

**GUIDE FOR FIRST YEAR INTERNATIONAL EU AND EXTRA-EU STUDENTS LIVING ABROAD ENROLLING IN A FIRST YEAR OF A BACHELOR DEGREE, MASTER OF SCIENCE OR SINGLE CYCLE MASTER DEGREE COURSE AND COMING TO ITALY WITH STUDY VISA FOR THE ENROLLMENT IN THE ACADEMIC YEAR 2023-24.**

EDISU Piemonte, the Regional Agency for the Right to University Education of Piemonte, promotes the university admission and attendance of deserving students in financial need, within the legislative frameworks of the Italian State, Regions and Universities.

EDISU supports the students' university experience with the following benefits, granted by public competition.

- **Accommodation service:** it consists of an accommodation in an EDISU residence. Residencies are located in Turin and other towns of Piemonte where university courses are located, for a total of 48 (44 in Turin, 0 in Cuneo, 2 in Novara, 2 in Vercelli, 0 in Alessandria). EU students must refer to accommodation places for EU and Italian students (art. 32 of 2023/2024 notice of competition). Accommodations are not chosen by the student, but assigned according to a ranking list.
- **Scholarship:** it is an amount of money, paid in several installments.

It is not possible to apply for the accommodation service without the scholarship. Therefore, students who get scholarships from other institutions, different from EDISU, cannot apply for the accommodation service.

On the contrary, it is possible to apply only for scholarship, without the accommodation service.

Students must submit their application within the deadline specified below even if they are not enrolled yet at the moment of the application. The **Deadline** is:

- **5 September 2023 at noon (Italian time)**

The application requirements are the following:

### **1. Economic requirements**

They are identified according to the financial situation (incomes and assets) of the students' families. Students must submit some consular documents proving evidences of their household financial situation. The consular documents consist of certificates or declaration, issued in original copy, attesting:

1. **the student's family composition** (name, surname and date of birth of parents, brothers, sisters and other people residing in the same house of the student). Information about the student's parents must always be provided and all the info at the following points 2, 3 and 4 must be provided for each adult member included in the family composition document.  
If the student is married, the family is composed by the student, the spouse, the children and other possible members. The student's parents must be included if they live in the same family unit of the student or if neither the student nor his/her spouse is independent (see the point 5 below).
2. **the annual overall gross incomes earned abroad.** The incomes of each member in the family unit that was adult on 1 Jan. 2023 (including the students and her/his siblings) must be taken into account.

Extra-EU students must provide the income of 2022, EU students must provide the income of 2021.

If any adult members of the family did not work, the documents must specify their unemployment condition in the required year.

3. **the bank accounts/deposits and any other movable assets (bonds, shares etc.)** possessed by each member in the family unit that was adult on 1 Jan. 2023 (including the students and her/his siblings).

Extra-EU students must provide the assets on 31 Dec. 2022, EU students must provide the assets on 31 Dec. 2021.

Whenever there is an adult member without a bank account on the required date, this info must be specified: only for this info, an affidavit or a notary certificate is acceptable.

4. **the immovable assets (real estate)** possessed by each member in the family unit that was adult on 1 Jan. 2023 (including the students and her/his siblings). Extra-EU students must provide the assets on 31 Dec. 2022, EU students must provide the assets on 31 Dec. 2021. This document is required even if none of the adult members of the family possesses any assets, or if it is not possessed anymore when the document is issued. The property certificates must compulsorily specify the square meters of the property.

5. **Students who want to apply as independent** (i.e. without submitting the economic documents related to their parents) must submit documents proving their own income from work in 2021 and 2022 and that they have been living on their own for 2 years at least. The income in 2021 and 2022 must be **9,000.00 €** per year at least. Independent students will be required to upload the document proving they were living on their own during the online application.

**The information provided above is only about the basic requirements of the consular documents: for more info and details about the requirements, please check the information booklets in our website [www.edisu.piemonte.it](http://www.edisu.piemonte.it)**

These certificates must be:

- a. issued by the authorities of the countries where the incomes are produced and the assets are located;
- b. translated into Italian language by an official translator;
- c. legalized by the Italian diplomatic mission of the students' home countries (Legalization Office at the Embassy or General Consulate). If the country is a member state of the Hague Convention of 5th October 1961, an apostille stamp on the document is considered a full legalization.

