



GUIDE TO ISEE PARIFICATO AND APPLICATION FOR BENEFITS FOR INTERNATIONAL STUDENTS

BENEFITS YOU CAN APPLY FOR

ALL INTERNATIONAL STUDENTS:

- Regional scholarship www.unipd.it/en/veneto-region-scholarship
- Students collaboration - 200 hours www.unipd.it/en/part-time-job-opportunities
- Additional funding to the Erasmus+ Study grant www.unipd.it/en/apply-erasmus-out

ALL INTERNATIONAL STUDENTS ENROLLED UNTIL A.Y. 2022/23 AND ONLY EUROPEAN STUDENTS ENROLLED FROM THE A.Y. 2023/24:

- Reduction of tuition fees and other types of fee-waivers www.unipd.it/en/tuition-fees

*Please note: **NON-EUROPEAN STUDENTS ENROLLED FROM THE A.Y. 2023/24** (with citizenship from non-EU countries and with a family unit not resident in Italy) have to pay a **fixed and non-reducible tuition fee**, equal to the whole amount of the contribution paid by EU students.*

For students from particularly poor countries, referred to in Ministerial Decree No. 440 of February 13, 2024, the fixed tuition fee is redefined as one-third of the reference value, as stated in this table:

Group to which the course of study belongs	Amount (with regional tax and stamp duty) for students with citizenship from non-EU countries and with a family unit not resident in Italy	Amount (with regional tax and stamp duty) for students from particularly poor countries
Group A (Humanities)	€ 2,902.00	€ 1,102.00
Group B (Sciences + the course of study in Primary Teacher Education)	€ 3,102.00	€ 1,168.66

These students can use their ISEE Parificato only for the reduction of the regional fee or to apply for the others benefits listed above, such as regional scholarship or students collaboration - 200 hours.

DEADLINES (A.Y. 2024/25)

- **10 August 2024:** for additional funding to the Erasmus+
- **30 September 2024:** for regional scholarship (this deadline is valid for everyone)
- **30 November 2024:** for student collaborations (200 hours/academic year), tuition fee-waivers and other types of fee-waiver or contributions and technological aids for students with disabilities
these deadlines also apply to students who have yet to finalise their enrolment and students enrolling during the academic year

HOW TO APPLY

- 1) Apply for your "**ISEE Parificato**", by uploading all requested documents on the online portal of the CAF that has an agreement with the University and ESU
- 2) Fill out and confirm the "**Application for benefits**", available in your personal area on Uniweb
- 3) **Enrol to the A.Y. 2024/25 by paying the first instalment by the 30 September 2024** (only those enrolling in a master's degree program may enroll during the year, upon matriculation)

these steps must be carried out strictly by the deadlines specified above
Failure or erroneous performance of any one of the above operations,
results in exclusion from the benefits for which one intends to compete




HOW TO OBTAIN THE ISEE PARIFICATO

WHAT IS THE ISEE PARIFICATO	<p>The ISEE is an official certificate which indicates your financial standing in any given year on the basis of family status, earnings, property and expenses. You will need to provide information and documentation regarding you and your family's annual income and assets.</p> <p>The ISEE Parificato (i.e. equivalent ISEE) is calculated for international students:</p> <ul style="list-style-type: none">• residing abroad, and whose family resides abroad• residing in Italy, whose income is less than € 9,000.00 and whose family resides abroad• or Italian students residing abroad, whether they are registered or not in the "Anagrafe Italiani Residenti all'Estero - AIRE" (Registry of Italians Residing Abroad)
WHICH INCOME AND ASSETS	<p>The ISEE issued during a given calendar year is valid until 31 December of the same year and refers to income and assets of the two previous years.</p> <p>Example: the ISEE certificate issued during 2024 expires on 31 December 2024 and refers to income and assets of the calendar year 2022.</p>
HOW TO APPLY FOR IT	<p>The ISEE Parificato must be issued by the University's partner CAF exclusively (the service is free of charge): CAF CIA PADOVA - E-mail: caf-iseeunipd@ciapadova.it</p> <p>The documents useful for the release of the ISEE Parificato, listed on the attach 1 of this guide, must be uploaded on the portal of the CAF, available at the following link: https://unipd.01s.it (those who were not registered, should select "Not a member yet," fill in the form with the required data and wait to receive the confirmation email before logging in).</p> <p style="text-align: center;">other ways of document delivery are not accepted</p>
ESSENTIAL FEATURES OF THE DOCUMENTS	<p><u>Please be aware that you might need several months to collect the documents required to obtain the ISEE Parificato, have them translated and legalised, etc. We therefore strongly recommend to start the process as soon as possible.</u></p> <p>Documents must be issued by the competent authorities of the country where the income/assets is generated/owned; income and assets must be indicated in local currency (i.e. of the country where they are generated/owned).</p> <p>Documents must be translated into Italian by a legally recognised translator and legalised by the Italian diplomatic authorities (Embassy or Consulate) competent for the territory in the country of origin, according the regulation listed on the attach 2 of this guide.</p> <p><i>Please note:</i> only in special cases of difficulty in issuing them, it is possible to request the documentation from foreign diplomatic or consular representations in Italy and have it legalised by the Prefecture.</p>
HOW THE PROCEDURE WORKS	<p>Once you uploaded all the documents, the CAF will check them and, if they are complete and correct, you will receive the ISEE certificate by email (you can also download it on the CAF portal). Remember that the CAF will send the ISEE value to the University only if you fill in the Application for benefits in your Uniweb.</p> <p>If your file needs others documents, you will receive an email from the CAF with what is missing or wrong. Remember that you need to upload all the corrected documents by the deadline of the benefit you want to apply for (the date of the ISEE issue will be that of the last compliant document uploaded to the portal).</p>



