

SAMPLES OF INTERNATIONAL DOCUMENTS RELATED TO FAMILY COMPOSITION, INCOME AND IMMOVABLE PROPERTIES FOR THE 2022/23 BENEFITS APPLICATION.

The documents described below are only an example based on the previous years documentation. Any other document that meets the requirements at the art. 30 par. 3 of the notice of competition (or in the guidelines booklet) can be acceptable.

If students submit any documents listed below but those ones do not meet the requirements because of any reasons as per the art. 30 par. 3 or in the guidelines booklet, the documents will be rejected.

The names of the issuing institutions you find here are the result of a translation from the Italian version of the documents we got during the previous years. Therefore, they might not match with the official English name of your Country's institution.

If students have any doubt about specific documents, they can open a ticket at the section 4 (international students) to ask their question: however, the whole documentation will be not valuated by ticket. In fact, the correctness of the documents can be assessed only by the EDISU staff, once they receive the original copies of students' documentation.

The documentation described below is divided by Country. Unfortunately, since there are no many samples from many countries, you might not find the samples for your specific situation. In that case, you must follow the description of the required documents at the art. 30 par. 3 of the 2022/23 notice of competition or in our guidelines booklet and find out the documentation that meets the requirements with the institutions of your Country directly.

The documents described below do not include the certificates related to the **movable properties** (bank accounts, deposits, shares, bonds etc.). Normally, for every Country, a certificate issued by the bank or the private company involved is required. It is acceptable also in English, French or Spanish and not legalized.

In order to prove the **lack of movable properties** (bank accounts, deposits, shares, bonds etc.), students must submit the related certificate issued by the office in charge of their Country or, if it is not available, an affidavit or any other notary documents in which it is stated that one or more family members are not owner of movable properties. In case students submit the affidavit/notary document, it must be translated into Italian and legalized.

EDISU will verify the authenticity of the documents: if they find any fake or falsification, the student will be excluded from the definitive ranking list and reported to the fees office of her/his university in order to warn them for the fee reduction procedure.

At the end of the list, you can find the instructions of the art. 30 par. 3 of the 2022/23 notice of competition, which specifies the overall requirements of the consular documents and which is available also in our [guidelines booklet](#)).

EU COUNTRIES:

Concerning the European Union Countries, the documentation does not differ much for each Country. In particular:

Family composition: certificates issued by the Municipality where the student lives (especially the registry office) or, only if it is not possible to retrieve any document from a public office, the family booklet.

Income, retirement pension and unemployment: tax returns declarations; Revenue Agency or Ministry of Finance certificates; Social Security Institutions certificates; declaration of the employers or from the employment offices.

Immovable property: certificates issued by the Cadaster (real estate office) or by the Revenue Agency.

Further information about legalization and translation of European consular documents are available [here](#).

For enquiries about European consular documents, students can open a Ticket in the section "ISEE/Economic requirements" > "European consular documents".

EXTRA-EU COUNTRIES:

AFGHANISTAN

Certificate from the diplomatic mission in Italy: the Afghan Embassy in Rome can issue a single certificate, which summarizes all the required info. It must be legalized by the Italian *Prefettura* as well.

ALBANIA

Single certificate from the municipality office: this certificate, issued by the Municipality where the student lives, summarizes all the required info, except the info about movable properties.

Family composition: certificate issued by the National Office of Marital Status. It is possible not to translate it, since it is a multi-language certificate but it must be legalized.

Income: There are several samples for this document.

Attention: students must provide always the **gross** income of the required year:

1. Ministry of Finance certificate, referred to the specific year required (available also for freelancers);
2. For government employees, the income certificate of the required year issued by the Ministry for which they work;
3. Certificates issued by the employers (especially for private companies' employees);
4. Certificates issued by the Social Security Administration. The gross yearly income must be always specified, otherwise it is not acceptable.

5. Retirement pension: Certificates issued by the Social Security Administration. They can be submitted also to prove the lack of retirement pensions.

Unemployment: certificates issued by the local branches of the Ministry of Labor or by the public employment agencies.

Attention: the unemployment condition must be referred to the whole year required.

Immovable property: certificates issued by the Cadaster (real estate office). The Cadaster can issue certificate related both to the property and to the lack of properties.