Students who arrive in Italy with the documentation in original language, not translated nor legalized, have to:

1. **stamp and translate the documents** at their Embassy or General Consulate in Italy;
2. **legalize the documents** in a Prefecture.

Students can also get their documents translated in Italy, by an official translator, and get the legalization in an Italian Courthouse ("*Tribunale*") with the procedure called "*Asseverazione*".

The translation and legalization procedures of all the documents listed above must be done in 2023. Translations and legalization with a date before 1 Jan. 2023 are not acceptable.

**Affidavit or self-certification, based on student's original documents or students' declarations, cannot be accepted.**

**In case the student is going to provide to Edisu some handwritten documents, it will be compulsory to provide as well the original documents released by the official authority in his/her home country, related to the data contained in the consular declaration.**

## 2. University enrolment

University enrolment and EDISU application are two completely different procedures. Students must enroll at University following the instructions and deadlines specified by University. On the contrary, EDISU application must be submitted following the instructions and deadlines specified in EDISU Notice of Competition 2023/24, articles 30 and 31 or in our guidelines for international students: those documents are available on the EDISU website ([www.edisu.piemonte.it](http://www.edisu.piemonte.it)).

Accommodation and scholarship are granted according to **different ranking lists**. The available resources do not cover the full demand, therefore only a part of the applicants will be assigned to an accommodation or will win the scholarship.

15% of the first-year students' accommodations are reserved to Extra-EU students enrolled in a first year (for a **total of 48 beds**).

**Students who win an accommodation have to accept it following the instructions available on the Notice of Competition 2023/24**, then they will be **assigned to an accommodation from October 2023**. The accommodation is initially given exclusively according to the documents submitted by the students. Later, from October and November 2023 onwards, EDISU will make further assessments: students who do not meet the scholarship requirements (because they are not enrolled in a university of Piemonte, or for other reasons) will be obliged to leave the residence and pay an amount equal to the value of the period of stay in their accommodations.

Students who win the scholarship will be paid via bank transfer on an Italian or SEPA bank account or a prepaid card in the name of the student. The amounts paid in several instalments, according to the kind of application. You can get more info about payments at the art. 12 of the 2023/24 notice of competition or our guidelines.

**Students who ask for the recognition of a foreign academic career** must inform EDISU (because their year of enrolment could change according to the number of recognized credits). For the merit requirements to keep the benefits, EDISU will consider only the credits achieved and registered in Italy, not those recognized from the foreign academic career.

Application instructions are available at art. 31 paragraphs 1.1 and 2 of the Notice of Competition 2023/24, within the international students' guidelines and below. The steps have to be followed strictly: otherwise, the student will be excluded from the competition.

### Step 1: Application online

Students must submit their application online first with the following procedures:

1. Register to EDISU Online Services with a Temporary Login Code 2023/24<sup>1</sup>; if the student does not have the Italian tax code yet, he/she has to calculate it autonomously using one of the calculators available online. This will be a temporary fiscal code **valid for the EDISU application only.**
2. fill out the application form;
3. print the application form;
4. sign the application form;
5. attach the following documents in PDF:
  - a) Application form, signed by the student;
  - b) Copy of the passport main page and signature page, in black and white, scanned on a single sheet;
6. Transmit the application and the documents exclusively online within the deadline at noon.

Attachments different from .PDF format are not accepted (e.g. JPG,BTM) even in case the extension of the file has been converted (e.g. from .DOC into .PDF) and even if the transmission results successful.

In case the student is going to attach a file which is not in .PDF format, the file will result as damaged, hence unreadable. Therefore, the application is not acceptable. The document needs to be entirely scanned, signature and each other part must be readable. Unreadable images must not be uploaded (e.g. thumbnails or distorted images).

The identity document must be the passport, main and signature pages. All files need to be correctly saved as .PDF and their dimension must not exceed 1 MB.

