



GUIDELINES

SCHOLARSHIP PhD & POSTGRADUATE SCHOOLS STUDENTS A.Y. 2021/22



**EDISU
PIEMONTE**
Ente per il Diritto allo Studio Universitario

**CAIIPUS
PIEMONTE**
A UNIVERSAL EXPERIENCE

This leaflet does not replace the information available on the official Notice of competition and regulations. The articles of the Notice of Competition for Scholarship, Accommodation and Degree Award 2021/2022 are mentioned in the notes.
More information available on EDISU website:
www.edisu.piemonte.it

STEP-BY-STEP GUIDELINES

Where to find the information to apply and keep up with deadlines and procedures during the year.

BEFORE APPLICATION

1. What is EDISU and what can I apply for?

Check pp. 4-5 for the information about our agency and a list of our benefits and for the scholarship amounts.

2. What do I need in order to apply for EDISU benefits?

Check pp. 5-10 in order to know what documents you need. Check pp. 5-6 for the information about the ISEE.

3. What are the requirements to meet in order to apply for EDISU benefits?

Check p. 5 for economic thresholds and p. 10 for the merit requirements.

4. Does EDISU take special measures for the Covid-19 health emergency?

Whenever you find the symbol , that is a paragraph related to the special measures for 2021/2022 only, due to the current health emergency.

APPLICATION

4. Ok, I have everything to apply: How can I do it?

Check pp. 10-14 for application instructions: remember that the application procedures change according to your citizenship and the academic year you are enrolled in. Do not forget to meet the deadlines! (p. 16)

5. I already submitted my application. Can I modify some data or integrate documentation?

See how to modify your application at p. 15. See pp. 16-17 for the assessment of the consular documents and for the integration of missing consular documents.

AFTER APPLICATION

6. I do not live in the city I study in, can I get any help to pay the rent?

Check p. 18 for the rental agreement submission;

7. How will EDISU pay my scholarship?

Check p. 19 for our payment system.

8. How do I know whether I win the scholarship?

Check p. 17 for the scholarship ranking list.

9. What happens if I cannot maintain my benefits?

Check p. 19 for the merit/economic assessments and the benefit revocation.

BENEFITS AND SERVICES

EDISU, the **Regional Agency for the Right to University Education of Piemonte**, offers real opportunities to students to enjoy the university experience with benefits and services awarded through public competition and on request. Benefits are granted mainly to deserving students in a difficult economic condition, but also to the generality of students.

The benefits granted by competition are the following.

1. **Scholarship.**
2. **Accommodation service.**
3. **Integrative grant for international mobility.**
4. **Extraordinary contribution.**

The services provided for the generality of students are the following.

1. **Restaurant service.**
2. **Study and computer halls.**
3. **University textbooks loan.**
4. **Cultural and sport activities.**
5. **Other activities for students.**
6. **Information and orientation.**

ACCOMMODATION SERVICE

There is no reserved hall of accommodation for PhD and Postgraduate students. Therefore, instead of the accommodation, the related amount will be provided if students submit a house rental contract and win the scholarship¹ (see below the chapters "Scholarship" and "Non-resident status: declaration of house rental").

SCHOLARSHIP

The scholarship is an **amount of money, paid in two instalments, granted by competition to students meeting some merit and economic requirements**. The competition is open to students enrolled for the first time in a Piemonte's **University** to the following course levels².

1. **PhD.**
2. **Postgraduate schools.**

The scholarship amount varies according to the following factors³.

1. "ISEE Parificato"/"ISEE per Dottorati" value between € 0,00 and € 15.749,00, or between € 15.749,01 and € 23.626,00.
2. The type of student (resident, commuter, non-resident), identified according to the travelling times by public transport between the student's hometown and the location of the course.

Type of student	ISEE Universitario/Parificato/Dottorati	ISEE Universitario/Parificato/Dottorati
	≤ € 15.749,00	> € 15.749,00
RESIDENT	€ 1.832,00	€ 1.471,00
COMMUTER	€ 2.749,00	€ 2.169,00
NON-RESIDENT	€ 5.108,00	€ 4.225,00

¹ Art. 28 Notice of Competition 21/22.

² Art. 1 par. 1, 2 and 3 Notice of Competition 21/22.

³ Art. 5 par. 1 and 2 Notice of Competition 21/22.

In order to receive the non-resident amount it will be necessary to result as “winner” in the scholarship’s definitive ranking list and submit a house rental contract (Otherwise, they will be considered “Commuter” for the scholarship amount).

There is no reserved hall of accommodation for PhD and Postgraduate students. Therefore, the accommodation amount will be provided if students submit a house rental contract and win the scholarship⁴ (see below the chapter “Non-resident status: declaration of house rental”).

ECONOMIC REQUIREMENTS

Economic requirements are identified according to the incomes and assets of the student’s family. In order to identify these requirements, international students who reside abroad, first have to obtain some particular consular documents, then they have to go to a CAAF Office (Authorized Center for Fiscal Assistance) and ask for an “ISEE Parificato”.

Students with residence (IT. “residenza anagrafica”) in Italy, have to identify their economic requirements by applying for the “ISEE Dottorato”, which is also issued by CAAF Offices.

Students can apply for EDISU scholarship and accommodation only if their “ISEE Parificato”/“ISEE per Dottorato and ISPE values do not exceed the following thresholds⁵.

