

# Application procedure for requesting EDiSU benefits

**APPLICATIONS FOR EDISU BENEFITS AND SERVICES ARE TO BE SUBMITTED ONLINE ONLY.**

The student must:

- 1) **ACCESS THE “ONLINE STUDENT SERVICES”** area on the EDiSU website (www.edisu.pv.it)
  - using their university credentials, if the student is already enrolled in a course at the University of Pavia (temporary credentials are not valid), OR
  - using their EDiSU credentials, which are obtained solely by registering on the EDiSU website in the “Online Student Services” area.
  
- 2) **ACCESS THE “USER PROFILE / PROFILO UTENTE” SECTION** to check in the “ANAGRAFICA / PERSONAL DATA” area that the data inserted (personal information, residence and any other current address) are correct and complete. The student must upload in the “DOCUMENT” section a copy of a valid ID card in electronic file format, if he/she has not already done so during the registration process.
  
- 3) **FILL IN THE ONLINE “STUDENT BENEFITS APPLICATION FORM / DOMANDA BENEFICI STUDENTE”** following the instructions/advice available on each page. To fill in the online application, students must provide the data required and complete all the pages that the system presents them with.

**N.B.** the student’s registration number (*numero di matricola*) is not mandatory data, since the student can apply for benefits even before having completed registration for the University of Pavia.

By clicking on “PROCEED/AVANTI”, the data inserted will be saved (temporarily) and it will be possible to access the next page. By clicking on “BACK/INDIETRO” the applicant will return to the previous page and it will be possible to modify, if needed, the data provided.
  
- 4) **WHEN STUDENTS ARE PRESENTED WITH THE PAGES CONCERNING THEIR FINANCIAL STATUS** (these appear only if a student is applying for a scholarship, college placement or access to the canteens at special rates),
  - **IF THEY HAVE INCOME AND ASSETS IN ITALY: THEY MUST INSERT THE PROTOCOL NUMBER CONTAINED IN THE ISEE UNI 2018 STATEMENT** (ISEE for university use). As an alternative, if the student doesn’t already have an ISEE UNI 2018 statement, he/she can proceed to complete the application form by providing the PROTOCOL NUMBER SHOWN ON THE RECEIPT ISSUED BY THE CAF upon submission of the DSU (Dichiarazione Sostitutiva Unica).

Right after submitting the application and, in any case, as soon as the ISEE

UNI 2018 statement is obtained, **all students will have to complete the “Reddito/Income – ISEE 2018” section** found in the “Online Students Services” area of the EDiSU website by providing the correct protocol number found in the ISEE 2018 statement, some of the values contained therein (ISEE UNI, ISE, ISR, ISP, equivalence scale), as well as data concerning any scholarships received in previous years).

- **IF THEY HAVE INCOME AND ASSETS ONLY ABROAD: THEY MUST GO IN THE “FOREIGN DOCUMENTS / DOCUMENTAZIONE ESTERA” SECTION AND ATTACH** the required documents (in electronic file format) issued by the competent authorities, translated and legalised as prescribed by art. 3.2.2 of the EDiSU Call for Applications concerning the student’s family unit and any income, real estate (buildings, apartments), and assets abroad owned by each family member. These documents, in original copy, must be presented/sent to EDiSU – Ufficio Benefici Economici by the deadline and in the manner stated in the Call for Applications.

5) **CAREFULLY CHECK** that the data shown in the STATEMENT RECAP / RIEPILOGO DELLA DICHIARAZIONE (a draft of the application form) are correct and complete.

6) **CONFIRM THE APPLICATION FORM** containing all the data provided. **By choosing “CONFIRM FORM / CONFERMA PRATICA”, the request for benefits is SENT, and thus SUBMITTED TO EDISU.**

EDiSU Pavia will then send an e-mail to the address provided by the student to confirm receiving the online request for benefits and transmit the recap of the data inserted (copy of the application form) in pdf format.



**STUDENTS ARE NOT REQUIRED TO PRESENT AN ISEE UNI 2018 STATEMENT for university use (or the “foreign documents” concerning the student’s family unit/income/assets) ONLY IF THEY ARE REQUESTING ACCESS TO SERVICES AT FULL PRICE** (for example: college placement and canteen service at full price).



**Students are reminded that if they don’t allow EDISU to evaluate their financial status** (through proper indication of the INPS protocol concerning their ISEE 2018 statement for University Use, without it containing annotations and/or omissions or by submitting the appropriate documents, in original copy, stating the composition of their family unit and their overseas income/assets), **they will not be able to take part in the selection process aiming to assign the benefit requested.**

Therefore, if students request a scholarship and do not provide the abovementioned financial data:

- they will not be included in the scholarship ranking list (if they applied for a scholarship);

- they will be admitted to the canteens at “full price” (4<sup>th</sup> income tier), even if they applied for access to the canteens at a discounted price;
- they will be included in the “supplementary ranking list” to access the residence halls at full price (4<sup>th</sup> income tier) if merit-based requirements are met, even if they applied for access to the residence halls at a discounted fee.



**With a SINGLE APPLICATION FORM a student makes his/her request to EDiSU FOR ALL THE BENEFITS/SERVICES WHICH HE/SHE IS INTERESTED IN** for that academic year (a student CANNOT submit more than one application). It is understood that applications must be submitted by the first deadline given in the Calls for Applications that applies to the student (for example, if a student is applying for both a scholarship and access to the canteens at special prices, he/she will submit ONE application form to request BOTH services and the deadline will be September 30<sup>th</sup>, 2018).

<b>Deadline recap for the 2018/2019 academic year</b>	
<b>BENEFIT</b>	<b>DEADLINE FOR SUBMITTING APPLICATION</b>
Assignment of a placement in a <i>Collegio</i> in Pavia	August 6 <sup>th</sup> , 2018
Scholarship and supplement for international mobility	September 30 <sup>th</sup> , 2018
Access to canteens at special rates	October 26 <sup>th</sup> , 2018
Access to canteens at full price	May 31 <sup>st</sup> , 2019