“ISEE Parificato” for international students

Who can apply

All international students:
- residing abroad
- residing in Italy, with an income lower than euro 6,500 and with close family residing abroad

Where to apply

Applications must be presented to the following CAF (Fiscal Assistance Centre) partner of the University of Padova and ESU (Regional Institution for the Right to University Education):
CAF AIC – Via Belzoni 48/50, Padova - Tel. 049/772167 – email: iseparificatounipd@gmail.com
from Monday to Friday from 9.00 to 12.30 (the service is free of charge)

Key documents

1. **Family statement** with the family household composition and personal data for each family member;
2. **Family income:**
   - Documents related to income **earned in Italy** (if any): Italian Income Tax Returns. If you are applying for ISEE in 2018, you will need to submit documents related to 2016 incomes (two years prior to the year of application).
   - Documents related to income **earned abroad**: annual income generated abroad for each family member, including documents certifying any lack of income for members aged 18 or over. If you are applying for ISEE in 2018, you will need to submit documents related to 2016 incomes (two years prior to the year of application).
3. **Properties** - as at 31 December of the previous calendar year (e.g. 2017 if you are applying for ISEE in 2018) - owned abroad by each family member, including documents certifying any lack of real estate properties for members aged 18 or over;
4. **Financial assets** - as at 31 December of the previous calendar year (e.g. 2017 if you are applying for ISEE in 2018) - owned abroad by each family member (balance statements of bank, postal and deposit accounts, stocks, dividends, equity and share holdings);
5. Any **rent contract** for each family member.

As a general rule, documents must:
1. be issued by the competent authorities in the country where the income/assets is generated/owned, with a date after 01/01/2017 for the family household, real estate and assets and with date after 01/01/2016 for incomes; incomes, properties and assets must be indicated in local currency, (i.e. of the country where they are generated/owned).
2. be translated into Italian and legalized by the Italian Diplomatic Authorities (Embassy or Consulate) responsible for territory in the country of origin. Only in exceptional cases, e.g. students facing severe difficulties in obtaining ISEE-related documents from the Embassy or Consulate in their home country due to e.g. political unrests, temporary closure of the Italian Embassy / Consulate, etc. documents can be requested to diplomatic delegations in Italy and legalised by the Italian Prefecture.
Special cases:

1. **Working students (Nucleo Familiare Unico):**
   If you live independently from your family and you earn your own income, you are allowed to apply for ISEE solely on the basis of your own income and property holdings provided that:
   - you have been residing independently from your family (separate residence) for at least two years prior to submitting the ISEE application. The residence of the applicant must not be of property of any family member;
   - you have earned an annual income of at least euro 6.500, duly declared to the national authorities, for at least two years prior to submitting the ISEE application.

   If one or both the above conditions are not met, you will need to apply for ISEE on the basis of your whole family’s income.

2. **Students with family income earned partly in Italy and partly abroad**
   For income earned in Italy, you should provide the Italian Income Tax Return. Income earned abroad will need to be declared and legalised by the Italian Consulate in your home country.

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**Deadlines**

- **30 September 2018 (to be confirmed):** application for regional scholarship, students collaborations, including peer tutoring for students with disabilities and with learning disorders;
- **30 November 2018 (to be confirmed):** application for reduction of tuition fees and other types of exemption.

**Remember:**

1. Documents must be original and final (no copies or provisional documents are accepted)
2. ISEE calculation cannot be carried out via email, but requires physical delivery of documents by the applicant
3. ISEE can be completed upon mandate (see Annex I for a template) only in case of serious impossibility of the applicant.
I, the undersigned

Born in __________________________ Country __________ on __________

Resident in [name of city] __________________________ Country __________________

Street __________________________________________________________

Passport / ID n. __________________________________________________

HEREBY APPOINT

Mr/Ms. __________________________________________________________

Born in [name of city] __________________________ Country __________ on __________

Resident in [name of city] __________________________ Country __________

Street __________________________________________________________

Passport / ID n. __________________________________________________

To submit all documents necessary for the calculation of my “ISEE PARIFICATO per UNIVERSITÀ degli Studi di Padova” at A.I.C. Delegazione di PADOVA

Date __________________

Signature __________________
DELEGA ISEE PARIFICATO (IT)

Il/La sottoscritto____________________________________________________________

Nata a ________________________________________________ prov. ______________ il __________

Residente a _________________________________________________________ prov. ______________

In via ________________________________________________________________

Con documento di riconoscimento (di cui allego copia) n.________________________

DELEGA

Il sig. _______________________________________________________________________

Nato a ________________________________________________ prov. ______________ il __________

Residente a _________________________________________________________ prov. ______________

In via ________________________________________________________________

Con documento di riconoscimento (di cui allego copia) n.________________________

All’espletamento della seguente pratica a me intestata:

Presentazione e calcolo ISEE PARIFICATO per UNIVERSITÀ degli Studi di Padova

Presso A.I.C. Delegazione di PADOVA

Data ______________________

Firma del dichiarante __________________________