



**PROCEDURE FOR VERIFYING THE RENT CONTRACT
OF STUDENTS APPLYING FOR SCHOLARSHIPS
AS OFF-SITE STUDENTS FOR A.Y. 2024/25**

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PROCEDURE INFORMATION

1. Who should complete the procedure and why?

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 10 months in the A.Y. 2024/25 (5 months if enrolled to the first year behind schedule – c.d. *fuori corso*), must complete this procedure to confirm their off-site status.

2. What does it involve?

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

3. Where can I find the procedure?

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

4. When is it available?

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

- from July 15 to September 30, 2024, in order to receive the scholarship amount calculated for off-site status already in the first assignment in November (if assigned);
- from November 20, 2024 to April 30, 2025, 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 approval of the documentation (if assigned).

5. 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 number issued by the University.

6. When can I fill in it?

It is recommended that the procedure be accessed and filled only and exclusively if you have all the appropriate documentation to prove the possession of the rent contract for at least 10 months in the academic year (5 months if enrolled to the first year behind schedule – c.d. *fuori corso*). Otherwise, the compilation should be postponed, if necessary even to the following period.

7. 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.

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

The outcome of the verification will be visible from September 2024 and within 20 days of confirmation of the procedure. You must go back into the Application for Benefits, click on "Proceed" and on "View the data of the submitted Application for Benefits"; the outcome is available in the section concerning the regional scholarship. Only applications from those who are considered eligible are evaluated.

9. 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, off-site status is confirmed in case of scholarship eligibility for a.y. 2024/25

INCORRECT DOCUMENTS - STATUS DENIED: documentation is incorrect and cannot be remedied, therefore off-site status is denied and commuter status is confirmed in case of scholarship eligibility for a.y. 2024/25

INSUFFICIENT DOCUMENTS - INTEGRATION REQUIRED: the documentation is incomplete, it is requested to be supplemented with what is specified by the Office in the summary of the Application for Benefits

10. 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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FEATURES OF THE ACCOMODATION

11. 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., *comodato* and *ospitalità*) are not valid for the confirmation of the off-site status.

12. 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*.

13. In what period should the ten monthly payments fall?

In the A.Y. 2024/25, so from October 1st, 2024 to September 30th, 2025.

14. And if I am enrolled to the first year behind schedule?

If you are enrolled for the so-called 'additional semester', the paid accommodation must be maintained for at least 5 months, or until you obtain your degree.

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 10 months (5 months if enrolled to the first year behind schedule – c.d. *fuori corso*), the scholarship will initially be paid as a commuter, and then be supplemented upon the graduation.

16. Where the accommodation 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 independent students, who are not constrained in this regard.

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

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

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

If the student is eligible for the Galilean School, they do 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.

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

If the student is eligible for an ESU residence, they do 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.

20. Accommodation at ESU residences for a period of less than 10 months, how should I proceed?

If you are an assignee of ESU accommodation for a period of less than 10 months in the academic year 2024/25 (5 months if enrolled to the first year behind schedule – c.d. *fuori corso*), you must complete the procedure by attaching in a single pdf file:

(a) contract signed with the ESU;

b) registration with the Revenue Agency of the private contract signed for the remaining months.

21. 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 accertamenti.studenti@unipd.it any changes that occur during the year in the possession of the requirements useful for the definition of the status. If the student does not meet the requirements indicated, including as a result of any early terminations or takeovers during the year in contracts, they shall forfeit any benefit that they 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?

The registration of the rent contract to the Revenue Agency, showing the tax identification number of the student among the tenants and the specification regarding the use of the property (the relevant cadastral category to which the property belongs, which must be 'for residential use', must be stated in the registration of the contract), is required.

The registration 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. Where do I find the contract identification code and its duration?

This information can be found in the registration, takeover or extension issued by the Revenue Agency, however the information on duration is indicated in the registration of the contract.

24. 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.

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

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

26. 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 first registration (or takeover) with the Revenue Agency and the subsequent extension, in which the student is listed as the tenant.

27. The landlord reports to me that they are 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 they have these receipts.

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DOCUMENTS FOR COLLEGES

28. What documentation is required in case of accommodation in a college?

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

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DOCUMENTS FOR ACCOMODATION FACILITIES

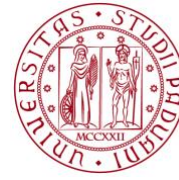
29. What is meant by accommodation facilities?

Accommodation facilities are hotels, hostels, bed & breakfasts, holiday homes.

30. What documentation is required in case of accommodation in a facility?

A single file including:

- a) a copy of the contract issued by the accommodation facility, which must state your name as the tenant, the location of the facility and the onerous title;
- b) a copy of the receipt for payment of the security deposit and the first receipt of payment, indicating the accommodation facility as the beneficiary and your name in the reason for payment.



Any reservation must be confirmed; reservations with free cancellation will not be considered valid.

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DOCUMENTS FOR ACCOMODATION ABROAD

31. 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. The learning agreement (if you are to carry out an Erasmus traineeship) or the bilateral agreement (if you are to carry out a mobility programme) must also be attached to the procedure.

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