

# **DETAILS FOR THE CONSULAR DOCUMENTS TO BE PROVIDED & SAMPLES OF INTERNATIONAL DOCUMENTS RELATED TO FAMILY COMPOSITION, INCOME AND IMMOVABLE PROPERTIES FOR THE 2024/25 BENEFITS APPLICATION**

In these pages you can find (1) more details about the info you must provide in the consular documents and (2) a list of samples divided by Country.

## **(1) DETAILS FOR THE CONSULAR DOCUMENTS TO BE PROVIDED**

Here you can find the details about the information to include in the economic documentation for all the international students (Extra-UE and UE). You can also find the most common exceptions. If in the following list you don't find your specific case, we ask you to contact us by our ticketing service on our web-site. Furthermore, it is possible to check down here the documentation submitted during the past years, country by country.

### **1. FAMILY COMPOSITION**

It is a certificate in which any person living with the student appears. It has to show the name, surname and date of birth for all the members.

**Parents:** the information about parents has to be always provided, unless you are applying as independent student (see below) or there are these particular situations:

- a) **Death:** it is necessary to indicate the death of a parent in the family composition certificate. If it is not possible, you can submit a death certificate, which can be in unoriginal copy, without legalization. We accept this document in English, French and Spanish language as well. Orphan students have to issue their family composition on the base on the art. 6 comma 1.6, only in case the student lives on its own.
- b) **Divorce or legal separation:** it is necessary to specify any situation like divorce or legal separation in the family composition certificate. If it is not possible, you can submit a divorce or legal separation certificate which can be in unoriginal copy, without legalization. We accept this document in English, French and Spanish language as well.
- c) **Economic-affective extraneousness:** if there are no emotional economic ties with the one of the biological parents, that must be specified in the family composition certificate. If it is not possible, you can submit an economic-affective extraneousness certificate which can be in unoriginal copy, without legalization. We accept this document in English, French and Spanish language as well. If the student can produce only a self-declaration, it is necessary to translate it into Italian and legalize it.

**Members not living with the student:** for all the members appearing in the family composition certificate, who are adult on the 1<sup>st</sup> January 2024, documentation attesting gross incomes and movable and immovable properties must be submitted. It is possible to exclude the members that do not live anymore with the student by submitting specific documentation attesting this condition (it is also possible to submit this certificate in unoriginal copy, without legalization. It is possible to deliver it in English, Spanish or French language).

That is not possible if the person that does not live with the student is a parent or the spouse of one of the student's family member: in that case, the related info has to be submitted always.

**Married students:** it is necessary to include the student, their spouse and any children or other people living with them. Parents' spouses have to be included in the family composition only if they are living with one of the spouses or if it is not possible to achieve the requirements as independent student even if their residence is different (see below).

**Adult members:** all the student's family members (student itself) that were or turned 18 years old during the 2023 (1 January-31 December) so that they were adult on 1<sup>st</sup> January 2024 (the members born on 1 Jan. 2006 are excluded by the category).

**New marriage:** if the parent the student lives with has got a second marriage, the new spouse has to be included (her/his income and assets info have to be submitted)

## 2. INCOMES

It is necessary to submit the yearly gross incomes for all the student's family members that were adult on 1<sup>st</sup> January 2024. In case a member had no income during the required year, a zero income or an unemployment certificate is required. The information is mandatory even for those members that were not adult in the required year but were adult on 1<sup>st</sup> January 2024.

**Income type:** the overall yearly gross income is required. Documents attesting the net income or a generic one, without specifying "the gross", will be not accepted. However, certificates with tables or tax return declarations showing tax deductions, pensions or any bonus that let infer the gross income are acceptable even without the specific "gross".

**Required currency:** the income has to be in the local currency of your Country. Documents providing other currencies will be rejected: EDISU will make the conversion local currency/Euro to calculate the ISEE Parificato on its own. If a document provides the income both in Euro and in local currency, it will be accepted but the provided Euro value will not be taken into account.

