



INSTRUCTIONS FOR OBTAINING ISEEU PARIFICATO FOR STUDENTS WITH INCOME PRODUCED ABROAD – A.Y. 2025/2026

In order to fill in the application online for Scholarship and Accommodation for a.y. 2025/2026 students with income produced abroad must already have the **ISEEU PARIFICATO** Certificate issued in 2025.

In order to obtain ISEEU PARIFICATO students with income produced abroad must contact:

CAF CISL via Carnovali 88/A – Bergamo

by registering your email address and opening a ticket for the ISEEU request at the link:

<https://servizi.cafcisllombardia.it/help/3086425405>

Please select “Università di Bergamo” in the relevant field

ON THE PORTAL IT WILL BE POSSIBLE TO:

- ACCESS THE INSTRUCTIONS TO SEND THE REQUEST
- SEE THE LIST OF DOCUMENTATION REQUIRED FOR ISEEU ISSUE
- FOLLOW THE STATUS OF YOUR REQUEST

Please specify if you are going to apply also for accommodation in order to obtain the ISEEU PARIFICATO by the deadline for submitting the application online.

To obtain the ISEEU PARIFICATO it is necessary to submit the following documentation **issued by the competent authorities of the Country in which the income is produced and translated into Italian by the Italian diplomatic authorities having jurisdiction on the territory**, CAF office will accept only original documents issued **in year 2025**:

- Identity card (if EU countries) or passport;
- Student number (matricula), only for students already enrolled at University of Bergamo;
- Fiscal code (**students who haven't received it yet, will provide it to CAF later, as soon as they will be assigned one**).
- **Incomes and properties in Italy:**
 - for **bank accounts** and deposits: balance at 31st December 2024 and the **average balance** of 2024 (or the bank statement with all year's transactions to permit us to calculate average balance);
 - CU relevant to any **scholarships** received in 2024 (received by e-mail in March 2025 from stipendi.redditi@unibg.it for amounts received from Università degli studi di Bergamo).
- **Certification of composition of the foreign family unit:** WARNING: household means **all the people living in the same house with the student** (e.g.: parents + siblings + other people living in the same house).
 - If a parent resides separately, they must be considered and included in the student's family unit. They are excluded only if they are legally separated or divorced from the student's other parent.
- **House rental:** If the family rents a house, the student should provide a copy of the current rental agreement indicating how much is paid monthly (without condominium fees or utilities).
- **Incomes for the solar year 2024 of each member of the family:** the document must clearly state that the income refers to the solar year 2024.



- **Family properties:**

- purchase price or market value for properties owned by the family (building and land) at 31st December 2024;
- Bank loans for the purchase or construction of any property: residual principal amount as of 31st December 2024;

- **Assets owned abroad by the members of the family on 31st December 2024:**

- certification of the movable assets owned by family members as of December 31, 2024 (**current accounts**, securities, dividends, shareholdings, fractions of net worth of any companies owned, etc.);
- Active balance of bank and postal deposits and current accounts, gross of interest and **average annual balance** (or the account statement with transactions for the entire year 2024);
- Market value of investments in stocks, funds, etc.

In case of absence of property/ income / assets for some family member you need a declaration confirming this condition.

In those countries where there are particular difficulties issuing the certification certified by the local Italian Embassy, the same may be issued by the competent foreign diplomatic or consular representation in Italy and legalised by the Prefectures under art. 33 of Presidential Decree no. 445 of 28th December 2000.

INDEPENDENT STUDENTS

The ISEEU PARIFICATO 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 since at least two years;
- he/she does not live in a house belonging to a member of the family;
- at least two years of legally declared income from occupation as an employee or the like, not employed by family members within the third degree of kinship, for no less than € 9,000.00.

STUDENTS FROM 'PARTICULARLY POOR AND DEVELOPING COUNTRIES'

For foreign students from the following '**Particularly poor and developing countries**', as defined in Ministry for Universities and Research Decree no. 166 of 03 March 2025:

Afghanistan, Angola, Bangladesh, Benin, Burkina Faso, Burundi, Cambodia, Central African Republic, Chad, Comoros, Democratic People's Republic of Korea, Democratic Republic of the Congo, Djibouti, Eritrea, Ethiopia, Gambia, Guinea, Guinea-Bissau, Haiti, Kiribati, Lao People's Democratic Republic, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mozambique, Myanmar, Nepal, Niger, Rwanda, Sao Tome & Principe, Senegal, Sierra Leone, Solomon Islands, Somalia, South Sudan, Sudan, Syrian Arab Republic, Tanzania, Timor-Leste, Togo, Tuvalu, Uganda, Yemen, Zambia.

The evaluation of the economic status is carried out on the basis of a certification of the Italian representation in the country of origin certifying that the student does not belong to a family of notoriously high income and high social status. Such certification may also be issued by the student's foreign University having agreements or conventions with our University or by Italian bodies authorised to provide guarantees for financial coverage as set out in the current provisions on the enrolment of foreign students in Italian universities. In the latter case the certifying body must undertake to return the scholarship on behalf of the student in case of revocation of the same.

The student is in any case obliged to declare the income and assets held, if any, by his family unit based on Legislative Decree 31st March 1999, no. 109, as amended by Legislative Decree 3rd May 2000, no. 130.