



GUIDE TO APPLYING FOR A SCHOLARSHIP

The information contained in this document does not replace the content of the call for applications for the allocation of benefits and services related to the right to study for the academic year 2023/2024.

❖ WHAT YOU NEED BEFORE STARTING TO COMPLETE THE SCHOLARSHIP APPLICATION

- **SPID** (Public System of Digital Identity) or access credentials (only if you are a minor or if you are not an Italian citizen and do not yet have a valid residence permit or an Italian document);
- The description and location of the degree course you are enrolled in or intend to enroll in, complying with the deadlines set by the individual study programs.
- **INPS-ISEE-2023** certificate of your family unit's economic situation. To obtain it, contact a CAAF (Authorized Tax Assistance Center) or a certified public accountant in advance. The INPS-ISEE-2023 certificate must state "applies to facilitated benefits for university studies in favor of – student's tax code." Note: regular INPS-ISEE-2023 certificates and those with omissions and/or discrepancies are not valid for participation in the competition.
- **IBAN** of an Italian bank account registered in the student's name or jointly owned (you can submit the application even if you do not yet have your IBAN, but remember to provide it in time for the disbursement of the first installment of the scholarship - December 2023 - as the Agency will not be able to make the payment otherwise);
- **Your tax code** and those of all members of your family unit.

❖ CHECK IF YOU MEET THE REQUIRED ECONOMIC AND MERIT CRITERIA

- **Economic criteria:**

Before applying for a scholarship for the academic year 2023/2024, check if you meet the economic requirements specified in the call for applications (Article 22).

- a) Equivalent Economic Situation Indicator (ISEE) not exceeding **€26,306.25**;
- b) Equivalent Patrimonial Situation Indicator (ISPE) not exceeding **€57,187.53**. (The ISPE value is obtained by dividing the ISP value by the equivalence scale value).

Exceeding even one of the economic limits will result in **exclusion**.

ATTENTION!

For students with incomes and assets abroad, the ISEE and ISPE indicators will be subsequently calculated by A.Di.S.U. (Regional Agency for the Right to Higher Education) based on what is established in Article 24.

- **Merit criteria:**

- a) If you are a **first-year student and are found eligible, you must achieve the minimum merit requirement specified in the call for applications to maintain the benefits and avoid losing them** (resulting in the repayment of received scholarship amounts, reimbursement of regional fees, and the corresponding value of services actually used). The existence of this merit requirement will be verified by the Agency during the year, according to the limits and deadlines indicated in the Call for Applications.

To participate in the competition, it is sufficient not to have previously enrolled in a university course at the same level or higher than the one for which you are requesting benefits. Please note that you can reset your previous university career only by irrevocably renouncing your studies, and even after renouncing, you cannot benefit from the scholarship for the same academic years you have already used it for (Article 17).

- b) If you enroll in **subsequent years** after the first, make sure that by August 10, 2023, you have achieved the minimum merit requirement (recorded CFUs) required for the academic year you are applying for the benefit (Article 18). Please remember that only CFUs related to exams taken and recorded by August 10, 2023, will be considered.

- **CFUs pending validation**, which you can use to meet the minimum merit requirement and must be declared in the appropriate section of the application, are only those specified in Article 20 of the Call for Applications. CFUs related to exams taken before August 10 but recorded afterward cannot be taken into account.

If you declare credits pending validation, make sure they are genuinely necessary to meet the minimum merit requirement, and remember that the disbursement of the first installment of the scholarship, for those declaring credits pending validation, is scheduled for April 2024 and not December 2023.

- **BONUS** credits cannot be used to meet the minimum merit requirement required in the first year for first-year students; you can start using them only from the 2nd year, following the procedures indicated in Article 21 of the Call for Applications.

❖ **I AM NOT YET ENROLLED, CAN I SUBMIT THE SCHOLARSHIP APPLICATION?**

YES, at the time of completing the BDS application, you are not obligated to be enrolled; the important thing is to submit the request for benefits by the deadline established in the call for applications (Article 11 Call 2023/2024) and then enroll by the deadline set by your University (Article 14).

ATTENTION!

Late enrollment with a late fee payment results in exclusion from the competition.

