LOGIN TO ONLINE STUDENTS SERVICES

Credenziali Ateneo

If you have already enrolled to University of Pavia you must enter in your personal EDiSU area with the same login credentials used for your “area riservata” of University of Pavia.

If you have problems with your University login credentials, you can register clicking on “ACCREDITAMENTO”.

Accreditamento

If you do not have University of Pavia login credentials you must register here.

If you already have your EDiSU login credentials (from last year application for our benefits) you must use them and login clicking on “Credenziali EDiSU”.

Are you sure?
ANNULLA= CANCEL (No, I am not)  PROCEDI=PROCEED (Yes, I am)

Credenziali Edisu

If you have already registered (in ACCREDITAMENTO) you must login here with
-username (codice fiscale)
-password
-codice utente (only for the first login or to modify the application form)
You have received these by email after ACCREDITAMENTO.
Fields with * are compulsory (both in “accreditamento” and “application form”)

After completion of every page on the form click on “Avanti” to go on, “indietro” to go back and modify/adjust.

Anagrafica

- SURNAME
- NAME
- SEX • MALE • FEMALE
- DATE OF BIRTH
- COUNTRY OF BIRTH
- PROVINCIA DI NASCITA if you were born outside of Italy “estero” will come into view automatically in this field
- COMUNE DI NASCITA if you were born outside of Italy “comune estero” will come into view automatically in this field
- MUNICIPALITY OF BIRTH field to fill in only by students born outside of Italy
- TAX CODE
- EMAIL ADDRESS
- CONFIRM EMAIL ADDRESS

Check that your above email address is correct. For any purpose related to your application, for communications and information EDiSU will use this email address. If your email address changes please inform EDiSU promptly.

Anagrafica

I declare:

- CITIZENSHIP

RESIDENZA ANAGRAFICA UFFICIALE

- COUNTRY
- PROVINCIA if you select above a country different from Italy “estero” will come into view automatically in this field
- COMUNE if you select above a country different from Italy “comune estero” will come into view automatically in this field
- LOCALITÀ write here the name of city, village etc.
- ADDRESS select here “via”= street, “piazza”= square, “strada”=road/lane And write the name of the street/square...
- STREET NUMBER you must fill in this field only if you are resident in Italy
- POSTAL CODE you must fill in this field only if you are resident in Italy
- LANDLINE PHONE NUMBER
- MOBILE PHONE NUMBER
IF YOU LIVE IN SOMEONE ELSE’S HOUSE WRITE HERE THE NAME WRITTEN ON DOORPHONE OR POSTBOX.

DO YOU LIVE IN YOUR RESIDENZA ANAGRAFICA UFFICIALE?

“RESIDENZA ANAGRAFICA UFFICIALE” IS THE OFFICIAL RESIDENCE OF YOUR HOUSEHOLD.

FOR STUDENTS COMING FROM OUTSIDE ITALY “RESIDENZA ANAGRAFICA UFFICIALE”:
- IS OUTSIDE ITALY IF THE RESIDENCE OF YOUR HOUSEHOLD IS OUTSIDE ITALY
- IN ITALY, IF THE RESIDENCE OF YOUR HOUSEHOLD IS IN ITALY

DOMICILIO IS THE PLACE WHERE THE STUDENT LIVES DURING THE PERIOD OF STUDY. FILL IN NEXT FORM ONLY IF YOUR DOMICILIO IS DIFFERENT FROM RESIDENZA. THE FIELDS TO BE FILLED IN ARE THE SAME OF “RESIDENZA ANAGRAFICA UFFICIALE”.

Documento d’identità valido = VALID IDENTIFICATION DOCUMENT

- KIND OF DOCUMENT
  - carta d’identità = Identity card
  - patente = driving licence
  - passaporto = passport
- NUMBER OF DOCUMENT
- DOCUMENT ISSUED BY
  - comune = municipality (only for Italian documents)
  - questura = Italian central police station
  - motorizzazione = vehicles licensing agency (only for Italian documents)
  - consolato = consulate
  - prefettura
  - public authority outside Italy
- COUNTRY
- PLACE (city / district / department etc.)
- EXPIRY DATE

SEZIONE ALLEGATI

You must upload here a copy of your document. Please upload only one file. If it is not possible write a short description (front /back etc.) of every file in the field “descrizione”.

