



Ente Regionale  
per il Diritto  
allo Studio  
Universitario  
del Piemonte

# Rules for foreign Students

english version of section VIII, articles 30 and 31  
of the notice of competition  
(The Notice of Competition is hereinafter called NoC)

**A.A. 2016/17**





## SECTION VIII - RULES FOR FOREIGN STUDENTS

### ART. 3: CONSULAR DOCUMENTS

#### PAR. 1: EXTRA-EU STUDENTS WHO DO NOT HAVE TO SUBMIT CONSULAR DOCUMENTS

The following kinds of students do not have to submit consular documents.

- Extra-EU students whose families reside in Italy: only the “ISEE Universitario” certificate is required (check art. 6 NoC), and they have to submit the application with the same modalities required to Italian students (check art. 7 and art. 31 par 2.2 NoC).
- Extra-EU students whose families reside in UE countries: only the “ISEE Parificato” certificate is required (check art. 6 NoC), and they have to submit the application with the same modalities required to Italian students (check art. 7 and art. 31 par 2.2 NoC).
- Extra-EU students whose families reside in extra-EU countries, and who apply for a successive year confirming their economic data: students who belong to this category can confirm the economic data submitted in 2015/16, 2014/15 or 2013/14 (students enrolled in a single cycle master degree cannot confirm the economic data submitted in 2013/14). Application instructions are available at art. 31 par. 2.2 NoC.
- Students with double citizenship (UE and extra-UE) who opt for the EU citizenship.

#### PAR. 2: EXTRA-EU STUDENTS WHO HAVE TO SUBMIT CONSULAR DOCUMENTS

Extra-EU students whose families reside in Extra-EU countries and who cannot confirm their economic data have to submit the consular documents listed at par. 3 of this article, otherwise they will be excluded from the competition. Belong to this category:

- first year students (check art. 31 par. 1 NoC);
- successive year students who did not apply in the previous academic year (check art. 31 par. 2.1 NoC);
- successive year who cannot confirm their economic data (check art. 31 par. 2.1 NoC);
- students who apply for the seventh semester of bachelor degree and first year of master degree (check art. 31 par. 3 NoC);
- students enrolled at the fourth year of a single cycle master degree who submitted their economic documents in 2013/14.

#### PAR. 3: CONSULAR DOCUMENTS

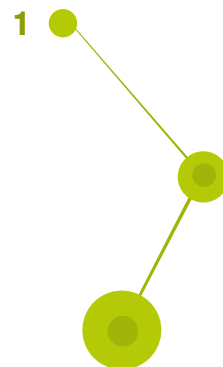
The consular documents consist of certificates or declaration, issued in original copy, attesting:

- 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). If a parent is deceased, the documents must specify the decease date; otherwise, the student must enclose a death certificate, although not in original copy. If the student’s parents are separated or divorced, or in case of single parent, the student must enclose a certificate attesting this condition, although not in original copy. 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 with him/her or provide a financial support;
- the annual household incomes earned abroad during 2014. The incomes of all of the family members must be taken into account. If certificates about 2014 are not available, documents relating to 2015 are accepted. Certificates considering periods that belong to two different years (i.e., from July 2014 to September 2015) are not accepted, except for countries which have a tax year not comprised between 1st January and 31st December. If the student’s parents or other family members in working age do not work, the documents must specify their unemployment condition;
- the bank accounts/deposits possessed by all of the family members on 31st December 2015. This document is required only if bank accounts/deposits are present. If the student encloses to the income documentation a pay slip, and this pay slip shows a bank account number used for the salary payment, the student must attach a bank declaration stating the average amount of the account during 2015. This document must be translated, not legalized.
- the assets possessed by all of the family members on 31st December 2015. This document is required even if none of the family members possesses any asset, or if the assets are not possessed anymore when the document is issued. The asset certificate must specify the surface area of the properties in square meters and, if possible, their value in local currency.

These certificates must be:

- issued by the competent authorities of the countries where the incomes are produced and the assets are located;
- translated in Italian language by an official translator;
- 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 and



## SECTION VIII RULES FOR FOREIGN STUDENTS

### ART. 30 CONSULAR DOCUMENTS



## SECTION VIII RULES FOR FOREIGN STUDENTS

### ART. 31 APPLICATION INSTRUCTIONS FOR EXTRA-EU STUDENTS WHOSE FAMILIES RESIDE IN EXTRA-EU COUNTRIES



legalized, have to:

- stamp and translate the documents at their Embassy or General Consulate in Italy. Otherwise, they can ask for a consular declaration, issued on the basis of the original documents, attesting the composition, incomes and assets of the student's family;
- legalize the documents at the Legalization Office of a Prefecture.

