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**Academic Year 2023/2024**

# Guide to the submission of documentation certifying income earned and assets owned abroad

Presentation guide

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AGENZIA  
PER IL DIRITTO ALLO STUDIO  
UNIVERSITARIO DELL'UMBRIA

# **Income and Assets Abroad**

Guide to the submission of documentation certifying income earned and assets owned abroad

**Academic Year 2023/2024**

# INDEX

## TITLE I – DOCUMENTATION

1. DOCUMENTATION TO BE SUBMITTED FOR ELIGIBILITY FOR THE SCHOLARSHIP

## TITLE II – LEGALIZATION

2. FOREIGN STUDENTS FROM EUROPEAN UNION COUNTRIES
3. FOREIGN STUDENTS FROM NON-EUROPEAN UNION COUNTRIES
4. STATELESS STUDENTS OR THOSE UNDER INTERNATIONAL PROTECTION
5. STUDENTS FROM PARTICULARLY POOR OR LOW HUMAN DEVELOPMENT COUNTRIES
6. LEGALIZATION AT FOREIGN DIPLOMATIC REPRESENTATIONS ON ITALIAN TERRITORY

## TITLE III – TRANSLATION

1. SWORN AND CERTIFIED TRANSLATION OF DOCUMENTS CERTIFYING INCOME EARNED AND ASSETS OWNED ABROAD

## TITLE IV – APPENDICES

1. LIST OF EU COUNTRIES THAT HAVE RATIFIED THE 1968 LONDON CONVENTION
2. LIST OF EU COUNTRIES THAT HAVE RATIFIED THE 25 MAY 1987 BRUSSELS CONVENTION
3. LIST OF EU COUNTRIES THAT LEGALIZE THROUGH AN APOSTILLE
4. LIST OF NON-EU COUNTRIES THAT LEGALIZE THROUGH AN APOSTILLE
5. LIST OF COUNTRIES WITH PARTICULARLY POOR OR LOW HUMAN DEVELOPMENT
6. COUNTRIES WITH SPECIAL REQUIREMENTS FOR DOCUMENTATION SUBMISSION

TITLE I

DOCUMENTATION

# 1 DOCUMENTATION REQUIRED FOR SCHOLARSHIP ELIGIBILITY

The following information must be obtained from the documentation provided.

**Under no circumstances and for no reason will self-declarations, sworn statements, or affidavits be accepted as documentation.**

## A. FAMILY COMPOSITION

It is necessary to provide a certificate attesting to the composition of the applicant's family, which includes the full name, place, and date of birth of each member.

### → Special cases

#### Single-parent family:

- In the case of divorce/separation: the court order attesting to the divorce or separation is required.
- In the case of death: the death certificate is required.
- In the case of a student not recognized by the father: the student's birth certificate is required.
- In the case of an absent parent: certification of the parent's unavailability by the competent authorities is required.
- In the case of a guardian being present: the appointment document of the guardian by the competent authorities must be presented.

#### The student is an orphan with both parents deceased:

- Death certificates of both parents must be provided.

Presence of married adult siblings in the family composition:

- The marriage certificate of the siblings must be presented.  
or
- The marital status of the sibling must be specified in the family composition certificate.

Presence of adult siblings not living with the family of origin:

- The residency certificate of the non-cohabiting sibling must be provided.  
or
- It may be specified in the family composition certificate.

## B. ACTIVITY UNDERTAKEN BY EACH FAMILY MEMBER, INCLUDING SIBLINGS, WHO ARE ADULTS IN 2022

→ Special cases

In cases where some family members do not engage in any activity:

- An appropriate certificate attesting to their non-employment status or unemployment status and the amount of any unemployment benefits or similar payments received must be provided.

## C. PERIOD OF EMPLOYMENT FOR EACH FAMILY MEMBER IN 2022

## D. INCOME VALUE EARNED IN 2022

A certification issued by the competent public administration for tax management, indicating the gross total income (including taxes) from work or pension received by each adult member of the family unit during the calendar year 2022, must be provided.

### → Special Cases

If the aforementioned certificate is not available, one of the following documents can be submitted:

- Certificate issued by the employer indicating the salary earned during the calendar year 2022 (from January to December), including taxes.
- The latest payslip (December 2022) showing the total income earned in 2022.
- All 12 monthly payslips for the income received during the calendar year 2022, if the total income is not indicated on the December 2022 payslip.
- Certificate issued by the competent authorities attesting to the student status of family members who did not earn any income in 2022.

## E. PROPERTIES OWNED BY EACH FAMILY MEMBER AS OF DECEMBER 31, 2022

A certification indicating the square meter area of the properties owned by each adult member of the family unit must be provided.

