



GUIDE TO SCHOLARSHIP APPLICATION

The information contained in this document does not replace the contents of the competition notice for the assignment of the benefits and services of the right to education for the 2024/2025 academic year.

❖ WHAT YOU MUST HAVE BEFORE YOU START COMPLETING THE SCHOLARSHIP APPLICATION

- **SPID or login credentials** (only if you do not have Italian citizenship and do not yet have a residence permit or a valid Italian document);
- **The description and location of the degree course** for which you have enrolled or intend to enroll, respecting the deadlines set out in the individual study manifestos.
- **INPS-ISEE-2024 certification** of your family unit. To obtain it, contact a CAAF (Authorized Tax Assistance Center) or an accountant in good time. The INPS-ISEE-2024 certificate must include the words "applies to subsidized benefits for the right to university study in favor of - student tax code". Attention: ordinary INPS-ISEE-2024 certificates and those with omissions and/or discrepancies are not useful for participation in the competition.
- **IBAN of an Italian bank account in the student's name or jointly held** (you can apply even if you do not yet have your IBAN, but remember to insert it in time for the first for the payment of the first scholarship installment - December 2024, since, otherwise, the Agency will not be able to make the payment in your favor);
- **your tax code and that of all the members of your family unit.**

❖ UNDERAGE STUDENTS

- Minor students can request the benefits/services provided by the Agency exclusively through their parents/guardians who must send a specific request by email to sportello@adisu.umbria.it.

❖ CHECK IF YOU MEET THE ECONOMIC AND MERIT REQUIREMENTS REQUIRED

- **Economic requirements:**

Before applying for a scholarship for the academic year 2024/2025, check if you meet the economic requirements required by the competition notice (Art. 22).

- a) Equivalent Economic Situation Indicator (ISEE) not exceeding €27,726.79;
- b) Equivalent Asset Situation indicator (ISPE), not exceeding €60,275.66. (The ISPE value is obtained by dividing the ISP value by the equivalence scale value.)

Exceeding even just one of the economic limits is cause for exclusion.

ATTENTION!

Only for the student who has income and assets abroad, the ISEE and ISPE indicators will be subsequently calculated by A.Di.S.U. based on Art. 24.

- **Merit requirements:**

- a) If you are a first-year student and eligible, you must meet the minimum merit requirement set by the competition notice to maintain benefits and avoid revocation (with consequent return of the scholarship amounts, regional tax refund, and the value of the services actually used). The Agency will verify the merit requirement throughout the year according to the limits and deadlines indicated in the Notice. To participate in the competition, it is sufficient not to have previously enrolled in a university course of equal or higher level for which you are requesting benefits. Remember that you can reset your previous university career only by making an irrevocable renunciation of studies, and even then, you cannot benefit from BDS for the same years of the course for which you have already used it (Art. 27).
- b) If you enroll in years subsequent to the first, verify that by 10th August 2024 you have reached the minimum merit requirement (ECTS recorded) required for the course year for which you are requesting the benefit (Art. 18).

Remember that the ECTS taken into consideration are exclusively those relating to exams taken and recorded by 10th August 2024.

- **Credits awaiting validation** that you can use to reach the minimum merit requirement, and which must be declared in the appropriate section of the application, are only those indicated in the Art. 20 of the Notice. Those relating to exams taken before August 10th but recorded subsequently cannot be taken into consideration.

If you declare credits awaiting validation, make sure that they are really necessary to reach the minimum merit requirement and remember that the payment of the first scholarship instalment, for those who declare credits awaiting validation, is foreseen by the Call for April 2025 and not at December 2024.

- **The BONUS credits cannot be used to reach the minimum merit requirement required in the first year of freshmen, you can only start using them from the 2nd year according to the methods indicated in the Art. 21 of the Notice.**

❖ **I HAVE NOT YET ENROLLED, CAN I FILL OUT THE SCHOLARSHIP APPLICATION?**

1. **YES**, at the time of applying the scholarship application you do not necessarily need to be enrolled; it is important to apply for benefits within the deadline set by the competition notice (Art. 11 Notice 2024/2025) and then enroll within the deadline set by your University (Art. 14).

ATTENTION!

Late registration with late payment will result in exclusion from the competition.

❖ **HOW TO SUBMIT THE SCHOLARSHIP APPLICATION for the 2024/2025 academic year**

- You have to go to the site www.adisu.umbria.it – Access to Student Area – Reserved Student Area:
 - a) **Log in with SPID (Public Digital Identity System);**
 - b) **if you do not have Italian citizenship** and you do not yet have a residence permit or a valid Italian document, proceed to Accreditation and then LOGIN with your credentials;
 - c) **if you are a minor** you can request the benefits/services provided by the Agency exclusively through your parents/guardians, who must send a specific request by email sportello@adisu.umbria.it.
- **Personal data section:**

You must fill in the current section in its entirety. The data contained in the gray fields are acquired automatically and cannot be modified when completing the scholarship application. Any changes to the personal data can be made, without time limits, by accessing the specific "Personal Data" section of the reserved area. Check that the information relating to your residence and your identity document is always up to date. If your domicile is different from that of your residence, please fill in those fields too. Attention: for students residing abroad, declaring your Italian domicile is mandatory

to obtain payments. Remember to enter your Italian mobile number and your personal email so that we can contact you if necessary.

