student cannot meet the above-mentioned deadlines, he/she will be excluded from the provisional ranking list. He/she can be set in the definitive ranking list if he/she submit the required and correct documents within 15 Sep. 2022 (for scholarship and accommodation application) or within 18 Nov. 2022 (for scholarship only application).

### Students' offices

#### Check our website for the working time of our offices.

Daily access of students to Torino's office is 100 persons per day. In case of trusted persons visiting the office to submit consular documents on behalf of another student, trusted persons need to have the authorization letter (provided to them from the interested party to proceed on their behalf). All trusted persons must take one number per each single folder to be submitted (hence, it is not possible to take one number and submit documents for more than one person). In any case, it is not possible to take more than 10 numbers per

<sup>3</sup> For information about ISEE Parificato, find our website [www.edisu.piemonte.it](http://www.edisu.piemonte.it)

person. Students arriving before the closing time on the last day, will receive a number to have the opportunity to come back on the following day, showing that number to the desk jointly with a valid identity document.

Students can get further information:

- on EDISU Piemonte website, [www.edisu.piemonte.it](http://www.edisu.piemonte.it), where they can find: the Notice of Competition 2022/23 (“Bando per il conferimento di borse di studio, servizio abitativo e premio di laurea”, in Italian only), the guidelines for international students (in English); in the EDISU students offices during the opening times.
- By opening a ticket in section “INFORMATION AND ASSISTANCE” from the homepage of the Edisu Piemonte website.