



Guide to completing the application form Academic Year 2018/2019

LAZIO DiSU
ENTE PER IL DIRITTO
AGLI STUDI UNIVERSITARI
NEL LAZIO

**BANDO PER IL DIRITTO
ALLO STUDIO**
2018-2019

BORSE DI STUDIO
CONTRIBUTO AFFITTO
AGEVOLAZIONI
MENSA
MISURE COMPENSATIVE
PREMIO DI LAUREA
CONTRIBUTO ERASMUS
CONTRIBUTO AULE PER IGUALTÀ
BOLLETTINO INTERNAZIONALE
BOLLETTINO CULTURALE
POSTI ALLOGGIO
MATERIALE
MATERIALE

INFO SUL SITO: WWW.LAZIODISU.IT/BANDI

ACQUA
EUROPE
EUROPE
EUROPE
REGIONE LAZIO
regione.lazio.it



Phase 1

May 7 July 25, 2018 at 12 p.m.

Completing and submitting,
also without PIN, the
application form.



1

If you have **income in Italy** request
the ISEE for the right to education.
If you have **income and equity
abroad** prepare the documents to be
submitted to the Italian embassy in
your country

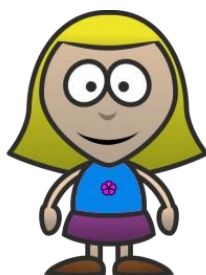


2

If you **do not have** the PIN code
See how to get it on page 4 of
this guide



3



Only those who
complete the first phase
and submit the application
**have access to the
second phase**



Phase 2

August 1 August 10, 2018 at 3 p.m.

If necessary, make any changes or corrections
to what was declared at the first stage, using the
function "**Enter a variation/addition or
continue to transmit the application**"



1

Final submission of
the application **via
PIN**



2

Attach the documentation
indicated by
the form after transmission
with the PIN



3



[ACCESS TO THE FORM]



AREA RISERVATA PER GLI STUDENTI



<– Registrati



Accedi –>

[Recupera Password](#)

The application for the awarding of scholarships, lodging places and Erasmus contributions, is submitted exclusively online after having accessed the "student reserved area" from the home page of the site www.laziodisu.it.

If it is the first time that you request benefits from Laziodisu, before you can fill out the form to request scholarships, lodging or Erasmus contributions, you must register on our system. To start, click on the Student Reserved area and then on Register. Before proceeding, we advise you to have a proof of identity and your tax code at hand.



If you have already registered in past years, you can access directly the reserved area.

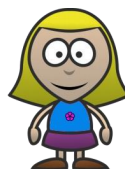


[REQUESTING THE PIN]

The PIN is essential for the transmission of the application. The PIN must be requested by July 25 by downloading the form from the "Ostium" section.



Delegations are not allowed for the release of the PIN



The transmission of the module without the PIN in the second phase is cause for exclusion



How to request the PIN

The PIN can only be requested these two ways:



1

BY
REGISTERED MAIL
WITH RETURN
RECEIPT

From your "reserved area" enter the section "Ostium" and continue with the authentication, according to the indications provided in the various screens.

The procedure ends with printing the pin request and sending it via **Registered mail with return receipt attaching a copy of an identity document**, by July 25, 2018



GOING
PERSONALLY
TO THE
OFFICES

In person, going to the nearest Adisu Scholarship Office, and authenticating directly at the counter presenting a valid identity document along with a photocopy of the same.

This procedure must be carried out by August 10, 2018 at 11.00 a.m.

Find the offices and opening hours at

www.laziodisu.it/uffici



[HOW TO REQUEST THE PIN IF YOU HAVE LOST IT]

This procedure is valid only if you have not changed the mobile number already communicated.

Do you have the same phone number?



Sistema di autenticazione tramite il sistema OSTIUM.

Tipo autenticazione:



Utente abilitato all'invio della domanda tramite PIN



Access the Ostium section from your reserved area and follow the procedure

La funzione di re-invio e' utilizzabile nel limite di 3 pin nel corso dell'anno solare. Ne puoi attualmente utilizzare 3. Superato tale limite recati presso gli uffici di Laziodisu.

Reinvia nuovo pin

What if I change my phone number?

If you have lost your PIN and changed your cell phone number, authenticate yourself again to formally communicate the new mobile number. Remember that the application can be sent to the offices only by registered mail with return receipt or submitting it in person.



