

**Documents required by the CAF to calculate the ISEE EQUIVALENT – Academic Year 2019/2020  
(to evaluate the financial situation of foreign students and Italian students residing abroad)**

**Student information for the University of Verona:**

- An official form of identification for the student
- Student's tax identification number issued by the Italian Revenue Agency (*Agenzia delle Entrate*)
- Disability attestation if the student has a disability of 66% or higher (medium/serious disability, student not self-sufficient)
- Student's university registration number and degree programme
- For foreign students who are RESIDENT in Italy: DSU and ISEE statements
- SCHOLARSHIP amount received in 2017

**Family unit :**

- The members of the student's family unit at the time that the DSU is submitted, reporting each family member's surname, name, date of birth and relationship to the student.

**Income produced by each member of the family unit (2017):**

- Income received by each member of the family unit for the year 2017;
- Any other income received from the state, for assistance, social security or indemnity, scholarship;
- Any income received or given for child maintenance in cases of legal separation or divorce.

**Real estate and moveable assets of each family member as of 31 December 2018:**

- Real estate including buildings, cost of acquiring the real estate in the agreement or land value if relevant. If buildings have been constructed, the cost of construction borne by the owner and resulting from the relevant documentation is what is considered. If these values or the relevant documentation is missing, the market value as at 31 December 2018 of the area in which the real estate is located is used. Real estate assets located abroad are assessed, only in the case of buildings, based on the conventional value of 500 euro per square meter. The absence of assets must be expressly specified in the documentation.
- If the family lives in rented accommodation, the sum of the annual rent specified in the rental contract.
- Moveable assets, comprising the balance as at 31 December 2018 and the average balance for the year 2018, bank and/or post office current accounts, deposits and savings held abroad AND IN

ITALY and the balance as at 31 December 2018 of every other type of investment (bonds, shares, life insurance, etc.).

**THE DOCUMENTS LISTED ABOVE, TO BE PRESENTED AT THE CAF IN ORDER TO HAVE A STATEMENT ISSUED, MUST BE:**

- Issued by the relevant authority in the country in which the income was produced
- Translated into Italian and legalised as specified below

***Legalisation of documents***

Requirements to have documents legalised differ from country to country. There are four main country categories (see following list):

**A - Documents from these countries do not require legalisation.**

**B - Documents from these countries do not need a consular/diplomatic stamp from the Italian Embassy, but require an Apostille:** In accordance with the Hague Convention 1961, documents issued by local authorities in these countries are exempt from the need to be legalised at the Italian Embassy, but MUST have an Apostille as specified by Art. 6 of the Hague Convention.

**C - Students from especially poor countries:** For foreign students from especially poor countries (specified in Decree no. 594 of 01/08/2014 of the Ministry of Education, Universities and Research), the evaluation of financial situation is declared by a statement from the Italian representative authority in their country of origin attesting that the student does not belong to a well-known high income family of high social status. This statement can also be issued by the university where the student is enrolled if it has agreements or conventions with Italian universities, or by Italian authorities that are legally authorised to provide guarantees of financial cover for foreign student enrolments in Italian universities. In the latter case, the certifying authority is responsible for paying back the scholarship/bursary on behalf of the student in the case of forfeiture.

**D – All countries not in group A, B or C:** All students from countries that are not in the above lists must have their official documents legalised by the Italian Embassy or Consulate in their country of origin.

***Political refugees***

Students with recognised political refugee status do not need to provide any foreign documentation from their country of origin. However, these students must obtain an ISEE statement for the purpose of university bursaries (ISEE for University) regarding their family unit registered in Italy. A copy of the student's certificate of political refugee status must also be attached to the application.

## LIST OF COUNTRIES FOR THE LEGALISATION OF DOCUMENTS

CAT.	COUNTRY
C	Afghanistan
B	Andorra
C	Angola
B	Anguilla
B	Antigua and Barbuda
B	Argentina
B	Armenia
B	Aruba
B	Australia
A	Austria
B	Azerbaijan
B	Bahamas
C	Bangladesh
B	Barbados
B	Belarus
A	Belgium
B	Belize
C	Benin
B	Bermuda
C	Bhutan
B	Bosnia and Herzegovina
B	Botswana
B	British Antarctic Territory
B	British Virgin Islands
B	Brunei
B	Bulgaria
C	Burkina Faso
C	Burundi
C	Cambodia
B	Cayman Islands
B	Cayman Islands
C	Central African Republic
C	Chad
B	China (Hong Kong and Macau only)
B	Colombia
C	Comoros
A	Croatia
A	Cyprus
A	Czech Republic
C	Democratic Republic of Congo
A	Denmark
C	Djibouti
B	Dominica
B	Ecuador
B	El Salvador
C	Equatorial Guinea
C	Eritrea
A	Estonia
B	Falkland
B	Fiji

A	Finland
A	France
B	French Polynesia
C	Gambia
B	Georgia
A	Germany
B	Gibraltar
A	Great Britain (including the Isle of Man)
A	Greece
B	Grenada
B	Guadeloupe
B	Guernsey
C	Guinea
C	Guinea Bissau
C	Haiti
A	Hungary
B	Iceland
B	India
A	Ireland
B	Israel
B	Japan
B	Jersey
B	Kazakhstan
C	Kenya
C	Kiribati
C	Kyrgyzstan
C	Laos
A	Latvia
C	Lesotho
C	Liberia
A	Liechtenstein
A	Lithuania
A	Luxembourg
A	Macedonia
C	Madagascar
C	Malawi
C	Mali
A	Malta
C	Mauritania
B	Mauritius
B	Mexico
B	Moldova
B	Montserrat
C	Mozambique
C	Myanmar
B	Namibia
C	Nepal
A	Netherlands
B	Netherlands Antilles
B	New Hebrides
B	New Zealand
C	Niger
A	Norway
B	Panama
B	Peru
A	Poland

A	Portugal
B	Principality of Monaco
B	Republic of Korea (formerly South Korea)
A	Republic of San Marino
B	Réunion
B	Romania
B	Russia
C	Rwanda
B	Saint Pierre and Miquelon
C	Samoa
C	Sao Tome and Principe
C	Senegal
B	Serbia-Montenegro
B	Seychelles
C	Sierra Leone
A	Slovakia
A	Slovenia
C	Solomon Islands
C	Somalia
B	South Africa
C	South Sudan
A	Spain
C	Sudan
B	Suriname
B	Swaziland
B	Sweden
A	Switzerland
C	Tajikistan
C	Tanzania
C	Timor-Leste
C	Togo
B	Tonga
B	Trinidad and Tobago
A	Turkey
C	Tuvalu
C	Uganda
B	Ukraine
B	United States of America
C	Vanuatu
B	Venezuela
B	Wallis and Futuna
C	Yemen
C	Zambia
C	Zimbabwe