*Affidavit or self-certification, issued by foreign diplomatic authorities in Italy and based on student's original documents or students' declarations, cannot be accepted.*

#### PAR. 4: STUDENTS COMING FROM PARTICULARLY POOR COUNTRIES

Instead of the documents listed at par. 3 of this article, students coming from particularly poor countries must submit a single certificate, issued by the Italian diplomatic mission in their home countries, attesting that the student does not belong to a family known for its high incomes and its high social level.

These students do not have any special scholarship and accommodation reserve, except for the 15% reserve intended for Extra-EU students enrolled in first years (check art. 11 and 13 NoC).

*The list of the particularly poor countries, established by the Decree of the Minister of Education, University and Research 19th February 2013 n° 118, is available at the end of the Notice of Competition, table C.*

#### PAR. 5: STATELESS OF POLITICAL REFUGEE STUDENTS

Instead of the documents listed at par. 3 of this article, stateless or political refugee students must submit a single certificate, called "Attestato ufficiale relativo alla condizione di apolidi o rifugiati politici o sottoposti a regime di protezione sussidiaria". This is an official certificate attesting the student's condition of stateless or political refugee and it is issued by the Italian Ministry of the Interior or by the United Nations High Commissioner – Italian Office. The economic condition of these students is assessed exclusively on the basis of the incomes and assets produced in Italy. Stateless or political refugee students do not have any special scholarship and accommodation reserve, except for the 15% reserve intended for Extra-EU students enrolled in first years (check art. 11 and 13 NoC).

#### PAR. 6: STUDENTS WHOSE FAMILIES RESIDE PARTLY IN AN EU COUNTRY AND PARTLY IN AN EXTRA-EU COUNTRY

Students whose families reside partly in an EU country and partly in an Extra-EU country have to submit the documents listed at par. 3 of this article only for the part of the family residing in an Extra-EU country. Furthermore, they have to apply following the instructions available at art. 31 NoC.

*The documents listed at par. 3, 4, and 5 of this article must be submitted to a CAAF Office (Authorized Center for Fiscal Assistance) under agreement with Edisu for the release of an "ISEE Parificato", then the full documentation must be submitted to an Edisu Office to complete the application.*

*The list of the CAAF Offices under agreement with Edisu is available on Edisu website ([www.edisu.piemonte.it](http://www.edisu.piemonte.it)) at section "Documents". We suggest contacting a CAAF Office and making an appointment as soon as possible.*

### ART. 31: APPLICATION INSTRUCTIONS FOR EXTRA-EU STUDENTS WHOSE FAMILIES RESIDE IN EXTRA-EU COUNTRIES

Extra-EU students whose families reside in Extra-EU countries must apply within the following deadlines.

- First years standard application (check art. 10 par. 2 NoC):
  - 8th September 2016 at 12 PM (noon), for scholarship and accommodation applicants;
  - 29th September 2016 at 12 PM (noon); for scholarship only applicants.
- Successive years and first year of master degree benefit confirmation for merit, successive years standard applications (check art. 15 par. 2 NoC):
  - 11th August 2016 at 12 PM (noon), for scholarship and accommodation applicants;
  - 29 h September 2016 at 12 PM (noon), for scholarship only applicants.
- Seventh semester of bachelor degree and first year of master degree (check art. 20 par. 2 NoC):
  - 11th August 2016 at 12 PM (noon), for students who apply for:
    - scholarship and accommodation both for the seventh semester of bachelor degree and the first year of master degree;
    - Apply for scholarship and accommodation for the seventh semester of bachelor degree, and for scholarship only for the first year of master degree.
  - 8th September 2016 at 12 PM (noon), for students who apply for scholarship only for the seventh semester of bachelor degree, and for scholarship and accommodation for the first year of master degree.

62 - Art. 3 DPR 445/00

63 - Art. 33 DPR 445/00

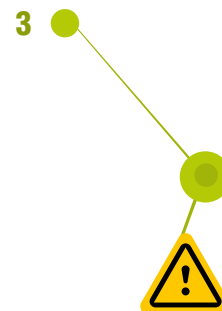
64 - DPCM 9 aprile 2001

art. 13 c. 5

65 - Definito annualmente con decreto del Ministro emanato d'intesa con il Ministro degli

Affari Esteri entro il 28 febbraio

66 - DPCM 9 aprile 2001 art. 5



- 29th September 2016 at 12 PM (noon), for students who apply for scholarship only both for the seventh semester of bachelor degree and the first year of master degree.
- PhD and postgraduate schools (check art. 25 par. 2 NoC): 5th December 2016 at 12 PM (noon), both for scholarship and accommodation applicants and scholarship only applicants.

The application instructions are available in the following paragraphs.