ISEE Parificato/Dottorato ⁶	ISPE (ISP/SE)
≤ € 23.626,00	≤ € 51.362,00

“ISEE Parificato” /” ISEE Dottorato”: which one?

In order to understand which ISEE certificate must be submitted, the student first must check if s/he is enlisted as RESIDENT in Italy or not. Students living in Italy must contact the *Ufficio Anagrafe* (Registry office) of the Comune where they live and check whether they have the *Residenza anagrafica* there. Please beware that if the student did not enlist at the Ufficio Anagrafe of the Italian Comune (municipality) where s/he lives, this means that the student has the DOMICILE in Italy, whereas the RESIDENCE is still registered abroad.

Students who are RESIDENT in Italy can submit the **ISEE DOTTORATO** (PhD ISEE) certificate or the **ISEE Dottorato Nucleo Ristretto** (Restricted family unit PhD ISEE certificate); students who are RESIDENT abroad, on the other hand, must submit an ISEE Parificato certificate. For further information about the different types of ISEE certificates please see the information below.

ISEE Dottorato and ISEE Dottorato Nucleo Ristretto

International students RESIDING in Italy can apply for an ISEE Dottorato certificate (PhD ISEE certificate). This type of ISEE certificate can be required in any CAAF office in Italy, and it must be **VALID** at the date of submission of the application form (or at the date of the complaint submission). The validity of the certificate is available at the bottom of the elaborated ISEE certificate.

⁴ Art. 28 Notice of Competition 21/22.

⁵ Art. 6 par. 1 Notice of Competition 21/22.

⁶ ISEE is calculated as the sum of incomes earned abroad plus 20% of assets owned abroad (DPCM 159/2013) and Criteri Regionali a.a 2020-21 Sez. V

If the student's family resides abroad but the student has the "residenza anagrafica" in Italy, then he/she can apply for the ISEE Dottorato nevertheless - and the certificate will not include the family of origin.

If the student resides in Italy with his/her whole family, the ISEE Dottorato certificate will include the whole family unit. In this case, though, PhD and Postgraduate students who want to apply without taking into consideration their family of origin can ask for an "ISEE dottorato **nucleo ristretto**" (Restricted family unit PhD ISEE certificate); hence, the ISEE certificate will consider only the student him/herself (and his/her spouse and children residing in Italy – if there are). Please beware that, in order to obtain the "ISEE dottorato nucleo ristretto", the applicant must request the elaboration of the ISEE certificate as the declarant (he/she herself must be the person requesting the ISEE elaboration).

If the student is married, please beware that the spouse must be included in the ISEE certificate: if the spouse is NOT resident in Italy, then the submission of an ISEE Parificato certificate is required.

Students with international protection and stateless students must submit the ISEE Dottorato certificate.

Attention: the student type and the amount of scholarship of a student applying with "ISEE dottorato" o "ISEE Dottorato Nucleo Ristretto" (i.e. *resident, commuter, non-residen*) depend on the address of the students and the city they study in.

For instance, if a student has the "residenza anagrafica" in Turin and he/she also studies in Turin, he/she will run for the *resident* amount, even if his/her family of origin (i.e. the parents' household) is somewhere else.

This rule does not apply for students with international protection and stateless students.

ISEE Parificato

International students who RESIDE ABROAD (with family residing abroad, or partially abroad and partially in Italy), must apply for an ISEE Parificato certificate, which summarizes the incomes and property information from abroad. In order to get it, the student must collect consular documents about the economic situation of the whole family unit (see below, "Consular documents" chapter) and submit those documents **to a CAAF Office** (Authorized Center for Fiscal Assistance) **under agreement with EDISU for the release of an "ISEE Parificato"**. The list of the CAAF Offices under agreement with EDISU is available on EDISU website (www.edisu.piemonte.it) at section "Data" > "Informative directories". We suggest contacting a CAAF Office and **making an appointment as soon as possible**. If the CAAF issues two ISEE, the first concerning the part of the family unit residing in Italy and the second concerning the members residing abroad, students have to submit both documents to EDISU.

Please beware that PhD and Postgraduate students who reside abroad can apply for an ISEE certificate that does NOT include the family of origin **only if their situation fulfills the requirements for being an "Independent student"**.

Students can get the ISEE Parificato:

- **In person:** after making an appointment with the CAAF directly, students can go there the day of the appointment with their consular documents and the operators will issue the ISEE Parificato in the same day. EDISU invite the students to be there on time.
- **Sending someone on their behalf:** in this case, students must take an appointment with the CAAF first, then they have to fill the proxy form available on EDISU website (www.edisu.piemonte.it) at section "Services">"Scholarship">"Proxy form ISEE Parificato"; students will send the filled form, their ID and the ID of the person they choose to EDISU by ticketing. EDISU will authorize the CAAF to issue the ISEE to the person on student's behalf. The person must go to the CAAF the day of the appointment with the consular documents, a copy of the proxy letter, his/her own ID and a copy of the student's ID and the operators will issue the ISEE Parificato in the same day. EDISU invite the students' proxies to be there on time.

The CAAF will issue the ISEE Parificato based on the information they find in consular documents **for free**.

