

Guide to ISEE and Application for benefits

BENEFITS YOU CAN APPLY FOR

- Regional scholarship www.unipd.it/en/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
- Additional funding to the Erasmus+ Study grant www.unipd.it/en/apply-erasmus-out
- Acquisition of the ISEE for Covid-19 bonus www.unipd.it/en/special-benefits-20-21

HOW TO APPLY

- Submit the DSU self-certification (“*Dichiarazione Sostitutiva Unica*”) to get your **ISEE Certificate** (*Equivalent Economic Status Index*, “*Indicatore della Situazione Economica Equivalente*”)
- Fill out and confirm the “**Application for benefits**” available in your personal area on Uniweb
both steps must be carried out strictly by the deadlines specified below

DEADLINES (A.Y. 2020/21)

- 15 July – 31 August 2020 (30 November 2020, only for the issuance of the ISEE Parificato for international students):** for additional funding to the Erasmus+
 - 15 July - 30 September 2020 (30 November 2020, only for the issuance of the ISEE Parificato for international students):** applications for regional scholarship
 - 15 July - 30 November 2020:** applications for student collaborations (200 hours/academic year), tuition fee-waivers and other types of fee-waiver
- these deadlines also apply to students who have yet to finalise their enrolment and students enrolling during the academic year**

BEYOND THE DEADLINES (A.Y. 2020/21)

Only for applications for tuition fee-waivers and other types of fee-waiver:

- 1 December – 15 February 2021: with a late submission fee of € 109.00
- 16 February – 15 May 2021: with a late submission fee of € 218.00

The procedure remains the same, the fee is uploaded separately on Uniweb

WHAT IS THE ISEE

The ISEE is an official certificate which indicates your financial standing in any given year according to the household, income, assets

WHO CAN ISSUE THE ISEE

- ISEE per le Prestazioni agevolate per il Diritto allo Studio universitario** (i.e. ISEE for benefits related to the Right to Higher Education): issued by the **INPS** (Italian Social Security Institution) or a **CAF** (tax assistance centre) or any **other authorised organization**
- ISEE Parificato** (i.e. equivalent ISEE): issued by the **University's partner CAF** exclusively

TYPES OF ISEE	<ul style="list-style-type: none">• ISEE for benefits related to the Right to Higher Education, for Italian students residing in Italy (or foreign students residing in Italy and whose income exceeds € 6,500.00)• ISEE Parificato for international students:<ul style="list-style-type: none">○ residing abroad, and whose family resides abroad○ residing in Italy, whose income is less than € 6,500.00 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)”
ESSENTIAL FEATURES OF THE ISEE	<ul style="list-style-type: none">• it must be issued for “Prestazioni Agevolate per il Diritto allo Studio Universitario” on your behalf, which means that your tax identification number must follow this statement, as only you are entitled to the benefits• it must be valid when filling out and confirming the Application for benefits on Uniweb• there must not be omissions and/or discrepancies <u>if the ISEE certificate does not meet one or more of the above requirements, you have to apply for a new one within the aforementioned deadlines</u>
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 2020 expires on 31 December 2020 and refers to income and assets of the calendar year 2018.</p>
WHOSE HOUSEHOLD INCOME	<p>The household composition usually corresponds to what has been declared in the family status certificate when the DSU was signed.</p> <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">- you have lived independently (residence other than the one of your family) for at least two years prior to submitting the ISEE application. The housing unit must not be owned by any family member;- you have earned an annual income of at least € 6,500.00, duly declared to the national authorities, for at least two years prior to submitting the ISEE application. <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>

THE CURRENT ISEE

It is an indicator calculated on the basis of an ISEE for the right to higher education with the above requirements but referring to the income of the past twelve months. You can apply for it only if the conditions imposed by the relevant regulations are met (for more information, ask a CAF/professional).

If you want to use the current ISEE to apply for economic benefits, you must email the certificate to benefici.studenti@unipd.it within the aforementioned deadlines.