*Students must submit their applications by the deadline even if they have not completed their university enrollment yet. If they enroll in a different course from the one declared on the application, they have to communicate the change to Edisu through a web adjustment or a complaint (check par. 6 of this article and art. 7 par. 6 NoC).*

*Students who need to pass the Italian language exam must communicate its result within 15 days after the publication of the outcome.*

## **PAR. 1: EXTRA-EU STUDENTS ENROLLED IN FIRST YEARS**

### **PAR. 1.1: EXTRA-EU STUDENTS COMING IN ITALY WITH A STUDY VISA FOR THE ENROLLMENT 2016/17 – RESERVATION**

Extra-EU students whose families reside abroad, who enroll in a first year and who come in Italy for the first time with a study visa must submit their application strictly following these steps: otherwise, they will be excluded from the competition.

#### **• Step 1: Reservation for the accommodation and scholarship application**

The Reservation is a procedure that allows Edisu to gain the first personal data of the applicants. The procedure is available on Edisu website ([www.edisu.piemonte.it](http://www.edisu.piemonte.it)) at section “Online Services”. After the registration, a code and a password are sent by email. With these code and password, students can access to the procedure and fill it in. During the completion of the form students must specify:

- the kind of benefit (scholarship and accommodation, scholarship only);
- university, degree level (bachelor, master, single cycle master, PhD/postgraduate school) and course;
- the number of family members (students must specify if they are married and if their parents are married and alive).

When students complete the form they have to click on “Transmit”. After that, they will receive an email receipt that summarize their data and specify the Edisu Office where they have to go for the application completion and the deadline. This receipt must be printed and submitted along with the documents listed at step 2 of this paragraph.

The Reservation form must be transmitted within the deadline at 12 PM (noon). The deadlines are (check art. 10 par. 2 NoC):

- 8th September 2016 at 12 PM (noon), for scholarship and accommodation applicants;
  - 29th September 2016 at 12 PM (noon), for scholarship only applicants.
- #### **• Step 2: Submission of the documents and the application at Edisu Office**

Students must submit at their Edisu Office within the deadlines specified above the following documentation:

- the Reservation receipt (check step 1 of this paragraph);
- the consular documents about the family composition, incomes and assets (check art. 30 par. 3);
- the “ISEE Parificato” attestation, calculated by a CAAF Office under agreement with Edisu on the basis of the documents about the family composition, incomes and assets.

If the CAAF issues two ISEE, the first concerning the student and the second concerning his/her family, they have both to be submitted at Edisu Office.

If the CAAF is not able to issue the ISEE within the application deadline, students can submit the receipt of its request. The ISEE must be submitted later with a complaint: the instructions are available at par. 6.2 of this article and art. 7 par. 6.2 NoC, the deadlines are available at art. 11 par. 5 NoC.

- 13th -20th September 2016 at 12 PM (noon): complaint period for accommodation;
- 28th October-18th November 2016 at 12 PM (noon): complaint period for scholarship.
- copy of the passport;
- copy of the visa;
- copy of the fiscal code, issued when students arrive in Italy;
- copy of the residence permit application’s receipt, or copy of the residence permit reservation’s receipt.

If students cannot obtain the visa for Italy within the application deadlines, they have to write an email to [edisu@edisu-piemonte.it](mailto:edisu@edisu-piemonte.it) and to the International Students Office of their university and explain in detail the reasons of the delay. If the university confirms that the reasons are independent from the students’ wills, they can complete their application within 20th September 2016 (for scholarship and accommodation applicants) or 20th October 2016 (for scholarship only applicants) submitting the documents listed above: they will be included in the accommodation definitive clas-

## **SECTION VIII RULES FOR FOREIGN STUDENTS**

### **ART. 31 APPLICATION INSTRUCTIONS FOR EXTRA-EU STUDENTS WHOSE FAMILIES RESIDE IN EXTRA-EU COUNTRIES**

## SECTION VIII RULES FOR FOREIGN STUDENTS

### ART. 31 APPLICATION INSTRUCTIONS FOR EXTRA-EU STUDENTS WHOSE FAMILIES RESIDE IN EXTRA-EU COUNTRIES

sification list (22th September 2016) and in the scholarship provisional classification list (28th October 2016).

#### PAR. 1.2: EXTRA-EU STUDENTS ALREADY LIVING IN ITALY

Extra-EU students whose families reside abroad, who enroll in a first year and who already live in Italy must submit their application strictly following these steps: otherwise, they will be excluded from the competition.

- **Step 1: Application online**

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

- Students with User Code 2016

These students must:

- register to Edisu Online Services with an User Code 2016;
- access to Edisu Online Services and fill out the application form;
- transmit the application online;
- print and sign the application form and the PIN request form.

