

CAF OFFICE

NECESSARY DOCUMENTS TO CALCULATE “Scheda Raccolta Dati Per Indicatore Universitario Parificato”	
STUDENT	<input type="checkbox"/> Identity card or passport with valid student visa <input type="checkbox"/> Codice fiscale (fiscal code) obtained either at the Italian Diplomatic Representation in the student’s country or in Italy at the Revenue Agency (<i>Agenzia delle Entrate</i>)
SCHOLARSHIP	<input type="checkbox"/> Amount received in 2016 and in 2017 (ask a declaration to the University)
<p style="text-align: center;">Student must acquire all the documentation stating the family income and properties at the appropriate offices in the residence Country.</p> <p style="text-align: center;">All the documents must be translated into Italian by a recognized translator and legalized by the competent local authority in the student’s Country (if non-EU countries). As an alternative, you can get them translated by your country’s Embassy or Consulate in Italy and legalized by the Italian <i>Prefettura</i>.</p> <p style="text-align: center;"><u>CAF will only accept ORIGINAL documents</u></p>	
FAMILY	<p>ATTENTION: family means all the people living in the student’s house (e.g.: parents + siblings + other people living in the same house)</p> <p><u>In case of separated or divorced parents, the applicant belongs to the household of the parent receiving child maintenance for the student.</u></p> <p><u>In case of parents who are not legally separated or divorced, the household of the applicant will be assessed together with the combined households of both parents.</u></p> <input type="checkbox"/> Certification regarding the family status at the time of IUP’s request
HOUSE RENTAL	<input type="checkbox"/> If the family rents a house, the student should provide a copy of the current rental agreement indicating how much is paid monthly
INCOMES	<input type="checkbox"/> Income of each family member (converted into Euro if possible) - documents issued by employers will not be accepted . The official income must be issued by the official government revenue agency of the student’s country of residence.
PROPERTIES	<input type="checkbox"/> purchase price or market value of properties owned by the family (houses and lands) at 31st December of 2017. In case of a mortgage on the house (or other properties), the student should provide a copy of the mortgage statement indicating the remaining amount at 31st December of 2017 to be paid to the financial institution that provides the loan.
FAMILY ESTATE	<input type="checkbox"/> for bank accounts and deposits: balance at 31st December 2017 and the average balance of 2017 (or the bank statement with all the yearly transactions to allow us to calculate the average balance) <input type="checkbox"/> personal estate of the family owned at 31st December 2016 (assets, dividends, etc)

The IUP certification will be **exclusively referred to the student’s economic situation**, without considering the income and the properties of the family, **only if**:

- He/she has a different residence from the one of the family from at least two years before enrolment
- He/she does not live in a family member’s house
- He/she has a personal income from at least two years. The student's yearly income must not be lower than € 6.500