ANGOLA

Certificate from the diplomatic mission in Italy: the Angola Embassy in Rome can issue a single certificate, which summarizes all the required info. It must be legalized by the Italian *Prefettura* as well.

ARMENIA

Single certificate from the municipality office: this certificate, issued by the Municipality where the student lives, summarizes all the required info, except the info about movable properties.

Immovable property: certificates issued by the Cadaster (real estate office). The Cadaster can issue certificates related both to the property and to the lack of properties.

AZERBAIDJAN

Family composition: certificate issued by the Civil Registry that specifies all the family members living with the student.

Income: certificate issued by the employers (both public and private) which specifies both the monthly and the yearly income.

Retirement pension: Certificates issued by the Ministry of Labor and Social Security.

Unemployment: certificates issued by the by the public employment agencies, depending on the Ministry of Labor and Social Security.

Attention: the unemployment condition must be referred to the whole year required and it must be clearly specified that the person did not work in that year. Certificates stating that “the person is not searching for a job” or “it is now registered as a person looking for a job” are not accepted.

Immovable property: certificates issued by the National Real Estate Registry, which can issue certificates related both to the property and to the lack of properties.

BANGLADESH

Certificate from the diplomatic mission in Italy: the Bangladesh Consulate in Milan (or the Embassy in Rome) can issue a single certificate, which summarizes all the required info. It must be legalized by the Italian *Prefettura* as well.

BELARUS

Family composition: there are two samples for this document:

1. Certificate of residence and family composition, issued by the Municipality where the student lives.
2. Certificate of the flat where the citizens live, issued by the agency for the building services.

Income: income certificate issued by the company for which the citizen works. It specifies the yearly income.

Retirement pension: pension certificate issued by the Social Security Office. It specifies the yearly income.

Immovable property: certificates issued by the National Real Estate Registry (Cadastral), which can issue certificates related both to the property and to the lack of properties.

Besides, the documents that specify the family composition can also specify the property of the family member who owns the house where the family lives. In that case, those documents are acceptable as a property certificate (it must specify the squared meters of the house).

BOSNIA AND HERZEGOVINA

Single certificate from the municipality office: this certificate, issued by the Municipality where the student lives, summarizes all the required info, except the info about movable properties.

Family composition: affidavit issued by the citizen himself in his/her own Municipality office.

Income: Ministry of Finance certificate, referred to the specific year required

Immovable property: certificates issued by the National Real Estate Registry (Cadastral), which can issue certificates related both to the property and to the lack of properties.

BRASIL

Family composition: an affidavit or a public notary certificate, which summarizes the family composition, is acceptable.

Income: there are two samples for this document:

1. "Imposto sobre a renda", related to the required year;
2. "SIMEI", related to the required year.

Immovable property: certificates issued by the National Real Estate Registry, which can issue certificates related both to the property and to the lack of properties.

Sometimes, the immovable properties are specified in the “imposto sobre a renda”. In that case, the squared meters of the house must be specified. If the information is in the “imposto sobre a renda” of a specific family member, it is not necessary to submit the Real Estate Registry’s certificate for the related person.

CAMERUN

Certificate from the diplomatic mission in Italy: the Camerun Consulate in Florence (or the Embassy in Rome) can issue a single certificate, which summarizes all the required info. It must be legalized by the Italian *Prefettura* as well.

Attention: this document alone is not acceptable: it is compulsory to submit also further documentation (listed below).

Déclaration annuelle des revenus des personnes physiques: for each family member that works, related to the required year. It is acceptable also in copy, in original language and not legalized.

Certificat de non fonction: for each adult family member that does not work, related to the required year. It is acceptable also in copy, in original language and not legalized.

CHILE

Family composition: there are two samples for this document:

1. Family composition certificate from the database of the municipality where the student lives;
2. Report issued by a social worker that summarizes the family composition.

Attention: sometimes this document specifies also information about income and properties. It will be accepted only for the family composition though. For the other info, please see below.

Income: re are two samples for this document:

1. Certificate of social security contribution issued by the private insurance agency to which the citizen refers. This certificate states the income related to the contribution the citizens pay every year for the personal social insurance. It must be related to the required year.
2. Tax return certificate from the SII system, referred to the required year.