- Students with PIN code

These students must:

- access to Edisu Online Services and fill out the application form;
- transmit the application online.

The deadlines are (check art. 10 par. 2 NoC):

- 11th August 2016 at 12 PM (noon), for scholarship and accommodation applicants who confirm their benefits for the first year of master degree;
- 8th September 2016 at 12 PM (noon), for scholarship and accommodation applicants;
- 29th September 2016 at 12 PM (noon), for scholarship only applicants

- **Step 2: Submission of the documents and the application at Edisu Office**

Students must submit at their Edisu Office within the deadlines specified above the following documentation:

- the printed and signed application form (for students with User Code 2016) or the printed receipt named "Ricezione pratica" (for student with PIN code) (check step 1 of this paragraph);
- the consular documents about the family composition, incomes and assets (check art. 30 par. 3);
- the "ISEE Parificato" attestation, calculated by a CAAF Office under agreement with Edisu on the basis of the documents about the family composition, incomes and assets.
- If the CAAF issues two ISEE, the first concerning the student and the second concerning his/her family, they have both to be submitted at Edisu Office.
- If the CAAF is not able to issue the ISEE within the application deadline, students can submit the receipt of its request. The ISEE must be submitted later with a complaint: the instructions are available at par. 6.2 of this article and art. 7 par. 6.2 NoC, the deadlines are available at art. 11 par. 5 NoC.
  - 13th-20th September 2016 at 12 PM (noon): complaint period for accommodation;
  - 28th October-18th November 2016 at 12 PM (noon): complaint period for scholarship.
- copy of the passport and the visa, or other ID document. The Smart Card is not an ID document;
- copy of the residence permit, of the residence permit application's receipt or of the residence permit renewal's receipt.

#### PAR. 2: EXTRA-EU STUDENTS ENROLLED IN SUCCESSIVE YEARS

##### PAR. 2.1: STUDENTS WHO CANNOT CONFIRM THEIR ECONOMIC DATA

Extra-EU students whose families reside abroad, who enroll in a successive year and who cannot confirm their economic data (check art. 30 par. 2 NoC) must submit their application

- **Step 1: Application online**

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

- Students with User Code 2016

These students must:

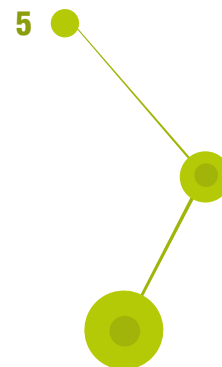
- register to Edisu Online Services with an User Code 2016;
- access to Edisu Online Services and fill out the application form;
- transmit the application online;
- print and sign the application form and the PIN request form.

- Students with PIN code

These students must:

- access to Edisu Online Services and fill out the application form;
- transmit the application online.





## SECTION VIII RULES FOR FOREIGN STUDENTS

### ART. 31 APPLICATION INSTRUCTIONS FOR EXTRA-EU STUDENTS WHOSE FAMILIES RESIDE IN EXTRA-EU COUNTRIES

The deadlines are (check art. 15 par. 2 NoC):

- 11 August 2016 at 12 PM (noon), for scholarship and accommodation applicants;
- 29 September 2016 at 12 PM (noon), for scholarship only applicants.
- **Step 2: Submission of the documents and the application at Edisu Office**

Students must submit at their Edisu Office within the deadlines specified above the following documentation:

- the printed and signed application form (for students with User Code 2016) or the printed receipt named “Ricezione pratica” (for student with PIN code) (check step 1 of this paragraph);
- the consular documents about the family composition, incomes and assets (check art. 30 par. 3 NoC);
- the “ISEE Parificato” attestation, calculated by a CAAF Office under agreement with Edisu on the basis of the documents about the family composition, incomes and assets.
- If the CAAF issues two ISEE, the first concerning the student and the second concerning his/her family, they have both to be submitted at Edisu Office.
- If the CAAF is not able to issue the ISEE within the application deadline, students can submit the receipt of its request. The ISEE must be submitted later with a complaint: the instructions are available at par. 6.2 of this article and art. 7 par. 6.2 NoC, the deadlines are available at art. 16 par. 6 NoC;
  - 31st August-6th September 2016 at 12 PM (noon): complaint period for accommodation;
  - 28th October-18th November 2016 at 12 PM (noon): complaint period for scholarship.
- copy of the passport or other ID document. The Smart Card is not an ID document;
- copy of the residence permit or of the residence permit renewal’s receipt.

