

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

HOW TO APPLY

- 1) Submit the DSU self-certification (*"Dichiarazione Sostitutiva Unica"*) to get your **ISEE** Certificate (*Equivalent Economic Status Index*, *"Indicatore della Situazione Economica Equivalente"*)
- 2) 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. 2022/23)

- **12 July – 4 August 2022:** for additional funding to the Erasmus+
- **12 July - 30 September 2022 (30 November 2022, only for the issuance of the ISEE Parificato for international students enrolled at the first year for the first time):** applications for regional scholarship
- **12 July - 30 November 2022:** 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. 2022/23)

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

- 1 December – 15 February 2023: with a late submission fee of € 109,00
- 16 February – 16 May 2023: 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

<p>TYPES OF ISEE</p>	<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 € 9,000.00) • 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 € 9,000.00 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)”
<p>ESSENTIAL FEATURES OF THE ISEE</p>	<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 <p><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></p>
<p>WHICH INCOME AND ASSETS</p>	<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 2022 expires on 31 December 2022 and refers to income and assets of the calendar year 2020.</p>
<p>WHOSE HOUSEHOLD INCOME</p>	<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"> - 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 € 9,000.00 per year. <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

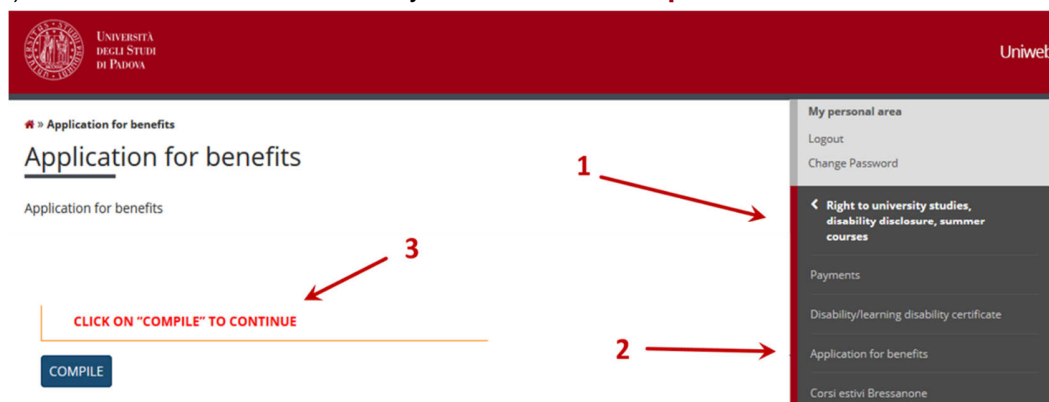
By confirming the Application for benefits on Uniweb, you authorise the University to acquire your ISEE-related data, which are made available in INPS databases following checks by the Revenue Agency

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. 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 € 9,000.00
- **“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:

- 30/11/2022 the section relating to the isee and exemptions;
- 25/10/2022 the section regarding the benefit of the study grant;
- 20/12/2022 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:

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 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

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:

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 negli Quadri FC8 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
Prof. UGO BOFFI

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.

	<p><u>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.</u></p>
"ISEE PARIFICATO"	<p>The ISEE Parificato calculation service is free of charge and must be requested by uploading the documents on the online portal of the CAF that has an agreement with the University and ESU:</p> <p>CAF CIA PADOVA E-mail: caf-iseeunipd@ciapadova.it</p>
DOCUMENTS TO SUBMIT FOR ISEE PARIFICATO	<p>The documents listed on the page www.unipd.it/en/isee and the authorization form for ISEE Parificato, duly filled in and signed, available on the same page, are required (the e-mail address should be written in a clear and understandable way, to facilitate communication and the ISEE certificate sending)</p>
ESSENTIAL FEATURES OF THE DOCUMENTS	<ol style="list-style-type: none">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 2022 for the family status certificate and after 1 January 2022 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.
DOCUMENTS UPLOAD FOR ISEE CALCULATION	<p>The documents useful for the release of the ISEE Parificato must be uploaded to the portal of the partnered CAF, available at the following link: unipd.cafciaisee.it (those who were not registered, should select "Not a member yet," fill in the form with the required data and wait to receive the confirmation email before logging in).</p> <p>Other ways of document delivery are not accepted.</p>
CONTACT DETAILS	<p>STUDENT SERVICE OFFICE Via Portello 19 – 35129 Padova Tel. +39 049.827 3131 – Fax +39 049.827 5030 email: benefici.studenti@unipd.it</p>