**Exchange rate:** it is calculated according to the official one of the Italian Bank ("Banca d'Italia"): for EU students, it is the one on 31 Dec. 2022 (or the previous first working day); for extra-EU students, it is the one on 31 Dec. 2023 (or the previous first working day). For more info about the calculation system of the ISEE Parificato, check our website [www.edisu.piemonte.it](http://www.edisu.piemonte.it).

**Income period:** students coming from Extra-EU Countries have to submit the incomes of the 2023. The EU students have to submit the incomes of the 2022.

It is required to specify the overall gross yearly incomes or every single month income from January to December. Certificates referring to some months only, without specifying the incomes or unemployment condition for the other months, are not acceptable.

Incomes of two different years or different calendar systems (for instance, incomes from march 2022 to march 2023) are not acceptable.

Attention: if you submit the payments of each month, EDISU will add one month more for the ISEE calculation, unless you submit a document attesting the 13<sup>th</sup> monthly payment.

**Unemployment:** For the student's family members that were adult on the 1<sup>st</sup> January 2024 without any incomes in the requested year, it is necessary to submit a document attesting the lack of incomes or the unemployment condition for that specific year.

For any adult siblings on the 1<sup>st</sup> January 2024 or for the student itself (if adult on the 1<sup>st</sup> January 2024) it is acceptable a school/university enrollment certificate valid as unemployment attestation at the requested year (it must be translated into Italian and legalized).

**Pensions:** In case of retired members, it is necessary to present the documentation regarding the gross pension amount of the whole required year or the pension of every single month from January to December. Submitting the pension of a single month will not be acceptable. Furthermore, other incomes support or benefits have to be provided for any adult member. Attention: if you submit the payments of each month, EDISU will add one month more for the ISEE calculation, unless you submit a document attesting the 13<sup>th</sup> monthly payment.

### 3. MOVABLE PROPERTIES

For all the student's family members that were adult on the 1<sup>st</sup> January 2024, it is necessary to submit information about the presence or lack of movable property (deposits, current accounts, saving accounts). The information is mandatory even for those members that were not adult in the required year but were adult on 1<sup>st</sup> January 2024.

**Presence of movable property:** for all the Extra-EU students, it is necessary to show the bank account balance on the 31<sup>st</sup> December 2023 or the average balance for the whole 2023; the EU students have to submit the bank account balance on the 31<sup>st</sup> December 2022 or the average balance referring to the whole 2022. This document can be submitted in unoriginal copy, without legalization. It is acceptable in English, Spanish or French language.

**Lack of movable property:** if a student's family member that were adult on the 1<sup>st</sup> January 2024 had not movable properties at the 31<sup>st</sup> December 2023 (Extra-EU students) or at the 31<sup>st</sup> December 2022 (EU students), it is necessary to submit documentation attesting the lack of movable properties. This is the only document that can be provided in a notary self-declaration or *affidavit*. In this case the documentation has to be translated in Italian and legalized. It will be not be accepted documentation issued by the single credit institutions, banks, financials or other private institutions.

### 4. REAL ESTATE ASSETS

For all the student's family members that were adult on the 1<sup>st</sup> January 2024, it is necessary to submit information about the presence or lack of immovable properties (houses or other buildings). The information is mandatory even for those members that were not adult in the required year but were adult on 1<sup>st</sup> January 2024.

**Houses and other buildings:** Extra-EU students are required to submit the information referring houses or other kind of buildings held on the 31<sup>st</sup> December 2023; EU students are required to present information referring houses or other kind of buildings held on 31<sup>st</sup> December 2022. It is also mandatory to specify the area in square meters.

**Lack of immovable properties:** If an adult member was not owner of any immovable properties on the 31<sup>st</sup> December 2023 (Extra-EU students) or on the 31<sup>st</sup> December 2022 (EU students), it is necessary to submit a certificate showing the lack of properties. A rent contract will be not accepted as lack of properties document.

