

The documentation needed for requesting the release of the ISEEUP-indicator at a recognized CAF is as follows:

- the **family composition** relative to the year **2022**, including the name, last name and date of birth of each family member, as well as the possible absence of one or both parents, in order to calculate the correct equivalence parameter;
- the **gross annual income** received in **2020** by each family member (any lack of income must be specified in the documentation);
- any **real estate owned** by each family member as on **December 31, 2020**, indicating the surface area of the buildings, as well as **any movable assets** available on the same date (any absence of movable assets must be expressly specified in the documentation);
- any rent paid for the family's residence.

These documents must be **issued by the competent authorities of the foreign country**. The documents must be **legalized by the Italian diplomatic authorities** competent for the territory or – if foreseen – **apostilled**. All documents must be **translated to Italian**.

Declarations in lieu, self-certifications, affidavits, or any other kind of sworn statements cannot be accepted.

Non-EU students with a recognized status as **refugee** must submit the Dichiarazione Sostitutiva Unica – DSU by no later than July 28, 2022.”

Call for the right of education 2022 2023

Documents required by the CAF to calculate the “Equivalent ISEE 2022”, to evaluate the financial situation of foreign students and Italian students resident abroad

Personal information of the student

or the student enrolled in other Institutes who is eligible to apply for student welfare benefits

- **Identity Document of the student**
- Tax identification number of the student issued by the Italian Revenue Agency (*Agenzia delle Entrate*)
- Disability certification if the student has a disability of 66% or higher (medium/serious disability)
- Matriculation Number (if already enrolled) and Degree Programme
- For foreign students who are resident in Italy: DSU and ISEE statements, submitted by not later than July 28, 2022.
- Any scholarship amount received in 2020 and 2021 (if the amount received in 2020 was declared on the DSU)

Student's Household:

- The members of the student's household **at the time that the DSU is submitted**, reporting each family member's surname, name, date of birth and relationship to the student.

Income produced by each member of the family unit (2020):

- Income received by each member of the household for the year 2020;
- Any other income received from the Public Administration, for assistance, social security or indemnity;
- Any income received or given for child maintenance in cases of legal separation or divorce.

Real estate and moveable assets of each family member as of 31 December 2020:

- Real estate including buildings: if located in Italy, one must submit the relevant cadastral certificate ("*visura catastale*") for the determination of the Municipal Real Estate Tax (IMU). Real estate assets located abroad are assessed, only in the case of buildings, based on the conventional value of 500,00 Euro per square meter.

The absence of assets must be expressly specified in the documentation.

- If the family lives in rented accommodation, please indicate the sum of the annual rent according to the rental contract.
- Moveable assets, including the balance as of 31 December 2020 and the average balance for the year 2020, bank and/or post office current accounts, deposits and savings held abroad AND IN ITALY and the balance as of 31 December 2020 of every other type of investment (e.g. bonds, shares, life insurance).

The documents listed above, to be submitted to the Caf in order to obtain the equivalent isee certification, must be:

- Issued by the competent authority of the country in which the income was produced;
- Translated into Italian and legalised according to the applicable regulations specified below.

Legalisation of documents

The requirements for the legalisation of documents differ from country to country. There are four main country categories (see the following list):

A B - Documents from these countries do not need a consular/diplomatic stamp from the Italian Embassy, but require an Apostille stamp: In accordance with the Hague Convention of 1961, documents issued by local authorities in these countries are exempt from the need to be legalised at the Italian Embassy, but **MUST** have an Apostille as specified by article 6 of the 1961 Hague Convention.

C - Students from especially poor countries: For foreign students from especially poor countries (as specified in the Ministry of Education, University and Research Decree no. 556 of 8th July 2016), the evaluation of financial situation is declared by a statement from the Italian Representative Authority in their Country of origin attesting that the student does not belong to a well-known high income family of high social status. This statement may also be issued by the university where the student is enrolled if it has agreements or conventions with Italian universities, or by Italian authorities that are legally authorised to provide guarantees of financial cover for foreign student enrolments in Italian universities. In the latter case, the certifying authority is responsible for reimbursing the scholarship on behalf of the student in case of its forfeiture.