TIMINGS

The issuance of the ISEE certificate can take up to **10 days** from the submission of the DSU; during this period the Revenue Agency (“Agenzia delle Entrate”) checks what is stated in your DSU

WHAT IS THE APPLICATION FOR BENEFITS FOR

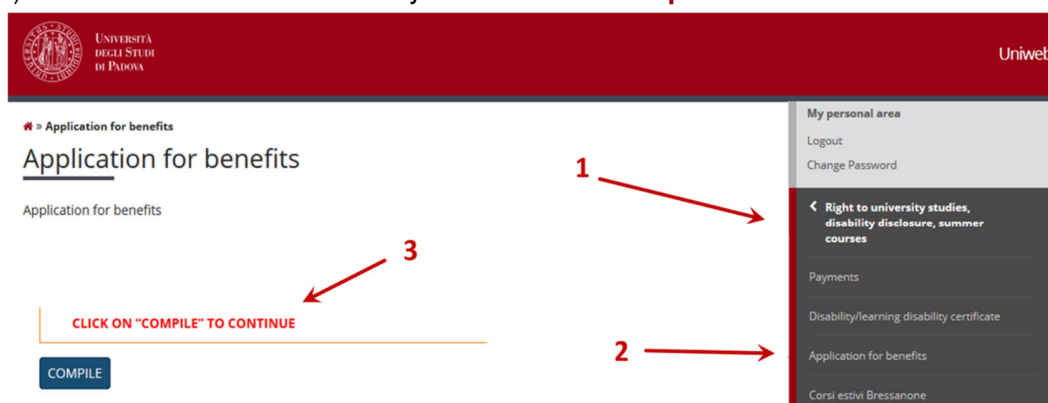
By confirming the Application for benefits on Uniweb, you authorise the University to acquire your ISEE-related data, which are made available in INPS databases following checks by the Revenue Agency

WHO CAN APPLY

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.

HOW TO FILL IN THE APPLICATION FOR BENEFITS

- 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”**



- 4) Read the information in the next dialog box and click on **“I agree”**
- 5) Choose the type of ISEE (ISEE-INPS or ISEE PARIFICATO):
 - **“ISEE - INPS”** if you are an Italian student residing in Italy or a foreign student residing in Italy and whose income exceeds € 6,500.00
 - **“ISEE Parificato”** in all other cases

- 6) If you are entitled to additional fee-waivers:
- **exemption for working students**
 - **exemption for students belonging to the same household** and who are enrolled at the University of Padua simultaneously for the same academic year click **“Yes”** in the relevant fields.

Please note: in both cases, you MUST authorise the acquisition of your ISEE-related data, by clicking **“YES”** on ISEE-INPS or ISEE Parificato

- 7) If you need to apply for:
- **Regional scholarship**
 - **Students collaboration (200 hours)**
 - **Additional funding to the Erasmus+ Study grant**
- click **“Yes”** in the relevant fields.

Then fill in the relevant ones for each 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 or 80 minutes far from the University, you have rented a flat for a minimum of 10 months in the academic year and you are the signatory to the tenancy agreement, which is duly registered with the 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”**
- The next dialog box displays confirmation of your application.

IN CASE OF MISTAKE

Once confirmed, you can no longer edit your application through the online procedure. To modify or add an entry to your application, you must fill out and sign the relevant form, available at www.unipd.it/isee, attach a valid identity document and email it to benefici.studenti@unipd.it within the deadlines listed above

HOW THE PROCEDURE WORKS

The ISEE certificate is acquired automatically.

Once the Application for benefits has been confirmed, the system queries the INPS database on a daily basis in search of an ISEE certificate with the above features.

You must not send or deliver the ISEE certificate to the office.

NOTICES

- You will receive two emails to your personal or university email address (if active):
- the first one confirming the receipt of the Application for benefits
 - the second one confirming the acquisition of ISEE data

You can verify at any time whether the ISEE certificate data have been acquired by returning to the “Application for benefits”, clicking on **“Compile”**, and on **“Print the submitted application”**

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

**WHAT TO DO
IN CASE OF
ISEE NOT
REGISTERED
ON UNIWEB**

If the ISEE is not automatically acquired by the system within 5 days from the confirmation of the Uniweb Application for benefits, please make the following checks:

- check that you have correctly filled out the application on Uniweb and that you have received the confirmation email (if you can still edit your application on Uniweb, then it has NOT been confirmed)
- check that you are in possession of a valid ISEE certificate
- check that the ISEE certificate has been issued for benefits related to the Right to Higher Education on your behalf, and that it bears the following statement:

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 equivalente (ISEE) è il seguente:	Euro	xxxxx,xx

Nota Bene: l'ISEE ordinario sopra riportato è valido per la generalità delle prestazioni, salvo quanto di seguito specificato.