HOW TO FILL IN THE APPLICATION FOR BENEFITS IN UNIWEB

<p>WHAT IS THE APPLICATION FOR BENEFITS FOR</p>	<p>By confirming the Application for benefits on Uniweb, you authorise the University to acquire your ISEE-from the CAF and you can apply for the economic benefits listed above.</p>
<p>WHO CAN APPLY</p>	<p>The application can be filled in even by students who are not enrolled at the University yet, as they can register on Uniweb by using their Tax Identification Number. International students who already received their admission letter through the application portal (apply.unipd.it) do NOT need to register on Uniweb as they will receive a token to activate their Uniweb account in time for applying for the benefits presented in this guide.</p>
<p>HOW TO FILL IN THE APPLICATION FOR BENEFITS</p>	<ol style="list-style-type: none"> 1) Access 'My personal area' on Uniweb and click on the link "Right to university studies, disability disclosure, summer courses" in the menu on the right 2) then click on: "Application for benefits" 3) Read the information carefully and click on "Compile"  <ol style="list-style-type: none"> 4) Read the information in the next dialog box and click on "I agree" 5) In the <i>ISEE and fee-waivers</i> box, indicate that you have requested the ISEE Parificato to the University's partner CAF or, authorize the University to acquire your ISEE directly from the INPS database (<u>indicates only one of the two options</u>) 6) Indicate your earned income for the calendar year 2023 in order to apply for the exemption for working students and to confirm your status as a single or independent 7) Indicate the tax code of the family member enrolled at the University of Padua for the same academic year, in order to request the application of the exemption for students belonging to the same household 8) In the <i>Regional scholarship</i> box, click "Yes" if you want to ask for the regional scholarship and fill in the others information requested for this benefit <i>Please note:</i> remember to fill in also the Rent contract procedure if you have the requirements to be an off-site student 9) In the <i>Students collaboration (200 hours)</i> box, click "Yes" if you want to participate in the students collaboration competition 10) In the <i>Additional funding to the Erasmus+ Study grant</i> box, click "Yes" if you want to ask for this benefit 11) After completing the application form, click on "Continue" at the bottom of the page 12) Read the information and click on "Confirm the application for benefits" <p>The next dialog box displays confirmation of your application, and you will receive an email confirming the receipt of the Application for benefits to your personal or university email address (if active). Download and keep the submission receipt.</p>



HOW THE PROCEDURE WORKS	<p>The ISEE certificate is acquired automatically as soon as the CAF issues it</p> <p>Once the Application for benefits has been confirmed, the system queries the CAF database on a weekly basis in search of an ISEE certificate in the student's name.</p> <p><u>You must not send or deliver the ISEE certificate to the office</u></p> <p>You will receive an email to your personal or university email address (if active) confirming the acquisition of ISEE data. You can verify at any time whether the ISEE certificate data have been acquired_</p> <ul style="list-style-type: none">- by returning to the "Application for benefits"- clicking on "Compile", and on "Print the submitted application" <p><u>Until the ISEE is acquired, the printout of the request will include the words "pending transmission of data by INPS (or CAF)" and a household conventionally equal to 1</u></p>
STATUS INFORMATION (REGIONAL SCHOLARSHIP)	<p>Confirmed the application, you can log back in and view some information regarding your declared status for the regional scholarship:</p> <ul style="list-style-type: none">- return to the "Application for benefits"- click on Proceed, then on Edit the Application for benefits- at the bottom of the box on the scholarship, the status calculated based on what you have declared appears <i>Ongoing status calculation</i>: appears if you also have to complete the Rent contract procedure (any additional requests to this procedure appear on this screen)
WHAT TO DO IN CASE OF ISEE NOT REGISTERED ON UNIWEB	<p>If the ISEE is not automatically acquired by the system within 8 days from the confirmation of the Uniweb Application for benefits, please make the following checks:</p> <ul style="list-style-type: none">- check that you have correctly filled out the application on Uniweb and that you have received the confirmation email- check on the portal of the CAF if your ISEE certificate has been issued
IN CASE OF REPORTS	<p>Once the application has been entered and confirmed, it can be modified by the student at any time by:</p> <ul style="list-style-type: none">- 30/09/2024 for the section regarding the regional scholarship;- 30/11/2024 for the section relating to the ISEE and fee-waivers and that regarding the students collaboration – 200hours.
BEYOND THE DEADLINES (A.Y. 2023/24)	<p><u>Only for applications for the reduction of tuition fees and other types of fee-waivers:</u></p> <ul style="list-style-type: none">• 1 December – 15 February 2025: with a late submission fee of € 109,00• 16 February – 15 May 2025: with a late submission fee of € 218,00• 16 May – 30 September 2025: with a late submission fee of € 327.00 <p>The procedure remains the same, the fee is uploaded separately on Uniweb</p>

