

## FAQ procedure for verifying the rent contract of students applying for scholarships as off-site students for A.Y. 2022/23

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### PROCEDURE INFORMATION

#### 1. Where can I find the procedure?

The *Rent contract verification* procedure is available in the private area of Uniweb, under "Initiatives." The student can alternately opt for the Italian version or the English version.

#### 2. Can I access it if I am not yet enrolled?

No, you can't. The procedure is accessible only to students who are already enrolled and who already have a student ID issued by the University.

#### 3. Who should complete the procedure?

Students who have previously confirmed the Application for Benefits by applying for the regional scholarship as off-site students, and who have signed a rent contract as tenants for at least ten months in the A.Y. 2022/23.

#### 4. Which is its purpose?

Its purpose is the confirm of the off-site status by uploading documentation proving ownership of rent contract.

#### 5. When is it available?

The procedure is active in predetermined periods during the a.y:

- from July 12 to October 25, 2022, in order to receive the scholarship amount calculated for off-site status already in the first assignment in November;

- from November 15 to June 30, 2023, in order to receive the scholarship amount calculated for commuter status in the first assignment and the supplement of off-site within the month following the month in which the uploaded documentation is approved.

**6. What does it provide?**

The confirmation of the proposed mandatory statements and the inclusion of a single attachment consisting of all the documents required for the specific case to which one belongs.

**7. When can I fill in it?**

It is recommended that the procedure be accessed and filled in only and exclusively in the event that you have all the appropriate documentation to prove the possession of the rent contract for at least ten months in the academic year. Otherwise, the compilation should be postponed, if necessary even to the following period.

**8. What format should I use for the attachment?**

The attachment must be readable, in pdf format, and must not exceed 5 MB. It must not be corrupted or password protected. It must be unique, and therefore contain within it all the documents required for the specific case to which it belongs.

**9. When and where the outcome of the verification will be available?**

The outcome of the verification will be visible within 20 days after uploading by logging back into the Application for Benefits and clicking on Proceed.

**10. What outcomes can I view in the summary of the Application for Benefits?**

PENDING DATA ACQUISITION FROM PROCEDURE: the file is awaiting compilation or data acquisition

DOCUMENTS LOADED - IN EVALUATION: the dossier is being evaluated

DOCUMENTS APPROVED - STATUS CONFIRMED: the documentation is correct, out-of-state status is confirmed in case of scholarship eligibility for a.y. 2022/23

INCORRECT DOCUMENTS - STATUS DENIED: documentation is incorrect and cannot be remedied, therefore out-of-state status is denied and commuter status is confirmed in case of scholarship eligibility for a.y. 2022/23

INSUFFICIENT DOCUMENTS - INTEGRATION REQUIRED: the documentation is incomplete, it is requested to be supplemented with what is specified by the Office

**11. What should I do in case of a supplement request?**

Missing data or documents are specified in the summary of the Application for Benefits. In this case, the procedure must be reactivated and recompiled, indicating the omitted information and/or replacing the previous attachment with a new file including all the documentation required by the call for applications.

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## FILLING IN THE PROCEDURE

### Elenco Iniziative





Iniziativa per le quali è già stata presentata domanda

Nessun dato da visualizzare  
Non è stata presentata domanda per nessuna iniziativa

Iniziativa per le quali non è stata presentata domanda

| Cod. | Titolo  | Azioni  |
|------|---|---|
| 566  | Progetto doppia carriera studente-atleta a.a. 2022/23 |   |
| 565  | Rent contract verification                            |   |
| 564  | ISCRIZIONE A TEMPO PARZIALE A.A. 2022/23              |   |
| 563  | Verifica alloggio a titolo oneroso                    |   |

### Legenda:

-  Iscrizione completata
-  Iscrizione non completata
-  Dettaglio
-  Link esterno al documento