Consular documents

International students who do not have to submit consular documents⁷

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

1. **International students who reside in Italy**: only the "ISEE Dottorato" certificate is required.
2. **Extra-EU students residing abroad (and whose families reside entirely abroad) who apply as successive year confirming their economic data**. Belong to this category of students the ones who enroll in a successive year and that applied for and obtained an Edisu benefit in 2020/2021 submitting a new "ISEE Parificato" or confirming the economic data submitted in 2019/2020 or 2018/2019. **Students can confirm their economic data only if the family-economic situation did not change compared to the year they submitted their documents for the first time.**

International students who have to submit consular documents⁸

International students who reside abroad and cannot confirm their economic data have to submit the consular documents specified in paragraph "Consular documents"; otherwise they will be excluded from the competition. Students belonging to this category are:

1. first year students;
2. successive year students who cannot confirm their economic data (see above).

List of consular documents⁹

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.

Students who want to apply as independent must submit documents proving their own income from work in 2019 and 2020 and that they have been living on their own for 2 years at least. The income must be 6,500.00 € per year at least if earned in Italy or another EU country.

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 (i.e. income from work in 2018 and 2019 and living on their own for 2 years at least).

2. **the annual household incomes earned abroad during 2019**. 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 2019 are not available, documents relating to 2020 income are acceptable **only for extra-EU students**; EU students must submit 2019 related incomes.

Certificates considering periods belonging to two different years (i.e., from Mar. 2019 to Mar. 2020) 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 (i.e. from Mar. 2019 to Mar. 2020 + from Mar. 2020 to Mar. 2021, so that the whole 2020 is covered).

If the student's parents or other adult members of the family do not work, the documents must specify their unemployment condition: for unemployed adult siblings, the certificate of enrollment to schools or universities is acceptable as unemployment certificate.

Whenever there are any retired members in the student's family unit, the student must provide a certificate on the retirement, stating the retirement's amount for at least one month.

⁷ Art. 30 par. 1 Notice of Competition 21/22.

⁸ Art. 30 par. 2 Notice of Competition 21/22.

⁹ Art. 30 par. 3 Notice of Competition 21/22.

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

3. **the bank accounts/deposits possessed by each member included in the family unit on 31 December 2019.** Documents about the bank accounts/deposits do not require legalization, but they must be translated (or issued by the office in charge, if possible) in Italian, English or French language.

Please beware that if the applicants do not submit any document about the movable assets of the members of the family unit (or documents about the absence of movable assets), they will be excluded from the competition due to the submission of incomplete consular documents.

4. **the assets possessed by all of the family members.** 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.

EU students must submit the assets document referred to 31 Dec. 2019

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*".

Extra-EU incomes, with no reference to the year, will be considered as earned in:

1. 2020, if the consular documents have been issued in 2021
2. 2019, if the consular documents have been issued in 2020

Documents about the incomes issued in 2019 will not be accepted, except the document which clearly specifies that the incomes are referred to 2019.

Documents about the **family's composition and assets** must be compulsorily issued in 2021.

The translation and legalization procedures of all the documents listed above must be done in 2021. Translations and legalization with a date before Jan. 1st 2021 are not acceptable.

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

The accuracy of the consular documents will be valued by EDISU itself, not by CAAFs; EDISU can compare the data on the consular documents with the ISEE Parificato and, if the latter has any mistakes, will recalculate the ISEE value.

EU students: particular requirements for consular documents¹⁰

EU citizens must submit the above-mentioned documents paying attention to the following points:

- Self-made translation is not acceptable but an official translator must do it.
- Income documents can be referred **to 2019 only**
- Assets documents must refer to **31 December 2019**

European students can refer to the FAQ in the section "ISEE/ECONOMIC REQUIREMENTS" > "EUROPEAN CONSULAR DOCUMENTS" for further information about the certificates and legalization procedures.

International students with a part of the family residing in an EU country and the other part residing in an Extra-EU country¹¹

International students with a part of the family residing in an EU country (other than Italy) and the other part residing in an Extra-EU country must submit both the documents referred to the part of the family living in EU and the documents referred to the part of the family living outside EU.

Concerning the EU part, the documents must be as follow:

- Income documents must be referred **to 2019 only**
- Assets documents must refer to **31 December 2019**

If the student has multiple citizenships, he/she must apply for EDISU benefits with the same citizenship he/she chose for the enrollment in the university.

International students with a part of the family residing in Italy and the other part in a foreign country¹²

These students must submit:

- For the part of the family residing in the foreign country, the above-mentioned consular documents.
- For the part of the family residing in Italy, the "ISEE ordinario" which includes the economic data about the family members living in Italy.

The "ISEE Parificato" will be issued by combining the ISEE ordinario with the information within the consular documents.

Students coming from particularly poor countries¹³

Students coming from particularly poor countries must submit a single certificate, issued by the Italian diplomatic mission in their home countries, attesting that the student does not belong to a family known for its high incomes and its high social level. Particularly poor countries are: Afghanistan, Angola, Bangladesh, Benin, Bhutan, Burkina Faso, Burundi, Cambodia, Chad, Comoros, Congo (Democratic Republic of), Korea (Democratic Republic of), Eritrea, Ethiopia, Gambia, Djibouti, Guinea, Guinea Bissau, Equatorial Guinea, Haiti, Kiribati, Laos (People's Democratic Republic of), Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mozambique, Myanmar, Nepal, Niger, Central African Republic, Rwanda, Sao Tome and Principe, Senegal, Sierra Leone, Salomon (Islands), Somalia, Sudan, South Sudan, Tanzania, East Timor, Togo, Tuvalu, Uganda, Vanuatu, Yemen, Zambia, Zimbabwe.

