

EDiSU Pavia

Università degli Studi di Pavia

Application procedures for prospective undergraduate, MSc and PhD students. Guide for foreign applicants to EDiSU benefits.

These notes aim to assist foreign students who intend to enrol into undergraduate, MSc or PhD Courses in Pavia and wish to apply for financial benefits and/or gain access to one of the ten Halls of Residence (*Collegi*) of the University of Pavia. EDiSU has streamlined the application procedure for foreign students and such simplified rules, together with these notes, should make the process of application for foreign students more straightforward.

The first step is Palazzo Vistarino

Undergraduate, MSc and PhD students apply for placements at one of the *Collegi* via EDiSU, an educational body that includes the University of Pavia and local educational authorities and is in charge of promoting Higher Education. The offices of EDiSU are located in Palazzo Vistarino (see image below), a beautiful building in the center of Pavia certainly worth a visit by the time you will live in Pavia. The students' offices, where applications can be submitted in person, are located in via Calatafimi, in the centre of Pavia. The whole application process, however, can be carried out online and by mail and does not require a visit to the offices of EDiSU.



You can apply for a *Collegio* placement and other financial benefits in one go

The application that you will submit to EDiSU for a placement at one of the *Collegi* of the University of Pavia allows you to

request additional financial benefits subject to eligibility, including a bursary, a reduced rate of *Collegio* fees and a student card that allows you to eat at a number of students' restaurants at special rates. You may also apply for a bursary, reduced fees and the student card without applying for a *Collegio* placement.

A single online form therefore enables you to specify whether you apply for: (i) the student card, (ii) a bursary and (iii) a *Collegio* placement. If you apply for a *Collegio* placement you may also specify the *Collegio* of your first preference. These financial benefits will amount to substantial financial savings over the years in which you will study in Pavia and thus every student is encouraged to apply but financial benefits are means-tested and require that evidence of eligibility and entitlement is submitted.

Step by step guide to the application

Preparing the application

Tax Code

You need a personal tax code in order to undertake most procedures as a student in Pavia (or other Italian Universities for that matter). Your tax code (*codice fiscale*) is used as a de facto ID number. If you have already enrolled in your Course at the University, the chances are that you have already been issued with your personal tax code. If you have not, you need to obtain one from the Italian Embassy/Consulate nearest to the place where you live. A number of Italian Consulates will allow you to apply online for your personal tax code. Please study the website of the Italian Consulate nearest to the place where you live and act accordingly.

Documents

You need to obtain and submit several papers in support of your case for financial benefits. These must be translated into Italian and the translation approved by an **official Italian authority**, i.e. an Italian Consulate or Embassy. In a number of countries Italian Consulates can arrange an appointment and this could save you long waiting time(s). In the first instance therefore, please check with your Consulate whether you can schedule your appointment/interview.

The documents that you need to take to the Consulate will vary from country to country but need to provide the following information:

- the family composition;
- gross income earned in the calendar year 2016 by each family member;
- properties (buildings) owned by the family as at 31 December 2016, specifying their surface area in square meters;
- movable assets (i.e. bank account, dividends, shares, etc.) owned by the family abroad as at 31 December 2016.
- ISEE certification of income (*ISEE 2017 per prestazioni agevolate per il diritto allo studio universitario*), capital and property assets held **in Italy** (if any) during the tax year 2016. The ISEE certification may only be issued by special offices so if you or your family own income and/or properties in Italy, you are encouraged to seek financial advice in order to be addressed to the right offices but this will not apply to the vast majority of foreign students applying for study of the University of Pavia.

When you contact the Consulate for an appointment please explain that you need to certify the financial status of yourself and family members for the sake of an application for financial benefits at an Italian University.

Submitting the application

Once you have gathered the necessary documents, you have to complete and submit the EDiSU application form online at the following address: <https://edisupv-ol.dirittoallostudio.it/istud/>. The work can be saved any number of times but beware that when the form is submitted, no further modifications are allowed. You will have to take the same documentation in original or send it by post to EDiSU offices in Pavia (Via Calatafimi 11 27100 Pavia, CP 225). On the envelope you must write the following text: “*Richiesta per benefici economici*”.



When to file the application

If you wish to request a placement at one of the *Collegi* the deadline for completing and submitting the EDiSU application is August 4, 2017. The same application, as outlined above, will allow you to specify whether you wish to apply for other benefits as well, ie the student card, reduced University fees and a bursary.

If you do not wish to apply for a *Collegio* placement but you wish to apply for a bursary the deadline for application is September 30, 2017. The same application will allow you to apply for the student card and reduced University fees.

If you only wish to apply for the student card and a reduction in University fees the deadline is November 21, 2017.

Applications will only be considered if they reach EDiSU by the deadlines specified above.

The list of students awarded *Collegio* placements will be published by August 30, 2017. A provisional list of students awarded EDiSU bursaries will be published by October 31, 2017. The final list will be published before the end of December 2017.