click here  
to start the  
compilation

click here to view  
the faq to the  
procedure

### Dettaglio Iniziativa

#### Dati dell' iniziativa

|                     |   |
|---------------------|---|
| Anno                | 2022  |
| Iniziativa          | 565   |
| Titolo              | Rent contract verification  |
| Stato               | Attivo  |
| Iscrizioni (dal-ai) | 08/07/2022 - 31/12/2023 23:59   |
| Oggetto             | Procedure for verifying the rent contract of students applying for scholarships as off-site students for A.Y. 2022/23   |
| Requisiti           | Those who meet the requirements as an off-site student (see paragraph 4 of the Call for applications), must attach the documentation attesting to their role as a tenant in all housing referring to at least ten months in the A.Y. 2022/23, specifically: - the receipt of the registration or of the takeover (and eventually of the extension) of the rent contract to the Revenue Agency, in case of PRIVATE ACCOMMODATION in Italy; - the hospitality contract, in case of accommodation at a university or religious COLLEGE; - the rent contract entered abroad, in case of participation in MOBILITY PROGRAMS. Housing assignees at ESU residences do not need to upload any documents. Please note that the accommodation must be close to the university campus or in the municipality considered to be on-site with respect to it, except for international or independent students, who are not constrained in this regard. The outcome of the verification will be visible within 20 days after uploading, by logging back into the Application for Benefits and clicking on Proceed. Those who make the correct upload of the required documentation by October 25, 2022, will receive the scholarship amount due for the off-site status by the first assignment. In case of failure to upload by the deadline or incomplete or non-compliant documentation (including temporary inability to certify the ten-month fee), only the scholarship amount due for commuter status will be paid in the first assignment. The procedure will reopen from November 15, 2022 to June 30, 2023, and any supplement will be paid by the month following the month in which the uploaded documentation is approved. Link to the call for applications for regional scholarships: <a href="https://www.unipd.it/en/scholarships">www.unipd.it/en/scholarships</a> Link to the FAQ on the procedure: |

### Iscrizione

[Back](#)

click here to  
continue with the  
compilation

 Initiative registration

### Rent contract verification

#### Rent contract verification

To proceed with registration press **Sign up** to exit the procedure press **Cancel**

#### Required check the mandatory boxes

fill in what is required

**CAUTION:** In order to continue, you have to declare that you meet the requirements indicated as 'mandatory' and attach the documents required for the specific case to which you belong.

|  | Description |
|--|-------------|
| <input type="checkbox"/> I declare that I have signed a rent contract as a tenant, for a period of at least ten months in A.Y. 2022/23 (01/10/2022 - 30/09/2023). Except for students with a household abroad or with an independent household, close to the university campus or in the municipality considered to be on-site with respect to it. <b>(MANDATORY REQUIREMENT)</b>  |             |
| <input type="checkbox"/> I indicate on the side the period of use of the accommodation, in the format dd/mm/yyyy-dd/mm/yyyy (if there is more than one accommodation, indicate the total period). <b>(MANDATORY REQUIREMENT)</b>   |             |
| <input type="checkbox"/> I indicate on the side the municipality (or municipalities) of location of the accommodation (or accommodations, if more than one). <b>(MANDATORY REQUIREMENT)</b>  |             |
| <input type="checkbox"/> In the case of private housing in Italy, I indicate on the side the identification code of the contract shown in the receipt of registration or takeover from the Internal Revenue Service (if there are several contracts, indicate the code of the contract with the longest duration).   |             |
| <input type="checkbox"/> I enclose on the next screen the receipt of the registration or of the takeover (and eventually of the extension) of the rent contract to the Revenue Agency (in case of private accommodation in Italy), the rent contract entered abroad (in case of participation in mobility programs) or the hospitality contract (in case of university or religious college) of all accommodations referring to the period indicated above. <b>(MANDATORY REQUIREMENT)</b> |             |
| <input type="checkbox"/> I am aware that if by October 25, 2022, I am not in possession of all the required documentation suitable for attesting the ten months, I will have to wait for the next period of the procedure to be completed (see paragraph 4 of the Call for Applications). <b>(MANDATORY REQUIREMENT)</b>   |             |
| <input type="checkbox"/> I declare that I am aware that the verification will fail in case of an untrue statement and/or incomplete documentation. The outcome of the verification will be visible within 15 days by re-accessing the Application for Benefits. <b>(MANDATORY REQUIREMENT)</b>   |             |
| <input type="checkbox"/> Indicate a personal contact email address on the side. <b>(MANDATORY REQUIREMENT)</b>   |             |

[Sign up](#)

[Cancel](#)

when finished, click on **SIGN UP**


### Dettaglio Iniziativa

Informazione  
Iscrizione avvenuta con successo.