Students with international protection and stateless students¹⁴

Students with international protection must submit a residence permit with justification "political refugee (political asylum)", "subsidiary protection" or, if the residence permit is not expired yet, "humanitarian grounds".

Students who do not have a residence permit yet can submit a document, issued by the Police Headquarters ("Questura") or the competent Territorial Commission, attesting the status of international protection.

If the request for the international protection is rejected, the student must submit a copy of the complaint against the rejection and a copy of the provisional residence permit issued by the Court: if the complaint is accepted, the students must submit a copy of the new residence permit specifying the international protection.

¹⁰ Art. 30 par. 7 Notice of Competition 21/22

¹¹ Art. 30 par. 6 Notice of Competition 21/22.

¹² Art. 30 par. 6 Notice of Competition 21/22.

¹³ Art. 30 par. 4 Notice of Competition 21/22.

¹⁴ Art. 30 par. 5 Notice of Competition 21/22.

Stateless students must submit a residence permit attesting their status, or a certified copy of the sentence attesting the stateless condition.

The economic condition of students with international protection and stateless students will be evaluated exclusively on the Italian incomes and assets and they must submit an ISEE Dottorato. Further status will be taken into account during the assessment of the documentation.

MERIT REQUIREMENTS

The only merit requirements for PhD and Postgraduate schools students is the **admission** and the enrollment to the course which will be verified during the elaboration of the ranking list.

EDISU will verify the enrollment also during the 2021/22 academic year and will revoke the scholarship if the student is not admitted in the course, withdraws the course or suspends his/her career.

APPLICATION

Students must apply according to the following instructions. **The online application opens at noon of 19 Oct. 2021.**

The procedures will vary according to the type of ISEE certificate that must be submitted, whether the student can confirm the economic data previously submitted or not, and the applicant's citizenship; if the student has **multiple citizenships**, he/she must apply for EDISU benefits with the same citizenship he/she chose for the enrollment in the university.

Attention: all the EDISU PIN codes are off since 30 Sep. 2021. If international students have "*residenza anagrafica*" in Italy, they must register with a SPID code (see the Italian government website www.spid.gov.it). If they do not, they can register with an EDISU temporary code from our login page.

International students submitting an ISEE Dottorato certificate or an ISEE Dottorato Nucleo Ristretto certificate¹⁵

International extra-EU and EU students submitting an ISEE Dottorato certificate or an ISEE Dottorato Nucleo Ristretto certificate must submit their application strictly following these steps: otherwise, they will be excluded from the competition.

1. Step 1: Application online

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

a. **Students with SPID code**¹⁶

These students must:

- i. access to EDISU Online Services and fill out the application form;
- ii. transmit the application online.

b. **Students without PIN or SPID code**

These students must:

- i. register to EDISU Online Services with an EDISU Temporary Code ¹⁷; if the student does not have the Italian fiscal code yet, he/she calculate it autonomously using one of the calculators available online. This will be a temporary fiscal code **valid for the EDISU application only**.
- ii. fill out the application form;
- iii. print the application form;
- iv. sign the application form;

¹⁵ Art. 7 Notice of Competition 21/22.

¹⁶ For information about SPID code, find the website www.spid.gov.it

¹⁷ For information about Temporary code, find the "online services" section of our website.

- v. attach the following documents in PDF:
 1. Application form, signed by the student;
 2. Copy of the passport main page and signature page, in black and white, scanned on a single sheet; Italian ID card (carta d'identità) can also be accepted.
- vi. Transmit the application and the documents exclusively online within the deadline at noon.

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

In case the student is going to attach a file which is not in .PDF format, the file will result as damaged, hence unreadable. Therefore, the application is not acceptable.

The document needs to be entirely scanned, signature and each other part must be readable. Unreadable images must not be uploaded (e.g thumbnails or distorted images).

The identity document must be the passport, main and signature pages (or both sides of the Italian *carta d'identità*). All files need to be correctly saved as .PDF and their dimension must not exceed 1 MB.

ATTENTION: If the student resides in Italy and his/her family of origin resides abroad, in the online application form the applicant must indicate that the family of origin resides in Italy. Indeed, if the applicant resides in Italy and thus is going to submit an ISEE Dottorato/Nucleo Ristretto certificate, s/he must consider only him/herself (and the spouse and children, if present) as the "family of origin".

- **Deadline of the online application: 26 November 2021 at noon (Italian time)**

International EU students submitting an ISEE Parificato certificate¹⁸

EU students submitting an **ISEE Parificato certificate** must submit their application strictly following these steps: otherwise, they will be excluded from the competition.

1. Step 1: Application online

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

a. **Students SPID code**¹⁹

These students must:

- i. access to EDISU Online Services and fill out the application form;
- ii. transmit the application online.

b. **Students without SPID code**

These students must:

- i. register to EDISU Online Services with an EDISU Temporary Code²⁰: if the student does not have the Italian fiscal code yet, he/she calculate it autonomously using one of the calculators available online. This will be a temporary fiscal code **valid for the EDISU application only**.
- ii. fill out the application form;
- iii. print the application form;
- iv. sign the application form
- v. attach the following documents in PDF:
 1. Application form, signed by the student;
 2. Front/back copy of a valid ID document, in black and white, scanned on a single sheet;
- vi. Transmit the application and the documents exclusively online within the deadline at noon.