❖ **HOW TO SUBMIT THE BDS APPLICATION for the academic year 2023/2024**

- Go to the website www.adisu.umbria.it – Student Area Access – Reserved Student Area:
 - a) **Log in with SPID (Public System of Digital Identity);**
 - b) If you are a minor or if you are not an Italian citizen and do not yet have a valid residence permit or an Italian document, proceed with the **Accreditation** and then **log in** with your credentials.
- You will find the page 2023/2024 - **Request for benefits and services - Scholarship** that you must fill out. **Within 24 hours of completing and submitting the application**, you will receive a confirmation email of receipt.

❖ HOW TO COMPLETE THE ONLINE APPLICATION

• **Personal Information** Section:

The data in the fields in gray are automatically acquired and cannot be modified during the BDS application. You can make any changes to your personal information without time limits by accessing the "Personal Data" section of the reserved area. Verify that the information related to your residence and identity document is always up to date. If your domicile is different from your residence, make sure to complete those details as well. **Attention: For students residing abroad, declaring an Italian domicile is mandatory to receive disbursements.**

Please make sure to provide your Italian mobile number and personal email so that we can contact you if needed.

• **Benefits Selection** Section:

- The scholarship automatically includes the meal service.
- The semester scholarship can only be requested by those who, at the end of their study cycle, have to attend the last semester of the previous academic year.
- The status of a student living away from home, commuter, or living on-site depends on the distance between the city where you reside and the one where the Faculty you are enrolling in is located. (Refer to the table in Annex 1 of the Call for Applications).
- If you are living away from home, you can request a free bed in Adisu dormitories or, if you choose not to, you can maintain the status of living away from home by receiving the scholarship amount provided for students with paid accommodation, provided you submit the required documentation within the deadlines and procedures specified in Article 31 of the Call for Applications. If you do not submit the documentation for paid accommodation (lease agreement or agreement with a private student dormitory), you will retain the status of living away from home but receive the scholarship amount provided for students using the accommodation service.

• **University Enrollment** Section:

After providing all the data related to the chosen degree course, you must indicate the academic year of first enrollment and the academic year in which you enrolled in the first year of the currently attended degree course. The dates entered in these two fields, if you are in good standing with your studies, must coincide. For those enrolling in a master's degree course, the academic year of first enrollment refers to the master's program and not the enrollment in the bachelor's program. The number indicated in the "Total Academic Years of Enrollment" field must correspond to the number of years counted from the one indicated as the "Academic Year of First Enrollment" up to the academic year for which the scholarship is requested (e.g., for the BDS application for the academic year 23/24 with a first enrollment year of 20/21, the total academic years of enrollment should be 4). Renouncing your studies is equivalent to resetting your university career; therefore, the year of first enrollment is the one in which you enrolled after making the renouncement. The university career does not reset or end with a course transfer to another university. In the case of a course and/or university transfer, the "Academic Year of First Enrollment" remains the same as the originally attended degree course.

• **General Admission Requirements** Section:

If you lack any of the requirements in this section, you will be excluded from the competition.

• **General Admission Requirements for Access to Housing Services:**

In this section, if you are already staying in an Adisu Residence, you have the option to either confirm the previously assigned bed or request a change. In any case, you can indicate your

preference for the Residence where you would like to be accommodated. During the housing assignment phase, preferences will be considered based on actual availability.

- **Merit Requirements** Section:

Refer to the information at the beginning of this guide regarding CFUs pending validation. Remember that the average grade to be indicated is the arithmetic mean.

- **Economic Condition** Section:

- If you are a student **whose family unit resides in Italy and has earned income and/or owns assets in Italy**, you must enter the INPS-ISEE-2023 protocol number.
- If you are a student **whose family unit resides abroad and has earned income and/or owns assets abroad**, you must upload the documentation attesting to the income and assets owned abroad on the Agency's portal www.adisu.umbria.it, in the "Student Area - Access Student Area - Transmission of Documentation of Income and Assets Owned Abroad," within the deadlines and forms prescribed in Article 24 of the Call for Applications.
- If you are a student whose family unit resides in Italy and has earned income and/or owns assets in both Italy and abroad, you must enter the INPS-ISEE-2023 protocol number for income and assets owned in Italy and must also upload the documentation attesting to the income and assets owned abroad on the Agency's portal, as described above. If all the income and assets owned abroad by your family unit are already included in the INPS-ISEE-2023 certification, you do not need to provide any additional documentation related to foreign income.
- If you are a stateless student or under international protection, you must submit the INPS-ISEE-2023 certification and the documentation related to the statelessness or international protection status, as indicated in Article 25 of the Call for Applications, by uploading them on the Agency's portal within the deadlines prescribed in the Call for Applications.