#### PAR. 2.2: STUDENTS WHO CAN CONFIRM THEIR ECONOMIC DATA

Extra-EU students whose families reside abroad, who enroll in a successive year and who can confirm their economic data (check art. 30 par. 1 NoC) must submit their application with the following procedures:

- Students with PIN code  
These students must:
  - access to Edisu Online Services and fill out the application form;
  - transmit the application online.
- Students with User Code 2016  
These students must:
  - register to Edisu Online Services with an User Code 2016;
  - access to Edisu Online Services and fill out the application form;
  - transmit the application online;
  - print and sign the application form and the PIN request form.

The deadlines are (check art. 15 par. 2 NoC):

- 11th August 2016 at 12 PM (noon), for scholarship and accommodation applicants;
- 29th September 2016 at 12 PM (noon), for scholarship only applicants.

Otherwise, they will be excluded from the competition.

#### PAR. 3: SEVENTH SEMESTER OF BACHELOR DEGREE AND FIRST YEAR OF MASTER DEGREE

Students who

- enrolled in a bachelor degree course in an university of Piedmont in 2013/14,
- graduate between 1st September 2016 and 31th March 2017 and
- enroll in a master degree course in an university of Piedmont in 2016/17, within the deadlines available at art. 21 par. 2 (10 February or 10 May 2017)

must apply for the seventh semester of bachelor degree and the first year of master degree (check art. 19-23 NoC).

These students can confirm their economic data, if possible (check art. 30 par. 1 NoC), only for the seventh semester of bachelor degree, so if they want to apply also for the first year of master degree they must submit their application strictly following the steps listed below: otherwise, they will be excluded from the competition.

##### • **Step 1: Application online**

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

- Students with User Code 2016  
These students must:
  - register to Edisu Online Services with an User Code 2016;
  - access to Edisu Online Services and fill out the application form;
  - transmit the application online;
  - print and sign the application form and the PIN request form.
- Students with PIN code  
These students must:
  - access to Edisu Online Services and fill out the application form;
  - transmit the application online.

Students who do not still have the consular documents and/or the “ISEE Parificato” attestation (or its request’s receipt) at the moment of the application, can select that they will submit them

## SECTION VIII RULES FOR FOREIGN STUDENTS

### ART. 31 APPLICATION INSTRUCTIONS FOR EXTRA-EU STUDENTS WHOSE FAMILIES RESIDE IN EXTRA-EU COUNTRIES

at their Edisu Office within 29 September 2016 at the “Economic data” section of the online application.

Deadlines are (check art. 20 par. 2 NoC).

- 11th August 2016 at 12 PM (noon), for students who apply for:
  - scholarship and accommodation both for the seventh semester of bachelor degree and the first year of master degree;
  - Apply for scholarship and accommodation for the seventh semester of bachelor degree, and for scholarship only for the first year of master degree.
- 8th September 2016 at 12 PM (noon), for students who apply for scholarship only for the seventh semester of bachelor degree, and for scholarship and accommodation for the first year of master degree.
- 29th September 2016 at 12 PM (noon), for students who apply for scholarship only both for the seventh semester of bachelor degree and the first year of master degree
- **Step 2: Submission of the documents and the application at Edisu Office**

Students must submit at their Edisu Office within the deadlines specified above the following documentation:

- the printed and signed application form (for students with User Code 2016) or the printed receipt named “Ricezione pratica” (for student with PIN code) (check step 1 of this paragraph);
- the consular documents about the family composition, incomes and assets (check art. 30 par. 3);
- the “ISEE Parificato” attestation, calculated by a CAAF Office under agreement with Edisu on the basis of the documents about the family composition, incomes and assets.
- If the CAAF issues two ISEE, the first concerning the student and the second concerning his/her family, they have both to be submitted at Edisu Office.
- If the CAAF is not able to issue the ISEE within the application deadline, students can submit the receipt of its request. The ISEE must be submitted later with a complaint: the instructions are available at par. 6.2 of this article and art. 7 par. 6.2 NoC, the deadlines are available at art. 16 par. 6 NoC;
  - 31st August-6th September 2016 at 12 PM (noon): complaint period for accommodation;
  - 28th October-18th November 2016 at 12 PM (noon): complaint period for scholarship.
- copy of the passport or other ID document. The Smart Card is not an ID document;
- copy of the residence permit or of the residence permit renewal’s receipt.

Students who do not still have the consular documents and/or the “ISEE Parificato” attestation (or its request’s receipt) when they come to their Edisu Office, can submit them within 29 September 2016.

#### PAR. 4: EDISU OFFICES

Extra-EU students must submit their documents within the deadlines to the following Edisu offices.