Ove siano richieste **prestazioni agevolate di natura socio-sanitaria** (di cui all'articolo 6 del DPCM 5 dicembre 2013, n.159), **prestazioni agevolate rivolte a minorenni** (articolo 7), **prestazioni per il diritto allo studio universitario** (articolo 8), o l'**ISEE corrente** (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 MINORENNI** in favore di
- si applica / non si applica alle **PRESTAZIONI AGEVOLATE PER IL DIRITTO ALLO STUDIO UNIVERSITARIO** in favore di **CODICE FISCALE STUDENTE**
- si applica / non si applica alle **PRESTAZIONI SOCIO SANITARIE RESIDENZIALI PER PERSONE MAGGIORENNI** in favore di

If, following the checks carried out by the Revenue Agency, omissions and/or discrepancies arise, the anomalies will be listed at the bottom of the ISEE certificate:

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

Timbro Garante e firma dell'agente
della Commissione Esattoriazione

Il Presidente

Prof. TITO ROVERI

**WHAT TO DO
IN CASE OF
ISEE WITH
OMISSIONS**

If you have already confirmed the Application for benefits on Uniweb, you will receive an email notification of ISEE discrepancies. The email will be sent periodically, whenever the system does not find a correct certificate in the INPS database.

You must then apply for a new ISEE certificate within the aforementioned deadlines, and make sure you include all the missing income and assets in the DSU.

As soon as the new correct certificate is made available in the INPS database, the system will automatically acquire it. It is therefore not necessary to fill it in again.

**“ISEE
PARIFICATO”**

The service for the calculation of the ISEE Parificato is **free of charge**. Applications must be submitted to a specific CAF (tax assistance centre), partner of the University of Padua and ESU (Regional Institution for the Right to Higher Education):

CONFEURO ASSOCIAZIONE TERRITORIALE PADOVA

VIA G.B. BELZONI, 48 – 35121 PADOVA

Email: iseeparificatounipd@gmail.com

Tel. +39 049/772167 (on Tuesday and Thursday from 2.30 p.m. to 5 p.m.)

Only for those who present extremely critical situations and/or particular family situations, video calls on Skype platform can be arranged (the service is provided only after a first contact by e-mail)

In compliance with Covid-19 containment measures,

the front-office service is not active

**DOCUMENTS
TO SUBMIT
FOR ISEE
PARIFICATO**

The originals of the following documents must be submitted to the CAF by the deadlines and following the procedures provided for in this guide.

1. **Family status certificate** with the household composition and personal data of each family member (both parents' data must be included in the document: in case of divorce or death, a copy of the relevant decree/certificate must be provided);
2. **Family income:**
 - Documents related to income **earned in Italy** (if any): Italian Income Tax Returns. Please note that, each year in March, students enrolled at the University of Padua receive an email with the official declaration about the scholarships or other income provided by the University (if applicable). If you are applying for ISEE in 2020, you will need to submit documents related to 2018 income;
 - 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 2020, you will need to submit documents related to 2018 income;
3. **Assets** - as at 31 December of the two previous calendar years (e.g. 2018, if you are applying for ISEE in 2020) - owned in Italy and/or 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 two previous calendar years (e.g. 2018, if you are applying for ISEE in 2020) - owned in Italy and/or abroad by each family member (balance statements of bank, postal and deposit accounts, declarations of securities, stocks, dividends, equity and share holdings);
5. The **tenancy agreement** of the housing unit used as the main residence of the family unit, valid on the date of the ISEE request;

6. **Parents owning a company** - if one or more members of your family owns a company, you have to provide the value on 31 December 2018 coming from the balance. If there is no balance, you have to certify the value of all the materials, machines, tools, etc., of the company;
7. **Authorization form for ISEE Parificato**, duly filled in and signed, available at www.unipd.it/en/isee (the e-mail address should be written in a clear and understandable way, to facilitate communication and the ISEE certificate sending).

