

Appendix B

DOCUMENTATION TO BE SUBMITTED BY STUDENTS FROM EXTRA EUROPEAN UNION COUNTRIES

All the documentation indicated below must be translated into Italian and legalized by the Italian diplomatic authorities of the country of origin or according to the procedures established by the international conventions in force concerning legalization.

- 1. Family status:** certificate stating the composition of the family to which student belongs

Special cases

- Family status with only one parent present:
 - **in the event of divorce:** a document about divorce or court document is required if the separation is in progress;
 - **in the event of death:** death certificate is required if not already submitted to the Agency in the previous academic years;
 - **the student has not been recognized by the father:** the student's birth certificate is required;
 - **a parent is untraceable:** it is necessary to certify the unavailability made by the competent authorities;
 - **in case of abandonment of the parent:** declaration of the competent authority;
 - **presence of a guardian in the family state:** it is necessary to present a nomination act of the guardian of the competent authorities;
- The student is an orphan of both parents:
death certificates of both parents must be presented if not already submitted to the Agency in the previous academic years;
- Presence in the family status of married adult brothers/sisters:
it is necessary to submit the marriage certificate or the marital status of the brother/sister in the certificate of family composition must be specified;
- Presence in the family status of adult brothers/sisters not cohabiting with the family of origin:
it is necessary to present the certificate of residence of the not cohabiting brother or sister or it can be specified in the certificate of the composition of the family.

- 2. Income:** Certification issued by public administration responsible for tax management with reported **total gross income (including taxes)** from work or pension got **by each of the adult members** of the family in the calendar year **2018**.

Special cases

- If you do not have the certificate above, you can submit one of the following documents:

- Certificate issued by the employer with indication of the salary received in the calendar year 2018 (from January to December) inclusive of taxes;
- Last payroll (December 2018) where the total income received in the calendar year 2018 is shown;
- All 12 monthly payroll for income received in the calendar year 2018, if the total income does not show in the last payroll;

➤ For adult members of the family without an income:

- **Student:** certificate of enrollment at the university or other institute;
- **Unemployed:** unemployment certificate or indication of unemployment status in the family composition certificate;
- **Mother housewife:** can be certified in the family status.

3. Buildings: certification of all buildings owned as of 31 December 2018 **by each of the family members** with an indication of **the area in square meters**.

➤ Dwelling house:

- **property:** certificate of ownership with the area;
- **free use:** document certifying that the building is owned by a person not belonging to the family;
- **with a regular lease:** lease valid at the date of expiry of the application for scholarship;
- **in the absence of the documents indicated above:** certificate of non-ownership of family members;

➤ Other buildings: the relevant property certificates must be presented.

4. Financial assets: certificates issued by banks and financial institutions of current accounts, deposits of any kind, of rechargeable prepaid and credit cards, of shares and bonds, and in general financial assets, as of 31 December 2018 of **each member of the family**.

➤ It is mandatory to present the documentation relating to financial assets in the following situations:

- Presence of current accounts detectable by the certification presented for the income received;
- Self-employed workers who have tax obligations;
- Presence of a current account or prepaid card held in Italy by the student or other family members who are in Italy.