

GUIDE FOR NON-EUROPEAN 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 2019-20.

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 46 beds (42 in Turin, 1 in Cuneo, 2 in Novara, 1 in Vercelli) reserved. 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.

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

Otherwise, it is possible to apply only for scholarship, without 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:

- **5 September 2019 at noon**, for **scholarship and accommodation** applicants;
- **26 September 2019 at noon**, 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:

- a. 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).
If a parent is deceased, 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 attesting this condition, although not in original copy.

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 with him/her or provide a financial support;

- b. the annual household incomes earned abroad during 2017. The incomes of all of the family members must be taken into account. If certificates about 2017 are not available, documents relating to 2018 are accepted. Certificates considering periods that belong to two different years (i.e., from July 2017 to September 2018) are not accepted, except for countries which have a tax year not comprised between 1st January and 31st December. If the student's parents or other family members in working age do not work, the documents must specify their unemployment condition;
- c. the bank accounts/deposits possessed by all of the family members on 31st December 2018. This document is required only if bank accounts/deposits are present.

If the student encloses to the income documentation a pay slip, and this pay slip shows a bank account number used for the salary payment, the student must attach a bank declaration stating the average amount of the account during 2018. This document must be translated, not legalized.

- d. the assets possessed by all of the family members on 31st December 2018. This document is required even if none of the family members possesses any asset, or if the assets are not possessed anymore when the document is issued.

The asset certificate must specify the surface area of the properties in square meters and, if possible, their value in local currency.

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 in 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, have to:

- a. 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 (name, surname, date of birth and degree of relationship), incomes and assets of the student's family;

- b. legalize the documents in a Prefecture.

Documents about the incomes with no reference about the year in which the incomes are earned will be considered as related to incomes 2017 (if the documents were issued in 2018) or as related to incomes 2018 (if the documents was issued in 2019).

Documents about the incomes issued in 2017 will not be accepted, except when on the document is clearly specified that the incomes are referred to 2017.

Documents about the family's composition and assets must be compulsorily issued in 2019.

Affidavit or self-certification, issued by foreign diplomatic authorities in Italy and 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. Otherwise, EDISU application must be submitted following the instructions and deadlines specified in EDISU Notice of Competition 2019/20, articles 30 and 31: this document is available on EDISU website (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 46 beds**).

Students **who win an accommodation have to accept it following the instructions available on the Notice of Competition 2019/20**, then they will be **assigned to an accommodation from October 2019**. The accommodation is initially given exclusively according to the documents submitted by the students. Later, from October and November 2019 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 bank account or a prepaid card in the name of the student. The amounts paid in two instalments: 25% of the total amount is paid in December 2019, the remaining 75% is paid if the students achieve and register at least 20 credits within 10 August 2020.

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 par. 1.1 of the Notice of Competition 2019/20 and below. The steps have to be followed strictly: otherwise, the student will be excluded from the competition.

Step 1: Reservation for the accommodation and scholarship application

The Reservation is a procedure that allows EDISU to gain the first personal data of the applicants.

The procedure is available on EDISU website (www.edisu.piemonte.it) at section "Online Services". After the registration, a Username is sent by email and students can access to the procedure and fill it in. During the completion of the form students must specify:

- o the kind of benefit (scholarship and accommodation, scholarship only);
- o university, degree level (bachelor, master, single cycle master, PhD/postgraduate school) and course;
- o the number of family members (students must specify if they are married and if their parents are married and alive).

When students complete the form they have to click on "Transmit". After that, they will receive an email receipt that summarize their data and specify the EDISU Office where they have to go for the application completion and the deadline. This receipt must be printed and submitted along with the documents listed at step 2. The Reservation form must be transmitted within the deadline at noon. Deadlines are (art. 31 par. 1.1 of the Notice of Competition 2019/20):

- a. 5th September 2019 at noon, for scholarship and accommodation applicants;
- b. 26th September 2019 at noon, for scholarship only applicants.

Step 2: Submission of the documents and the application at EDISU Office

Students must submit at their EDISU Office, within the deadlines specified above, the following documents:

- o Reservation receipt;

- consular documents about the family composition, incomes and assets (art. 30 par. 3 of the Notice of Competition 2019/20);
- “ISEE Parificato”, 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:
 - from 11 to 16 September 2019 at noon (12.00), for accommodation applicants,
 - from 23 October to 21 November 2019 at noon (12.00), for scholarship applicants;
- copy of the passport;
- copy of the visa;
- copy of the fiscal code, issued when students arrive in Italy;
- copy of the residence permit application’s receipt, or copy of the residence permit reservation’s receipt.
- **Minor students** must submit the authorization form signed by their parents or legal guardian. The form can be downloaded from EDISU website at the section DOCUMENTAZIONE> MODULISTICA> BORSE DI STUDIO E ALTRI CONTRIBUTI

All the students must submit the above-mentioned documents in person. EDISU does not accept submission by proxy.

Students who cannot obtain the visa for Italy within the application deadlines have to submit the reservation within the deadlines mentioned above. These students can complete their application within 16th September 2019 (for scholarship and accommodation applicants) or 14th October 2019 (for scholarship only applicants) submitting the Reservation receipt, the passport indicating a date of entry that must not be earlier than 10 days before the application deadline, the full consular documentation and the ISEE parificato: they will be included in the accommodation definitive ranking list (20th September 2019) and in the scholarship provisional ranking list (23rd October 2019).

Students can apply with a C type visa as well: these students must submit a copy of the receipt of the residence permit application within 14th October 2019.

Daily access of students to EDISU desks is 100 persons per day (Art. 31 paragraph 4 of Notice of competition). Students arriving before 14:00 PM 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.

During September, Torino desks in Via Giulia di Barolo 3 bis will be open all day long from 8:30 AM until 15:00 PM.

In case the student is going to provide all documents required, but such documents are not referring to the years indicated in article 30, paragraph 3 of the Notice of competition, the student will be excluded from the provisional ranking list and will

later have the chance to fix his/her application by submitting the correct documents within the deadline for complaints.

Students can get further information:

- on EDISU Piemonte website, www.edisu.piemonte.it, where they can find: the Notice of Competition 2019/20 (“Bando per il conferimento di borse di studio, servizio abitativo e premio di laurea”), the guide for Extra-EU students in Italian and English version; the addresses and opening times of EDISU offices;
- writing an email to edisu@edisu-piemonte.it

ATTENTION: In the next months the email service will be substituted by the **ticketing** service (EDISU TICKET) You can find all the information on EDISU website.