#### Dati dell' iniziativa

|                     |   |
|---------------------|---|
| Anno                | 2022  |
| Iniziativa          | 565   |
| Titolo              | Rent contract verification  |
| Stato               | Attivo  |
| Iscrizioni (dal-ai) | 08/07/2022 - 31/12/2023 23:59   |
| Oggetto             | Procedure for verifying the rent contract of students applying for scholarships as off-site students for A.Y. 2022/23   |
| Requisiti           | Those who meet the requirements as an off-site student (see paragraph 4 of the Call for applications), must attach the documentation attesting to their role as a tenant in all housing referring to at least ten months in the A.Y. 2022/23, specifically: - the receipt of the registration or of the takeover (and eventually of the extension) of the rent contract to the Revenue Agency, in case of PRIVATE ACCOMMODATION in Italy; - the hospitality contract, in case of accommodation at a university or religious COLLEGE; - the rent contract entered abroad, in case of participation in MOBILITY PROGRAMS. Housing assignees at ESU residences do not need to upload any documents. Please note that the accommodation must be close to the university campus or in the municipality considered to be on-site with respect to it, except for international or independent students, who are not constrained in this regard. The outcome of the verification will be visible within 20 days after uploading, by logging back into the Application for Benefits and clicking on Proceed. Those who make the correct upload of the required documentation by October 25, 2022, will receive the scholarship amount due for the off-site status by the first assignment. In case of failure to upload by the deadline or incomplete or non-compliant documentation (including temporary inability to certify the ten-month fee), only the scholarship amount due for commuter status will be paid in the first assignment. The procedure will reopen from November 15, 2022 to June 30, 2023, and any supplement will be paid by the month following the month in which the uploaded documentation is approved. Link to the call for applications for regional scholarships: <a href="https://www.unipd.it/en/scholarships">www.unipd.it/en/scholarships</a> Link to the FAQ on the procedure: |

### Iscrizione

 Remove initiative registration

#### Allegati

E' possibile effettuare l'upload degli allegati (se richiesti nel bando)

| Titolo   | Tipologia   | Azioni |
|--|---|--------|
| Single attachment (in pdf format not exceeding 5 MB) |  Mandatory |        |
| Any additional documents                             |  Optional  |        |

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click to insert the single attachment

 Insert new attachment

**Attachment upload**

**Call detail**

Title: Rent contract verification

Attachment detail

Default attachment: Single attachment (in pdf format not exceeding 5 MB)

Free attachment: Any additional documents

Description: Any additional documents

Attachment (Max 5MB, only PDF format allowed): Scegli file | Nessun file selezionato

Upload Back

**indicates as Default attachment: Single attachment  
select the file with Scegli file  
click on Upload**

**Dettaglio Iniziativa**

**Dati dell' iniziativa**

Anno: 2022

Iniziativa: 565

Titolo: Rent contract verification

Stato: Attivo

Iscrizioni (dal- al): 08/07/2022 - 31/12/2023 23:59

Oggetto: Procedure for verifying the rent contract of students applying for scholarships as off-site students for A.Y. 2022/23

Requisiti: Those who meet the requirements as an off-site student (see paragraph 4 of the Call for applications), must attach the documentation attesting to their role as a tenant in all housing referring to at least ten months in the A.Y. 2022/23, specifically: - the receipt of the registration or of the takeover (and eventually of the extension) of the rent contract to the Revenue Agency, in case of PRIVATE ACCOMMODATION in Italy; - the hospitality contract, in case of accommodation at a university or religious COLLEGE; - the rent contract entered abroad, in case of participation in MOBILITY PROGRAMS. Housing assignees at ESU residences do not need to upload any documents. Please note that the accommodation must be close to the university campus or in the municipality considered to be on-site with respect to it, except for international or independent students, who are not constrained in this regard. The outcome of the verification will be visible within 20 days after uploading, by logging back into the Application for Benefits and clicking on Proceed. Those who make the correct upload of the required documentation by October 25, 2022, will receive the scholarship amount due for the off-site status by the first assignment. In case of failure to upload by the deadline or incomplete or non-compliant documentation (including temporary inability to certify the ten-month fee), only the scholarship amount due for commuter status will be paid in the first assignment. The procedure will reopen from November 15, 2022 to June 30, 2023, and any supplement will be paid by the month following the month in which the uploaded documentation is approved. Link to the call for applications for regional scholarships: [www.unipd.it/en/scholarships](http://www.unipd.it/en/scholarships) Link to the FAQ on the procedure:

**Iscrizione**

[Remove initiative registration](#) [CONFIRM and PRINT registration receipt](#)

**Allegati**

E' possibile effettuare l'upload degli allegati (se richiesti nel bando)

Titolo: Single attachment (in pdf format not exceeding 5 MB)

Any additional documents

Tipi: Mandatory, Optional

Azioni:

[Insert new attachment](#)

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**at the end you can confirm and print the receipt**

**Elenco Iniziativa**

Iniziativa per le quali è già stata presentata domanda

| Codice | Titolo                                     | Stato | Azioni |
|--------|--|-------|--------|
| 565    | Procedura di verifica contratto di affitto |       |        |