### → Special cases

If the family does not own a residential property, one of the following documents must be submitted:

- Valid rental agreement in the country of origin, indicating the rent amount.
- Valid document attesting to a free loan for use or transfer of property.
- Certification issued by the competent authorities stating that there are no owned properties for each family member.

## F. REMAINING MORTGAGE ON THE PRIMARY RESIDENCE AND/OR OTHER PROPERTIES AS OF DECEMBER 31, 2022

## G. THE VALUE OF THE FINANCIAL ASSETS OWNED BY EACH INDIVIDUAL MEMBER OF THE FAMILY UNIT MUST BE PROVIDED

It is necessary to submit the average balance or average monthly balance of each individual's bank accounts for the year 2022 (from January to December).

## H. ANY DOCUMENTED DISABILITY OR HANDICAP OF THE STUDENT IF RECOGNIZED IN ITALY.

All monetary values must be expressed in the local currency or in euros based on the average exchange rate of foreign currencies for the year 2022, derived from institutional sources.

### - ATTENTION -

Students who intend to qualify for INDEPENDENT STATUS must mandatory provide documentation proving:

- Their income from employment for the tax years 2021 and 2022.
- Residence different from that of their original family for at least 2 years at the time of application.

# TITLE II

## LEGALIZATION

# 1 FOREIGN STUDENTS FROM EUROPEAN UNION COUNTRIES

Foreign students from one of the European Union countries are required to submit, within the deadlines set by the Call for Applications, their family status and documentation regarding their economic and financial conditions (as stated in **TITLE I**), translated into Italian by an official translator. If the student comes from a European Union country that has not ratified the 1968 London Convention or if they have documents attesting to facts not listed in the previous list (e.g., income and assets), they must have the documents legalized or apostilled in accordance with current regulations (for details, refer to **TITLE IV**).

Under Regulation EU 2016/1191, public documents issued by the authorities of a member state are exempt from legalization when their purpose is to establish one or more of the following facts:

- Birth
- Existence of life
- Death
- Name
- Marriage and marital status
- Divorce, separation, or annulment of marriage
- Registered partnership
- Dissolution of registered partnership

- Parentage
- Adoption
- Domicile and/or residence
- Citizenship
- Lack of criminal records

For information on the methods of translation and legalization of foreign documents, please consult the website of the [MINISTRY OF FOREIGN AFFAIRS](#).

# 2

## FOREIGN STUDENTS FROM NON-EU COUNTRIES

Foreign students from non-European Union countries must submit documentation regarding their economic and financial conditions as stated in **TITLE I**.

This documentation must be:

- Issued by the competent public authorities of the country where the income was generated and where the assets are held;
- Stamped by the Ministry of Foreign Affairs of the country of origin;
- Legalized by the competent Italian diplomatic authorities for the territory or, if required, apostilled in accordance with current regulations (for details, refer to **TITLE IV**);
- Translated into Italian by an authorized official translator;

All documentation related to income and assets held abroad must be uploaded through the portal of the Agency [www.adisu.umbria.it](http://www.adisu.umbria.it), in the section "Student Area – Student reserved Area access – Submission of documentation – documentation of income and assets held abroad," without exception, within the deadlines set by the Call for Applications. Failure to comply with this requirement will result in ineligibility for benefits.

# 3

## STATELESS STUDENTS OR THOSE UNDER INTERNATIONAL PROTECTION

Stateless students and students under international protection must provide the ISEE 2023 (Equivalent Economic Situation Indicator) valid for the right to university education, attesting to the income and assets held in Italy.

In addition to the ISEE certification:

- **STATELESS STUDENTS** must submit a copy of the residence permit attesting to their "stateless" status or, if not yet obtained, a certified copy of the court decision declaring their statelessness.
- **STUDENTS UNDER INTERNATIONAL PROTECTION** must submit, as an alternative to the documentation indicated in TITLE I, the residence permit indicating their status as a "political refugee," "subsidiary protection," or, if the residence permit has not yet expired, "humanitarian reasons."

→ If the residence permit has not yet been issued, they must present the personalized certificate issued by the Police Headquarters (Questura) or the decision issued

by the competent Territorial Commission recognizing their international protection status.

→ In case of rejection of the international protection status (except in cases where the application is rejected due to manifestly unfounded reasons), the student must provide suitable documentation attesting to the submission of an appeal against this decision, and possibly a copy of the limited-duration residence permit issued while awaiting the decision of the Court. In this case, if the appeal is accepted, the student will be required to submit a copy of the residence permit highlighting the recognized international protection status.

The aforementioned documentation must be uploaded through the portal of the Agency [www.adisu.umbria.it](http://www.adisu.umbria.it), in the section "Student Area – Student reserved Area access – Submission of documentation – documentation of statelessness/international protection," without exception, within the deadlines set by the Call for Applications. Failure to comply with this requirement will result in ineligibility for benefits.