For any further problems related to the PIN, contact your local Adisu. You can find the addresses on

www.laziodisu.it/bandi



REMEMBER THAT THE PIN MUST BE USED FOR THE TRANSMISSION OF THE APPLICATION IN THE SECOND PHASE FROM AUGUST 1 TO AUGUST 10, 2018 AT 3 P.M.



[SECTION 1 REGISTRATION]

Fill out this section carefully: the data entered must coincide perfectly with those on your ID. Otherwise we will have difficulty verifying your registration and the payment orders issued in your favour may not be successful.



Italian students and foreign students residing in Italy receive the Tax Code along with the Healthcare Card.
If you have lost it you, can get a duplicate by contacting the nearest Revenue Agency.

[FOR FURTHER INFORMATION, VISIT THE PAGE](#)

<https://telematici.agenziaentrate.gov.it/RichiestaDuplicatoWeb>



[REGISTRATION]

Remember that you can participate even if you are not yet registered at the university OR if you do not know yet the result of the faculty admission test!

REGISTRATION TO THE PORTAL



Dati anagrafici

Cognome

Nome

Data di nascita / / gg/mm/aa

Sesso ☐ Maschio ☐ Femmina

Stato di nascita ☐ Italia ☐ Stato estero

Provincia di nascita Selezionare la provincia ▼

Comune di nascita

Codice fiscale

Name and surname

At the time of completing this section, check the data entered. Name and surname must match those on your ID. Do not use diminutives or single letters.

State of birth

Check the correctness of the municipality and the province of birth. If you are a foreign student you will only be asked to indicate the country of birth.

The tax code is essential for the submission of the application.

Documento di riconoscimento

Documento di riconoscimento

Numero documento

Rilasciato da

Data rilascio / / gg/mm

Data scadenza / / gg/mm

Identification document

Choose the type of document from the drop-down menu and enter the number. Remember that the type of document and its number will be indispensable for you to recover your password. **Therefore, keep in mind the choice made.** Remember that, in Italy, the identity card is issued by the Municipality of residence, the passport by the Police Headquarters and the driving license by the Department of Land Transport (DTT) former Department of Motor Vehicles (MC).

Dati per l'invio di comunicazioni

Indirizzo e-mail

N° telefono cellulare

Lo studente autorizza Laziodisu all'invio di e-mail e/o SMS per la comunicazione di informazioni

Dati per l'accesso ai servizi Laziodisu

Nome utente

Password

Conferma password

Email address, mobile phone and Text messages

Enter an email address that you regularly read. You will receive there all communications and the new password in case of loss. If you use more than one address, remember the one entered. If you authorise us, we will send to the mobile phone number indicated quick notifications concerning you. Only the scholarship holder can receive information from Laziodisu, therefore provide your personal number.

Username and password

You can choose them as you wish. The system tells you if a username identical to the one you have chosen is already present. In this case, you will have to choose another one. We advise you to take as note of your chosen username and password: they will be essential to you later to access your personal area.

Click on Send and the registration is done!



Return to the reserved area and then enter the username and password you have chosen when registering.



If you have participated in the Laziodisu call in previous years, access directly the reserved area.





[STEP 1 SUBMITTING THE APPLICATION]

The question is unique: specify in the "benefits" section which ones you would like to apply for. The form must be completed online and **transmitted by July 25 at 12 p.m.** even without PIN

Click here to submit a new application (if this is the first time you are applying).

How does the form work?



The yellow dots indicate the sections still to be filled, the red ones the fact that before proceeding it is necessary to complete the previous section. The dots turn green only after all the data has been entered.





[STEP 2 PERSONAL DATA]

You will find this section already partially filled in. If you cannot go to the subsequent section, check that the fields "citizenship" and "marital status" are completed.



Dati anagrafici

Cognome	PALLINO
Nome	PINCA
Data di nascita	21/05/1972
Codice fiscale	XXXXXXXXXXXXXXXXXX
Sesso	F
Provincia di nascita	ROMA
Comune di nascita	ROMA

Documento di riconoscimento

Documento di riconoscimento	Patente
Numero documento	XXXXXXXXXXXXXXXXXXXX
Rilasciato da	COMUNE DI ROMA
Data rilascio	16/05/2014 gg/mm/aaaa
Data scadenza	25/09/2024 gg/mm/aaaa

Cittadinanza

Cittadinanza	Estera
Stato estero di cittadinanza	BIELORUSSIA

Ulteriori dati anagrafici

Recapito telefonico	3470532065
Stato civile	NUBILE
Grado di invalidità uguale o superiore al 66% o Riconoscimento di handicap ai sensi dell'art 3 comma 3 della L.5 febbraio 1992 n.104	No
Indirizzo email	pippo@libero.it