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

In case the student is going to attach a file which is not in .PDF format, the file will result as damaged, hence unreadable. Therefore, the application is not acceptable.

The document needs to be entirely scanned, signature and each other part must be readable. Unreadable images must not be uploaded (e.g thumbnails or distorted images).

¹⁸ Art. 31 par. 2 Notice of Competition 21/22.

¹⁹ For information about SPID code, find the website www.spid.gov.it

²⁰ For information about Temporary code, find the "online services" section of our website.

The identity document must be scanned in its front-back. All files need to be correctly saved as .PDF and their dimension must not exceed 1 MB.

- **Deadline of the online application: 26 November 2021 at noon (Italian time)**

2. Step 2: Submission of the documents by the online upload procedure

Students must submit the documents listed below by the online procedure he/she finds inside the application and within 26 Nov. 2021. The documents are:

- a. **the consular documents about the family composition, incomes and assets.** It is mandatory to attach both the original language version and the translation into Italian;
- b. the "ISEE Parificato" attestation, calculated by a CAAF Office under agreement with EDISU on the basis of the documents about the family composition, incomes and assets. If the CAAF issues two ISEE, the first concerning the student and the second concerning his/her family, they have both to be submitted at EDISU Office. If the CAAF is not able to issue the ISEE within the application deadline, students can submit the receipt of its request. The ISEE must be submitted later with a complaint (the complaint deadlines are available below, at chapter "Ranking list");

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

If the student cannot meet the above mentioned deadline, he/she will be excluded from the provisional ranking list. He/she can be set in the definitive ranking list if he/she submit the required and correct documents by filling a complaint **from 24 March 2022 until noon of 31 March 2022.**



***Successive year students**, who applied for and obtained an Edisu benefit in 2020/2021, can submit the same documents of 20/21 if they cannot collect the new documents because the authorities in charge are unable to issue or legalize them due to Covid-19 health emergency.*

That is possible only if the family-economic situation did not change compared to the one of 2020/2021.

International Extra-EU students submitting an ISEE Parificato certificate (including international Extra-EU students enrolled in successive years who cannot confirm the economic data)²¹

Extra-EU students submitting an ISEE Parificato certificate (including international Extra-EU students enrolled in successive years who CANNOT confirm the economic data) must submit their application strictly following these steps: otherwise, they will be excluded from the competition.

1. Step 1: Application online

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

- a. **Students with SPID code**²²

These students must:

- i. access to EDISU Online Services and fill out the application form;
- ii. transmit the application online.

- b. **Students without PIN or SPID code**

These students must:

²¹ Art. 31 par. 1.5 Notice of Competition 21/22.

²² For information about SPID code, find the website www.spid.gov.it

- i. register to EDISU Online Services with an an EDISU Temporary Code ²³; if the student does not have the Italian fiscal code yet, he/she calculate it autonomously using one of the calculators available online. This will be a temporary fiscal code **valid for the EDISU application only**.
- ii. fill out the application form;
- iii. print the application form;
- iv. sign the application form;
- v. attach the following documents in PDF:
 1. Application form, signed by the student;
 2. Copy of the passport main page and signature page, in black and white, scanned on a single sheet;
- vi. Transmit the application and the documents exclusively online within the deadline at noon.

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

In case the student is going to attach a file which is not in .PDF format, the file will result as damaged, hence unreadable. Therefore, the application is not acceptable.

The document needs to be entirely scanned, signature and each other part must be readable. Unreadable images must not be uploaded (e.g. thumbnails or distorted images).

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

- **Deadline of the online application: 26 November 2021 at noon (Italian time)**

2. Step 2: Submission of the documents in person or by post mail.

Students must submit to EDISU, **after the online application submission** (step 1) and within 26 Nov. 2021 the following documents:

- a. **consular documents about the family composition, incomes and assets.** It is mandatory to attach both the original language version and the original translation into Italian. Photocopies are not acceptable;
- b. **"ISEE Parificato"**, calculated by a CAAF Office under agreement with EDISU on the basis of the documents about the family composition, incomes and assets. If the CAAF is not able to issue the ISEE within the application deadline, students can submit the receipt of its request. The ISEE must be submitted later with a complaint (the complaint deadlines are available below, at chapter "Ranking list");
- c. **copy of the passport;**
- d. **copy of the study visa**, if required for the entry in Italy and enrolment;
- e. **copy of the fiscal code**, if already issued by the Italian Embassy or once arrived in Italy (the one calculate by EDISU system is not an official fiscal code);
- f. **copy of the residence permit application's receipt**, or copy of the residence permit reservation's receipt.

The documents can be submitted:

- a. By the student itself to EDISU offices;
- b. By a trusted person to EDISU offices. He/she must have a proxy letter signed by the student itself and the student's ID copy;
- c. By post mail (courier or, for Italian posts only, *raccomandata con ricevuta di ritorno*) writing on the folder SURNAME and NAME of the student (in this order) and "*D.C. a.a. 2021/2022*", addressed to the following address:
EDISU PIEMONTE, Via Madama Cristina 83, 10126, TORINO, Italy.