<b>TORINO</b> <b>STUDENT OFFICE</b> VIA GIULIA DI BAROLO 3/BIS MONDAY AND FRIDAY: 9-11 TUESDAY, WEDNESDAY AND THURSDAY: 9-11/13:30-15	
<b>ALESSANDRIA</b> VIA PARMA 36 MONDAY AND FRIDAY: 9-11 TUESDAY, WEDNESDAY AND THURSDAY: 9-11/13:30-15	<b>CUNEO</b> VIA S. CROCE 7 MONDAY AND FRIDAY: 9-11 TUESDAY, WEDNESDAY AND THURSDAY: 9-11/13:30-15
<b>NOVARA</b> VIA PERRONE 9 ABOUT TO MOVE TO VIA PASSALACQUA 11 MONDAY AND FRIDAY: 9-11 TUESDAY, WEDNESDAY AND THURSDAY: 9-11/13:30-15	<b>VERCELLI</b> VIA Q. SELLA 5 MONDAY AND FRIDAY: 9-11 TUESDAY, WEDNESDAY AND THURSDAY: 9-11/13:30-15

Students can also send the full documentation by post (certified mail is recommended) within the deadlines. Students must write on the envelope “Benefits application 2016/17”. The addresses are available at the end of the NoC, table D. If the documentation is incomplete, the student will be excluded from the competition. Documents are:

- the printed and signed application form;



- the consular documents (check art. 30 par. 3 NoC);
- a copy of the “ISEE Parificato” attestation, or a receipt of its request;
- a copy of the visa (if required), of an ID document and of the residence permit (or a receipt of its request).

Students who submit their documents and apply by proxy are excluded for missing signature. They will be reintegrated in the competition if they send the signed application (and other missing required documents) by post, or submit them in an Edisu Office, within the deadlines.

#### PAR. 5: ACADEMIC CAREER ABBREVIATION

Students who obtain an academic career abbreviation, because they applied for the recognition of credits or degrees achieved abroad, are considered as first or successive year according to the number of credits recognized by their universities.

- Bachelor degree courses:
  - 0 to 24 credits: first year;
  - 25 to 79 credits: second year;
  - 80 to 134 credits: third year;
  - 135 or more credits: seventh semester.
- Master degree courses:
  - 0 to 29 credits: first year;
  - 30 to 79 credits: second year;
  - 80 or more credits: fifth semester.
- Single cycle master degree courses
  - 0 to 24 credits: first year;
  - 25 to 79 credits: second year;
  - 80 to 134 credits: third year;
  - 135 to 189 credits: fourth year;
  - 190 to 244 credits: fifth year;
  - 245 to 299 credits: sixth year (or last semester, for 5 years courses);
  - 300 or more credits: last semester (for 6 years courses).

Students who apply for the academic career abbreviation before they apply for Edisu benefits must select the appropriate option available at the “Scholastic data” section of the application form. If the academic career abbreviation is approved:

- before the application’s submission, students must declare it with the appropriate option available at section “Scholastic data” of the application;
- after the application’s submission, but within 18 November 2016, students must send a mail communication to [edisu@edisu-piemonte.it](mailto:edisu@edisu-piemonte.it) with a front and back scan of an ID document;
- after 18 November 2016, students are considered as first year for the academic year 2016/17, but they will be included in the right year from the next academic year 2017/18.

*Students who apply for the academic career abbreviation must meet in any case the merit requirements for first year students, regardless of the number of recognized credits (check art. 9 par. 2 and 3 NoC): otherwise, they will lose their benefits.*

*Recognized credits cannot be counted for the fulfillment of the merit requirements for the first year.*

Detailed information are available at:

- art. 9 par. 5 NoC, for students who apply for the academic career abbreviation during 2016/17;
- art. 14 par. 5 NoC, for students who applied for the academic career abbreviation before 2016/17.

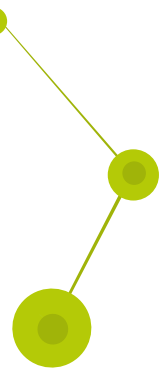
#### PAR. 6: WEB ADJUSTMENTS AND COMPLAINTS

Students who need to change their data after the application submission can make a web adjustment or a complaint.

##### PAR. 6.1: WEB ADJUSTMENTS

Web adjustments must be made within the application deadline. The web adjustment procedure is completely online and it is available on the personal page of the student’s Edisu Online Services. Three options are available.

- Data change: first, the students have to select the category (personal data, scholastic data, economic data...); then, they have to make the change; finally, they have to transmit the form online. Changes belonging to different categories need different form transmission.
- Option change: for students who need to change their scholarship application to scholarship and accommodation application, and vice versa.
- Transformation: for students who need to change their application to seventh semester of bachelor degree and first year of master degree to a seventh semester application or a first year application, and vice versa. For more information, please check par. 7 of this article, art. 10 par. 4 NoC (for first year students), art. 15 par 3 NoC (for successive year students) and art. 20 par. 3 NoC (for students applying for seventh semester of bachelor degree and first year of master degree).