# 4

## STUDENTS FROM PARTICULARLY POOR OR LOW HUMAN DEVELOPMENT COUNTRIES

Students from particularly poor or low human development countries may submit, as an alternative to the documentation indicated in **TITLE I**, a certification drafted and issued by the Italian Representation in the country of origin, attesting that the student does not belong to a family known for its high income and social status.

→ The list of particularly poor countries, established by Decree of the Ministry of University and Research (M.U.R.), can be consulted in **TITLE III**.

# 5 LEGALIZATION AT FOREIGN DIPLOMATIC REPRESENTATIONS ON ITALIAN TERRITORY

Only for first-year students who arrive in Italy with the original documents issued by the competent authorities in their country and bearing the stamp of the Ministry of Foreign Affairs, but not translated or legalized at the Italian Embassy in their own country, they are allowed to legalize all the documentation indicated in **TITLE I** at their diplomatic representation on Italian territory.

In order for the documentation to have legal value in Italy and therefore be valid for the competition announcement, the following procedure must be followed:

→ Authenticate the signature of the official from the Ministry of Foreign Affairs of the country of origin at their diplomatic representation in Italy (Embassies or Consulates General)<sup>1</sup>

→ Authenticate the signature of the diplomatic official at a Prefecture and affix, if required, a €16.00 revenue stamp.

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<sup>1</sup> This procedure, in compliance with the relevant international regulations, cannot be carried out by Honorary Consulates.

# TITLE III

## TRANSLATION

# 1 THE SWORN AND CERTIFIED TRANSLATION OF DOCUMENTS ATTESTING INCOME RECEIVED AND ASSETS HELD ABROAD

In order for the documentation attesting to income received and assets held abroad to be valid, students must accompany all original, paper-based, and conforming documents with a sworn and certified translation. When a foreign document needs to be used in Italy by an institution or authority, its translation must be carried out by an official and sworn translator in the presence of the competent official.

**SWORN AND CERTIFIED TRANSLATION:** A sworn translation is a translation performed by a professional translator, authenticated and made official through a sworn statement, prepared and signed by the translator. The sworn statement (or certification) is attached to the translation, stamped, validated, and registered by a Public Officer. Due to its nature as a document produced by a judicial body, it holds legal value.

**VALIDITY OF THE TRANSLATION:** The document consists of three parts: the original document, the translation, and the sworn statement, all signed, stamped, and stapled together to form a single file. The sworn translation is signed or stamped in conjunction with the original document, i.e., between the page of the original document and the first page of the translation. Therefore, if it is separated from the original document and the sworn statement, it loses its legal value.

## A. TRANSLATION OF DOCUMENTS DONE ABROAD

↳ **Legalization at the Italian Embassy:** For documents legalized abroad, the Italian Embassy in that country provides information on the procedures and authorized entities to carry out legalization if it does not already have an office dedicated to this service.

↳ **Legalization through Apostille:** If the documents are produced by a country that has ratified the Hague Convention of '61 (**TITLE IV**), the translation must be carried out by an official translator listed in the official registries of that territory. It should be accompanied by the translation report (or certification) and legalized together with the original documents, forming a single package.

**B. TRANSLATION OF DOCUMENTS DONE IN ITALY:** The original paper-based and conforming documents must be translated by a translator registered in the Court Registries and/or affiliated with an Association recognized by the Italian State. The translation should be completed and signed by the translator and, if required, bear their stamp. It should be accompanied by the sworn statement (or certification) stamped, validated, and registered by the Public Officer (Clerk) at the Asseveration Office of the Court. In Italy, the asseveration service is subject to the affixing of revenue stamps, with a typical value of €16.00 for every 100 lines of translation.

# TITLE IV

## APPENDICES



# LIST OF COUNTRIES THAT HAVE RATIFIED THE LONDON CONVENTION OF 1968

According to the London Convention of June 7, 1968, the following countries' acts are exempt from legalization when drafted by diplomatic and consular representatives:

- Austria
- Belgium
- Cyprus
- Estonia
- France
- Germany
- Great Britain (including the Isle of Man)
- Greece
- Ireland
- Latvia
- Liechtenstein
- Luxembourg
- Malta
- Norway
- Netherlands (including the Netherlands Antilles and Aruba)
- Poland
- Portugal
- Czech Republic
- Republic of Moldova
- Romania
- Russia
- Spain
- Sweden
- Switzerland
- Turkey
- Ukraine

# 2

## LIST OF EU COUNTRIES THAT HAVE RATIFIED THE BRUSSELS CONVENTION OF MAY 25, 1987

In accordance with the Brussels Convention of May 25, 1987, ratified by Italy with Law No. 106 of April 24, 1990, all forms of legalization or any other equivalent or similar formality have been abolished between the following countries:

- Belgium
- Denmark
- France
- Ireland
- Italy
- Latvia
- Estonia

For other EU Member States that have adhered to the Brussels Convention, the legalization regime, either consular or through Apostille, remains in place if they are also parties to the Hague Convention of October 5, 1961.