Iniziativa per le quali non è stata presentata domanda

| Cod. | Titolo  | Azioni |
|------|---|--------|
| 566  | Progetto doppia carriera studente-atleta a.a. 2022/23 |        |
| 564  | ISCRIZIONE A TEMPO PARZIALE A.A. 2022/23              |        |
| 563  | Verifica alloggio a titolo oneroso                    |        |

**Legenda:**

- Iscrizione completata
- Iscrizione non completata
- Dettaglio
- Link esterno al documento

**when you access again into the procedure, you will see the green light confirming the operation performed**

**Rent contract verification**

**Attenzione**

**by logging back in over the next few days and clicking on Initiative registration, you will see the status of the file (in evaluation, confirmed, rejected)**

**Requisiti richiesti per l'iscrizione**

descrizione requisito: Accesso negato

**You can't log back in as the procedure is already completed and awaiting evaluation.**

Cancel

**Rent contract verification**

**Rent contract verification**

To proceed with registration press **Re-activate** to exit the procedure press **Cancel**

**Requisiti**

**CAUTION:** in order to continue, you have to declare that you meet the requirements indicated as 'mandatory' and attach the documents required for the specific case to which you belong.

|                          | Description  |
|--------------------------|--|
| <input type="checkbox"/> | I declare that I have signed a rent contract as a tenant, for a period of at least ten months in A.Y. 2022/23 (01/10/2022 - 30/09/2023). Except for students with a household abroad or with an independent household, close to the university campus or in the municipality considered to be on-site with respect to it. (MANDATORY REQUIREMENT)  |
| <input type="checkbox"/> | I indicate on the side the period of use of the accommodation, in the format dd/mm/yyyy-dd/mm/yyyy (if there is more than one accommodation, indicate the total period). (MANDATORY REQUIREMENT)   |
| <input type="checkbox"/> | I indicate on the side the municipality (or municipalities) of location of the accommodation (or accommodations, if more than one). (MANDATORY REQUIREMENT)  |
| <input type="checkbox"/> | In the case of private housing in Italy, I indicate on the side the identification code of the contract shown in the receipt of registration or takeover from the Internal Revenue Service (if there are several contracts, indicate the code of the contract with the longest duration).  |
| <input type="checkbox"/> | I enclose on the next screen the receipt of the registration or of the takeover (and eventually of the extension) of the rent contract to the Revenue Agency (in case of private accommodation in Italy), the rent contract entered abroad (in case of participation in mobility programs) or the hospitality contract (in case of university or religious college) of all accommodations referring to the period indicated above. (MANDATORY REQUIREMENT) |
| <input type="checkbox"/> | I am aware that if by October 25, 2022, I am not in possession of all the required documentation suitable for attesting the ten months, I will have to wait for the next period of the procedure to be completed (see paragraph 4 of the Call for Applications). (MANDATORY REQUIREMENT)   |
| <input type="checkbox"/> | I declare that I am aware that the verification will fail in case of an untrue statement and/or incomplete documentation. The outcome of the verification will be visible within 15 days by re-accessing the Application for Benefits. (MANDATORY REQUIREMENT)   |
| <input type="checkbox"/> | Indicate a personal contact email address on the side. (MANDATORY REQUIREMENT)   |

**if, on the other hand, you see the RE-ACTIVATE button, it means that you need to supplement the file with what is specified in the summary of the Application for Benefits**

**Re-activate** Cancel

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## FEATURES OF THE ACCOMODATION

### 12. What is meant by onerous title?

The student must pay a fee (usually monthly) for the housing she or he uses. Fee-free contracts (e.g., *contratti di comodato*) are not valid for the confirming of the off-site status.

### 13. What is meant by *conduttore*?

This is the technical term identifying the tenant or leaseholder. The student must be listed as *conduttore* in the rent contract or, if signed by the parent or third party, as *avente causa*.

### 14. In what period should the ten monthly payments fall?

In the A.Y. 2022/23, so from October 2022 to September 2023.

### 15. And in case of graduation during the year?

In this case, the accommodation must be maintained at least until the degree is obtained. If the relevant contract will be less than ten months, the scholarship will initially be paid as a commuter, and then be supplemented upon the graduation.

### 16. Where the accomodation should be located?

The accommodation must be close to the university campus or in the municipality considered to be on-site with respect to it, except for international or independent students, who are not constrained in this regard.

