

## INCOME BRACKET ASSIGNMENT GUIDE

### HOW TO OBTAIN ISEE UNIVERSITARIO MODEL (FROM NOW ON ISEE)

The ISEE (Equivalent Financial Situation Indicator) is a tool, which is 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 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.

#### Who can apply for the ISEE at IED

As per IED internal policy, only students residing in a EU Country or in a Country belonging to the Schengen Area can apply.

#### Documents necessary to calculate the ISEE

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 solar year previous to the enrollment year). The above figure must be converted to Euro taking into consideration the average exchange rate of the relevant year.\*
- Properties 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 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.

**\*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 resided outside the housing unit of the family since 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 1<sup>st</sup> of the current year.

### Deadlines:

The deadline to submit the ISEE certificate and to be assigned to the corresponding income bracket is **60 days upon enrollment and no later than December 31<sup>st</sup> of the enrollment year**. In case the student intends to benefit from commercial promotions such as Early Bird discounts, Scholarship contests etc., the deadlines to submit the ISEEU document 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 document at least 15 days before the above mentioned deadlines.

### Document legalization

#### Document legalisation 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, United Kingdom (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.

#### 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, Bornia Herzegovina, Bulgaria, Gibraltar, Guernsey, Iceland, Jersey, Moldova, 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 IED advisor. Anyway the income declared by foreign students shall not be less than €5,577.00. This value shall therefore constitute the minimum threshold for the purposes of assessing the requirements relating to financial status.

Republic of Moldova and Sweden: separate legislation is in force with regard to these two countries, signatories 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 (\*)**

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**(ID n°)** .....