**Lands for agriculture use:** a document attesting the properties of lands for agriculture use is not necessary. However, you can submit it if it is an extract from cadaster in order to attest the lack of properties only if it includes all the citizen's immovable property.

**Rent contract:** The rent contract cannot be used to certify the lack of immovable properties. However, the students can deliver it to EDISU in order to receive the rent deduction to calculate the ISEE values. Rental fees higher or equal to the whole familiar income will be not deducted.

## 5. INDEPENDENT STUDENTS

The independent student is that kind of student, unmarried or married, who wants to apply without including its parents' household.

In addition to the documentation already mentioned, the independent student has to provide more documentation attesting the *independence status*, that is:

- Job income of 9000,00 Euro at least (or equivalent in foreign currency) during the fiscal years 2022 **and** 2023;
- living in a house not owned by a member of their family (both of the household and other relatives) in the last two years.

**Incomes requirements:** It is necessary to submit documentation showing the gross incomes of 9000,00 euros at least (or equivalent in foreign currency) during 2022 **and** 2023. The married students can reach the 9000,00 euros threshold using the spouse incomes or adding their incomes to the spouse's ones.

**Residence requirements:** A document attesting the different residence of the independent student from the family of origin during the two last years before the date of the application is required. The residence cannot be a house owned by a member of the student's family (both of its household and other relatives). In order to certify it, it is possible to submit a rental document, a residence certificate or, if the house is yours, a property deed.

## (2) LIST OF SAMPLES

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.

The documentation described below is divided by Country. Unfortunately, since there are no 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 2024/25 notice of

competition, in our guidelines booklet and also in the current file and find out the documentation that meets the requirements with the institutions of your Country directly.

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 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.

## **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 in our website at the section *services > scholarship > international students with family living abroad*

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 issued 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.

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

**Unemployment:** certificates issued by the by the Revenue Agency which specifies the unemployment condition for the required year

**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.

**Unemployment:** certificates issued by the by the inspectorate of the Ministry of Taxes.

**Immovable property:** certificates issued by the National Real Estate Registry (Cadaster), 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 specified the squared meters of the house).

## **BOLIVIA**

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

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

**Immovable property:** certificates issued by the National Real Estate Registry, which specifies both the surface in squared meters and the owners. For the lack of properties, the Judicial Council (real estate section) can issue a proper certificate.

## **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 itself 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 (Cadaster), 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.

## **CAMEROON**

**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 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).

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

**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.

## INDONESIA

**Income:** Income tax return, referred to the required year.

**Immovable property:** the details of the real estate properties are specified in the Income tax return (if owned). However, it is necessary to integrate the information with the surface, since it is not specified in the income tax return.

## 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.

**Unemployment:** certificate issued by the social security office that declares which family members depend on the head of the household.

**Immovable property:** in order to show the properties, students can submit a certificate issued by the Deed and Real Estate Registration Office (depending on the Ministry of Justice). 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.

In both cases, the document has to be issued by the National General Real Estate Registration Office (documents issued by the local or the province branch are not acceptable)

**Attention:** rental agreements, property deeds or “confession letters” are not acceptable to show the presence nor 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

**Attention:** the single certificate issued by the Consulate/Embassy in Italy is not acceptable.

**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) or certificates issued by the Social Security office that reports the number of the weeks the citizen worked during the required year (in case of unemployment, it is zero).

**Immovable property:** "Manifestacion del valor catastral" issued by the Municipality which can also specify the lack of properties; for the lack of property, the "Instituto de la funcion registral del estado del Mexico" can issue a proper certificate.

## **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 revenue 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 have to 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.

**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:** certificate issued by the Municipality where the property is located.

## 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.

**Unemployment:** certificate issued by the Federal Ministry of the Finances that specifies the lack of income for 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

**Attention:** the single certificate issued by the Consulate/Embassy in Italy is not acceptable.

**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 issued by the Ministry of Real Estate. It can specify both the property (with the surface) and the lack of property.

## **TURKEY**

**Attention**: the single certificate issued by the Consulate/Embassy in Italy is not acceptable.

**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 member 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.