

## **INCOME BRACKET ASSIGNMENT GUIDE FOR THE A.Y. 24/25** **HOW TO OBTAIN THE ISEE UNIVERSITÀ DECLARATION**

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.

Milano 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.

Barcelona

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.

Cagliari

Firenze

IED assigns the contribution brackets taking into account the following indicators extractable from the ISEE Università declaration:

Madrid

- Income situation indicator (ISR - Indicazione Situazione Reddituale);
- Asset situation indicator (ISP - Indicatore Situazione Patrimoniale);
- Economic situation indicator (ISE - Indicatore Situazione Economica).

Rio de Janeiro

In order to establish the contribution bracket, the income as calculated above will be reduced by € 10,000 for each child, starting from the 3<sup>rd</sup>, included in the student's family of origin. This, up to the limit of the contribution bracket immediately preceding it.

Roma

The contribution bracket will be determined taking into account the income, asset and economic situation of the family integrated with that of the student, if pertinent.

São Paulo

If the ISEE Università declaration is not submitted, the highest tuition fee will be applied.

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

Torino

### **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).

Bilbao

### **Documents to be provided for the ISEE calculation**

Como

The ISEE Università declaration 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 31<sup>st</sup> December of the relevant year\*.
- Personal estate of the family owned at 31<sup>st</sup> December of the relevant year (assets, dividends, etc.).
- Bank account balance at 31<sup>st</sup> 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 in can be found at the following link: <https://www.agenziaentrate.gov.it/portale/web/english/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 2022 for students applying for the first enrolment to a Master of Arts course; the relevant year is 2023 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.

## International Education Network

### 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 1<sup>st</sup> 2023 for students applying for the first enrolment to a Master of Arts course; issued after January 1<sup>st</sup> 2024 for students applying for an enrolment renewal.

Milano

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

The deadline to submit the ISEE Università declaration and to be assigned to the corresponding income bracket is **October 15<sup>th</sup> 2024 and, for students who have been enrolled after September 30, November 15<sup>th</sup> 2024.**

Barcelona

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 Università declaration at least 15 days before the above-mentioned deadlines.

Cagliari

Firenze

### Deadlines for students applying for an enrolment renewal:

The deadline to submit the ISEE Università declaration and to be assigned to the corresponding income bracket is September 30<sup>th</sup> 2024.

Madrid

Rio de Janeiro

### 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: [documenti.ied@cgil.lombardia.it](mailto:documenti.ied@cgil.lombardia.it)

Roma

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

São Paulo

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

Torino

Once ready, the ISEE Università declaration 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:

Billbao

Como

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

Austria, Belgium, Cyprus, Croatia, Denmark, Estonia, Finland, France, Germany, (including the Isle of Man), 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").



**International Education Network**

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 Università declaration 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.

Milano

Barcelona

**PROCESSING OF PERSONAL DATA**

Cagliari

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.

Firenze

Madrid

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.

Rio de Janeiro

IED shall use demanded sensitive data as evidence in support of ISEE Università declaration. 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.

Roma

São Paulo

Date .....

Torino

Legible signature of the Student .....

.

Signature of persons exercising parental authority over the Student and/or their authorised representatives in the event of minors

Bilbao

Name and Surname ..... parental relationship with the

Como

Student .....

Type and number of identity document .....

Legible signature .....

Name and Surname ..... parental relationship with the

Student .....

Type and number of identity document .....

Legible signature .....