Guide to ISEE and Application for benefits

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<td>The procedure remains the same, the fee is uploaded separately on Uniweb</td>
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**DEADLINES**

- 12 July – 22 July 2021 (30 November 2021, only for the issuance of the ISEE Parificato for international students): for additional funding to the Erasmus+
- 12 July - 30 September 2021 (30 November 2021, only for the issuance of the ISEE Parificato for international students): applications for regional scholarship
- 12 July - 30 November 2021: applications for student collaborations (200 hours/academic year), tuition fee-waivers and other types of fee-waiver

**Beyond the deadlins**

- Only for applications for tuition fee-waivers and other types of fee-waiver:
  - 1 December – 15 February 2022: with a late submission fee of € 109,00
  - 16 February – 16 May 2022: with a late submission fee of € 218,00

Both steps must be carried out strictly by the deadlines specified below.

Isere Parificato are issued by the University's partner CAF exclusively.
### TYPES OF ISEE

- **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:
  - 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

- 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

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

### WHICH INCOME AND ASSETS

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.

Example: the ISEE certificate issued during 2021 expires on 31 December 2021 and refers to income and assets of the calendar year 2019.

### WHOSE HOUSEHOLD INCOME

The household composition usually corresponds to what has been declared in the family status certificate when the DSU was signed.

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:
- 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 €6,500.00 per year.

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.

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.
**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 beneficiaries.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. 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.

**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 the application has been entered and confirmed, it can be modified by the student at any time by:
- 30/11/2021 the section relating to the isee and exemptions;
- 25/10/2021 the section regarding the benefit of the study grant;
- 20/12/2021 the section relating to part-time collaborations (200 hours).

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
- 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:

WHAT TO DO IN CASE OF ISEE WITH OMISSIONS

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:

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 or send any communication or variation forms to the Office.

The ISEE Parificato calculation service is free of charge and must be requested from the CAF that has an agreement with the University and ESU:

CAF CIA PADOVA
VIA LONGHIN, 25 – 35129 PADOVA
E-mail: caf-iseeunipd@ciapadova.it
Tel. 0039 049/7783100 (every morning from 08.30 to 13.30)

Students who do not upload the documents in the portal must submit the originals of the following documents 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 incomes provided by the University (if applicable). If you are applying for ISEE in 2021, you will need to submit documents related to 2019 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 2021, you will need to submit documents related to 2019 income;

3. **Assets** - as at 31 December of the two previous calendar years (e.g. 2019, if you are applying for ISEE in 2021) - 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. 2019, if you are applying for ISEE in 2021) - 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 2019 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](http://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 2021 for the family status certificate and after 1 January 2021 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 legalised by translators accredited by legal authorities. Legalisation 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 documents useful for the release of the ISEE Parificato can be:
- uploaded to the portal available at the following link: [unipd.cafciaisee.it](http://unipd.cafciaisee.it)

Alternatively, they can be:
- sent via postal service or courier to the following address: CAF CIA PADOVA VIA LONGHIN, 25 – 35129 PADOVA (PD), Italia;
- handed in at the same address, prior appointment

### Documents Upload for ISEE Calculation

Students who decide to upload their documents have to:
- register on the portal of the partnered CAF office at [unipd.cafciaisee.it](http://unipd.cafciaisee.it) by selecting “Not a member yet”;
- fill in the form with the required data and wait to receive the confirmation email before logging in;
- upload the required documents and book an appointment by clicking on the bar “Click to send appointment request”
- wait to receive an email with the confirmed appointment date to come and sign in person to obtain the ISEE Parificato

### Contact Details

STUDENT SERVICE OFFICE
Via Portello 19 – 35129 Padova
Tel. +39 049.827 3131 – Fax +39 049.827 5030
email: benefici.studenti@unipd.it