

INCOME BRACKET ASSIGNMENT GUIDE FOR THE A.Y. 23/24 HOW TO OBTAIN THE ISEE UNIVERSITARIO MODEL (FROM NOW ON ISEE)

The ISEE (Equivalent Financial Situation Indicator) is a tool used according to standard criteria to assess the financial situation of people requesting social security benefits or access to public utilities under favorable conditions.

Pursuant to article 8 of Prime Ministerial Decree of 5 December 2013, paragraph 2, the Equivalent Financial Situation Indicator Abroad is calculated as the sum of the income earned and 20% of the assets held abroad and it is based on the average exchange rate of the Euro in the relevant year.

The submission of the ISEE documents is not compulsory. It is an opportunity IED provides students with in order to obtain a financial aid. ISEE documents shall be submitted each academic year. The ISEE is calculated by a local authority who has a partnership with IED.

For more details regarding the income brackets, students can refer to the Master of Arts courses price - list available on the IED website.

Who can apply for the ISEE at IED

As per IED internal policy, only students residing in an EU Country, in a Country belonging to the Schengen Area and a few others can apply. The complete list of Countries can be found in the following page (Groups A and B).

Documents to be provided for the ISEE calculation

For students who are economically depending on their family, the ISEE certification is the outcome of the following documents:

- Family status declaration (i.e. a statement of all the family members living in the same house).
- Income tax return of each family member in the relevant year *. The figure must be converted to Euro taking into consideration the average exchange rate of the relevant year. **
- Properties nationally owned by the family (in square meters) at 31st December of the relevant year*.
- Personal estate of the family owned at 31st December of the relevant year (assets, dividends, etc.).
- Bank account balance at 31st December of the relevant year*.
- Documentation related to any properties/income the student or the student's family might have in Italy.
- Tax Code: information on how to obtain it can be found at the following link: <http://www.agenziaentrate.gov.it/wps/content/Nsilib/NSE/Individuals/Tax+identification+number+for+foreign+citizens/>
- Processing of personal data: please find it at the end of this guide.

* **Relevant Year:** the relevant year is 2021 for students applying for the first enrolment to a Master of Arts course; the relevant year is 2022 for students applying for an enrolment renewal.

** **Please be advised that documents issued by employers will not be accepted.** The official income tax return must be issued by the official government revenue agency of the student's country of residence.

For students who are economically independent from their family, the ISEE certification is the outcome of all of the above documents, providing that:

- The student has been residing outside the housing unit of the family for at least two years in respect to the date of submission of the documents.
- The student has a proper earnings power, which is fixed at a minimum start of 6.500 euro for each of the two years preceding the date of submission of the documents.

All the documents must be:

- Translated into Italian by a recognized translator and legalized by the competent local authority in the residing Country. The student may address to the Italian Diplomatic Representation for any information. (As an alternative, it is possible to have the documents translated by the student's home Country's Embassy or Consulate in Italy and legalized by the Italian Prefettura).
- Issued after January 1st 2022 for students applying for the first enrolment to a Master of Arts course; issued after January 1st 2023 for students applying for an enrolment renewal.

Deadlines for students applying for the first enrolment to a Master of Arts course:

The deadline to submit the ISEE certificate and to be assigned to the corresponding income bracket is

October 15th 2023 and, for students who have been enrolled after September 30, November 15th 2023. In

case students intend to benefit from commercial promotions such as Early Bird discounts, Scholarship contests etc., the deadlines to submit all the ISEE documents should be intended as the ones mentioned in the regulations of each promotion. Students should provide their IED advisor with all the documents necessary to produce the ISEE certificate at least 15 days before the above-mentioned deadlines.

Deadlines for students applying for an enrolment renewal:

The deadline to submit the ISEE certificate and to be assigned to the corresponding income bracket is **September 30th 2023.**

Where to submit the documents:

- students applying for the first enrolment shall send the ISEE documents to their advisor;
- students applying for an enrolment renewal can send the ISEE documents to the CAF office in charge (please refer to the Student Office to receive the email address).

In the email students will have to specify, along with their name and surname

- that they are IED Students
- the matriculation number
- the name of the course

Once ready, the ISEE Certificate shall be sent the Student Office in charge.

Document legalization

Document legalization practices differ from country to country.

Regulations can be simplified into broad areas; here following the groups involving the EU Countries or the ones belonging to the Schengen area:

Group A - Countries in which documentation is exempt from being legalized:

Austria, Belgium, Cyprus, Croatia, Denmark, Estonia, Finland, France, Germany, Greece, Ireland, Latvia, Liechtenstein, Lithuania, Luxemburg, Macedonia, Malta, Norway, Netherland, Poland, Portugal, Czech Republic, Republic of San Marino, Slovakia, Spain, Switzerland, Turkey, Hungary, Slovenia.

Group B - Countries in which documentation is exempt from being stamped by the Italian Diplomatic

Authorities, but still require the Apostille stamp in accordance with The Hague Convention of 1961. If the necessary conditions to get the Apostille are not fulfilled, a legalized translation of the documentation will be sufficient: Albania, Andorra, Bosnia Herzegovina, Bulgaria, Gibraltar, Guernsey, Iceland, Jersey, Principality of Monaco, Romania, Serbia, Montenegro, Sweden.

Students who are unable to obtain the documents in their country of origin, as a result of proven reasons only, may contact the foreign consular authority in Italy. In such event, the documents shall be legalized by the competent local Prefecture, namely the Prefecture of the city in which the foreign Consulate issuing the document is situated. The declaration of the Consul has to make explicit reference to the documents from the Country of origin (self- certifications relating to financial status written by students or by other subjects presented to the Consul will therefore not be valid), which shall be translated and a copy submitted to the

dedicated office (see “Where to submit the documents”).

Sweden: separate legislation is in force with regard to this country, signatory of the London Convention of 1968. Documentation issued only and exclusively by diplomatic and consular authorities (in Italy) is exempt from the legalization requirement.

Political refugees

Political refugees need only to submit an ISEE certificate relevant to their family nucleus, income and assets held in Italy. The application is to be accompanied by a copy of the political refugee status certificate.

PROCESSING OF PERSONAL DATA

Pursuant to and for the purposes of the decree n. 196/03 of the Italian Civil Code for the protection of personal data, IED ensures that the processing of personal information provided by the Student (at enrolment and during attendance of the course) will be treated with the utmost discretion, legality, transparency, and protection of confidentiality, as described in the Annex within the meaning of Article 13 of the above mentioned Italian Civil Code.

In compliance with Legislative Decree 196/2003 the following information are provided: the owner of the data processor is IED, the controller is Ecoconsult S.r.l. - 1 C. Goldoni St., Milan - personal data shall be processed with the only purpose of enabling the didactics and complying with administrative and accounting schemes, available by law.

IED shall use demanded sensitive data as evidence in support of ISSEU model. For this reason, IED gathers sensitive personal data that will be handled by IED dedicated appointees and sent to selected CAF (i.e. government office for tax assistance and information). By signing this document, the Student authorizes the above- mentioned data processing.

Date

Student’s signature

Signature of the person exercising the parental authority of the Student and/or his/her representative (*)

.....

(ID n°)