

Application Notes for Foreign Applicants



These notes aim to assist all students but in particular foreign students who intend to enrol into undergraduate, MSc or PhD Courses in Pavia and become members of Collegio A Volta. EdISU has tried to streamline its application procedures but these remain demanding and these notes, hopefully, may prove helpful.

The first step is Palazzo Vistarino

Undergraduate and MSc students apply for placements at Collegio Volta via [EdISU](#), an educational body that includes the University of Pavia and local authorities, namely the regional government and the city council. The mission of EdISU is to widen and promote Higher Education.

The offices of EdISU in Pavia are located in Palazzo Vistarino (see image below), a beautiful building located in the centre of the city and certainly worth a visit by the time you arrive in Pavia. The whole application process, however, can be carried out online and by mail and does not require you to visit the offices of EdISU in Pavia solely for the sake of the application.



CONTENTS

THE FIRST STOP IS PALAZZO VISTARINO

YOU APPLY FOR A PLACEMENT AT VOLTA AND FOR OTHER FINANCIAL BENEFITS IN ONE GO

ONLINE APPLICATION

Tax code mysteries
Useful tips
Financial support

WHEN YOU GET TO VOLTA

You apply for a placement at Volta and for other financial benefits in one go

The application that you will submit to EDiSU for a placement at Collegio Volta allows you to request additional financial benefits, subject to eligibility. A single set of online forms may enable you to request: **(i)** a bursary, **(ii)** a College placement, where you are able to specify Volta as your first College preference, **(iii)** a student card offering discounts at student's restaurants, cafeterias and local bookshops and, **(iv)** a reduction in University fees.

These may amount to substantial financial savings over the years in which you will study in Pavia and thus every student is encouraged to apply. Naturally, financial benefits are means-tested and require that evidence of eligibility and entitlement is submitted.

Online application

Tax code mysteries

From the [EdISU](#) homepage move to a new [page](#) that will enable you to submit your application. The information on the page states that applicants who are already in possession of a student ID from the University of Pavia should use these credentials in order to complete their application. Applicants who are not in possession of a University ID should request one, a procedure that may be completed from the same page.

The application process will also provide the student with an Italian tax code. This may seem extravagant because no country will ever consider taxing University students but in Italy the tax code is used as a personal ID and applicants and, as a result, are offered one as part of the enrolment procedure.



Useful tips

At the bottom of the main EDiSU web page there are links to a few documents in English that contain specific advice for foreign students. You are invited to read these documents carefully but below are a few short cuts that I hope will prove useful.

Secondary school grades

The application form expects you to enter your secondary school marks. There may be two problems here: the first is that your marks may be in a letter format and it remains unclear to me whether the server accepts alphanumerical or only numerical entries, the second and even more serious one is that your application is due by the end of July, or close enough, and some of you will only receive your examination results by mid August or slightly later, well after the application deadline.

It is essential that you enter a value for your secondary school grades in order to complete and submit the application. My advice is that you enter the grades that you expect to receive in order to complete and submit and that you subsequently write to the EDiSU student's office, as soon as you

receive your actual grades, in order to enable the office staff to revise the grades in your application.

Financial support

The level of financial support to which you are entitled, as a prospective student of the University of Pavia, depends on the financial status of yourself and your family. The advice below is aimed at reducing the effort in preparing and submitting the applications.

There are thresholds set by the Italian Ministry for Education, University and Research (MIUR) that dictate the entitlement of students to financial support in the form of bursaries, reduced College fees and reduced University fees. The thresholds for 2017/18 are an annual income of € 23,000 and family assets (stocks, properties, etc) in excess of € 50,000. If your family annual gross income exceeds € 23,000 and your family assets exceed € 50,000, please enter the relevant figures. In doing so you will not be entitled to apply for a bursary or reduced College or University fees but you may still qualify for a College placement at full cost (currently € 3,700 per year at Collegio Volta).

In case the gross annual income of your family is less than € 23,000 and family assets (stocks, properties, etc) are less than € 50,000, you may qualify for additional financial support (potentially a bursary, reduced College fee and reduced University fees). For this, however, you have to provide evidence of income and assets. This process is fairly straightforward for Italian students (they may obtain a so-called ISEE/ISEEU certificate issued by one of a number of dedicated Centri di Assistenza Fiscale (CAF), present in all major Italian cities). The is more cumbersome, however, for students from abroad and the notes below hopefully will help students in this financial category.

Step 1. Collect the following information:

- Proof of composition of the household
- Proof of income of each member of the household for the last tax year whether from employment, rent, shares,
- Proof of rent/ownership of the house in which you reside.
- In case the house is owned by members of the household, proof of the size of the property (in square metres)
- Proof of ownership of other properties by members of the household and size of property(ies) (in square metres).

Foreign students do not need to submit an ISEE/ISEEU certificate unless they or members of their family have income or assets in Italy.

Step 2. Contact a solicitor who will assess the above papers and prepare a sworn statement (an *affidavit*) summarising your key financial facts. If the currency of your country is not the euro, final income figures must be converted into euros in the affidavit.

Step 3. Arrange a translation of the *affidavit* into Italian. This can be done by the solicitor's office, a private translator or yourself.

Step 4. Contact the Italian Consulate nearest to you for an appointment. Take supporting documents, the *affidavit* and its Italian translation to the Consulate. The Consulate staff will check that the Italian translation of the affidavit is accurate and will state so. Expect to have to pay a fee for the service and possibly for legal stamps that may have to be added to the translation of your *affidavit* (the staff of the Consulate may be able to tell you how much the whole process will cost you when you contact them for an appointment).

Step 5. The system expects details of an Italian Bank Account (ABI code, CAB code, an IBAN code of 27 alphanumeric, etc). If you do not have an Italian Bank account the simplest course of action is that you skip the Bank details. The system will flag an Error but will still let you complete the application.

Step 6. Once you are sure that the application is complete and correct, print it, sign it and send it to EdiSU together with the Italian translation of your affidavit duly validated by the Italian Consulate and a photocopy of your passport. The EdiSU address to which you need to submit is: Ufficio Studenti, EdiSU, 11 via Calatafimi, 27100 Pavia, Italy. Please write on the envelope: **Richiesta di Benefici Economici**.

When you get to Volta

When you get to Collegio Volta as a foreign student, you will find that everything is straightforward. The College has the highest (and a growing) number of foreign students of any College in Pavia.

Once you arrive, the College office will pass your name and email address to the Volta Society for International Students (<http://www.collegiovolta.org/articles/volta-society-for-international-students-vs-is.html>) and one of its members

will visit you and offer advice on all practical matters of College life.

The College also organises a full Fresher's Week early in October that makes freshmen feel a member of the Volta community from start.



Ermanno Gherardi, July 2017