## SECTION VIII RULES FOR FOREIGN STUDENTS

### ART. 31 APPLICATION INSTRUCTIONS FOR EXTRA-EU STUDENTS WHOSE FAMILIES RESIDE IN EXTRA-EU COUNTRIES



## SECTION VIII RULES FOR FOREIGN STUDENTS

### ART. 31 APPLICATION INSTRUCTIONS FOR EXTRA-EU STUDENTS WHOSE FAMILIES RESIDE IN EXTRA-EU COUNTRIES

#### PAR. 6.2: COMPLAINTS

Complaints must be made after the publication of the provisional classification lists, during the complaint period. Both eligible and excluded students can make a complaint, and excluded students must consider all the exclusion causes. The complaint procedure is completely online and it is available on the personal page of the student's Edisu Online Services.

Six categories are available.

- Enrollment
- Scholastic data
- Declaration of merit
- Economic data
- Pending financial obligations with Edisu
- Other

Students must select a category, fill out the form and transmit it online. Students who have to make complaints belonging to different categories must transmit a complaint for each category. It is not possible to change option or transform an application with a complaint (check par. 6.1 of this article).

More information about the provisional classification list and the complaint deadline are available at art. 11 par. 2, 3 and 5 NoC (first years), art. 16 par. 3, 4 and 6 NoC (successive years), art. 21 par. 3 NoC (seventh semester of bachelor degree and first year of master degree) and art. 26 par. 2, 3 and 5 NoC (PhD and postgraduate schools).

Detailed information about web adjustments and complaints are available at art. 7 par. 6.1 and 6.2 NoC.

#### PAR. 7: TRANSFORMATIONS

Students who have to transform their application after its transmission must make a web adjustment (check par. 6.1 of this article and art. 7 par. 6.1 NoC) within the application deadlines. Instructions are available at:

- art. 10 par. 4 NoC, for first year of master degree applicants who need to transform their applications in seventh semester of bachelor degree and first year of master degree;
- art. 15 par. 3 NoC, for seventh semester of bachelor degree applicants who need to transform their applications in seventh semester of bachelor degree and first year of master degree, or first year of master degree only;
- art. 20 par. 3 NoC, for seventh semester of bachelor degree and first year of master degree applicants who need to transform their applications in first year of master degree only.

#### PAR. 8: WAIVER OF BENEFITS

From 3 October 2016, students who want to waive to their benefits must use the appropriate online procedure, available on their personal pages of Edisu Online Services.

Students who applied for scholarship and accommodation can only waive the accommodation: if they waive the scholarship, they also have to waive the accommodation and, if they are assigned to an accommodation, they have to leave the residence and return an amount equal to value of the accommodation service.

Detailed information are available at art. 7 par. 7 NoC.

#### PAR. 9: ACCOMMODATION ACCEPTANCE

Students who result winner in the accommodation definitive classification lists have to accept it exclusively online. The acceptance procedure is available on the student's personal page of Edisu Online Services in the following periods.

- Successive years and first year of master degree benefit confirmation for merit, successive years standard applications: from 9 to 13 September 2016 at 12 PM (noon).
- First year standard application: from 22 to 26 September 2016 at 12 PM (noon).

Students who result eligible in the accommodation definitive classification lists have to express their interest in an accommodation exclusively online. The expression of interest procedure is available on the student's personal page of Edisu Online Services in the following periods.

- Successive years and first year of master degree benefit confirmation for merit, successive years standard applications: from 15 to 19 September 2016 at 12 PM (noon).
- First year standard application: from 28 September to 3 October 2016 at 12 PM (noon).

In the expression of interest, five options are available:

- I'm interested;
- I'm not interested;
- I'm interested with option "Erasmus mese" (for students who are going to attend an international mobility project that lasts less than 8 months, the number of months must be specified);
- I'm interested with option "Erasmus anno" (for students who are going to attend an international mobility project that lasts 8 or more months);
- I'm interested with option "Collegio Renato Einaudi" (check art. 8 NoC).

Students who select the "I'm not interested" option will not be contacted for an accommodation anymore.

Students who select an "I'm interested" option have to check the result of the expression of interest result on their personal pages of Edisu Online Services and, if they are selected for an accommodation, they will be contacted by our Residence Office (inforesidenza@edisu-piemonte.it).

PhD students and students enrolled in postgraduate schools will be contacted directly by our Residence Office after the publication of the accommodation definitive classification list (inforesidenza@edisu-piemonte.it).

Detailed information are available at art. 13 (first year standard application), 18 (successive years and first year of master degree benefit confirmation for merit, successive years standard applications) NoC.

