

“ISEE Parificato” for international students

Who can apply

1. All international students:
 - residing abroad
 - residing in Italy, with an income lower than euro 6.500 and with close family residing abroad
2. Italian students residing abroad, registered or not at the *Anagrafe Italiani Residenti all’Estero*

Where to apply

Applications must be submitted to a specific CAF (Fiscal Assistance Centre), partner of the University of Padova and ESU (Regional Institution for the Right to University Education):

CONFEURO ASSOCIAZIONE TERRITORIALE PADOVA

VIA G.B. BELZONI, 48 – 35121 PADOVA

Tel. 049/772167 – E-mail: iseeparificatounipd@gmail.com

The opening hours of the CAF are published on our website: www.unipd.it/en/studying-padova/funding-and-fees/key-documents.

The service is free of charge.

Deadlines

- **1 July - 30 August 2019:** applications for regional scholarship (**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 (**you need incomes of 2017 if you apply before 30 August; you need incomes of 2018 if you apply from 1 September**)

Important

Documents must be submitted in original to the CAF before the deadlines above indicated.

Only in case of inability to go to the CAF, applicants can send all requested documents via postal service to: CONFEURO ASSOCIAZIONE TERRITORIALE PADOVA - VIA G.B. BELZONI 48 - 35121 PADOVA by attaching the authorization form, available at www.unipd.it/en/studying-padova/funding-and-fees/key-documents.

Applicants will receive their ISEE by email to the address indicated in the authorization form.

Key documents

1. **Family statement** with the family household composition and personal data for each family member (both parents' data must be present in the documents: if there is divorced sentence or a death, you have to declare it through a copy of the sentence or a certificate);
2. **Family income:**
 - Documents related to income **earned in Italy** (if any): Italian Income Tax Returns. Please note that students enrolled at the University of Padova each year in March receive an email with the official declaration about your scholarships or other incomes provided by the University (if applicable). If you are applying for ISEE before 30 August 2019, you will need to submit documents related to 2017 incomes; if you are applying from 1 September 2019, you will need to submit documents related to 2018 incomes;
 - 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 before 30 August 2019, you will need to submit documents related to 2017 incomes; if you are applying from 1 September 2019, you will need to submit documents related to 2018 incomes;
3. **Properties** - as at 31 December of the previous calendar year (e.g. 2018 if you are applying for ISEE in 2019) - 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 previous calendar year (e.g. 2018 if you are applying for ISEE in 2019) - 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 **rent contract** of the building used as the main residence of the family unit, valid on the date of the ISEE request;
6. **Parents with company** - if one or more members of your family has 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 the all materials, machines, tools, etc., of the company.

As a general rule, documents must:

1. be issued by the competent authorities in the country where the income/assets is generated/owned, with a date after 01/01/2019 for the family household, real estate and assets and with date after 01/01/2018 for incomes; incomes, properties and assets must be indicated in local currency, (i.e. of the country where they are generated/owned).
2. be legalized and translated into Italian. Legalization depends on the country of residence. Please check with the Italian Embassy/Consulate of your country or with the CAF the procedure that applies to your case.

Special cases:

1. **Working students (Nucleo Familiare Unico):**

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.