### 17. How should I proceed in case I intend to stay in more than one accomodation over the course of the a.y.?

In the presence of more than one contract, the student may complete the procedure only when she or he is in possession of all the appropriate documentation to attest the ten monthly payments required by the call for applications, and therefore attaching in a single file the documents relating to all the accommodations she or he has used in the academic year (including those located abroad for the sole period in which she or he participated in a mobility program authorized by the University).

### 18. I intend to apply for the ESU residences, how should I proceed?

If the student is eligible for an ESU residence, he or she does not need to fill in the rent contract verification procedure; the information will be transmitted to the University directly from the ESU office and the off-site status will be confirmed ex officio.

Otherwise, the student will have to search for a rent contract and complete the procedure as described.

### 19. I intend to apply for the Galilean School, how should I proceed?

If the student is eligible for the Galilean School, he or she does not need to fill in the rent contract verification procedure; the information will be transmitted to the University directly from the Galilean School and the off-site status will be confirmed ex officio.

Otherwise, the student will have to search for a rent contract and complete the procedure as described.

### 20. If I abandon the accommodation whose documentation I had uploaded early, how should I proceed?

The student is required to promptly report by e-mail to [benefici.studenti@unipd.it](mailto:benefici.studenti@unipd.it) any changes that occur during the year in the possession of the requirements useful for the definition of the status.

### 21. What are the consequences in case of failure to do so?

If the student does not meet the requirements indicated, including as a result of any early terminations or takeovers during the year in contracts, he or she shall forfeit any benefit that he or she may have earned and shall be required, in addition to the return of any amount unduly received, to pay the assessment fee and the related administrative penalty. Please note that anyone who makes false statements, forms false documents or makes use of them shall be punished in accordance with the Criminal Code and special laws on the subject.

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## DOCUMENTS FOR PRIVATE ACCOMODATION IN ITALY

### 22. What documentation is required in case of accommodation in a private Italian property?

A receipt of the registration of the rent contract to the Revenue Agency, showing the tax identification number of the student among the tenants, is required.

The receipt can be obtained from the tenant or owner of the property, the real estate agency that acted as the intermediary, or the Revenue Agency.

### 23. I have taken over a previously registered rent contract, what should I attach?

A single attachment including the receipt of the first registration with the Revenue Agency and the subsequent takeover, in which the student is listed as a tenant.

### 24. The term of the contract, duly registered, appears to have expired, how should I proceed?

It is necessary to register the extension of the contract itself, and attach to the procedure a single file including the receipt of the first registration (or takeover) with the Revenue Agency and the subsequent extension, in which the student or student is listed as the tenant.

**25. The landlord reports to me that he is not obliged to register the extension with the Revenue Agency, because the contract is subject to the *Cedolare Secca*, how should I proceed?**

We report what the Revenue Agency has indicated on the matter: *Regarding the need to communicate the extension of a dry coupon lease, The Growth Decree abolished the obligation to communicate the extension of the dry coupon and also abolished the penalties provided. The novelty is contained in the conversion law published in the Official Gazette of June 29, 2019., therefore, the taxpayer's conclusive behavior, i.e. the declaration of income received and the payment of the substitute tax called dry coupon at the prescribed deadlines, is authentic. However, it is always good to send the RLI form for extension either by web procedure or alternatively to the competent office, so that for direct and indirect tax purposes the contract travels in parallel. Therefore, it is advisable to continue sending contract extensions, also because if a contract is not extended and at a later time there is a need for takeover, the latter fulfillment could not be performed because the lease would be concluded. Same thing in case of early termination."*

Taking this formal opinion into account, in the absence of a documented extension, the student will have to attach to the procedure the receipts of the ten monthly payments required by the call for applications, and consequently, fill in the procedure only when she or he has these receipts.

**26. Where do I find the contract identification code and its duration?**

This information can be found in the registration, takeover or extension receipts issued by the Revenue Agency.

**27. If I do not appear among the tenants in the receipts issued by the Revenue Agency, how should I proceed?**

If the receipt for the registration or take-over of the contract does not include the student's tax identification number, but there is an indication that there are multiple tenants, it will also be necessary to attach the *Richiesta di registrazione e adempimenti successivi* submitted to the Revenue Agency, in which all the tenants' tax identification numbers appear.

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## **DOCUMENTS FOR UNIVERSITY OR RELIGIOUS COLLEGES**

**28. What documentation is required in case of accommodation at a university or religious college?**

A copy of the hospitality contract issued by the college is required.

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## **DOCUMENTS FOR ACCOMODATION ABROAD**

**29. What documentation is required in case of accommodation abroad for participation in a mobility program?**

A copy of the rent contract signed abroad for the period of mobility authorized by the University is required.

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