- You will find the 2024/2025 - Request for benefits and services - Scholarship page active which you must complete. Within 24 hours of closing and submitting the application, you will receive a confirmation email of receipt.

❖ HOW TO FILL OUT THE APPLICATION ONLINE

• **Section Payment Method:**

- Select one of the available options, considering that it is essential to enter an **IBAN of an Italian bank account** in the student's name or jointly held (you can apply even if you do not yet have your IBAN but remember to enter it in time for the first BDS installment payment - December 2024, otherwise, the Agency cannot make the payment in your favor);

• **Choice of Benefits Section:**

- The scholarship automatically includes the canteen service;
- The six-monthly scholarship can only be requested by those who, at the end of their studies, must attend the last semester of the current academic year. previous.
- The status of off-site, commuter or on-site student depends on the distance between the city in which you reside and the one in which the Faculty is located. (See the table 1 attached of the Notice).
- If you are off-site, you can request a free bed in the Adisu colleges, or if you do not choose this option, you can obtain the scholarship amount provided for students with paid accommodation by submitting the required documentation within the times and methods provided by the Notice (Art. 31). If you do not submit the paid accommodation documentation (lease contract or agreement with a private student residence), you will receive a reduced scholarship amount while maintaining the right to two free daily meals (see the table in Art. 30, paragraph 3);
- If you are off-site and are no longer interested in the housing service requested in the scholarship application, you must submit a waiver request by the strict deadline of September 13, 2024. Otherwise, if you are eligible and assigned a bed, failure to accept it will result in a reduced scholarship amount while maintaining the right to two free daily meals (see the table in Art. 30, paragraph 3).

• **University Registration Section:**

- After indicating 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 course. The dates entered in the two fields, if you are on track with your studies, must coincide.
- For those enrolling in a master's degree course, the academic year of first enrollment is that related to the master's degree and not the initial bachelor's degree enrollment year.
- The number indicated in the "Total Academic Years of Enrollment" field must correspond to the number of years counted from the one indicated as "First Enrollment Academic Year" to the academic year of the scholarship request. (e.g., for the BDS request for the academic year 2023/2024 with a first enrollment academic year 2020/2021, the total academic years of enrollment must be 4). Renunciation of studies equates to resetting your university career: therefore, the first enrollment year is the one in which you enrolled after renouncing. The university career does not reset and does not end with a course change or transfer from another university. In the case of a course change and/or university transfer, the "First Enrollment Academic Year" remains the same as that initially attended.

- **General admission requirements section:**
 - If you are missing even one of the requirements in this section you will be excluded from the competition.
- **Section General admission requirements for access to housing services:**
 - In this section, if you are already housed in an Adisu Residence, you have the option to confirm the previously assigned bed or request a change.
 - In any case, you have the option to indicate which Residence you would prefer to be housed in.
 - During the housing allocation process, preferences will be considered based on actual availability.
- **Section Merit requirements for students Years Enrolled in Years Beyond the First of a Bachelor's and Master's Degree Course:**
 - See what was already said at the beginning of this guide regarding ECTSs awaiting validation. Remember that the average of the marks to be indicated is the arithmetic mean.
- **Economic condition section:**
 - If you are a student whose family unit resides in Italy and has received income and/or owns assets in Italy, you must enter the INPS-ISEE-2024 protocol number;
 - If you are a student whose family unit resides abroad and has received income and/or owns assets abroad, you must mandatorily upload documentation attesting to the income and assets held abroad in the appropriate digital application on the Agency's portal www.adisu.umbria.it, Student Area Access – Upload income and assets documentation held abroad within the strict deadlines and in the forms provided by Art. 24 of the competition notice 2024/2025;
 - If you are a student whose family unit resides in Italy and has received income and/or owns assets in Italy and abroad, you must enter the INPS-ISEE-2024 protocol number for income and assets held in Italy and additionally upload documentation attesting to the income and assets held abroad in the appropriate digital application on the Agency's portal www.adisu.umbria.it, Student Area Access – Upload income and assets documentation held abroad within the strict deadlines and in the forms provided by the competition notice 2024/2025;
 - If the income and assets held abroad by your family unit are all already included in the INPS-ISEE-2024 certification, you do not need to produce additional documentation for foreign income;
 - If you are a student whose family unit resides abroad and has received income and/or owns assets in Italy and abroad, you must mandatorily upload the income declaration attesting to the income and assets held in Italy and documentation related to the income and assets held abroad in the appropriate digital application on the Agency's portal www.adisu.umbria.it, Student Area Access – Upload income and assets documentation held abroad within the strict deadlines and in the forms provided by the competition notice 2024/2025;
 - If you are a stateless student or under international protection, you must submit the INPS-ISEE-2024 certification and the documentation related to statelessness or international protection as indicated in Art. 25 of the competition notice, uploading it in the appropriate digital application on the Agency's portal www.adisu.umbria.it, Student Area Access – Upload statelessness/international protection documentation within the strict deadlines provided by the competition notice 2024/2025.ISEE