Immovable property: certificates issued by the Revenue agency (SII). In case of Ownership, the surface in squared meters must be specified.

CHINA

Family composition: a public notary certificate, which summarizes the family composition, is acceptable.

Income: income certificate issued by the company for which the citizen works. It must specify the yearly gross income.

Retirement pension: pension certificate issued by the company the citizen used to work or by the public institution involved. It must specify the yearly gross income.

Unemployment: certificates issued by the by the employment agencies, it specifies the date from which the citizen does not work: this date must cover the period required by EDISU.

Immovable property: certificate issued by the Ministry of Infrastructures. It must specify the squared meters.

In order to prove the lack of properties, it is possible to submit a certificate issued by the local Real Estate Registry.

COLOMBIA

Family composition: an affidavit or a public notary certificate, which summarizes the family composition, is acceptable.

Income: DIAN referred to the required year.

Pension: retirement letter issued by the company for which the citizen used to work.

Unemployment: certificates issued by the by the public accountant (*Contador público*). The accountant itself must certify the unemployment: the self-certified papers are not acceptable

Immovable property: there are two samples for this document:

1. Certificate issued by the local Real Estate Registry (Cadastral).
2. Declaration of the real asset tax, which must specify the squared meters of the building as well.

CONGO-BRAZZAVILLE (REPUBLIC OF THE CONGO)

Certificate from the Italian diplomatic mission in the Republic of the Congo: the Italian Embassy in Brazzaville can issue and legalize a single certificate, which summarizes all the required info. Please, refer to the Italian Embassy in Brazzaville for more info.

CONGO (DRC)

Certificate from the diplomatic mission in Italy: the DRC Embassy in Rome can issue a single certificate, which summarizes all the required info. It must be legalized by the Italian *Prefettura* as well.

CUBA

Family composition: an affidavit or a public notary certificate, which summarizes the family composition, is acceptable.

Income: income certificate issued by the employers

Immovable property: house purchase agreement. It must specify the surface in squared meters as well

ECUADOR

Family composition: an affidavit or a public notary certificate, which summarizes the family composition, is acceptable.

Income: income certificate issued by the employers

Immovable property: certificate issue by the local Real estate Registry

EGYPT

Single certificate: it is a social survey issued by the Social Affair office of the Prefecture. It summarizes all the required info.

Immovable property: Real estate Registry certificate (we have only samples of lack of property certificate but a real estate office should be able to issue also the certificate related to the property with the surface specified in squared meters).

GABON

Certificate from the Italian diplomatic mission in Gabon: the Italian Embassy in Libreville can legalize a single certificate, which summarizes all the required info. Please, refer to the Italian Embassy in Libreville for more info.

Certificate from the diplomatic mission in Italy: the Gabon's Embassy in Rome can issue a single certificate, which summarizes all the required info. It must be legalized by the Italian *Prefettura* as well.

GEORGIA

Family composition: family registration certificate issued by the Agency of development of Public services, which depends on the Ministry of Justice.

Income: income certificate issued by the Revenue Agency, referred to the required year.

Immovable property: Real estate Registry (Cadaster) certificate

HONG KONG

Income: income certificate issued by the employers

Immovable property: Real estate Registry (Department of Assessment and Cataloguing) certificate

INDIA

Notary certificates: those certificates can summarize all the required info, except the movable property info.

Single certificates: issued by the local authorities, they can summarize all the required info, except the movable property info.

Income: certificate issued by the Revenue Agency, referred to the required year.

Attention: the local fiscal year is from April to March. That is not acceptable since it does not cover the required period of the Italian calendar (i.e. from January to December). In this case, info must be integrated with the missing months of one year (e.g. the income certificate is referred to the salaries from April 2021 until March 2022. Students can complete by submitting the salaries of January, February and March 2021).

Attention: We remind students that the Italian translation must be always attached (i.e. stuck together with) to the original language document. If the two papers are separated, they will be rejected.

IRAN

Family composition: the National ID card of a parent + a "Confession Letter" which summaries the family composition is acceptable. If in the ID card there are the names of siblings that do not live with the family any longer, that info must be specified by submitting further documentation, also in English and not legalized (e.g. marriage certificates of the siblings etc.). Without those further documents, income and properties of all the siblings must be specified.