D – All countries not included in group A, B or C: All students from countries that are not included in the above lists must have their official documents legalised by the Italian Embassy or Consulate in their country of origin.

Political refugees

Students with recognised political refugee status do not need to provide any foreign documentation from their country of origin. However, these students must obtain an ISEE statement for the purpose of University welfare services and benefits (ISEE University) with respect to their family unit registered in Italy. A copy of the student's certificate of political refugee status must also be attached to the application.

List of countries for the legalisation of document

AT.	Country
C	Afghanistan
B	Andorra
C	Angola
B	Anguilla
B	Antigua and Barbuda
B	Argentina
B	Armenia
B	Aruba
B	Australia
A	Austria
B	Azerbaijan
B	Bahamas
C	Bangladesh
B	Barbados
B	Belarus
A	Belgium
B	Belize
C	Benin
B	Bermuda
C	Bhutan
B	Bosnia and Herzegovina
B	Botswana
B	British Antarctic Territory
B	British Virgin Islands
B	Brunei
B	Bulgaria
C	Burkina Faso
C	Burundi
C	Cambodia

AT.	Country
B	Cayman Islands
B	Cayman Islands
C	Central African Republic
C	Chad
B	China (Hong Kong and Macau only)
B	Colombia
C	Comoros
A	Croatia
A	Cyprus
A	Czech Republic
C	Democratic Republic of Congo
A	Denmark
C	Djibouti
B	Dominica
B	Ecuador
B	El Salvador
C	Equatorial Guinea
C	Eritrea
A	Estonia
B	Falkland
B	Fiji
A	Finland
A	France
B	French Polynesia
C	Gambia
B	Georgia
A	Germany
B	Gibraltar
A	Great Britain (including the Isle of Man)
A	Greece
B	Grenada

AT.	Country
B	Guadeloupe
B	Guernsey
C	Guinea
C	Guinea Bissau
C	Haiti
A	Hungary
B	Iceland
B	India
A	Ireland
B	Israel
B	Japan
B	Jersey
B	Kazakhstan
C	Kenya
C	Kiribati
C	Kyrgyzstan
C	Laos
A	Latvia
C	Lesotho
C	Liberia
A	Liechtenstein
A	Lithuania
A	Luxembourg
A	Macedonia
C	Madagascar
C	Malawi
C	Mali
A	Malta
C	Mauritania
B	Mauritius
B	Mexico

AT.	Country
B	Moldova
B	Montserrat
C	Mozambique
C	Myanmar
B	Namibia
C	Nepal
A	Netherlands
B	Netherlands Antilles
B	New Hebrides
B	New Zealand
C	Niger
A	Norway
B	Panama
B	Peru
A	Poland
A	Portugal
B	Principality of Monaco
B	Republic of Korea (formerly South Korea)
A	Republic of San Marino
B	Réunion
B	Romania
B	Russia
C	Rwanda
B	Saint Pierre and Miquelon
C	Samoa
C	Sao Tome and Principe
C	Senegal
B	Serbia-Montenegro
B	Seychelles
C	Sierra Leone
A	Slovakia

AT.	Country
A	Slovenia
C	Solomon Islands
C	Somalia
B	South Africa
C	South Sudan
A	Spain
C	Sudan
B	Suriname
B	Swaziland
B	Sweden
A	Switzerland
C	Tajikistan
C	Tanzania
C	Timor-Leste
C	Togo
B	Tonga
B	Trinidad and Tobago
A	Turkey
C	Tuvalu
C	Uganda
B	Ukraine
B	United States of America
C	Vanuatu
B	Venezuela
B	Wallis and Futuna
C	Yemen
C	Zambia
C	Zimbabwe