STUDENT SERVICE OFFICE

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ATTACH 1: DOCUMENTS TO SUBMIT FOR THE ISEE PARIFICATO

DATE OF THE DOCUMENTS	<p>The documents listed on this guide must be dated:</p> <ul style="list-style-type: none">- after 1 January of the calendar year of the ISEE issue, for the family status certificate;- after 1 January of the previous calendar year of the ISEE issue, for incomes, real estate and assets.
GENERIC DOCUMENTS	<ul style="list-style-type: none">• identity document (Identity Card or Passport)• fiscal code issued by the Tax Office• any disability certificate of the student showing a disability over 66% (medium, severe, not self-sufficient)• University of Padua Registration number (if already enrolled) and degree course• for foreign students residing in Italy, DSU (Dichiarazione Sostitutiva Unica) and “ordinary” ISEE certificate• any scholarship amount received in 2021, including the ones received by the University of Padua• any death certificate of one or both parents• any divorce certificate
FAMILY UNIT	<ul style="list-style-type: none">• composition of the student’s family unit indicating surname, first name, date of birth and kinship/relationship to all members belonging to the family. <p>If you live independently (i.e. you do not live with your family and you earn your own income), you are allowed to apply for an ISEE solely based on your own income and assets provided that:</p> <ul style="list-style-type: none">- residence outside the family of origin for at least two years on the date the DSU was signed, in accommodation not owned by one of its members;- income from employment or assimilated work that has been declared for tax purposes for at least two years, not less than € 9,000.00 per year. <p>If one or both of the above conditions are not met, you will need to apply for the ISEE based on your whole family’s income.</p> <p>Orphans who have lost both parents and people cohabiting as members of a religious/military order or a host community, or people held in detention are always considered as single-person households.</p>
INCOMES	<ul style="list-style-type: none">• income received by each member of the family unit referring to 2022• any other sums received from public administration bodies by way of welfare payments• in the event of divorce, any sum received or paid as maintenance of children
REAL ESTATE AND MOVABLE ASSETS	<ul style="list-style-type: none">• real estate assets relating to buildings: if owned in Italy, it is necessary to present the <i>visura catastale</i> to determinate the value; if owned abroad, buildings are valued on the basis of the conventional value of 500 euros per square meter• absence of assets must be explicitly specified in the documentation• if the family unit resides in a rented house, the value of the rent per year must be stated in the rental contract (<u>the rental contract must be valid at the date of submission of the ISEE certificate</u>)• movable assets, consisting of the balance at 31/12/2022 and average balance for 2022 of current accounts, deposits, bank and/or postal passbooks held abroad and in Italy and balance at 31/12/2022 for any other type of investment (securities, shares, life insurance, etc.)
PRIVACY FORM	<p>The authorization form for the ISEE Parificato, duly filled in and signed, available on the page www.unipd.it/en/isee, is required (the e-mail address should be written in a clear and understandable way, to facilitate communication and the ISEE certificate sending).</p>