Income: there are two samples of this document:

1. Income certificates issued by the employers related to the required year.

2. Income tax return, referred to the required year.

Attention: the local year is from March to March. That is not acceptable since it does not cover the required period of the Italian calendar (i.e. from January to December). In this case, info must be integrated with the missing months of one year (e.g. the income certificate is referred to the salaries from March 2021 until March 2022. Students can complete by submitting the salaries of January and February 2021).

Retirement pension: pension certificate issued by the institution involved (Social Security National Agency, private social security funds etc.). It must specify the yearly gross income.

Immovable property: in order to show the properties, students can submit a certified copy of the property deed (it must specify the squared meters). In order to show the lack of properties, students

can submit a letter issued by the Deed and Real Estate Registration office (depending on the Ministry of Justice), by which the institutions declares that the citizen does not own any properties.

Attention: rental agreements or “confession letters” are not acceptable to show the lack of properties. They will be rejected.

ISRAEL

Single certificate from the municipality office: this certificate, issued by the Municipality where the student lives, summarizes all the required info, except the info about movable properties.

Family composition: family registration certificate issued by the Municipality where the student lives.

Income: Fiscal Law Compliance Certificate (“Form 106”) referred to the required year.

Retirement Pension: pension payments certificate, issued by the National Social Insurance Institute.

Property: Municipality tax certificate, issued by the Municipality where the student lives.

JORDAN

Single certificate from the municipality office: this certificate, issued by the Municipality where the student lives, summarizes all the required info, except the info about movable properties.

KAZAKHSTAN

Family composition: there are three samples for this document:

1. Notary certificates, which summarize the family composition
2. Residence address certificate (one for each family member) issued by the Public Services Information System.
3. Family composition booklet, issued by the municipality where the student lives (from the PO EPHU database).

Income: Salary certificate issued by the employers. It must specify the income related to the whole year required.

Immovable property: there are several samples for this document:

1. “Presence/Lack of Real Estate certificate”, issued by the Public Services Information System.
2. Real Estate Assessment certificate made by private real estate companies
3. Lack of Immovable Property certificate issued by the Ministry of Justice.

KENYA

Certificate from the diplomatic mission in Italy: the Kenya's Embassy in Rome can issue a single certificate, which summarizes all the required info. It must be legalized by the Italian *Prefettura* as well.

Attention: it is necessary the Embassy to certify the information in the certificate. Certificates self-certified by the student itself are not acceptable.

KOREA (DEMOCRATIC REPUBLIC OF)

Family composition: there are two samples for this document:

1. Family composition certificate issued by the district office.
2. Census register certificate.

Income: Income certificate, referred to the required year

Property: Real estate Registry certificate (we have only samples of lack of property certificate but a real estate office should be able to issue also the certificate related to the property with the surface specified in squared meters).

KYRGHIZISTAN

Family composition: certificate issued by the Municipality where the student lives.

Income: there are two samples of this document:

1. Income certificates issued by the employers related to the required year.
2. Certificate issued by the National Social Security Agency in which the gross early income (on which is paid the social security contribution) is specified.

Immovable property: certificates from the Real Estate Registry (Cadaster), which can issue certificates related both to the property and to the lack of properties. In case of property, it is always necessary to attach the "technical information certificate" (issued by the Cadaster as well) that specifies the surface of the property in squared meters.

LEBANON

Single certificate from the municipality office: this certificate, issued by the Municipality where the student lives, summarizes all the required info, except the info about movable properties.

Attention: as per all the other countries, the info must be referred to all the adult family members. Therefore, certificates specifying the situation for the father only (without specifying, for instance, the unemployment or the lack of properties of the other adult members) will be rejected.

Family composition: certificate issued by the municipality where the student lives.

Income: certificate issued by the head of the tax department, referred to the required year.

Unemployment: certificate issued by the head of the tax department, which specifies that the citizen does not pay any taxes.

Immovable property: issued by the real estate general office, it can specify both property (surface in squared meters must be specified) and lack of property.