- **ISEE Certification for University Study Entitlement** Section:

When entering the INPS-ISEE-2023 protocol number, which can be found at the top right of your ISEE model, please ensure that you enter the numbers correctly, paying particular attention to the last letter before "-00" as it is always an uppercase letter (e.g., INPS-ISEE-2023-12345678M). Be careful not to confuse lowercase "i" with uppercase "I" or zero with uppercase "O."

The INPS-ISEE certification must always refer to the calendar year in which you are applying for the scholarship (e.g., 2023 for the academic year 23/24) and must always have an ISEE parameter that applies to facilitated benefits for university study with your (student's) tax code.

- **Requirements for Verifying Economic Condition (1)** Section:

If you meet the independence requirements specified in Article 26 of the Call for Applications, you must declare yourself as an **"independent" student** and fill in the relevant sections (residence outside the family unit's dwelling for at least two years from the date of submitting the scholarship application and the income from dependent or assimilated work, fiscally declared in the years 2021 and 2022).

If you are not an independent student, you will access the next page, where you must provide information about your family unit for ISEE purposes.

- **Requirements for Verifying Economic Condition related to the Composition of Your Family Unit (2)** Section:

In this section, you are required to declare whether your parents' tax codes are included in the ISEE 2023 certification in the "Family Unit of the Declarant" section, or provide reasons justifying their possible absence.

Important Note: The Agency reserves the right to request suitable certification at any time to verify the truthfulness of the declarations you have made.

- **Requirements for Verifying Economic Condition (3) Section:**
You must provide the data of all family unit members, including yours, indicating "CANDIDATE" as your relationship status. You must provide the data of both parents, even if they are not married, separated, divorced, or not living together.

❖ **TRANSMISSION OF THE RENTAL CONTRACT**

If you are a student living away from home and have not requested accommodation in Adisu dormitories, you must include the documentation related to your rental contract (the contract and its registration with the Revenue Agency) in the appropriate application. If you fail to submit the appropriate documentation within the indicated deadlines, you will retain the status of a student living away from home and the right to receive two daily meals for free. However, **you will receive the scholarship amount in cash provided for students living away from home and assigned a bed**, reduced by €1,800.00 corresponding to the value of the bed.

For all information about the procedure to follow, please refer to Article 31 of the Call for Applications and the Guide for the Transmission of the Rental Contract for Students Living Away from Home.

❖ **RANKINGS**

After submitting the scholarship application, you must wait for the publication of the provisional rankings, which will be made anonymously by indicating the application protocol number on the Agency's portal, by September 25, 2023. You can also check the ranking outcome by accessing your reserved area - "Graduation Outcome - View Outcome."

In the provisional ranking, four outcomes are possible:

- **Eligible:** You meet the requirements specified in the Call for Applications, and you must wait for the publication of the final ranking.
- **Suspended Eligible:** Your eligibility is suspended for the reasons you can check in the ranking outcome in your reserved area. In this case, to obtain eligibility, you must regularize your position.
- **Not Eligible:** You do not meet the merit and/or income requirements specified.
- **Excluded:** You do not meet the general admission requirements specified.

In case of non-eligibility or exclusion, check the reasons, and if you notice that it is due to an error in filling out the application or if you believe that a processing error has been made, you can submit a request for review pursuant to Article 49 of the Call for Applications, within the specified deadline (15 days from the publication of the provisional rankings). You can check the outcome of the review request with the publication of the appropriate acceptance or rejection document.

The definitive rankings of beneficiaries will be published by December 31, 2023. You can check the outcome using the same methods provided for consulting the provisional rankings.

In the definitive ranking, in addition to the four outcomes mentioned above, two additional outcomes are possible:

- **Eligible Beneficiary:** You meet the requirements specified in the Call for Applications and have the right to avail the requested benefits/services.

- **Eligible Non-Beneficiary:** You meet the requirements specified in the Call for Applications, have the right to avail services for free, but cannot avail the cash benefit due to the depletion of available resources.

You can submit a request for review against the rankings' outcomes pursuant to Article 49 of the Call for Applications.