ATTACH 2: RULES FOR THE LEGALIZATION OF THE DOCUMENTS

HOW TO LEGALIZE	Legalization differs from country to country. Regulations are based on the 4 areas explained below and listed in the next page.
AREA A	<p>Countries whose documentation is exempt from legalization</p> <p><i>Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Holland/The Netherlands, Hungary, Ireland, Latvia, Lithuania, Luxembourg, Malta, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden</i></p>
AREA B	<p>Countries whose documentation is exempt from consular/diplomatic stamp of the Italian Embassy, but must have the Apostille stamp</p> <p>According to art.6 of the 1961 Hague Convention, documents issued by local authorities of one of these countries are exempt from legalization at the Italian Embassy but must necessarily bear the "Apostille" stamp.</p> <p><i>Albania, Andorra, Antigua and Barbuda, Argentina, Armenia, Australia, Azerbaijan, Bahamas, Bahrain, Barbados, Belarus, Belize, Bolivia (Plurinational State of), Bosnia and Herzegovina, Botswana, Brazil, Brunei Darussalam, Cabo Verde, Canada, Chile, China, Colombia, Cook Islands, Costa Rica, Dominica, Dominican Republic, Ecuador, El Salvador, Eswatini, Fiji, Georgia, Great Britain and Isle of Man, Grenada, Guatemala, Guyana, Honduras, Iceland, India, Indonesia, Israel, Jamaica, Japan, Kazakhstan, Kosovo, Kyrgyzstan, Liechtenstein, Macedonia, Marshall Islands, Mauritius, Mexico, Monaco, Mongolia, Montenegro, Morocco, Namibia, New Zealand, Nicaragua, Niue, North Macedonia, Norway, Oman, Pakistan**, Palau, Panama, Paraguay, Peru, Philippines, Republic of Korea, Republic of Moldova, Russian Federation, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Samoa, San Marino, Sao Tome and Principe, Saudi Arabia, Serbia, Seychelles, Singapore, South Africa, Suriname, Switzerland, Tajikistan, Tonga, Trinidad and Tobago, Tunisia, Turkey, Ukraine***, United Kingdom of Great Britain and Northern Ireland, United States of America, Uruguay, Uzbekistan, Vanuatu, Venezuela (Bolivarian Republic of)</i></p> <p>*** see below under "Ukraine temporary protection"</p>
AREA C	<p>Students coming from particularly poor countries</p> <p>For foreign students from particularly poor countries (specified by the Ministerial Decree No. 115 of February 28, 2023), the assessment of the economic condition is carried out on the basis of a certification from the Italian Representation in the country of origin certifying that the student does not belong to a well-known high income and high social status family. This certification can also be issued by the university of enrollment in the country of origin linked to Italian universities by agreements or conventions, or alternatively by certified Italian bodies able to guarantee the economic coverage as per current provisions on the registration of foreign students at Italian universities. In the latter case, the certifying body undertakes to return the scholarship on behalf of the student in case of forfeiture.</p> <p><i>Afghanistan*, Angola, Bangladesh*, Benin, Burkina Faso, Burundi, Cambodia, Central African Republic, Chad, Comoros, Democratic People's Republic of Korea, Djibouti, Eritrea, Ethiopia*, Gambia*, Guinea*, Guinea Bissau, Haiti, Kiribati, Laos, Lesotho, Liberia*, Madagascar, Malawi, Mali, Mauritania, Mozambique, Myanmar, Nepal*, North Korea, Niger, Republic of the Congo, Rwanda, Sao Tomé and Príncipe, Senegal, Sierra Leone, Solomon Islands, Somalia, South Sudan*, Sudan*, Syria, Tanzania, Timor-Leste, Togo, Tuvalu, Uganda, Yemen, Zambia*</i></p>



AREA D	All other countries NOT included in A, B, C area Legalization of documents must be done through the Italian Embassy or Consulate in the country of origin. All students belonging to countries not listed in area A, B or C must have the documents issued in their country of origin and legalized through the Italian Embassy or Consulate.
POLITICAL REFUGEES AND OTHERS	Political refugees, stateless and beneficiaries of subsidiary protection For students who have been granted political refugee status in Italy, or who are stateless or beneficiaries of subsidiary protection, no foreign documentation from the country of origin is required. Students can obtain an ISEE-INPS certificate referring only to the incomes and assets held in Italy (if any), by providing a copy of the certification of their status when applying for the ISEE.
UKRAINE TEMPORARY PROTECTION	Ukraine temporary protection Students who have beneficiaries of Ukraine temporary protection can obtain an ISEE Parificato referring only to the incomes and assets held in Italy (if any), by providing a copy of the certification of their status when applying for the ISEE.

SPECIAL CASES FOR THE A.Y. 2024/25

*	Countries with difficulty in issuing documents For the A.Y. 2024/25, students coming from these countries can request the documentation from foreign diplomatic or consular representations in Italy and have it legalised by the Prefecture. <i>Afghanistan, Algeria, Bangladesh, Cameroon, Ethiopia, Gambia, Guinea, Iran, Lebanon, Liberia, Nepal, Nigeria, Sudan and South Sudan, Sri Lanka, Zambia, Zimbabwe</i>
**	Pakistan Considering that the process of issuance of 'Apostille Certificates' by Pakistan will also commence in few months upon completion of necessary legislation and other requirements, students can provide <u>in the meantime</u> documents issued by the Ministry of Foreign Affairs showing a valid QR code.