MACEDONIA

Family composition: there are two samples for this document:

1. Certificate issued by the Municipality where the student lives;
2. Family composition certificate normally used to apply for welfare benefits in Macedonia.

Income: there are two samples for this document:

1. Income certificate issued by the Ministry of Finance;
2. Income certificates issued by the employers related to the required year.

Immovable property: there are two samples for this document:

1. Certificate issued by the Real Estate Registry (Cadaster), which can also specify the lack of properties;
2. Certificate of the payment of the real estate tax issued by the Municipality where the student lives.

MADAGASCAR

Single certificate: "Income Declaration", issued by the Municipality where the student lives and legalized by the Ministry of Foreign Affairs, summarizes all the required info, except the info about movable properties.

Income: tax return certificate issued by the Ministry of Finance.

Immovable Property: issued by the Municipality where the student lives,

MALAWI

Certificate from the Italian diplomatic mission in Malawi: the Italian Consulate in Blantyre can issue a single certificate, which summarizes all the required info. Please, refer to the Italian Consulate in Blantyre for more info.

MALAYSIA

Notary certificates: those certificates can summarize all the required info, except the movable property info.

MEXICO

Family composition: an affidavit or a public notary certificate, which summarizes the family composition, is acceptable.

Income: "SAT" (federal tax return) referred to the required year.

Unemployment: zero-value "SAT" (see above)

MOLDOVA

Family composition: certificate issued by the Municipality where the student lives.

Income: certificate issued by the Ministry of the Finance and referred to the income of the required year.

Immovable property: Certificate issued by the Real Estate Registry (Cadaster), which can also specify the lack of properties.

MONGOLIA

Family composition: "residence/family composition certificate" issued by the Municipality where the student lives.

Income: there are two samples for this document:

1. Income certificate issued by the employers. The total gross yearly income is required;
2. Certificate issued by the Municipality where the citizen lives;
3. Certificate issued by the General Social Security Agency: The total gross yearly income is required.

Retirement pension: certificate issued by the General Social Security Agency referred to the required year.

Unemployment: certificate issued by the Municipality where the citizen lives.

Immovable property: there are several samples for this document:

1. "Residence/family composition certificate" issued by the Municipality where the student lives (see above): if the house where the student lives is the property of a member, it must be specified and the certificate (with the surface in squared meters) can be accepted as property certificate as well;
2. "Real Estate Sold/Purchased Certificate" with the surface in squared meters specified;

For the lack of properties, students can submit the following certificates:

1. Certificate issued by the Real Estate Registry;
2. "Real Estate Sold/Purchased Certificate", which specifies that the goods purchased in the past have been sold.

MONTENEGRO

Family composition: certificate issued by the Municipality where the student lives.

Income: income certificate issued by the employers. The total gross yearly income is required

Unemployment: certificate issued by the employment office, which specifies the beginning and the end of the unemployment period.

Immovable property: certificate issued by the Land Agency that specifies if the citizens own any properties or not. In case of property, the surface in squared meter must be specified.

MOROCCO

Family composition: "collective certificate of being alive", issued by the Municipality where the student lives.

Attention: all the family members must be in this certificate (sometimes, the data of one of the two parents are not specified).

Income: "*attestation du revenu global*" issued by the Ministry of the Economy and Finance and referred to the required year.

Retirement pension: certificate issued by the national social security agency referred to the required year.

Unemployment: there are two samples for this document:

1. "*Attestation du revenu global*" (see above) with 0 income;
2. "Negative job certificate" issued by the municipality the citizen lives.

Attention: this certificate has often the sentence "the citizen does not work **currently**". It is not acceptable since it must be referred to the required year.

Immovable property: "Property certificate" issued by the Cadaster. In case students must show the lack of property of their family members, there are two samples for this document:

1. "Negative property certificate" issued by the Cadaster;
2. "*Attestation de NON-IMPOSITION à la TH-TSC*" issued by the general agency of taxes and finance.

NIGERIA

Certificate from the diplomatic mission in Italy: the Nigeria's Embassy in Rome can issue a single certificate, which summarizes all the required info. It must be legalized by the Italian *Prefettura* as well.