Every file must be PDF, JPEG, PNG or GIF type and must not exceed 10 Mbyte.

Password
Choose a password and write it here. After filling in the password fields you will be qualified to access to the application form.

Only for the first login you must fill in the fields: CODICE FISCALE, PASSWORD and CODICE UTENTE.

You will find CODICE UTENTE in next page and you will receive it by email.

Min. 8 max. 20 characters, use both letters and numbers

PERSONALISED PASSWORD:

CONFIRM PASSWORD:

Your Data Are Registered

You will receive an email to access and apply.

YOUR CODICE UTENTE IS

NOTA BENE

REMEMBER YOUR CODICE UTENTE.

It is necessary for:

- First login in application form
- Modify your application form after completion
- Other procedures that may require it
APPLICATION FORM (click on “Domanda benefici studenti”)

If you have not enrolled to University yet fill in the form as you are already had.

Dati Iscrizione

- STUDENT SERIAL NUMBER
- YOUR YEAR OF STUDY IN 2016/2017
  write the number e.g. 3rd year = 3
- ACADEMIC POSITION
  ✓ REGOLARE if you attend for the first time a regular year of study
  • Bachelor degree course (laurea di primo livello) 1, 2, 3
  • Master course (laurea magistrale/di secondo livello) 1,2
  • Combined BA degree course and MA single degree course (laurea magistrale a ciclo unico) 1,2,3,4,5 or 1,2,3,4,5,6 (according with your course of study)
  • PhD (1,2,3)
  • Scuola specializzazione per le professioni legali 1,2
  ✓ RIPETENTE if you repeat a year of study between two regular years
  e.g. after the 1st year you repeat the 1st year instead of attending 2nd year
  ✓ FUORI CORSO if you attend a further year of study after completion of the regular time of study
  e.g. master course: you attend 1st, 2nd and 3rd year and then you repeat the 3rd year
- DEPARTEMENT

Nota bene If you attend a PhD or a “Scuola di specializzazione” you have to select it here
- TYPE OF COURSE
  ✓ CORSO DI LAUREA DI PRIMO LIVELLO: bachelor degree course
  ✓ CORSO DI LAUREA DI SECONDO LIVELLO: master course
  ✓ CORSO DI LAUREA MAGISTRALE A CICLO UNICO: Combined BA degree course and MA single degree course
- SITE OF THE COURSE
  For all the departments select PAVIA (exception: for DIP. MUSICOLOGIA E BENI CULTURALI select CREMONA)
- I DECLARE THAT I ENROLLED TO UNIVERSITY FOR THE FIRST TIME IN
  ✓ University of Pavia
  ✓ other University
  If you select OTHER UNIVERSITY write here the name of University
- IN THE ACADEMIC YEAR: e.g. 2016/2017
- I DECLARE THAT I ENROLLED FOR THE FIRST TIME TO THE FIRST YEAR OF THE SAME TYPE OF COURSE (Bachelor degree course, Master course, Combined BA degree course and MA, PhD, Scuola di specializzazione) THAT I ATTEND IN 2016/2017 IN THE ACADEMIC YEAR:
- I HAVE AN EDUCATIONAL QUALIFICATION OF THE SAME OR HIGHER LEVEL:
Status Studente

I DECLARE MYSELF TO HAVE A DISABILITY WITH AN IMPAIRMENT RATE OF AT LEAST 66% ACCORDING TO THE ITALIAN LAW

Benefici Richiesti

IF YOU COMPLETE THE PROCEDURE AND SUBMIT TO EDISU CORRECT DOCUMENTS ABOUT COMPOSITION, INCOME AND ASSETS OF YOUR HOUSEHOLD WITHIN THE DEADLINES YOUR DATA WILL BE AUTOMATICALLY SENT TO UNIVERSITY FOR FEES REDUCTION.