# 3

## LIST OF EU COUNTRIES THAT LEGALIZE THROUGH APOSTILLE

Under the Hague Convention of October 5, 1961, the following countries exempt documents from legalization if they bear an "apostille":

- Austria
- Bulgaria
- Cyprus
- Croatia
- Finland
- Germany
- Greece
- Lithuania
- Luxembourg
- Malta
- Netherlands
- Poland
- Portugal
- Czech Republic
- Romania
- Slovakia
- Slovenia
- Spain
- Sweden
- Hungary

# 4

## LIST OF NON-EU COUNTRIES THAT LEGALIZE THROUGH APOSTILLE

Under the Hague Convention of October 5, 1961, the following countries exempt documents from legalization if they bear an "apostille":

- Albania
- Andorra
- Antigua e Barbuda
- Argentina
- Armenia
- Austria
- Australia
- Azerbaijan
- Bahamas
- Bahrein
- Barbados
- Belize
- Bielorussia
- Bolivia
- Bosnia-Erzegovina
- Botswana
- Brasile
- Brunei
- Burundi
- Capoverde
- Cile
- Colombia
- Corea del Sud
- Costa Rica
- Dominica
- Ecuador
- El Salvador
- Eswatini
- Federazione Russa
- Filippine
- Fiji
- Georgia
- Giappone
- Gran Bretagna
- Grenada
- Honduras
- Hong Kong
- India
- Islanda
- Isole Cook
- Isole Marshall
- Israele
- Kazakhstan
- Kirghizistan
- Kosovo
- Lesotho
- Liberia
- Liechtenstein
- Macao
- Macedonia
- Malawi
- Marocco
- Mauritius
- Messico
- Monaco
- Mongolia
- Namibia
- Niue
- Norvegia

- Nuova Zelanda
- Nicaragua
- Niue
- Olanda
- Oman
- Palau
- Panama
- Paraguay
- Perù
- Regno Unito
- Repubblica Dominicana
- Repubblica Moldova
- Russia
- Saint Kitts e Nevis
- Saint Vincent e Grenadine
- Samoa
- San Marino
- Santa Lucia
- Seychelles
- Serbia e Montenegro
- Suriname
- Svizzera
- Stati Uniti d'America
- Sud Africa
- Tagikistan
- Tonga
- Tunisia
- Turchia
- Trinidad e Tobago
- Ucraina
- Uruguay
- Uzbekistan
- Vanuatu
- Venezuela

# 5

## LIST OF COUNTRIES WITH LOW HUMAN DEVELOPMENT

The Italian Ministry of Education, University, and Research for the academic year 2023/2024 has defined the following list of countries with low human development:

- Afganistan
- Angola
- Bangladesh
- Benin
- Bhutan
- Burkina Faso
- Burundi
- Cambogia
- Central African Republic
- Chad
- Comoros
- Congo Democratic Republic
- Djibouti
- Eritrea
- Ethiopia
- Gambia
- Guinea
- Guinea Bissau
- Haiti
- Kiribati
- Korea Dem. Rep.
- Lao People's Democratic Republic
- Lesotho
- Liberia
- Madagascar
- Malawi
- Mali
- Mauritania
- Mozambique
- Myanmar
- Nepal
- Niger
- Rwanda
- Sao Tome & Principe
- Senegal
- Sierra Leone
- Syrian Arab Republic
- Solomon Islands
- Somalia
- South Sudan
- Sudan
- Tanzania
- Timor-Leste
- Togo
- Tuvalu
- Uganda
- Yemen
- Zambia

# 6

## LIST OF COUNTRIES WITH SPECIAL DOCUMENTATION REQUIREMENTS

The following list, which is not exhaustive and is merely indicative, serves as a practical guide for the production of documentation in countries where specific requirements exist for their preparation.

### IRAN

**Family Composition:** identification card of the head of the household;

**Homemaker Status:** Personal insurance

or

certificate from the competent Ministry of Labor or private employer.

### MAROCCO

**Family Composition:** collective certificate of existence in life.

**Family home inherited but not registered:** certificate from the civil registry office confirming the residents of the dwelling and the total floor area in square meters.

### ALGERIA

**Unemployment:** non-affiliation with the "National Social Security Fund for Salaried Employees."

**Rented house with redemption option from the Algerian State:** lease agreement with redemption clause + Certificate of residence for the household with the total floor area in square meters.

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In no case and for no reason will self-declarations, sworn statements, or affidavits be accepted as valid documentation.