- **Deadline of the online application: 5 September 2023 at noon (Italian time)**

**The second step (documents submission) is different for extra-EU and EU students, according to the following instructions.**

### Step 2 for **extra-EU students**: Submission of the documents by post mail.

Students must submit to EDISU, **after the online application submission** (step 1), the following documents:

- **consular documents about the family composition, incomes and assets.** It is mandatory to attach both the original language version and the original translation into Italian. Photocopies are not acceptable;
- **copy of the passport;**
- **copy of the fiscal code**, if already issued by the Italian Embassy or once arrived in Italy (the one calculated online is not an official fiscal code);
- **Underage students** must submit also a copy of the authorization form with the signature of one of his/her parents. Students can download the form from the website [www.edisu.piemonte.it](http://www.edisu.piemonte.it) at the section Data> Forms> Scholarship> Form\_minorenne.

<sup>1</sup> For information about the Temporary login code **2023/24**, find the “online services” section of our website.

The documents can be submitted **only by post mail** (courier or, for Italian posts only, *raccomandata con ricevuta di ritorno*) writing on the folder SURNAME and NAME of the student (in this order) and “D.C. a.a. 2023/2024”, addressed to the following address: *EDISU PIEMONTE, Via Madama Cristina 83, 10126, TORINO, Italy.*

The documents must arrive to EDISU by the:

- **5 September 2023** for the scholarship and accommodation application
- **1 October 2023** for the scholarship only application

**If students cannot meet the above-mentioned deadlines**, they will be excluded from the provisional ranking lists. They can be set in the definitive ranking lists if the required documents arrive to EDISU within the complaints deadlines.

**Warning:** the evaluation of the documents not uploaded that do not arrive by 5 September 2023 (scholarship and accommodation application) or 1 October 2023 (scholarship only application) will not be published in the provisional ranking lists. If you submit the documents after those deadlines but within the complaint deadlines, the evaluation will be published in the definitive ranking lists directly, **without possibility to submit any further complaint.**

See the article 31 par. 1.1 and 3 of the notice of competition or our guidelines for more info.

#### **Visa delay**

First year students that apply for the accommodation and need a study visa for the 2023/24 enrolment have to declare this condition during the online application. If they miss the accommodation complaint deadline but submit all the required documents within the scholarship complaint deadlines and enroll in the university within 30 Nov. 2023, they will be excluded in the accommodation definitive ranking list on 22 Sep. 2023 but will be set in the definitive accommodation scrolling ranking list on 13 Dec. 2023.

#### **Step 2 for EU students: Submission of the consular documents by the online upload procedure.**

Students must submit the consular documents by the online procedure he/she finds inside the application and within the 5 Sep. 2023 at noon (Italian time). It is mandatory to attach both the original language version and the translation into Italian;

Students can attach up to 5 files: the files must be in .PDF format, readable and each file must contain the whole documentation of a specific type required (e.g. one file with all the pages of the family composition documents in original language and in Italian, another with the all income of the family members and so on...).

**If students cannot meet the above-mentioned deadlines**, they will be excluded from the provisional ranking lists. They can be set in the definitive ranking lists if they submit the required and correct documents within the complaints deadlines **by the complaint online procedure**

**Warning:** the evaluation of the documents not uploaded within the 5 Sep. 2023 will not be published in the provisional ranking lists. If you submit the documents after 5 Sep. 2023 but within the complaint deadlines, the evaluation will be published in the definitive ranking list directly, **without possibility to submit any further complaint.**

See the article 31 par. 2 and 3 of the notice of competition or our guidelines for more info.

## Students' offices

**Check our website for the working time and addresses of our offices.**

Students can get further information:

- on EDISU Piemonte website, [www.edisu.piemonte.it](http://www.edisu.piemonte.it), where they can find: the Notice of Competition 2023/24 ("Bando per il conferimento di borse di studio, servizio abitativo e premio di laurea", in Italian only), the guidelines for international students (in English);
- By opening a ticket in section "INFORMATION AND ASSISTANCE" from the homepage of the Edisu Piemonte website.