SELECT THE BENEFITS FOR WHICH YOU APPLY

- SCHOLARSHIP
- SCHOLARSHIP’S INTEGRATION FOR INTERNATIONAL MOBILITY PROGRAM
  e.g. outgoing Erasmus
- ACCOMMODATION IN PAVIA HALLS OF RESIDENCE
- ACCOMMODATION IN PAVIA HALLS OF RESIDENCE AT THE MAXIMUM RATE
- ACCOMMODATION IN “QUARTIER NOVO” HALL OF RESIDENCE IN CREMONA
- ACCOMMODATION IN “QUARTIER NOVO” HALL OF RESIDENCE IN CREMONA AT THE MAXIMUM RATE
- ACCESS TO CANTEENS AT SPECIAL RATE
- ACCESS TO CANTEEN AT MAXIMUM RATE

Preferenze Alloggio

WRITE A NUMBER IN THE FIELD NEAR THE NAME OF COLLEGIO ACCORDING TO YOUR PREFERENCE.

WRITE HERE OTHER PREFERENCES ABOUT ACCOMMODATION.

WE WILL TRY TO RESPECT YOUR PREFERENCE IF POSSIBLE.

Domicilio Fiscale

I AUTHORIZE EDISU TO SEND THE CERTIFICAZIONE UNICA 2016 TO THE E MAIL ADRESS AS SPECIFIED IN THIS FORM (Riepilogo dichiarazione).
Condizioni di Merito = MERIT CRITERIA

NOTA BENE: MERIT CRITERIA CHANGE ACCORDING WITH YOUR YEAR OF STUDY

➢ STUDENTS ENROLLED FOR THE 1ST YEAR OF A BACHELOR DEGREE COURSE OR A COMBINED BA AND MA SINGLE DEGREE COURSE

Condizioni Di Merito = MERIT CRITERIA

- HIGH SCHOOL DIPLOMA GRADE
- HIGH SCHOOL DIPLOMA MAXIMUM GRADE

THE MERIT CRITERIA FOR SCHOLARSHIP AND ACCOMMODATION IN HALLS OF RESIDENCE FOR THE STUDENT OF 1ST YEAR OF COURSE OF STUDY AS SPECIFIED ABOVE IS HIGH SCHOOL DIPLOMA GRADE OF AT LEAST 70/100

NOTA BENE Students who gained their diplomas outside of Italy will be assessed according to the result of applying the conversion formula adopted by MIUR (MIUR note of 4/6/2007 – see page 31).

➢ STUDENTS ENROLLED FOR THE 1ST YEAR OF A MASTER DEGREE COURSE

Condizioni Di Merito = MERIT CRITERIA

NUMBER OF CREDITS OBTAINED DURING COMPLETION OF BACHELOR DEGREE.

Esami sostenuti con esito positivo tra il 1 maggio e il 10 agosto 2016

IF CREDITS ARE EXPRESSED IN A DECIMAL NUMBER USE A DOT (NOT COMMA) TO SEPARATE DECIMALS

EXAMS PASSED BETWEEN 1 MAY 2016 AND 10 AUGUST 2016.

<table>
<thead>
<tr>
<th>Date of exam</th>
<th>Name of exam (max. 255 characters)</th>
<th>Kind of grade</th>
<th>Grade (without laude)</th>
<th>Number of credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Grade</td>
<td>Qualifying examination</td>
<td></td>
</tr>
</tbody>
</table>
STUDENTS ENROLLED FOR YEARS FOLLOWING THE 1ST

Condizioni Di Merito = MERIT CRITERIA
ISCRITTI A CORSI DI LAUREA DEL NUOVO ORDINAMENTO (attivati ai sensi del D.M. 509/99)
- NUMBER OF CREDITS OBTAINED WITHIN 10 OF AUGUST 2016
- ARITHMETIC MEAN OF GRADE OF EXAMS

MERIT CRITERIA FOR SCHOLARSHIP AND ACCOMMODATION IN HALLS OF RESIDENCE FOR THE STUDENTS ENROLLED FOR A YEAR FOLLOWING THE 1ST ARE SPECIFIED IN THE Allegato A – Requisiti di merito per gli iscritti successivamente al D.M. 270 del 22 ottobre 2004

I ASK THE BONUS (BONUS WILL BE USED ONLY FOR SCHOLARSHIP)

The total number of the bonus credits differs based on the year of enrolment in which it is activated. Specifically, the bonus totals are:
- 5 credits to obtain the advantages for the second year;
- 12 credits to obtain the advantages for the third year;
- 15 credits to obtain the advantages for additional academic years.
The bonus can only be activated once and used as long as credits last in subsequent years.

