

Application for benefits

Guide on how to use the online procedure in Uniweb

What economic benefits can be applied for with this procedure

- Regional scholarship (www.unipd.it/en/studying-padova/funding-and-fees/scholarships)
- Reduction of tuition fees and other types of fee-waivers (www.unipd.it/en/tuition-fees)
- Students collaboration - 200 hours (www.unipd.it/en/part-time-job-opportunities)

How to apply for these economic benefits

- Request on your behalf the “**ISEE*** Certificate **per le Prestazioni agevolate per il Diritto allo Studio Universitario**” (i.e. the specific ISEE for the benefits provided for the Right to University Studies);
- Fill out and confirm the “**Application for benefits**” available in the reserved area of Uniweb.

* Equivalent Economic Status Index, “*Indicatore della Situazione Economica Equivalente*”

n.b.: both operations must be carried out strictly during the periods indicated below.

Deadlines

- 1 July - 30 August 2019:** applications for regional scholarship (for the ISEE, you need incomes of 2017)
- 1 July - 30 November 2019:** applications for students collaborations (200 hours/academic year), tuition fee waivers and other types of waivers (for the ISEE, you need incomes of 2017 if you apply before 31 December 2019)

Who can issue your ISEE

- for Italian students (see paragraph 5.A): the **INPS** (Italy’s National Social Security Institution) or a **CAF** (Fiscal Assistance Centre) or any **other authorised organization**;
- for international students (see paragraph 5.B): mandatorily the **CAF partner of the University**, whose contacts can be found at www.unipd.it/en/studying-padova/funding-and-fees/key-documents

How the acquisition procedure of the ISEE certificate works

From the subscription of the DSU (Unified Substitutive Declaration, “*Dichiarazione Sostitutiva Unica*”) to the issue of the ISEE certificate it can take up to **15 days**; during this period the “Agenzia delle Entrate” (Revenue Agency) checks what is stated in your DSU. By confirming the “Application for benefits” in Uniweb, you authorise the University to acquire the ISEE certification data, which are available in INPS databases after these checks. You will receive a first email confirming the “Application for benefits”, and a second email after the ISEE certification has been acquired. This acquisition can be verified by reprinting the “Application for benefits” (see paragraph 10).

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

- it is issued for “**Prestazioni Agevolate per il Diritto allo Studio Universitario**” on your behalf: **your fiscal code must be on the certificate after this statement, as only you are entitled to the benefits** (see page 4);
- it does not have any omissions and/or discrepancies (see page 4).

GUIDE ON HOW TO FILL IN THE “APPLICATION FOR BENEFITS”

1. Access to your English reserved area in “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**”

The screenshot shows the Uniweb interface for the 'Application for benefits' page. The header includes the University of Padua logo and the Uniweb logo. The main content area displays the title 'Application for benefits' and a 'COMPILE' button. A red arrow labeled '1' points to the 'Right to university studies, disability disclosure, summer courses' link in the 'My personal area' sidebar. A red arrow labeled '2' points to the 'Application for benefits' link in the same sidebar. A red arrow labeled '3' points to the 'COMPILE' button. A text box with the instruction 'CLICK ON "COMPILE" TO CONTINUE' is also visible.

4. Read more in the next screen and click on “**I agree**”

5. Choose the type of ISEE (ISEE-INPS or ISEE PARIFICATO)

The screenshot shows the 'Compilazione dell'ISEE o ISEEU' form. It contains two sections with instructions and radio button options:

1) SE SEI UNO STUDENTE ITALIANO (o straniero NON rientrante nella casistica del successivo punto 2)
clicca **SI** su “**ISEE - INPS**” (i tuoi dati ISEE saranno trasmessi all'Ateneo dall'INPS. La procedura prevede la richiesta di calcolo dell'ISEE presso un CAF o altro ente competente)
N.B. Cliccando NO non sarà possibile applicare la riduzione delle tasse in base al reddito.

ISEE - INPS SI No

2) SE SEI UNO STUDENTE STRANIERO:
- con il nucleo familiare NON residente in Italia;
- o se sei residente in Italia, ma con un reddito da lavoro inferiore a euro 6.500,00 e con nucleo familiare residente all'estero;
clicca **SI** su “**ISEE PARIFICATO**”
N.B. Cliccando NO non sarà possibile applicare la riduzione delle tasse in base al reddito.
Per ottenere l'ISEE parificato lo studente deve rivolgersi, previo appuntamento, esclusivamente presso il CAF AIC convenzionato con l'Ateneo in Via Belzoni, 48/50 - 35121 Padova Tel. 049/772167 - email: iseeparificatounipd@gmail.com
(il CAF provvederà a trasmettere telematicamente all'Ateneo i dati dell'ISEE rilasciato)

ISEE PARIFICATO SI No

- A) If you are an ITALIAN STUDENT resident in Italy
(or a foreign student resident in Italy with an income of more than 6,500.00 Euro)
click **YES** on “**ISEE - INPS**”** (the ISEE certification data will be passed on to the University by INPS)

- B) If you are an INTERNATIONAL STUDENT:**
- resident abroad, with the family residing abroad;
- resident in Italy, with an income of less than 6,500.00 Euro and with the family residing abroad;
(or an Italian student resident abroad, registered or nota at the “Anagrafe Italiani Residenti all’Estero (AIRE)”
click **YES on “**ISEE Parificato**”** (the ISEE certification data will be passed on to the University by the CAF partner)

a guide to the “ISEE Parificato” request, with all information about the necessary documents, is available at www.unipd.it/en/studying-padova/funding-and-fees/key-documents

Notes for the calculation of the ISEE for the benefits provided for the Right to University Studies

The family composition required for this particular type of ISEE is defined according to the procedures provided for in art. 8 of the D.P.C.M. December 5, 2013, no. 159.

