

How to request EDiSU benefits a.y. 2025/2026

REQUESTING BENEFITS AND SERVICES FROM EDiSU MUST BE SUBMITTED ONLINE ONLY.

The student or prospect student, (there is in fact no obligation to be already enrolled at the University to apply for EDiSU Pavia benefits) **must**:

- 1) **ACCESS THE AREA “STUDENT’S ONLINE SERVICES”**, present on the EDiSU website (www.edisu.pv.it)
 - with SPID if the student already has the credentials,
 - with the University credentials, if the student is already enrolled in a course at the University of Pavia (provisional credentials are not valid),
 - with EDiSU credentials, acquired exclusively after registering with **“CREATE AN EDiSU ACCOUNT”**, if the student is not already enrolled at the University of Pavia and does not have SPID.
- 2) **IN “USER PROFILE”** students must verify in the "PERSONAL DATA" section that their personal information (personal details, residence, and any domicile) is correct and complete; they must include a copy of a valid identity document in the "DOCUMENT" section.
- 3) **FILL IN ONLINE the “STUDENT BENEFITS APPLICATION FORM”** following the instructions provided.

To complete the online application, the student must provide the necessary data by completing the pages that the system will propose.

NB. The student MATRICULA number is not mandatory, as students can apply for benefits even before completing their enrollment at the University of Pavia.

By selecting NEXT, the entered data will be saved (temporarily), and you will be able to access the next page. By selecting BACK, you will return to the previous page and will be able to modify the data provided, if necessary.

- 4) **IN THE PAGES RELATING TO ECONOMIC CONDITIONS** (they do not appear if benefits/services are requested exclusively at the Maximum rate) the student:

➤ **WITH INCOME AND ASSETS IN ITALY:**

MUST DECLARE:

- to have submitted to INPS, directly or through CAF, within the deadline of the call, the Single Substitutive Declaration (DSU) aimed at obtaining the ISEE 2025 Certification applicable for the right to university education in his favor;
- that the incomes entered in the DSU (Single Substitutive Declaration) are those relating to the year 2023 (or 2024, in case of current ISEE);
- the amount of the “Scholarship” received in 2023 (or 2024, in case of current ISEE) which has been declared in the FC4 section of the DSU.

STUDENT MUST ALSO AUTHORIZE:

- EDiSU PAVIA to retrieve the parameters of its latest ISEE 2025 certification from the INPS database requested before the deadline of the call for which you are competing.

NB: This documentation must be submitted exclusively online. Documents received via email or in hard copy will not be considered.

- **WITH INCOME AND ASSETS EXCLUSIVELY ABROAD:** PROVIDE THE REQUIRED DECLARATIONS IN ACCORDANCE WITH THE CERTIFICATIONS (as indicated in the announcements) WHICH WILL HAVE TO BE UPLOADED, as a single PDF, right away after closing/confirming the online application, in the section outside the benefit application, "UPLOAD DOCUMENTS".

NB This original paper documentation must be submitted to EDiSU Pavia either directly at the Economic Benefits Office counters (Via Calatafimi,11, Pavia) or sent by post office, at your own expense, to EDISU Pavia –Via Sant'Ennodio 26,27100 Pavia, Italy- within the deadline and in the manner indicated in the calls for application.

- 5) **CHECK** carefully that the data present in the **SUMMARY OF THE APPLICATION** are complete and correct.
- 6) **CONFIRM THE APPLICATION** containing all the data provided.
By selecting "CONFIRM APPLICATION," the application for benefits is SUBMITTED to EDISU Pavia. The student will then receive an email confirming receipt of the online application.

 **IT IS NECESSARY TO PROVIDE INFORMATION / PRESENT CERTIFICATIONS RELATING TO THE FINANCIAL CONDITIONS OF THE STUDENT'S FAMILY UNIT only if the student requests A SCHOLARSHIP, A PLACE IN A COLLEGE AT A DISCOUNTED RATE, OR A DISCOUNTED RATE CANTEEN SERVICE.**

 **Please remember that if the student does not give EDISU the opportunity to evaluate his financial situation, he will not be admitted to the competition for the assignment of the requested benefit.** This means that:

- will not be included in the ranking of those admitted to the scholarship, if applying for the scholarship;
- will be allowed to access the canteen at the maximum rate (band 4), even if requesting the canteen service at a reduced rate;
- will be included in the "supplementary ranking" to access the college at the maximum rate (band 4), once the merit requirements have been met, even if requesting access to the college at a "reduced rate".

 **WITH A SINGLE APPLICATION the student requests EDiSU ALL THE BENEFITS / SERVICES HE IS INTERESTED IN for the current academic year (multiple applications cannot be submitted by the same student).**

It is understood that the online benefit application must be submitted within the first deadline indicated in the calls for applications for which the student is applying for (For example, if a student is applying for both a scholarship and a college place, he must submit a SINGLE online application to apply for BOTH benefits and the deadline will be August 4, 2025).