



## **GUIDE FOR THE TRANSMISSION OF ONEROUS ACCOMMODATION CONTRACT FOR OUT-OF-TOWN STUDENTS**

**YOU NEED TO KNOW** that if you are an out-of-town student, you must submit a rental contract to A.Di.S.U. If you fail to do so, you will receive the scholarship amount designated for out-of-town students assigned a bed in university dormitories. To verify your student status, consult the annex **"CLASSIFICAZIONE STATUS STUDENTE"**

### **1. WHICH TYPE OF CONTRACT SHOULD BE SUBMITTED TO BE CONSIDERED VALID?**

The rental contract must meet the following requirements to be considered valid:

- a) It must pertain to accommodation located in the municipality where the attended course of study is based or in another municipality deemed appropriate;
- b) It must be signed and addressed to the student;
- c) It must have a minimum duration of 10 months between October 1, 2023, and September 30, 2024, or, only for applicants of a semester-based scholarship, 5 months between October 1, 2023, and March 31, 2024;
- d) It must be registered with the Revenue Agency.

### **2. HOW TO SUBMIT THE RENTAL CONTRACT?**

The contract must be submitted by uploading it through the portal of the Agency [www.adisu.umbria.it](http://www.adisu.umbria.it), in the section "Area studenti" (Student Area) - "Accesso area studenti" (Student Area Access) - "Trasmissione documentazione alloggio a titolo oneroso" (Submission of documentation for onerous accommodation).

You need to submit the following documentation:

- a) A legible copy of the contract in its entirety;
- b) Receipt of the registration of the lease contract issued by the Revenue Agency, indicating the registration date, signing date, duration, series, contract identification code, complete address of the property, and the student's tax code.

### **3. WHEN TO SUBMIT THE RENTAL CONTRACT?**

The rental contract must be submitted by the strict deadline of November 7, 2023, 12:00 PM, unless otherwise specified for specific categories of students mentioned in Articles 29 and 31, paragraph 6 of the Call for Applications.

#### **4. WHAT TO DO IF THE CONTRACT EXPIRES BEFORE NOVEMBER 7, 2023?**

Submitting a contract with an expiration date before November 7, 2023, is equivalent to not submitting it at all.

It is necessary for the landlord to register the contract extension in a timely manner, and you must proceed to submit the following documentation to A.Di.S.U. via upload, as indicated in the previous point 2:

- a) A copy of the receipt confirming the registration of the contract extension, including:
  - The date of communication of the extension;
  - The expiration date of the extension;
  - The student's tax code;
  - The registration date, series, and contract identification code of the original contract.
- b) A legible copy of the original contract in its entirety;
- c) Receipt of the registration of the original lease contract issued by the Revenue Agency, indicating the registration date, signing date, duration, series, contract identification code, complete address of the property, and the student's tax code.

**Note: It is necessary to ensure that the minimum duration mentioned in the previous point 1, letter c), is guaranteed from the registration date of the extension until the contract's expiration date.**

#### **5. WHAT TO DO IF THE CONTRACT EXPIRES BEFORE NOVEMBER 7, 2023, AND IT IS AUTOMATICALLY RENEWED?**

Even if the lease contract is automatically renewed (i.e., through tacit renewal), the extension of the lease must be communicated to the Revenue Agency. You need to proceed with submitting the documentation as indicated in the previous point 4.

#### **6. WHAT TO DO IF THE CONTRACT EXPIRES AFTER NOVEMBER 7, 2023, AND DOES NOT COVER THE MINIMUM DURATION REQUIRED BY THE CALL?**

If the contract expires after November 7, 2023, and does not meet the minimum duration required by the call, even in the case of tacit renewal, the contract will be rejected, and you will receive the scholarship amount designated for out-of-town students assigned a bed in university dormitories. You need to terminate the contract and sign a new one that meets all the requirements listed in the previous point 1.

#### **7. WHAT TO DO IF YOU TAKE OVER A CONTRACT SIGNED BY OTHERS?**

If you take over a contract signed by someone else, it is necessary for the landlord to register your takeover in a timely manner, and you must proceed to submit the following documentation to A.Di.S.U. via upload, as indicated in the previous point 2:

- a) A copy of the receipt confirming the registration of the takeover, including:
  - The date of communication of your takeover;
  - The expiration date of the takeover;
  - The registration date, series, and contract identification code of the original contract.
- b) A legible copy of the original contract in its entirety;
- c) Receipt of the registration of the original lease contract issued by the Revenue Agency, indicating the registration date, signing date, duration, series, and contract identification code.

**Note: It is necessary to ensure that the minimum duration mentioned in the previous point 1 is guaranteed from the registration date of the takeover until the contract's expiration date.**

#### **8. WHAT TO DO IF YOU RESIDE IN A COLLEGE/BOARDING HOUSE/RESIDENCE?**

If you reside in a college/boarding house/residence, you must provide a rental contract addressed to the student, valid for a period in accordance with what is indicated in the previous point 1, letter c). The contract should pertain to accommodation located in the municipality where the attended course of study is based or in another municipality deemed appropriate and should include clauses governing hospitality and the signatures of the parties. This type of contract is not subject to registration with the Revenue Agency.

#### **9. WHAT DOCUMENTATION TO SUBMIT IF PARTICIPATING IN AN INTERNATIONAL MOBILITY PROGRAM IN THE ACADEMIC YEAR 2023/2024?**

If you will be participating in an international mobility program in the academic year 2023/2024, you must provide the rental contract for the domicile in the municipality where the attended course of study is based in Umbria, and/or the contract or other equivalent documentation attesting to onerous accommodation in the host country abroad.

Any additional documentation, signed after the deadline of November 7, 2023, and necessary to cover the minimum required duration mentioned in the previous point 1, must be sent via email to [sportello@adisu.umbria.it](mailto:sportello@adisu.umbria.it) with the subject line "Documentazione integrativa contratto affitto per studenti fuorisede in mobilità internazionale" (Supplementary documentation for rental contract for out-of-town students in international mobility). Until the complete submission of the documentation required to certify the minimum duration, if you are eligible, you will receive the scholarship amount designated for out-of-town students assigned a bed.

The additional amount due to you will be paid within 60 days from the date of submitting the documentation.