Esami sostenuti con esito positivo tra il 1 maggio e il 10 agosto 2016

IF CREDITS ARE EXPRESSED IN A DECIMAL NUMBER USE A DOT (NOT COMMA) TO SEPARATE DECIMALS

EXAMS PASSED BETWEEN 1 MAY 2016 AND 10 AUGUST 2016.

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</tr>
<tr>
<td></td>
<td></td>
<td>Qualifying examination</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Condizione Economica

The maximum amounts with regard to financial situation (ISEE/ISPE) for the academic year 2016/2017 are:
_ an Equivalent Financial Situation Indicator of no more than € 23,000.00
_ an Equivalent Property Situation Indicator (ISPE) of no more than € 50,000.00
(officially calculated and corresponding to the ISP (Capital Status Indicator)/ Valore della scala di equivalenza (Scale of equivalence))

- MY HOUSEHOLD IS RESIDENT IN:
  ✓ ITALY
  ✓ OUTSIDE ITALY
- I FULFILL THE CRITERIA SPECIFIED IN THE SELECTION ANNOUNCEMENT TO BE CONSIDERED AS STUDENT ECONOMICALLY INDEPENDENT FROM THE FAMILY OF ORIGIN.

NOTA BENE. In order to take adequately into consideration the individuals who bear the costs of maintaining a student, the household of the applicant is integrated with that of his/her parents when they both fail to meet the following requirements:
- residence, recorded in the General Register Office, outside of the residential unit of the family of origin, established at least two years prior to the date of application and in a property not owned by a member of the original family household;
- declared personal income dating back at least two years, from employment or similar, not employed by a family member, of at least € 6,500.00 per annum.
In the event of failure to meet either of the conditions above, the property and financial situation of the family of origin will be taken into consideration.
MY HOUSEHOLD (EVERY MEMBER) EARN INCOME AND/OR HAS MOVABLE AND/OR FIXED ASSETS

- ONLY OUTSIDE ITALY

To fill in the form in next page you must have the documentation specified below.

### Assessment of the financial means of foreign students and Italian students living abroad

Applicants are required to submit evidence of their family income by enclosing copies of their family members tax returns. It is the responsibility of the applicants to ensure that these documents are translated into Italian and the translation approved by an official Italian authority, i.e. an Italian Consulate or Embassy.

For countries in which access to Italian Consulates or Embassies proves difficult, applicants may seek support from the relevant consular delegations in Italy. In such a case, the relevant documents require official approval by one of the Prefetture (Government Territorial Offices) according to article 33, of the Presidential Decree DPR 445 of 28 December 2000.

The assessment of the financial condition of foreign students from very poor countries (jointly listed by a decree of the Minister of Education, University and Scientific Research; and the Minister of Foreign Affairs) is based on a declaration by the Italian Delegation in the country of origin certifying that the student does not belong to a family with a high income. Such a declaration may also be issued by the student's foreign University in those cases in which the foreign University is partner to agreements or conventions with the Italian University in which the student seeks to study. A foreign student whose family has income or assets in Italy must indicate the nature and value of such assets according to decrees 109 of 31st March 1998 and 130 of 3rd May 2000.

To summarize, all foreign students and Italian students living abroad should submit the following documentation with original documents:

- a certificate confirming the composition of the household;
- proof of income of each member of the household for the tax year 2015;
- a declaration confirming family fixed assets, including full details of estate from the Land Registry (size in square meters) owned on 31st December 2015;
- declaration confirming the family’s movable assets in 2015;
- ISEE certification of income, fixed and movable assets held in Italy (if any).

The above documentation, translated and approved by an official Italian authority, must be scanned and files submitted to EDISU along with the application form to require placement in EDISU halls of residence within the deadline and according to the procedures specified on EDISU website. You will have to take the same documentation in original or send it by post to EDISU offices in Pavia.

In case you do not submit the original papers you will be:

- included in the additional list of student, who will be admitted to the halls of residence in case there will be places available;
- excluded from the list of students that win scholarship.

