“Richiesta di Agevolazioni”
Guide on how to use the online procedure in Uniweb

What economic benefits can be applied for with this procedure

a) Regional scholarship;
b) Reduction of tuition fees and some types of exemption;
c) Students collaboration (200 hours);
d) Collaboration in specific tutoring initiatives for students with disabilities and with learning disorders.

What to do to apply for these economic benefits

1. request the ISEE certification (ISEE: “Indicatore della Situazione Economica Equivalente”) “per le Prestazioni agevolate per il Diritto allo Studio Universitario” in the name of the student;
2. fill in and confirm the “Richiesta di Agevolazioni” available in the reserve area of the University Uniweb.

Who to contact regarding the ISEE certificate

- for everyone: to INPS (Italy’s National Social Security Institution) or to a CAF (Tax Advice Centre) or to any other authorised organization;
- for foreign students: mandatorily to CAF AIC in Padua, Via Belzoni 48/50 - tel. 049/772167 – email: iseeparificatounipd@gmail.com.

Deadlines

- both by 30th September 2017 to apply for regional scholarship, students collaboration, collaboration in specific tutoring initiatives for students with disabilities and with learning disorders;
- both by 30th November 2017 for the reduction of tuition fees and other types of exemption.

How works the acquisition procedure of the ISEE certificate

From the subscription of the DSU to the issue of the ISEE certification it can take up to 15 days; during this period the “Agenzia delle Entrate (Revenue Agency) carries out some cross-checks on what is stated in your DSU. Confirming the “Richiesta di Agevolazioni” in his Uniweb, the student authorizes the University to acquire the ISEE certification data, which are available in INPS databases from the end of these checks. The student receive a first email confirming the “Richiesta di Agevolazioni”, and a second email after the ISEE certification has been acquired. This acquisition can be verified by reprinting the “Richiesta di Agevolazioni” (view page 5).

The ISEE certification can be used to apply the required benefits only if:

- the ISEE was issued for “Prestazioni Agevolate per il Diritto allo Studio Universitario” in the name of the student who will be benefiting from said concessions;
- the ISEE has not got any omissions and/or discrepancies.
GUIDE TO FILLING IN THE “RICHIESTA DI AGEVOLAZIONI”

1. Access your reserve area in “Uniweb” and click on the link:
“Diritto allo studio, certificazioni di disabilità/dislessia, corsi estivi”, then on: “Richiesta di Agevolazioni” in the menu on the left.

2. Read the information carefully and click on “Procedi”.

3. Read more and click on “Accetto”.
Choose the type of the ISEE:

If you are an ITALIAN STUDENT
(or a foreign student residing in Italy and you do NOT fall into the case of foreign students)

click “SI” on “ISEE - INPS” (the ISEE certification data will be passed on to the University by INPS)

If you are a FOREIGN STUDENT
- and you are resident abroad
- or you are resident in Italy, with an income of less than euro 6,500 and your immediate family is resident abroad

click “SI” on “ISEE Parificato” (the ISEE certification data will be passed on to the University by CAF AIC)

Notes on “ISEE Parificato” for foreign students
In order to obtain the “ISEE Parificato” the student have to contact only the CAF AIC, which is in according with the University (the student have to take an appointment; the service is free):

CAF AIC – Via Belzoni 48/50, Padova
tel. 049/772167 – email: iseeparificatounipd@gmail.com

PAY ATTENTION PLEASE
an English guide on how to request the ISEE Parificato, with the list of the documents required for its calculation, is available at the page www.unipd.it/en/tuition-fees-scholarships-tax-relief-schemes
5. If you are also entitled to additional forms of exemption:
- student worker
- student having other members of his immediate family enrolled at the same time for the same A.Y. at the University

Click “SI” in the relevant fields.

Please note: if you just wish to apply for exemption as student worker, click “NO” on ISEE-INPS or ISEE-Parificato, thus not authorising the University to receive the ISEE certification data from INPS or CAF. However, in doing so, the exemption will be applied to the maximum amount of student fees expected for your degree course, since no reduction will be applied based on your ISEE.

