

LIST OF DOCUMENTS ACCEPTABLE FOR CALCULATING THE ISEE OF STUDENTS WITH INCOMES ABROAD A.A. 2021/22 (list shared with EDISU)

All foreign documents must be issued by the competent authorities in the country in which the income is produced and in which any buildings or real estate properties are owned.

They must be translated and legalized by the competent regional Italian diplomatic authorities.

1. COMPOSITION OF NUCLEAR FAMILY AT 31/12/2020

a. Certificate from registry office or another competent public authority in accordance with the regulations of the country of origin.

b. Composition of the nuclear family as appears from tax or insurance documentation.

c. Certification from a foreign embassy in Italy (only diplomatic or honorary representations recognized by the Ministry for Foreign Affairs will be accepted).

[\(http://www.esteri.it/mae/it/ministero/servizi/stranieri/rapprstraniere/\)](http://www.esteri.it/mae/it/ministero/servizi/stranieri/rapprstraniere/)

2. NUCLEAR FAMILY'S INCOME 2020

a. Tax documents reporting all the income of each member of the nuclear family.

b. Official documentation (pay slips, statements from relevant offices, wage slips, etc.) that allows the University to calculate the annual amount of family income. If the documentation does not show the annual amount of income or the means for its calculation, official statements that explain the system for the payment of salaries or pensions (how many monthly payments and their average amount, etc) must be provided. Statements from employers are also accepted.

In the case of non-tax documentation, in order to be certain that no other members of the nuclear family earn income, it will be necessary to produce certification of unemployment or financial dependence on other family members.

3. NUCLEAR FAMILY'S PROPERTIES CERTIFICATE WITH CLEAR INDICATION IN SQUARE METERS AT 31/12/2020

a. Certificate from a local office (comparable to the Italian real estate registry office) that certifies the real estate property belonging to the student's nuclear family, including the specific features and the share of property belonging to the right holders . In the absence of any specific details, it will be assumed that the property is 100% owned.

b. Tax documents (comparable to the Italian 730 or similar forms) which refer to the real estate property.

4. NUCLEAR FAMILY'S BANK ACCOUNTS AT 31/12/2020

- a. Balance on December 31, 2020 of any foreign bank accounts of the student's family.
- b. If applicable, students enrolled in subsequent years must provide the Italian bank account balance on December 31, 2020 + average daily balance.

TRANSLATION AND LEGALIZATION

Translations must follow the guidelines of the country in which the document was issued and must be confirmed by the Italian diplomatic representations in that country. In the case of Italian or extra-EU citizens with regular resident permit, a certified translation sworn before the court (if the court so allows) or by foreign diplomatic or consular representations in Italy is also acceptable.

For countries belonging to the Hague Convention of October 5, 1961, the legalization can be done through Apostille.

As per the London Convention of 7 June 1968 or the Brussels Convention of 25 May 1987, the legalization of signatures is not necessary for documents issued by a foreign diplomatic or consular representation with offices in Italy for the following states: Austria, Belgium, Cyprus, Denmark, Estonia, France, Germany, Great Britain, Greece, Ireland, Latvia, Liechtenstein, Luxembourg, Moldova, Norway, the Netherlands, Poland, Portugal, the Czech Republic, Romania, Spain, Sweden, Switzerland and Turkey.

The legalization of signatures is not necessary for all documents issued by administrative authorities in the following countries: Belgium, Denmark, France, Ireland, Latvia (Brussels Convention of 25 May 1987), Germany (Rome Convention of 7 June 1969), and Hungary (Budapest Convention of 26 May 1977).

In those countries where there are particular difficulties in issuing the proper documents certified by the local Italian embassy, students may present a certification from the diplomatic or consular representations in Italy from the country in which the income and assets were produced, written in Italian and legalized by the prefecture in accordance with Article 33 of the D.P.R. of December 28, 2000, n. 445. The certification from the diplomatic or consular representations in Italy must expressly refer to the documents from the country of origin, which must be attached in the original.