



UNIVERSITÀ DI PAVIA

List of documents acceptable for calculating the [equivalent ISEE](#) of students with income and assets generated abroad – a.y. 2023/24

All the following documents must be sent to the address ufficiotasse@unipv.it, converted in one PDF file, from **the 1st June 2023 and within the 25th October 2023**. After this deadline, a **late payment penalty of €165,00 will be due** (reduced to €115,00 if the documents are sent within 15 days from the deadline).

- 1. Family unit's composition as of 31st December 2022** (including the student and all family members and cohabiting persons, specifying any family members with serious disabilities):
 - Certificate from registry office or another competent public authority in accordance with the regulations of the country of origin;
 - Composition of the nuclear family as appears from tax or insurance documentation;
 - Certification from a [foreign Embassy in Italy](#) (only diplomatic or honorary representations recognized by the Ministry for Foreign Affairs will be accepted).
- 2. Family unit's gross income for the calendar year 2022** (or unemployment status):
 - Tax documents reporting all the income of each member of the family unit;
 - 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, the student must provide the official statements that explain the system for the payment of salaries or pensions (how many monthly payments and their average amount, etc). Statements from employers are also accepted.

Please note that 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. Family unit's real estate properties as of 31st December 2022** (specifying the relative surface area in square meters, or the absence of properties):
 - Certificate from a local office (comparable to the Italian real estate registry office) that certifies the real estate property belonging to the student's family unit (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);
 - Tax documents (comparable to the Italian 730 or similar forms) which refer to the real estate properties of the student's family unit.



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4. Family unit's amount of movable assets as of 31st December 2022:

- Balance of any foreign bank accounts of the student's family unit as of 31st December 2022;
- If applicable, students enrolled in subsequent years must provide the Italian bank account balance as of 31st December 2022 with average daily balance.

Please note that the University doesn't accept any form of self-certification, affidavit, substitute statement, or sworn declaration referring to income and/or assets abroad. If any of these be submitted, they will not be taken into consideration.

Students from particularly poor countries

Students from particularly poor countries, (the [list](#) of which is defined annually in a ministerial decree), can show their family unit's financial situation with a **certification issued by the Italian Representation in the country of origin certifying that the student does not belong to a family known to be of high income and high social standing.**

TRANSLATION AND LEGALIZATION

All the documents/certifications must be **issued by the competent authorities** of the country in which the income is generated and the real estate properties and movable assets are owned, and **legalised by the Italian diplomatic representations** competent for the territory in question, **with Italian translation certified** by the same authorities.

There are [some countries](#) belonging to the **Hague Convention of October 5, 1961**: in this case, the legalization can be done through [Apostille](#).

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).

The legalization of signatures is not necessary for documents **issued by a foreign diplomatic or consular representation with offices in Italy** for the states belonging to the [London Convention of 7 June 1968](#) or the [Brussels Convention of 25 May 1987](#).

For countries where there are particular difficulties in issuing certification legalised by the local Italian Embassy, certification issued by the diplomatic or consular representation in Italy of the country in which the incomes are generated and assets are held may be presented, drafted in Italian and legalised by the Prefectures pursuant to art. 33 of Presidential Decree 445 of 28 December 2000.

Please note that the family unit's bank accounts don't have to be legalized; it must be only translated into Italian.

updated to 17/05/2023