Attention:

1. All the data in the certificate must be specified and certified by the Embassy itself: affidavit issued by the students and signed by the Embassy will be rejected;
2. The income must be specified by one whole year (e.g. 2019 income; 2020 income etc.). Sentences referred to the income such as "2021/2022 income amount is..." are not acceptable;
3. If any family members own any properties, the surface must be specified: if it is not, students must submit further documents (not affidavit) that show the surface of the property in squared meters.

NEPAL

Family composition: certificate issued by the Municipality where the student lives.

Income: single certificate issued by the Municipality where the student lives.

PALESTINE

Certificate from the diplomatic mission in Italy: the Palestine's Embassy in Rome can issue a single certificate, which summarizes all the required info. It must be legalized by the Italian *Prefettura* as well.

PAKISTAN

Certificate from the diplomatic mission in Italy: the Pakistan's Consulate in Milan or the Embassy in Rome can issue a single certificate, which summarizes all the required info. It must be legalized by the Italian *Prefettura* as well.

Attention:

1. The Consulate of Milan submits two different papers (one for the family composition, one for the income and properties info). The two papers must be attached together (i.e. stuck together), otherwise, both papers need the legalization stamp of the Italian *Prefettura*;
2. All the data in the certificate must be specified and certified by the Embassy/Consulate itself: affidavit issued by the students and signed by the Embassy/Consulate will be rejected;

PERU

Family composition: an affidavit or a public notary certificate, which summarizes the family composition, is acceptable.

Income: SUNAT certificate, referred to the required year.

Immovable property: SUNARP certificate. It can specify both the property and the lack of property.

RUSSIA

Family composition: registration certificate issued by the Citizens' Registration Office of the municipality where the student lives.

Attention: the information of both the parents must be always specified. In case one of the parents is not living with the student, further info must be provided (divorce certificate, separation certificate, registration document of the other parent etc.)

Income: there are two samples for this document:

1. Certificate issued by the Federal Fiscal Agency referred to the required year;
2. Pay slips of each month of the required year.

Retirement pension: certificate issued by the national retirement fund agency referred to the required year.

Immovable property: there are two samples for this document:

1. Certificate issued by the Cadaster, which can specify both the property and the lack of properties;
2. Registration certificate issued by the Citizens' Registration Office of the municipality where the student lives.

RWANDA

Certificate from the Italian diplomatic mission in Rwanda: the Italian Honorary Consulate in Kigali can issue a single certificate, which summarizes all the required info. Please, refer to the Italian Consulate in Kigali for more info.

SERBIA

Single certificate from the municipality office: this certificate, issued by the Municipality where the student lives, summarizes all the required info, except the info about movable properties.

SIERRA LEONE

Certificate from the diplomatic mission in Italy: the Sierra Leone's Consulate in Milan can issue a single certificate, which summarizes all the required info. It must be legalized by the Italian *Prefettura* as well.

SRI LANKA

Family composition: certificate issued by the “Grama Niladhari” office.

Income: income evaluation form, issued by the secretary of the Municipality/Province where the citizen lives.

Unemployment: certificate issued by the “Grama Niladhari” office.

Immovable property: certificate issued by the secretary of the Municipality/Province where the citizen lives.

SUDAN

Certificate from the diplomatic mission in Italy: the Sudan’s Embassy in Rome can issue a single certificate, which summarizes all the required info. It must be legalized by the Italian *Prefettura* as well.

SYRIA

Family composition: certificate issued by the Ministry of the Interior.

Income: certificate issued by the employer, referred to the required year income.

Retirement pension: certificate issued by the Social Security Office. It specifies the date in which the retirement started.

Unemployment: certificate issued by the Ministry of Development (employment office).

Immovable property: certificate issued by the Ministry of the Local Administration (Real Estate branch). It can specify both the property (with the surface in squared meters) and the lack of property.

TAIWAN

Family composition: family registry certificate, issued by the Municipality where the student lives

Income: tax return referred to the required year, issued by the National Office of Taxes.

Immovable property: fiscal survey on the persona real estate, issued by the National Office of Taxes.

TANZANIA

Certificate from the Italian diplomatic mission in Tanzania: the Italian embassy in Dar es Salaam can issue a single certificate, which summarizes all the required info. Please, refer to the Italian embassy in Dar es Salaam for more info.