[Indietro](#)

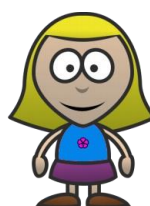
GLOSSARY

SINGLE: unmarried man

SINGLE: unmarried woman

GUARDIANSHIP/: person with a guardian appointed by the court

CLERGY/: person who took vows in a religious order



Click on enter and go to the next section.
If you want to correct something and have already sent this section, click on back





[STEP 3 Residence]

The data entered in this section and in the following one will be decisive for the attribution of the "on-site", "off-site", "commuter" or "calculated commuter" status.



Dati relativi alla residenza

Stato di residenza	<input checked="" type="radio"/> Italia <input type="radio"/> Stato Estero
Provincia di residenza	-----Selezionare la provincia
Comune di residenza	▼

If you are an Italian student or a foreign student who lives permanently in Italy, select the province and then the municipality where you live alone or with your family.

Indirizzo residenza

Indirizzo	<input type="text"/>
Numero civico	<input type="text"/>
C.A.P.	<input type="text"/>
Residenza oltre 50 K.M. dalla sede studi	<input type="radio"/> No <input type="radio"/> Si
Tempo di percorrenza per il raggiungimento della propria sede studi superiore a 120 minuti	<input type="radio"/> No <input type="radio"/> Si

Recapiti residenza

Telefono residenza	<input type="text"/>
Fax	<input type="text"/>

Indietro

Invia

IF YOU LIVE ABROAD



GLOSSARY

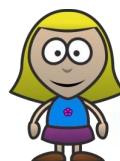
THE RESIDENCE corresponds to the address where you normally live, alone or with your family.

The domicile corresponds to the address where you have decided to live temporarily for the period of your study.

Dati relativi alla residenza

Stato di residenza	<input type="radio"/> Italia <input checked="" type="radio"/> Stato Estero
Stato estero di residenza	ALGERIA
Provincia estera di residenza	***
Città estera di residenza	++++
Indirizzo di residenza all'estero	Rue de Rivoli

If you live abroad, in the field "Foreign Province" you can enter the name of your province or municipality



When you have filled in all the fields, press the "Submit" button. If all went well, the yellow "Residence" dot will be green. Go to the "Domicile" section



Remember that any variation of the data communicated at the time of filling in the form must be promptly communicated to the relevant territorial Adisu.



[STEP 4 DOMICILE]

The data entered in this section and in the following one will be decisive for the attribution of the "on-site", "off-site", "commuter" or "calculated commuter" status.

Domicilio relativo all'Anno Accademico 2018/2019

Il domicilio è diverso dalla residenza, o sarà assunto a titolo oneroso nel comune sede degli studi entro il 30/12/2018?

Indirizzo del domicilio
(se il contratto non è stato ancora sottoscritto/registrato compilare "provincia" e "comune")

Provincia di domicilio	ROMA
Comune di domicilio	ROMA
Indirizzo di domicilio	-
Numero civico	-
C.A.P.	-

Select the option "Yes" if during the academic year 2018/2019 you will live in a different house from the one where you have the residence and intend to enter into a tenancy contract with a **minimum duration of 10 months**, registered with the Revenue Agency in the municipality where you study by December 30, 2018. If you answer "No" go to the next "Legal domicile" tab.

If at the time of filling in the application you have not yet entered into a tenancy contract, but you intend to do so by December 30, 2018, Reply "Yes" to the question if the domicile is different from the residence and fill only the fields "Province" and "Municipality of domicile".

Tipologia di domicilio

Il domicilio è/sarà assunto	A titolo oneroso
Tipologia del rapporto a titolo oneroso	Contratto di locazione a titolo oneroso

Those eligible for the lodging place have time to sign the contract until January 30, 2019.

Estremi del contratto di locazione a titolo oneroso (lasciare in bianco se il contratto è a titolo gratuito)

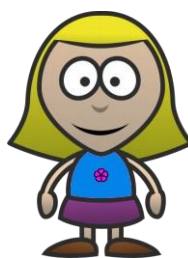
Cognome e nome del proprietario dell'appartamento	FFGR
Data di registrazione del contratto	15/04
Serie /numero di registrazione del contratto o protocollo per contratti con "cedolare secca"	DGGH
Durata in mesi del contratto	10

If you have selected "yes", you will be asked to specify the address. Remember that if you have not yet signed and registered the contract you just have to indicate the "Province" and "Municipality of domicile", leaving the other fields blank. You can enter yourself, by January 30, 2018, the details of the contract via PIN. You can easily find the owner's name, expiration and registration number on the contract. If you have a contract from last year that has not yet expired, enter the expiry date and the serial number indicated in the contract. Remember, however, that in order to maintain the off-site status it is essential to promptly submit a copy of the renewed contract to the Adisu of reference.