If the student is excluded by the provisional ranking list because EDISU did not received the documents within the provisional ranking list elaboration, he/she can be set in the definitive ranking list if EDISU receives the documents (**complete and correct**) within the 31 March 2022 (find the chapter "CONSULAR DOCUMENTS ASSESSMENT AND INTEGRATION").

Attention: EDISU, in any case, must receive the correct documents within the 31 March 2022 in order to set students in definitive ranking list: therefore, students are invited to send the documentation well in advance, avoiding sending it at the very last moment.

²³ For information about Temporary code, find the "online services" section of our website.

International Extra-EU students enrolled in successive year who can confirm their economic data²⁴

Extra-EU students residing abroad (and whose families reside entirely abroad) who enroll in a successive year and who **can** confirm their economic data (last semester application only) must submit their application strictly following these steps: otherwise, they will be excluded from the competition.

Step 1: Application online

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

c. **Students with SPID code**²⁵

These students must:

- i. access to EDISU Online Services and fill out the application form;
- ii. transmit the application online.

d. **Students without PIN or SPID code**

These students must:

- i. register to EDISU Online Services with an EDISU Temporary Code ²⁶; if the student does not have the Italian fiscal code yet, he/she calculate it autonomously using one of the calculators available online. This will be a temporary fiscal code **valid for the EDISU application only**.
- ii. fill out the application form;
- iii. print the application form;
- iv. sign the application form;
- v. attach the following documents in PDF:
 1. Application form, signed by the student;
 2. Copy of the passport main page and signature page, in black and white, scanned on a single sheet;
- vi. Transmit the application and the documents exclusively online within the deadline at noon.

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

In case the student is going to attach a file which is not in .PDF format, the file will result as damaged, hence unreadable. Therefore, the application is not acceptable.

The document needs to be entirely scanned, signature and each other part must be readable. Unreadable images must not be uploaded (e.g thumbnails or distorted images).

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

- **Deadline of the online application: 26 November 2021 at noon (Italian time)**

Receipts

After the transmission of the online application, students will receive a receipt that is an email with subject **"Acquisizione dati via web"**. A second receipt with subject **"Ricezione pratica"** will be sent after the recovery of the application in Edisu's database. The application can be considered successfully submitted only if the student receives both emails.

The two receipts will be also available in the EDISU personal page of the student, at the section "Receipts".

Students who provide the ISEE Dottorato/Nucleo Ristretto protocol number (or DSU protocol number) during the compilation phase, will receive a third email with subject **"Ricevuta dati INPS" within 48 working hours from the**

²⁴ Art. 31 par. 1.3 Notice of Competition 21/22.

²⁵ For information about SPID code, find the website www.spid.gov.it

²⁶ For information about Temporary code, find the "online services" section of our website.

reception of the second email. This receipt contains all data recovered from INPS database by Edisu. In case Edisu fails to recover any valid ISEE, the reason for invalidity will be specified. Please beware that students submitting an ISEE Parificato certificate (including extra-EU students who confirmed the economic data) will NOT receive the e-mail called "Ricevuta dati INPS".

MODIFICATION, COMPLAINTS, RENOUNCE

After the transmission online of the application, students can change their data with a modification or a complaint, otherwise they can waive their benefits.

Modification²⁷

Students can modify their application exclusively online within the deadlines at noon, with the specific procedures available on their personal pages of Edisu Online Services, by clicking on "**Data modification**". This option makes it possible to change the data declared in the application. Four categories of data are available: "Residence/domicile", "Scholastic data", "Merit requirements", "Economic data". The form has to be filled out exclusively with the data to be modified. Data belonging to different categories require separate transmissions, one for each category.

The modification is correctly transmitted if and only if, after the transmission, two mails are sent to the student (the first with the category of modification, the second with object "Data modification receipt"). The outcome of the modification will be available with the publication of the provisional classification list.

Complaints²⁸

After the deadlines for the submission of the application, students can change their data with a complaint, exclusively online, with the specific procedure available on their personal pages of Edisu Online Services.

Complaints must be submitted after the publication of the provisional ranking lists, during the complaint period, within the timeframe specified at section "Ranking list". Both eligible and excluded students can make a complaint, and excluded students must consider all the exclusion causes. Six categories of complaint are available: "Completion of the enrolment", "University data", "Merit requirements", "Economic data", "Pending financial obligations with Edisu", "Other". Students must select a category, fill out the form exclusively with the data to be modified and transmit it online. Students who have to make complaints belonging to different categories must transmit a complaint for each category. The complaint can be considered as successfully transmitted only if, after the transmission, the student receives two emails (the first one stating the category of complaint, the second one with subject "Complaint receipt"). The outcome of the complaint will be available at the same time of the publication of the definitive ranking list.

Renounce²⁹

Students can renounce their benefits exclusively online, with the specific procedure available on their personal pages of Edisu Online Services. Students who applied for scholarship and accommodation can renounce the accommodation and maintain the scholarship, but if they renounce the scholarship they are obliged to give up the accommodation as well. Students hosted in an EDISU residence who renounce the accommodation must return an amount of money equal to the value of the accommodation enjoyed. The renounce is correctly transmitted only if, after the transmission, the student receives two emails (the first one with subject "Benefits renounce 2021/22, the second one with subject "Renounce receipt"). The outcome of the renounce will be notified by email.