#### **PAR. 10: ACCOMMODATION ASSIGNATION**

Students who accept the accommodation properly will receive a mail from our Residence Office (inforesidenza@edisu-piemonte.it) with full detail about the assignation and the form for the payment of the deposit (€ 180,00 with bank charges). Students must pay the deposit before they access to the residence.

Detailed information are available at art. 32-35 NoC.

#### **PAR. 11: NON-RESIDENT STATUS**

##### **PAR. 11.1: EXTRA-EU STUDENTS WHOSE FAMILIES RESIDE ABROAD**

Extra-EU students whose families reside abroad are automatically considered as non-resident, so they do not have to declare any house rental (check art. 8 par. 2 NoC).

##### **PAR. 11.2: EXTRA-EU STUDENTS WHOSE FAMILIES RESIDE IN ITALY: DECLARATION OF HOUSE RENTAL**

Extra-EU students whose families reside in Italy, in a different municipality from the one in which their courses are located and that cannot reach their university within 60 minutes, have to make the declaration of house rental in order to be considered as non-resident (check art. 8 par 2 NoC). Otherwise, if they win the scholarship they will receive the commuters amount (check art. 5 NoC).

#### **PAR. 12: ECONOMIC AND MERIT ASSESSMENTS**

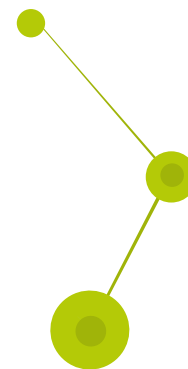
Edisu assesses the truthfulness of the merit declarations of eligible and winner students (check art. 6 D.P.C.M. 9th April 2001 and art. 36 NoC).

These assessments will start on 16 January 2018 and will finish within 30 June 2018 (check art. 8 par. 1 and 2 Law 241 7th August 1990).

If the assessment has a positive outcome, a notification will be published on the student's personal page of Edisu Online Services, section "My assessments/Revocation".

If the assessments has a negative outcome, the student will be informed in the manners described below (check art. 39 par. 2.1 NoC).

- **Winners of scholarship, or eligible for scholarship but assigned to an accommodation**  
These students will be informed with a letter (certified mail) including the official notification of the benefits granted in 2016/17, the amount to return, the payment procedure and deadline. If the student do not withdraw the letter ("compiuta giacenza") or the letter comes back because the address is wrong, non-existent or the student does not live here anymore, a copy of the letter will be uploaded on the student's personal page of Edisu Online Services, section "My assessments/Revocation". In order to withdraw the original letter with the full instructions for the return, the student must contact Edisu (ufficiorevoche@edisu-piemonte.it). Otherwise, the student's academic career will be blocked. Any change in the home address must be promptly communicated to edisu@edisu-piemonte.it or ufficiorevoche@edisu-piemonte.it.
- **Eligible for scholarship and not assigned to an accommodation**  
A notification will be published on the student's personal page of Edisu Online Services, section "My assessments/Revocation".



## **SECTION VIII RULES FOR FOREIGN STUDENTS**

### **ART. 31 APPLICATION INSTRUCTIONS FOR EXTRA-EU STUDENTS WHOSE FAMILIES RESIDE IN EXTRA-EU COUNTRIES**

**CALL CENTER**

tel. 011.6522701  
da lun a ven 9.00 – 16.00

**E-MAIL**

edisu@edisu-piemonte.it

**INTERNET**

www.edisu.piemonte.it

**SPORTELLI STUDENTI****TORINO  
SPORTELLO UNICO**

Via Giulia di Barolo 3/bis, 10124 Torino  
lun, ven 9.00 – 11.00  
mar, mer, gio 9.00 – 11.00 / 13.30 – 15.00

**SPORTELLI****ALESSANDRIA**

Via Parma 36, 15100 Alessandria  
tel. 011.6531275  
lun, ven 9.00 – 11.00  
mar, mer, gio 9.00 – 11.00 / 13.30 – 15.00

**CUNEO**

Via Santa Croce 7, 12100 Cuneo  
tel. 0171.456901  
lun, ven 9.00 – 11.00  
mar, mer, gio 9.00 – 11.00 / 13.30 – 15.00

**NOVARA**

Via Perrone 9  
about to move to  
Via Passalacqua 11, 28100 Novara  
tel. 0321.375111  
lun, ven 9.00 – 11.00  
mar, mer, gio 9.00 – 11.00 / 13.30 – 15.00

**VERCELLI**

Via Q. Sella 5, 13100 Vercelli  
tel. 0161.604612  
lun, ven 9.00 – 11.00  
mar, mer, gio 9.00 – 11.00 / 13.30 – 15.00