

ITALY

When you complete your application form, you will need to send supporting documentary evidence to us with your application. You can send original documents, which we will copy and return, but we would prefer to receive certified* copies of documents, as original documents can be lost in the post.

A certified* copy is a photocopy of an original document. This copy must have been stamped and signed as being a true copy of the original by an official: a minister of religion, doctor, lawyer, civil servant, teacher/lecturer, police officer. The person certifying the copy must provide their name, job title, address and contact telephone number. The certifying person must not be a relative.

Certified* copies of documents required for each section would include (where needed):

Your personal details

Passport or ID card

Family Status Certificate, **Certificato di Stato di Famiglia.**

An official document confirming separation, **documentazione attestante la separazione.**

Divorce Papers, **sentenza di divorzio del tribunale civile.**

Husband's/wife's Death Certificate, **Certificato attestante la morte coniuge.**

Student's estimated income and financial obligations

Bank, **banca**, and savings account, **conto a risparmio**, statements.

Letters or statements detailing any Social Security benefits, **estratti conto o documentazione relativi a sussidi provenienti dalla previdenza sociale.**

Details of any awards, **altro tipo di sussidio**, including, for example, scholarships and bursaries, **ad es. borse di studio.**

About your parents

An official document confirming separation, **documentazione attestante la separazione.**

Divorce Papers, **sentenza di divorzio del tribunale civile.**

A Death Certificate(s), **Certificato(i) di Morte.**

Parents', step-parents', parent's partner's, husband's, wife's or your

partner's financial details

Documents required for this section, which relate to income earned/received from 01/01/2008 to 31/12/2008, would include (where applicable):

The income tax form(s), There are three acceptable tax forms issued by the Italian authorities – the **Modello 730**, the **Modello Unico** or the **CUD**.

if self employed, **se libero professionista**.

Evidence in respect of income from dividends, gross interest paid on savings accounts, **estratti di conti correnti bancari e di conti a risparmio, etc.**

Letters or statements detailing any social security benefits, **estratti conto o documentazione relativi a sussidi provenienti dalla previdenza sociale**.

Details of the equivalent value in cash of any fringe benefits, **contributi extra (es.premi di produzione ecc)**, ie any employee's benefit additional to normal wage or salary.

Self employed, **per liberi professionisti**

Deductions

Private pension plan – official confirmation of payments made from 01/01/2008 to 31/12/2008.

Dependant's details

National Identity Card, **Carta d'Identità**.