²⁷ Art. 7 par. 5 Notice of Competition 21/22.

²⁸ Art. 7 par. 6 Notice of Competition 21/22.

²⁹ Art. 7 par. 7 Notice of Competition 21/22.

DEADLINES

General deadline of the online application for all kinds of students³⁰

26 November 2021 at noon (12.00), Italian time

The online application opens **at noon of 19 Oct. 2021** and must be transmitted within **26 Nov. 2021 at noon** (Italian time): after that, the procedure is automatically deactivated and the countdown is set at zero. **It is not possible to apply after the deadline at noon, even if the reason for the delay is independent from the applicants' will** (e.g. internet connection/computer problems).

Documents submission deadlines

PhD and Postgraduate students have to submit the required documentation within 26 November 2021. If it is not possible, EDISU can accept the documentation until the complaint deadline, i.e. 31 March. 2022. In this case the document must **arrive** (complete and correct) to EDISU within 31 Mar. 2022.

CONSULAR DOCUMENTS ASSESMENT AND INTEGRATION³¹

Consular documents assessment

EDISU will check the consular documents submitted by students and will notify the accuracy of the documentation according to the type of the submission:

- **Submission to EDISU desk offices by the student itself or a trusted person (for Extra-EU students only)**
EDISU will immediately notify the student or the person on his/her behalf about the accuracy of the documents and will give the information about the lack of documentation he/she needs to integrate.
- **Submission by courier or *raccomandata con ricevuta di ritorno* (for Extra-EU students only)**
EDISU will notify the students by sending an email to the address he/she wrote in the application. The email is only to notify that EDISU completed the documents check: the students must check the outcomes on their personal page of EDISU website where they can find information about the lack of documentation they need to integrate.
Attention: EDISU cannot guarantee to notify the correctness of the documents in time, especially if documents arrive shortly before the complaint deadlines: therefore, students are invited to send the documentation well in advance, avoiding sending it at the very last moment.
- **Submission by the online upload procedure (for EU students only)**
EDISU will notify the students by sending an email to the address he/she wrote in the application. The email is only to notify that EDISU completed the documents check: the students must check the outcomes on their personal page of EDISU website where they can find information about the lack of documentation they need to integrate.
If there is any missing documents, students must integrate **by filling a complaint**.
Attention: EDISU cannot guarantee a prompt publication of the outcomes, especially if the application is transmitted at the very last moment. However, the outcomes will be published by the temporary ranking list publication.

³⁰ Art. 25 par. 3 notice of Competition 21/22.

³¹ Art. 31 par. 3 notice of competition 21/22.

If the student decides to submit the documents within the complaint deadlines EDISU cannot guarantee to notify the correctness of the documents in time nor the possibility for the student to fix his/her situation: therefore, students are invited to upload the documentation well in advance, avoiding sending it at the very last moment.

Consular documents integration

Whenever EDISU notify the students about a lack of documentation, he/she can integrate the documents within 31 March 2022.

Attention: The consular documents must arrive to EDISU within the 31 March 2022

RANKING LISTS³²

After the application submission, students can know their results checking the **ranking lists** on their personal pages of EDISU Online Services.

First EDISU publishes **a provisional ranking list, then a definitive one.**

1. In the **provisional ranking** lists there **are 2 kinds of outcome.**
 - a. **ELIGIBLE:** these students meet the requirements, so they just have to wait for the publication of the definitive classification lists.
 - b. **EXCLUDED:** these students do not meet the requirements or they make some mistakes on their application forms, so they have to make a complaint.
2. In the **definitive ranking** lists there are **3 kinds of outcome.**
 - a. **WINNER:** these students meet the requirements and obtain the benefit.
 - b. **ELIGIBLE:** these students meet the requirements, but they cannot obtain the benefit because of the exhaustion of the available resources.
 - c. **EXCLUDED:** these students do not meet the requirements or they did not make a complaint after the exclusion from the provisional classification list, so they cannot obtain the benefit.

The **scholarship ranking lists** are published in the **following dates.**

	PROVISIONAL RANKING LIST	COMPLAINTS	DEFINITIVE RANKING LISTS
First years and Successive years	24 March 2022 at noon	From 24 March to 31 March 2022 at noon	28 April 2022 at noon

Ranking list criteria

Scholarship amounts firstly are divided proportionally among the universities³³ and then they are shared as following:

- 15% for first year students
- 85% for successive year students

Within each level the ranking list is sorted in increasing ISEE values and in the event of equal values, the younger student comes first.

³² Art. 26 Notice of Competition 21/22.

³³ Art. 1 par. 4 Notice of Competition 21/22.

NON-RESIDENT STATUS – DECLARATION OF HOUSE RENTAL³⁴

International students

1. whose families reside abroad (in an EU or Extra-EU country)
2. whose families reside in Italy, in a different municipality from the one in which their courses are located and that cannot be reached within 60 minutes by public transports

are considered as **non-resident students only if they declare a contract of house rental**. Otherwise, if they win the scholarship, they are going to receive the amount for commuter students.

The declaration of house rental is available in EDISU's personal page in Online Services, only during the timeframes listed below.

SUBMISSION OF THE DECLARATION OF HOUSE RENTAL CONTRACT

From 24 March to 20 April 2022

at noon

The **contract of house rental** must meet the following requirements.