ESSENTIAL FEATURES OF THE DOCUMENTS

1. documents must be issued by the competent authorities in the country where the income/assets is generated/owned and must be dated after 1 January 2020 for the family status certificate and after 1 January 2019 for income, real estate and assets; income and assets must be indicated in local currency, (i.e. of the country where they are generated/owned).
2. documents must be translated into Italian and legalized by translators accredited by legal authorities. Legalization depends on the country of residence. Please check the procedure that applies to you with the Italian Embassy/Consulate in your country or with the CAF.

DELIVERY OF DOCUMENTS

- The **original documents** (copies or scanned copies are not accepted), along with a **copy of students' ID card and tax identification number**, can be:
- sent by postal service or courier to the following address: CONFEURO, Via G.B. BELZONI, 48 - 35121, Padova (PD), Italy;
 - delivered in a sealed envelope to the same address, by deposit in a special container.

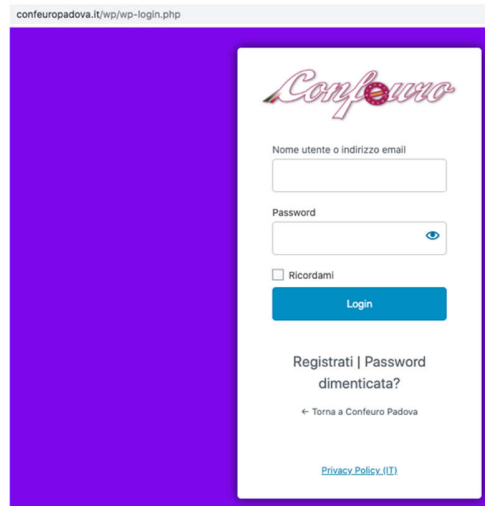
DOCUMENTS UPLOAD FOR PROVISIONAL ISEE CALCULATION

All document eligibility checks are carried out only and exclusively electronically, through the document upload system of the CAF portal.

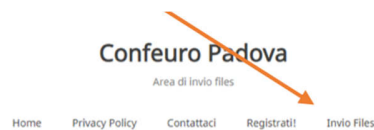
WARNING: the upload on the website does not replace the sending or delivery of paper documents within the above-mentioned deadlines

- 1) Request login credentials to access the portal by sending your tax identification number and telephone number via e-mail to iseeparificatounipd@gmail.com
- 2) You will receive a first automatic e-mail, informing you of your registration and providing you with the link to the portal, and a second e-mail with your login credentials

3) Log in to the portal www.confeuropadova.it/wp/wp-login.php with your username and password



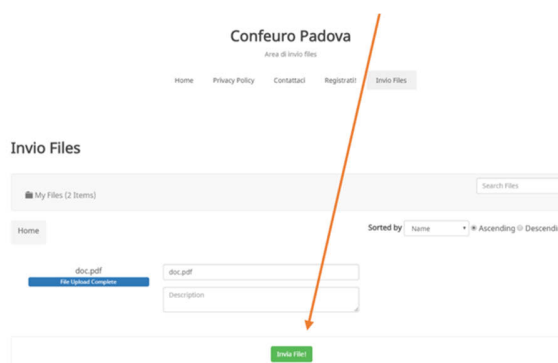
4) Click on **Invio Files (submit files)**



5) Click on **Seleziona file (select file)**

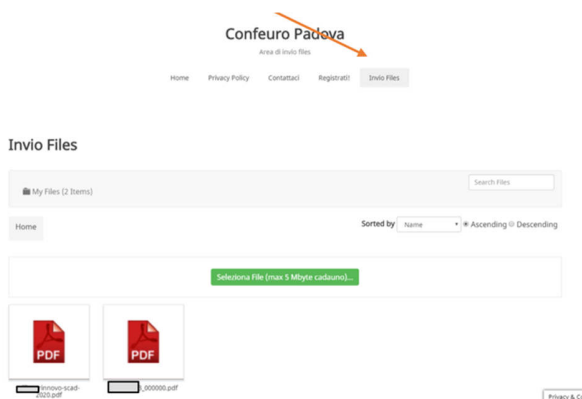


6) Select the file to upload and, if you wish, add its description. Then click on **Invia File (submit file)** to confirm



**DOCUMENTS
UPLOAD FOR
PROVISIONAL
ISEE
CALCULATION**

7) You can check the documents you uploaded at any time in the **Invio Files** section



**CONTACT
DETAILS**

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