- **Certificate section for the right to university study:**
 - When entering the INPS-ISEE-2024 protocol number, found at the top right of your ISEE model, pay attention to entering the numbers correctly, especially the last letter before - 00 as it is always an uppercase letter (e.g., INPS-ISEE-2024-12345678M). Be careful not to confuse a lowercase "i" with an uppercase "L" and zero with "O".
 - The INPS-ISEE certification must always refer to the calendar year in which you are making the scholarship application (e.g., 2024 for the academic year 2024/2025) and must always have an ISEE parameter that applies to facilitated services for university study rights with your (the student's) tax code.
- **Section Requirements for verifying economic conditions (1):**
 - If you meet the independence requirements specified in Art. 26 of the competition notice, declare yourself an "independent" student and fill out the relevant sections (residence outside the family unit for at least two years prior to the scholarship application date and earned income from employment or similar sources declared in 2022 and 2023).
 - If you are not an independent student, you will proceed to the next page where you will need to enter information about your family unit for ISEE purposes.
- **Section Requirements for verifying the economic condition relating to the composition of one's family unit (2):**
 - In this section, you are asked to declare if your parents' tax codes are present in the ISEE 2024 certification under the "Declarant's Family Unit" section or the conditions justifying their absence.
 - NB: The Agency reserves the right to request appropriate certification to prove the truthfulness of your declarations at any time.
- **Section Requirements for verifying economic conditions (3):**
 You must enter the data of all family unit members, including yours, indicating your degree of kinship as "CANDIDATE". Enter the data of both parents even if they are unmarried, separated, divorced, and/or not cohabiting.

❖ **UPLOAD RENTAL CONTRACT - Section Upload Documentation**

- If you are an off-site student and have not requested accommodation in the Adisu colleges, you must upload the documentation related to your rental contract (contract and its registration with the Revenue Agency). If you do not present the appropriate documentation within the indicated deadlines, you will retain the right to two free daily meals but will receive a reduced scholarship amount (see the table in Art. 30, paragraph 3).
- **For all information on the procedure to follow, consult Art. 31 of the competition notice and the Guide for uploading the rental contract for off-site students.**

❖ **RANKINGS**

- After submitting the scholarship application, 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 24, 2024. You can also check the ranking result by accessing your reserved area
 - Ranking Results – view result.
- The provisional ranking can have 4 outcomes:
 - **Eligible:** you meet the requirements set out in the announcement, you must therefore wait for the publication of the final ranking;

- **Eligible Suspended:** your eligibility is suspended for the reasons that you can consult in the ranking results of your reserved area; in this case, in order to obtain eligibility, you must regularize your position;
- **Not Eligible:** you do not meet the merit and/or income requirements;
- **Excluded:** you do not meet the general admission requirements.
- In case of non-eligibility or exclusion, check the reasons and if you find that it is due to an application error or believe a procedural error has been made, you can submit a review request as per Art. 49 of the competition notice 2024/2025 within the specified deadline (15 days from the publication of the provisional rankings). You can check the review request result with the publication of the acceptance/rejection act.
- The final rankings of beneficiaries will be published by December 31, 2024. You can check the result with the same methods provided for consulting the provisional rankings.
- In the final ranking, besides the 4 outcomes mentioned above, there are 2 additional outcomes:
 - **Eligible Beneficiary:** you meet the requirements set out in the notice and have the right to take advantage of the benefits/services requested;
 - **Eligible Non-Beneficiary:** You meet the competition notice requirements, are entitled to free services, but cannot benefit from the financial contribution due to exhausted resources.

You can submit a review request against the results of the beneficiary ranking as per Art. 49 of the competition notice.

❖ PAYMENTS

The assigned scholarship amount is always paid in two installments - even in the case of six-monthly scholarship - according to the deadlines listed in the following table.