1. It must be regularly registered at the "Agenzia delle Entrate".
2. The name of the student must be shown on the contract.
3. The domicile must be located in the same municipality of the attended course, or in neighboring (bordering) municipalities.
4. The length of the contract must cover at least 10 months of the academic year (the academic year conventionally starts from 1 Jan. 2022 and lasts 10 months).

During the filling out of the **declaration of house rental**, one of these three options must be selected.

1. House rental ("A titolo locativo"): for students renting a room or a house.
2. College/dorm/social housing ("A diverso titolo oneroso, fruendo di un posto letto presso un collegio, convitto o pensionato"): for students hosted in a college/dorm/social housing projects.
3. International mobility ("A diverso titolo oneroso, all'estero nell'ambito di programma di mobilità internazionale"): for students studying abroad for an international mobility project.

The declaration of house rental is correctly transmitted if and only if, after the transmission, the student receive a mail with object "Declaration of house rental".

Students who renew or change contract during the academic year, must send it by opening a ticket with the new contract attached within 30 days from the expiration of the old contract.

³⁴ Art. 8 Notice of Competition 21/22.

PAYMENTS³⁵

The scholarship is paid in two instalment, via bank transfer on a **SEPA (Single Europe Payments Area) bank account or prepaid card** registered in the student's name. The IBAN code associated to the bank account or the prepaid card must be communicated with the online procedure available on the personal page of the student's EDISU Online Services.³⁶

The payment will be arranged in the following periods:

First instalment (50% of the total amount): From the end of May 2022

Second instalment (remaining 50% of the total amount): starting from the end of June 2022.

It has to be clarified that the payment of the instalment is the deed with which Edisu makes the payment. During the following month there will be the actual availability of the sum of money on the student's bank account or card, depending on the timing of the credit institutions.

The first installment will be paid starting from the end of May 2022 if students submit their IBAN within 30 Apr. 2022. Further payment rounds are made in the following months.

Failure to transmit the IBAN within 31 December 2023 make the instalments undue.

MERIT AND ECONOMIC ASSESSMENTS

The only merit requirements for PhD and Postgraduate schools students is the **admission** and the enrollment to the course which will be verified during the elaboration of the ranking list.

EDISU will verify the enrollment also during the 2021/22 academic year and will revoke the scholarship if the student is not admitted in the course, withdraws the course or suspends his/her career.

If students suspended their career during previous academic years, they must declare it while filling the application³⁷.

EDISU will control the situation of students **who confirm their economic data**: if there is any difference between the confirmed data and the data submitted to the university or in the INPS database, EDISU will impose a fine on those students. The fine is due even if the recalculated ISEE does not exceed the thresholds³⁸.

FOOD SERVICE

EDISU canteens are open to all the students and pay special attention to the quality and variety of the menu. If no canteen is available near the course location, alternative services under agreement with EDISU are a valid solution. The tariffs (full or discounted) vary according to the student's economic condition.

The scholarship application include the restaurant service automatically: winners can access to our canteens or alternative services and pay their meals with a discounted price (€ 2,50 full meal)³⁹.

More information are available on EDISU website, section "Food service".

³⁵ Art. 27 Notice of Competition 21/22.

³⁶ Art. 7 par. 3 Notice of Competition 21/22.

³⁷ Art. 24 par. 2 Notice of Competition 21/22.

³⁸ Art. 44 Notice of Competition 21/22.

³⁹ Art. 5 Notice of Competition 21/22.

ALTERNATIVE ACCOMMODATIONS

Students who are not hosted in any of EDISU accommodation can turn to alternative residences. Here we signal other university residences and services dealing with housing solutions in the private market or shared accommodation:

- www.collegioeinaudi.it
- www.ozanamhouse.it
- www.resocialclub.it
- www.stessopiano.it
- www.sharing.to.it
- www.studyintorino.it/it/
- www.diaconiavaldese.org (see the social housing project "la casa della solidarietà")

CONTACTS

Offices

Torino Sportello unico – Segreteria studenti Via Giulia di Barolo 3/bis Mon. and Thur. 13:00-15.30 Tue. 9-12	
Alessandria Via Parma 36 Mon. and Thur. 13:00-15.30 Tue. 9-12	Cuneo Via S. Croce 7 Mon. and Thur. 13:00-15.30 Tue. 9-12
Novara Via Passalacqua 11 Mon. and Thur. 13:00-15.30 Tue. 9-12	Vercelli Via Q. Sella 5 Mon. and Thur. 13:00-15.30 Tue. 9-12



Due to Covid-19 health emergency, the offices schedule can be changed. Students are invited to check the availability of the front desk offices on the website www.edisu.piemonte.it, before going there.

Daily access of students to Torino's office is 100 persons per day⁴⁰. In case of trusted persons visiting the office to submit consular documents on behalf of another student, trusted persons need to have the authorization letter (provided to them from the interested party to proceed on their behalf). All trusted persons must take one number per each single folder to be submitted (hence, it is not possible to take one number and submit documents for more than one person). Students arriving before the closing time on deadline day, will receive a number to have the opportunity to come back on the following day, showing that number to the desk jointly with a valid identity document.

FAQ (trova risposte) and TICKET: www.edisu.piemonte.it > CONTACTS > INFORMATION AND ASSISTANCE.

⁴⁰ Art. 31 par. 4 Notice of Competition 21/22.

Facebook: @edisupiemonte

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