TOGO

Certificate from the Italian diplomatic mission in Ghana: the Italian embassy in Accra, which is in charge also for Togo, can issue a single certificate, which summarizes all the required info. Please, refer to the Italian embassy in Accra (Ghana) for more info.

Certificate from the diplomatic mission in Italy: the Togo's Embassy in Rome can issue a single certificate, which summarizes all the required info. It must be legalized by the Italian *Prefettura* as well.

TUNISIA

Family composition: "collective certificate of being alive", issued by the Municipality where the student lives.

Income: tax return referred to the required year, issued by the Ministry of Finance.

Retirement pension: certificate issued by the "Caisse Nationale de Sécurité Sociale".

Unemployment: tax return (with zero income reported) referred to the required year, issued by the Ministry of Finance

Immovable property: certificate issue by the Ministry of Real Estate. It can specify both the property (with the surface) and the lack of property.

TURKEY

Family composition: certificate issued by the Municipality where the student lives.

Attention: the income and the property info must be submitted for all the family members reported in the family composition certificate. If in the certificate appears a members who no longer lives with the family, students must submit further documents to prove that (e.g. divorce certificate, address changing certificate etc.)

Income: there are two samples for this document:

1. Record of social security payments, issued by the National Social Security Office. It is acceptable only if the income related to all the months of the required year is specified. It will be rejected if there is no info about the required year or the overall income;
2. Certificate issued by the employer, referred to the required year;

Attention: the list of payments specified in the bank account movement list will not be accepted as an income proof.

Retirement pension: certificate issued by the National Social Security Office, referred to the required year.

Unemployment: there are two samples for this document:

1. Certificate issued by the Municipality where the citizen lives;
2. Certificate issued by the National Social Security Office;

3. Certificate issued by the Revenue Agency.

Attention: the unemployment must be specified clearly. Certificates that do not specify the condition clearly will be rejected.

Immovable property: there are three samples for this document:

1. Certificate of payment of the real estate tax, issued by the Municipality where the house is located. It specifies the squared meters;
2. Property deed;
3. Lack of property letter, issued by the Municipality where the citizen lives.

Attention: the real estate value that EDISU keeps into account is the one obtained by calculating the surface. The market value is not taken into consideration.

UGANDA

Certificate from the Italian diplomatic mission in Uganda: the Italian embassy in Kampala, can issue a single certificate, which summarizes all the required info. Please, refer to the Italian embassy in Kampala for more info.

UKRAINE

Family composition: certificate issued by the Municipality where the student lives.

Income: Record of tax payments, which specifies the income on which bases the citizen paid the taxes.

Unemployment: Record of tax payments (see above) that specifies “no income info is available” for the required year.

Retirement pension: certificate issued by the pension fund.

Immovable property: there are two samples for this document:

1. Certificate issued by the National Real Estate Registry;
2. Certificate issued by a technical evaluation office.

UZBEKISTAN

Family composition: certificate issued by the Municipality where the student lives.

Income: certificate issued by the employer, referred to the required year.

Retirement pension: certificate issued by the pension fund (Ministry of Finance), referred to the required year.

Unemployment: certificate issued by the Municipality where the citizen lives.

Immovable property: Certificate issued by the Cadaster, which can specify both the property and the lack of properties.

VENEZUELA

Family composition: an affidavit or a public notary certificate, which summarizes the family composition, is acceptable.

Income: Record of tax payments, which specifies the income on which bases the citizen paid the taxes.

Immovable property: Certificate issued by the Cadaster

VIETNAM

Single certificate from the municipality office: this certificate, issued by the Municipality where the student lives, summarizes all the required info, except the info about movable properties.

Family composition: certificate issued by the Police station of the city where the student lives.

Income: there are two samples for this document:

1. Certificate issued by the employer, referred to the required year.
2. Record of social security payments, issued by the National Social Security Office. It is acceptable only if the income related to all the months of the required year is specified. It will be rejected if there is no info about the required year or the overall income;

Unemployment: the certificate issued by the Police station, used to specify the family composition (see above), specifies also the job of each member. In case of unemployment, it must be reported that the member is unemployed or housekeeper.

Immovable property: Certificate issued by the Cadaster.