TYPE OF STUDENTS	EXPIRATION	% INSTALLMENT
a) Beneficiaries subsequent years and doctoral/specialization freshmen	December 31st, 2024	The installment (50% of the assigned quota)
b) Beneficiaries subsequent years declaring credits awaiting validation and specialization freshmen enrolling by March 31st, 2025	April 30th, 2025	
c) Beneficiaries freshmen	December 31st, 2024	The installment (25% of the assigned quota)
d) Beneficiaries master's freshmen enrolling by February 28th, 2025	April 30th, 2025	
e) Beneficiaries subsequent years, specialization, and doctoral students	June 30th, 2025	Balance (50% of the assigned quota)
f) Beneficiaries freshmen achieving merit requirement by April 30th, 2025	June 30th, 2025	Balance (75% of the allocated quota)
g) Beneficiaries freshmen achieving merit requirement by August 10th, 2025	September 30th, 2025	

Attention:

- **scholarship payment is made only** if you have been declared a beneficiary and if you have provided, within the deadlines indicated above, an Italian IBAN code in your personal name;
- **if you are a freshman student and parent of minor children** you are entitled to the balance of the scholarship by June 30th regardless of whether you reach the minimum merit requirement set out in the art. 17 of the 2024/2025 Call.

❖ STUDENTS WITH DISABILITIES

If you are a student with a disability (with a recognized handicap pursuant to art. 3 paragraph 1 of Law 104/1992 or with a recognized disability equal to or greater than 66%) there are specific facilitated access requirements which you can consult in Title IV of Competition notice.

The assigned scholarship amount is settled according to the terms set out in the following table:

TYPE OF STUDENTS	EXPIRATION	INSTALLMENT
a) Beneficiaries subsequent years and freshmen	December 31st, 2024	The installment (50% of the assigned quota)
b) Beneficiaries subsequent years declaring credits awaiting validation, master's freshmen enrolling by February 28th, 2024	April 30th, 2025	
c) All beneficiaries	June 30th, 2025	Balance (50% of the assigned quota)

Attention:

- Scholarship payments are made only if you have been declared a beneficiary and provided an Italian IBAN personally registered to you within the deadlines listed above.
- If you are a student with disabilities, you are entitled to priority bed allocation in our colleges over all other student categories.

❖ BED ASSIGNMENT PROCEDURE

Bed allocations for the year 2024/2025 are open from October 1, 2024.

The opening is communicated by a special notice on the portal www.adisu.umbria.it.

The assignments are made on the basis of the actual availability of beds, according to the order of priority referred to in art. 9, paragraph 3, in the Call of Scholarship for the year 2024/2025, in compliance with the preferences you have expressed on the scholarship and in the Regulations in force.

The 1st and 2nd October we will proceed with the reallocations of priority categories:

- a) **suitable off-site confirmations – without room change;**
- b) **suitable off-site confirmations - with room change;**

The procedure for these two categories is communicated to you by email and in person by the administrative contact of the residence assigned for the previous year.

In the days immediately following, the remaining posts shall be allocated by an automated procedure to the following priority categories.

Following the automatic assignment, ADISU sends you a notice of 'successful assignment of the bed for the year 2024/2025', by e-mail (email sent to all the candidates assigned), containing the name and address of the assigned residence.

Upon receipt of the e-mail, you have to within the following 72 hours (n. 3 working days):

A) return to the Student Reserved Area to:

1. fill in the request 'Acceptance of bed' which is made available only to those who have received the communication of successful assignment;
2. pay the security deposit of € 150,00 through the appropriate form 'PagoPa/Pagoumbria' paying attention to the use of the system 'PagoPa/Pagoumbria';
3. upload (if required) on the section 'Loading documentation', a copy of the payment of the registration form a.a.2024/2025 in one of the Universities in Umbria (If, at the date of assignment, you are not yet enrolled in one of the Umbrian universities, you will therefore have to hurry to complete the registration).

B) present yourself in person at the College Concierge assigned to check-in and take the room, otherwise you will lose the right to the assignment for a.a. 2024/2025.

Be careful therefore, because in case of refusal, non-acceptance or no-show in the concierge within 72 hours (n. 3 working days), you will be considered as a waiver and you will lose the right to the allocation of the bed for a.a. 2024/2024 (without further formalities).

Please note that if you have not paid the security deposit and/or uploaded a copy of the registration form, you cannot take possession of the assigned bed position.

All information on the procedure to follow will be sent to each convocated student via email as needed.

❖ INFORMATION AND ASSISTANCE

- The competition notice, rankings provided therein, and the measures by which benefits are allocated, provided, and revoked are published on the institutional website www.adisu.umbria.it.
- Each candidate also has their own reserved area where all the information regarding the ongoing procedure is contained.
- Information and assistance services are provided through FAQs published on the www.adisu.umbria.it website. For information not covered by any of the published FAQs, assistance can be requested via the ticket section available in the reserved area, where an operator will respond within 24/48 hours. Any periods of suspension of ticket response activity will be communicated with a specific notice.