❖ PAYMENTS

The assigned BDS amount is always disbursed in two installments - even for semester scholarships - according to the deadlines listed in the following table:

STUDENT CATEGORY	DEADLINE	% INSTALLMENT
a) Beneficiaries in subsequent years and doctoral candidates and specialization school students	December 31, 2023	First installment (50% of the allocated amount)
b) Beneficiaries in subsequent years declaring credits pending validation and specialization school students enrolling by March 31, 2024	April 30, 2024	
c) Freshman beneficiaries	December 31, 2023	First installment (25% of the allocated amount)
d) Freshman master's degree beneficiaries enrolling by February 28, 2024	April 30, 2024	
e) Beneficiaries in subsequent years and specialization and doctoral students	June 30, 2024	Balance (50% of the allocated amount)
f) Freshman beneficiaries meeting the merit requirement by April 30, 2024	June 30, 2024	Balance (75% of the allocated amount)
g) Freshman beneficiaries meeting the merit requirement by August 10, 2024	September 30, 2024	Balance (75% of the allocated amount)

Note: The scholarship payment will be made only if you have been declared a beneficiary and provided an Italian IBAN code in your name within the deadlines mentioned above.

❖ STUDENTS WITH DISABILITIES

If you are a student with a disability (recognized as disabled under Article 3, paragraph 1 of Law 104/1992 or with recognized invalidity equal to or greater than 66%), specific facilitated access requirements are provided, which you can check in Title IV of the Call for Applications.

The assigned BDS amount will be disbursed according to the deadlines listed in the following table:

STUDENT CATEGORY	DEADLINE	INSTALLMENT
a) Beneficiaries in subsequent years and freshmen	December 31, 2023	First installment (50% of the allocated amount)
b) Beneficiaries in subsequent years declaring credits pending validation, master's degree freshmen enrolling by February 28, 2023, and specialization school freshmen enrolling by March 31, 2023	April 30, 2024	
c) All beneficiaries	June 30, 2024	Balance (50% of the allocated amount)

Note: The scholarship payment will be made only if you have been declared a beneficiary and provided an Italian IBAN code in your name within the deadlines mentioned above.

If you are a student with a disability, you are entitled to priority assignment of a bed in our dormitories compared to all other categories of students.

❖ **BED ASSIGNMENT PROCEDURE:**

In early October 2023, through a specific notice on the portal www.adisu.umbria.it and email communication to interested students, the convocations for the bed assignment for the academic year 2023/2024 will be initiated.

The convocations are made based on the actual availability of beds, **also taking into account the results of the assignment procedure**, following the priority order specified in Article 9, paragraph 3, of the Call for Applications for the academic year 2023/2024:

If you are among the convoked students, you must complete and submit the **"Bed Acceptance" application**, which will be available in the student reserved area of the ADISU portal www.adisu.umbria.it.

After accepting, you must pay the security deposit through the dedicated 'PagoPa' page and upload a copy of the payment of the enrollment fee for the academic year 2023/2024 at one of the universities with headquarters in Umbria, in the "Document Upload" section, both in the student reserved area of the ADISU web portal.

If, at the date of convocation, you are not yet enrolled in one of the Umbrian universities, you must hurry to complete the enrollment.

With daily deadlines, those who have accepted and completed the procedure with the above-mentioned documentation will be informed of the assigned dormitory via email within 24 hours. Within the next 72 hours after receiving the email that communicates the assigned dormitory, you must go to the dormitory's porter's office to perform the check-in and take possession of the bed, or you will lose the right to the assignment for the academic year 2022/2023.

In case of refusal, you will be considered a renouncer, and you will lose the right to the bed assignment for the academic year 2023/2024 (without further formalities). However, to be paid with the amount of a student living away from home with paid accommodation, you can still submit a rental contract as indicated in Article 29 of the Call for Applications for the academic year 2023/2024.

All information about the procedure to follow will be sent to each convoked student via email.

❖ **INFORMATION AND ASSISTANCE**

The Call for Applications, the rankings provided therein, as well as the measures with which benefits will be attributed, disbursed, and revoked, are published on the institutional website www.adisu.umbria.it. Furthermore, each candidate has their reserved area containing all the information about the ongoing process related to them. The information and assistance service is provided through FAQs published on the website www.adisu.umbria.it. For information not found in any of the published FAQs, you can request assistance through the dedicated ticket section available in the reserved area, and an operator will respond within 24/48 hours. Any periods of suspension of ticket response activity will be communicated through a specific notice.