Please note: if you wish to apply for exemption for relatives enrolled at the University at the same time, click on “SI” on ISEE-INPS or ISEE-Parificato, so that the University can obtain the ISEE certification data and check the application requirement of the exemption.

6. If you need to apply for:
- regional scholarship
- students collaboration
- collaboration in specific tutoring initiatives for students with disabilities and with learning disorders

Click “SI” in the relevant fields,
and fill in the relevant ones for each individual type of economic benefit.

7. After completing the application, click on “Procedi” at the bottom of the page
8. Read the information and click on “Conferma la Richiesta di Agevolazioni”

Richiesta di Agevolazioni: inserimento dati completato

La richiesta di agevolazioni sarà presa in esame solamente se confermata, presentando il presente foglio a quanto paga, e se le seguenti condizioni sono rispettate:
- per partecipare ai corsi di studi, della collaborazione con il centro di supporto didattico e al favorito di studenti di cui al 10/09/2017;
- per le procedure relative alla richiesta di agevolazione, per l'assegno di un assistente al continuo lavoro, per l'assegno di una somma corrispondente al valorizzazione del tempo di lavoro, entro il 30/11/2017.

Modifica dei dati
Una volta confermato, la richiesta di agevolazioni trascorsa tra le linee è più modificabile, se devi correggere eventuali errori e per richiedere la richiesta di agevolazioni, è necessario andare alla sezione “Richiesta di Agevolazioni” e fare clic su “Modifica”, e inviare la tua richiesta per modifica, o per richiedere la richiesta di agevolazione a seconda del tuo stato.

9. The student can verify in every moment if the ISEE certification data have been acquired, by coming back again to the “Richiesta di Agevolazioni”, then clicking on “Procedi”, and after that on “Stampa l’Autocertificazione presentata”

Richiesta di Agevolazioni 2017/2018

Di seguito sono elencate le linee guida per la richiesta di agevolazioni per l’anno accademico 2017/2018:
- Se hai bisogno di inserire o modificare le informazioni relative alla richiesta di agevolazioni, devi andare alla sezione “Richiesta di Agevolazioni” e fare clic su “Modifica”.
- La richiesta di agevolazioni può essere modificata fino al giorno 30/11/2017.

Stampa l’autocertificazione presentata.
What to do in case of: 
ISEE not issued for “Prestazioni Agevolate per il Diritto allo Studio Universitario” in the name of the student who will be benefiting from said concessions

The ISEE must be issued mandatorily for “Prestazioni Agevolate per il Diritto allo Studio Universitario” in the name of the specific student who requires the economic benefits, as can be seen from the following:

If that were not the case, the student have to require the modify of the existing ISEE certification or, alternatively, a new release, by the deadlines here below:

- by the **20th October 2017** to apply for regional scholarship, students collaboration, collaboration in the introduction service to the university study for students with disabilities and specific learning disorders, pending the exclusion from the corresponding benefit;

- by the **15th January 2018** for the reduction of tuition fees and other types of exemption, pending the application of the fee for late submission (page 3 of the Student tuition fees prospectus).
If the cross-checks of the “Agenzia delle Entrate” show some anomalies, the ISEE certification presents omissions and/or discrepancies, that the student finds listed at the bottom of the ISEE certification, as can be seen from the following:

The ISEE certification with omissions and/or discrepancies has to be corrected by the request of a new ISEE certification including all the information previously omitted or otherwise exposed, by the deadlines here below:

- by the **20th October 2017** to apply for **regional scholarship, students collaboration, collaboration in the introduction service to the university study for students with disabilities and specific learning disorders**, pending the exclusion from the corresponding benefit;

- by the **15th January 2018** for the **reduction of tuition fees and other types of exemption**, pending the application of the fee for late submission (page 3 of the Student tuition fees prospectus).