

LIST OF DOCUMENTS ACCEPTABLE FOR CALCULATING THE ISEE OF STUDENTS WITH FOREIGN-SOURCE INCOME (list shared with EDISU)

1. COMPOSITION OF NUCLEAR FAMILY

- a. Certificate from register office or another competent public authority in accordance with the regulations of the country of origin
- b. Composition of the nuclear family inferable 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/>)

2. SQUARE METERS OF RESIDENCES

- 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 rightholders. In the absence of any specific details, it will be assumed the property is 100% owned.
- b. Tax documents (comparable to the Italian 730 or similar forms) which refer to the real estate property

3. INCOME

- a. Tax documents reporting all the income of the members of the nuclear family
- b. Official documentation (pay slips, statements from relevant offices, wage slips, etc.) that allow the annual amount of family income to be calculated. 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)Statements from employers are also accepted. In the case of non-tax documentation, in order to be certain 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

4. BANK ACCOUNTS

- a. Italian bank account balance on December 31 + average daily balance (this certification is obligatory only for students enrolled in subsequent years)
- b. Balance on December 31 of any foreign bank account of the student's family

IF THE STUDENT IS NOT ABLE TO SUBMIT THE PROPER DOCUMENTATION, THE REQUEST TO CALCULATE HIS OR HER ECONOMIC CONDITION WILL NOT BE APPROVED AND THE STUDENT WILL BE PLACED IN THE APPROPRIATE FLAT RATE FEE CATEGORY, BASED ON THE STUDENT'S CITIZENSHIP.

All documents from abroad must be issued by the competent authorities in the country in which the income is produced and in which any buildings or real estate is possessed, and they must be **legalized** by the competent regional Italian diplomatic authorities. **An Italian translation** certified by the same authority must also be submitted.

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.**

## **LEGALIZATION**

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

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

## **TRANSLATION**

Translations must respect the guidelines of the country in which the document was issued and confirmed by the Italian diplomatic representations in that country.

In the case of Italian or extra-EU citizens with regular resident permits, a certified translation sworn before the court (if the court so allows) or by foreign diplomatic or consular representations in Italy is also acceptable.