In case you submit documentation different from the one sent through the online procedure you will be equally:

- included in the additional list of student, who will be admitted to the halls of residence in case there will be places available;
- excluded from the list of students that win scholarship.
✓ ONLY IN ITALY

To fill in the form in the next page you must have “Attestazione ISEE 2016 per prestazioni agevolate per il diritto allo studio universitario” or “Dichiarazione Sostitutiva Unica” (issued when you ask ISEE).

✓ BOTH IN ITALY AND OUTSIDE

Read instruction for the first two choices.

Dati Reddito (OUTSIDE ITALY)

WRITE NUMBERS USING A DOT (NOT COMMA) TO SEPARATE DECIMALS.

e.g. YOU MUST WRITE 11.110,20 AS 11100.20 (REMOVE THE DOT USED TO SEPARATE THOUSANDS AND USE A DOT TO SEPARATE DECIMALS)

CONDIZIONI DI REDDITO/PATRIMONIO

- NUMBER OF MEMBERS OF YOUR HOUSEHOLD
- NUMBER OF MEMBERS OF YOUR HOUSEHOLD, EXCLUDING THE STUDENT, THAT HAVE A DISABILITY WITH AN IMPAIRMENT RATE OF AT LEAST 66% ACCORDING TO THE ITALIAN LAW
- ARE THERE IN YOUR HOUSEHOLD MINOR CHILDREN AND ONLY ONE OF THE PARENTS?
- IN THE HOUSEHOLD, IF THERE ARE MINOR CHILDREN, HAVE BOTH PARENTS (OR THE ONLY ONE IF THE HOUSEHOLD IS MADE UP OF ONLY ONE PARENT AND HIS/HER CHILDREN) WORKED FOR AT LEAST 6 MONTHS IN THE TAX YEAR 2015?
- TOTAL GROSS INCOME OF THE YEAR 2015 (EURO)
- TOTAL MOVABLE ASSETS IN 2015 (EURO)
- TOTAL FIXED ASSETS (ONLY BUILDINGS, NOT PLOTS OF LAND) OWNED ON 31 DECEMBER 2015 (CALCULATED AS SQUARE METERS X 500) (EURO)

INVIO ALLEGATI

Upload documentation related to composition of household, income, movable and fixed assets owned outside Italy by each member.

NOTA BENE

To upload the scanned documentation:

- you must send copy of a valid identification document with your signature
- files must be PDF or JPG type
- the maximum size of every single file must not exceed 5 MB
If you are a student subject to assessment of economic situation through ISEE 2016 “per prestazioni agevolate per il diritto allo studio universitario”, after the submission of application and in any case immediately after receiving ISEE 2016 YOU MUST complete the form in the section “Redditi – ISEE 2016” in the area “Servizi on line allo Studente” of EDiSU website (you have to write the correct number “protocollo INPS-ISEE-2016” and data relating to possible scholarships received in 2014).

- I FULLFIL THE “DICHIARAZIONE SOSTITUTIVA UNICA”
- CAF OR OTHER AGENCY IN WHICH I SUBSCRIBED THE “DICHIARAZIONE SOSTITUTIVA UNICA”
- DATE OF “DICHIARAZIONE SOSTITUTIVA UNICA”
- I HAVE “NUMERO DI PROTOCOLLO INPS” (IT IS WRITTEN ON ATTESTAZIONE ISEE)
  
  PROTOCOLLO INPS: INPS-ISEE-2016- 
- I HAVE “NUMERO DI PROTOCOLLO CAF ” (IT IS WRITTEN ON DICHIARAZIONE SOSTITUTIVA UNICA)

  PROTOCOLLO CAF:

Edisu Pavia - Riepilogo Dichiarazione

READ CAREFULLY ALL THE DATA.

Inoltro Della Pratica

After clickin on “CONFERMA PRATICA” you cannot modify the application form in the online procedure.

IF ALL THE DATA WRITTEN IN THE FIELDS OF THE FORM ARE CORRECT SEND IT BY CLICKING ON “CONFERMA PRATICA”.

IF YOU WANT MODIFY THE APPLICATION FORM CLICK ON “MODIFICA PRATICA”.