

# 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 enroll into undergraduate, MSc or PhD Courses in Pavia and wish to apply for financial benefits and/or gain access to one of the eleven Colleges (*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 Colleges *via* EDiSU, an educational body that includes the University of Pavia and local educational authorities and is in charge of promoting Higher Education. The main 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 or mail and does not require a visit to the offices of EDiSU.



### You can apply for a College 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 College 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 College placement.

A single online form therefore enables you to specify whether you apply for: (i) the student card, (ii) a bursary and (iii) a College placement. If you apply for a College placement you may also specify the College 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. Naturally, 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 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:

- Proof of composition of the household,
- Proof of income of each member of the household for the tax year 2015 whether from employment, rent, shares,
- Declaration confirming the family's movable assets in 2015,
- Proof of rent/ownership on 31<sup>st</sup> December 2015 of the house in which you reside,
- In case the house is owned by members of the household, proof of the size of the property (in square meters),
- Proof of ownership of other properties by members of the household and size of such property(ies) (in square meters),
- ISEE certification of income (*ISEE 2016 per prestazioni agevolate per il diritto allo studio universitario*), capital and property assets held **in Italy** (if any) during the tax year 2015. 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. You can then list the documents that you intend to bring along and ask the Consulate staff to confirm whether they can help you compiling a written statement in Italian confirming your income and property ownership, etc.

Alternatively you may take all the financial papers to a solicitor who will check your papers and help you prepare a sworn statement - an *affidavit* - confirming your income and property ownership, etc. which you can then translate or have translated into Italian and take to the Italian Consulate together with the Italian translation where the Consulate staff will check and confirm that the translation accurately reflect the content of the *affidavit*. You may have to pay a fee for the service and for a number of legal stamps that may have to be added to the final documents (the staff of the Consulate may be able to tell you how much the whole process will cost you when you contact them for an appointment).

## 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/>



## When to file the application

If you wish to request a placement at one of the Colleges, the deadline for completing and submitting the EDiSU application online is August 1, 2016. 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 College placement but you wish to apply for a bursary the deadline for application is September 30, 2016. 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, 2016.

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

The list of students awarded College placements will be published by August 31, 2016. A provisional list of students awarded EDiSU bursaries will be published by October 31, 2016. The final list will be published before the end of December 2016.