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.

6. If you are also entitled to additional forms of fee-waivers:

- **exemption for working students**

- **exemption for students belonging to the same household** simultaneously enrolled at the University of Padova for the same academic year
click "**Si**" in the relevant fields.

Please note: in both cases, you **MUST** authorize the acquirement of the ISEE certification data, by clicking "**YES**" on ISEE-INPS or ISEE Parificato

7. If you need to apply for:

- *Regional scholarship*
- *Students collaboration (200 hours)*

click "**Yes**" in the relevant fields.

Then fill in the relevant ones for each individual type of economic benefit.

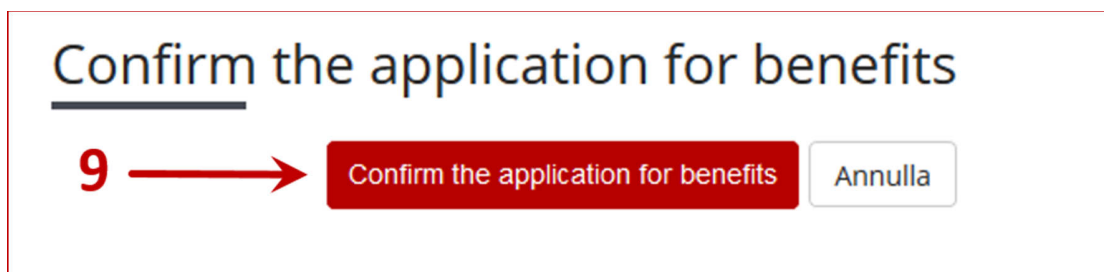
Please note: click on "**OFF-SITE**":

- if you are an international student

- if your permanent address is at least 80 km away or 80 minutes far from the University and you rent a flat signed under your name for a minimum of 10 months in the academic year with regular contract duly registered with the "Agenzia delle Entrate" (Revenue Agency).

8. After completing the application form, click on "**Continue**" at the bottom of the page

9. Read the information and click on "**Confirm the application for benefits**"



In the next screen you will see the confirmation of filling in.

10. You can verify at any time if the ISEE certificate data have been acquired by returning to the "Richiesta di Agevolazioni", then clicking on "**Compile**", and after that on "**Print the submitted application**"

WHAT TO DO IN CASE OF:

ISEE not issued for “Prestazioni Agevolate per il Diritto allo Studio Universitario”

The ISEE must be issued mandatorily for “Prestazioni Agevolate per il Diritto allo Studio Universitario” (“ISEE for the benefits provided for the Right to University Studies”) on behalf of the student who is entitled to the benefits, as you can see below:

ATTESTAZIONE ISEE

L'INPS attesta che, in base ai dati contenuti nella Dichiarazione Sostitutiva Unica con numero di protocollo xxxx presentata da xxxx in data gg/mm/aa,

- il nucleo familiare del Dichiarante è così composto:

NUCLEO FAMILIARE DEL DICHIARANTE	Relazione con il dichiarante	Cognome	Nome	Codice fiscale

- è stato calcolato il seguente indicatore:

ISEE ORDINARIO	l'indicatore della situazione economica (ISEE) è il seguente:	Euro	xxxxx,xx
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Nota Bene: l'ISEE ordinario sopra riportato è valido per la generalità del nucleo familiare. Ove siano richieste prestazioni agevolate di natura socio-sanitaria (di cui all'articolo 7), prestazioni per il diritto allo studio universitario (di cui all'articolo 9), l'attestazione potrà assumere specifiche connotazioni. Per tali prestazioni, con riferimento al nucleo familiare sopra indicato, l'ISEE ordinario potrà essere utilizzato nei seguenti casi:

- si applica / non si applica alle PRESTAZIONI AGEVOLATE RIVOLTE A MINORENNI¹ in favore di
- si applica / non si applica alle PRESTAZIONI AGEVOLATE PER IL DIRITTO ALLO STUDIO UNIVERSITARIO¹ in favore di CODICE FISCALE STUDENTE
- si applica / non si applica alle PRESTAZIONI SOCIO SANITARIE RESIDENZIALI PER PERSONE MAGGIORENNI¹ in favore di

ISEE with omissions and/or discrepancies

If the checks of the “Agenzia delle Entrate” (Revenue Agency) show some anomalies, the ISEE certification presents omissions and/or discrepancies listed at the bottom of the ISEE certification, as you can see below:

Il calcolo dell'ISEE è stato effettuato in base ai dati autodichiarati ed a quelli derivanti dagli archivi dell'Agenzia delle Entrate e dell'INPS contenuti nei Quadri FCB sezioni II e III.
 La Dichiarazione Sostitutiva Unica xxxx è stata presentata in data gg/mm/aa.
 La presente attestazione è stata rilasciata in data gg/mm/aa.
 La Dichiarazione Sostitutiva Unica è valida fino alla data gg/mm/aa.

Annotazioni:

Controllo effettuato con Agenzia delle Entrate in data gg/mm/aa sui dati della DSU xxxx a seguito del quale sono state rilevate le seguenti omissioni / difformità:

Codice fiscale per cui sono state rilevate omissioni / difformità	Tipologia di omissione / difformità	Specifiche

Il Presidente

Timbro dell'ente a firma dell'addetto
INPS - Direzione Provinciale di Padova

Prof. UGO BOFRI

In both cases, in order to obtain the specific economic benefits, the ISEE certificate must be absolutely corrected in the manner and timing indicated in the respective notices of competition (see link on page 1).