YEMEN

Certificate from the diplomatic mission in Italy: the Yemen's Embassy in Rome can issue a single certificate, which summarizes all the required info. It must be legalized by the Italian *Prefettura* as well.

ZAMBIA

Certificate from the Italian diplomatic mission in Zambia: the Italian embassy in Lusaka, can issue a single certificate, which summarizes all the required info. Please, refer to the Italian embassy in Lusaka for more info.

ZIMBABWE

Certificate from the Italian diplomatic mission in Zimbabwe: the Italian embassy in Harare, can issue a single certificate, which summarizes all the required info. Please, refer to the Italian embassy in Harare for more info.

OVERALL REQUIREMENTS OF THE CONSULAR DOCUMENTS

Consular documents consist of certificates or declaration, issued in original copy, stating:

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).

The information about the student's parents must be always provided: if one of the parents passed away, 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 stating this condition.

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 household incomes earned abroad during 2020. The incomes of each member in the family unit (included the adult siblings whose data appear on the family composition certificate) must be taken into account.

If the certificates about 2020 are not available, documents relating to 2021 income are acceptable only for extra-EU students; EU students (also Italian citizens) must submit 2020 related incomes.

Certificates considering periods belonging to two different years (e.g. from Mar. 2020 to Mar. 2021) are not accepted. For the countries whose fiscal calendar or solar calendar is different from the Italian one, it is possible to submit the incomes that cover the whole Italian solar calendar (e.g. from Mar. 2020 to Mar. 2021 + from Mar. 2021 to Mar. 2022, so that the whole 2021 is covered).

It is necessary to submit the **gross** income of a whole year or all the 12 months of the year. Monthly based income will be rejected. In order to calculate the ISEE value, EDISU or the CAAF will calculate 13 months of income (even if the student submitted 12 months or the yearly income).

If the student's parents or other adult members of the family do not work, the documents must specify their **unemployment** condition in the required year: for unemployed adult siblings, the certificate of enrollment to schools or universities is acceptable as unemployment certificate. In case the family unit receives any form of subsidy/economic help from the government or national institution, documents are required as well. Whenever there are any retired members in the student's family unit, the student must provide a certificate about the retirement, stating the retirement's amount for at least one month (in this case, the month one is acceptable).

Bank account movements, in which the payment of the salaries is specified, cannot be accepted as income related documents.

3. The bank accounts/deposits and any other movable assets (bonds, shares etc.) possessed by each adult member included in the family unit (also student and siblings) on 31

December 2020. This document is **compulsory** but it must be translated only (acceptable also in English or French), not legalized. Whenever there is an adult family member without a bank account, this info must be specified: only for this info, an affidavit or a notary certificate is acceptable, but it must be translated into Italian and legalized. **If students do not provide this info referred to all the adult family members, they will be excluded.**

4. The immovable assets (real estate) possessed by all of the adult family members. EU students (also Italian citizens) must submit the immovable assets document referred to 31 Dec. 2020. 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. **Rental agreements do not substitute the lack of property documents.** The property certificate must compulsorily specify the **square meters** of the property. Assets documents relating to lands are not required. Even if a family member owns one or more assets, the lack of properties of the other adult members (student included) must be provided.
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 2020 and 2021 and that they have been living on their own for 2 years at least. The income in 2020 and 2021 must be 9,000.00 € per year at least.

These certificates must be:

1. Issued by the competent authorities of the countries where the incomes are produced and the properties are located;
2. Translated in Italian language by an official translator. The translation must be attached to the original document: translation separated from its original is not acceptable.
3. 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 5 October 1961, an apostille stamp on the document is considered a full legalization: in this case, apostille can be issue in French, in the language of the country or can be in multi-language version.

Students who arrive in Italy with the documentation in original language, not translated and legalized, or meet attested difficulties to issue or legalize the documents in their own Country, have to:

1. 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;
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".

Documents about the family's composition and assets must be compulsorily issued in 2022.

The translation and legalization procedures of all the documents listed above must be done in 2022. Translations and legalization with a date **before 1 Jan. 2022 are not acceptable.**

If students submit the documents in 2023 (see below for the specific cases), EDISU will accept documents issued, translated and legalized also in 2023 but the income/properties must be referred to the years/dates specified above.

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