Indietro

following on the next page

Disclaimer | Crediti | Ult



Even if you still have doubts, indicate now your intention to take up a tenancy contract. Otherwise, you will not be able to insert the contract details. You will be considered a "commuting" rather than an "off-site" student and you will therefore receive a lower contribution.



You will be considered "off-site" only if by **December 30, 2018** you will have entered into a tenancy contract in the municipality where you study.

Students residing abroad are obliged to provide a domicile in Italy



Remember to enter the contract into the system by **January 30, 2019, entering the PIN**



Remember that if you do not express your intention to enter into a tenancy contract at the time of filling in the form, you cannot be considered "Off-site" later.

[STEP 4 DOMICILE]

following from the previous page



LAZIO DiSU ENTE PER IL DIRITTO AGGIUNTO UNIVERSITARI NEL LAZIO

Domicilio relativo all'Anno Accademico 2018/2019

Il domicilio è diverso dalla residenza, o sarà assunto a titolo oneroso nel comune sede degli studi entro il 30/12/2018? ☒ No ☐ Si

To be "Off-site", answer yes to this question even if you do not have the contract yet. You have time until **December 30, 2018, to sign the contract and until January 30, 2019** to enter the details using your PIN. If you do not complete this procedure you will be considered a "calculated commuter".



If you answer yes, the form will ask you to specify the type of contract, the name of the owner and the registration number at the Revenue Agency. You can easily find this data on the contract. If you have a contract from last year that has not yet expired, enter the expiry date and serial number indicated in the contract. Remember, however, that in order to maintain the off-site status it is essential to promptly submit a copy of the renewed contract to the Adisu of reference.

If you leave for an Erasmus program, select the type "Erasmus/Socrates" and enter the details of the contract by January 30, 2019.

If you are a guest at the home of friends or relatives and therefore you **do not pay any rent**, you will be considered "calculated commuter". You will not be asked for the details of the contract. You can then fill in the next section.



Tipologia di domicilio

Il domicilio è/sarà assunto ? ☒ A titolo non oneroso ☐ A titolo oneroso

Tipologia del rapporto a titolo oneroso ☐ Contratto di locazione a titolo oneroso ☒ Altro tipo di rapporto a titolo oneroso (Ist. religiosi, Erasmus, ecc.)

Estremi del contratto di locazione a titolo oneroso per gli studenti fuori sede (lasciare in bianco se il contratto è ancora da sottoscrivere)

Tipologia del rapporto a titolo oneroso --Selezionare

Denominazione dell'Istituto --Selezionare

Durata del contratto in mesi

Importo mensile della rata

Ente Pubblico/privato
Istituto religioso
Fondazione/associazione
Erasmus/Socrates

Indietro Invia

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Stampa Contatti

GLOSSARY

If you reside in a religious institute, a boarding school or a private student residence, and therefore you do not have a contract that can be registered, the form will ask you to specify the monthly cost and duration of the commitment. Keep the receipts, you may be asked for them in case of verification.



COMMUTING STUDENT: Student residing in the Municipalities indicated in **Annex B** to this call or in any case at a distance of less than 50 kilometres from the site where the course is held.

OFF-SITE STUDENT: Student residing in a Region other than Lazio or in the Municipalities indicated in **Annex C** to this call or in any case at a distance greater than km. 50 from the Municipality where the course is held and who has entered into a regular tenancy contract with a minimum duration of 10 months, in the **period between October 1, 2018 and October 31, 2019** using public residential facilities or other private or public housing.

CALCULATED COMMUTER: A student who, despite having the characteristics required for off-site students, has not signed a tenancy contract.



[STEP 5 LEGAL DOMICILE]

Fill in this section only if you want to receive our communications at an address different from your residence.



Selezionare dove lo studente vuole che venga recapitata la corrispondenza ufficiale (Domicilio legale)

Presso l'indirizzo di residenza ☐

Presso un altro indirizzo ☒

Estremi del domicilio legale

Stato domicilio legale ☐ Italia ☒ Stato Estero

Estremi del domicilio legale estero

Stato estero del domicilio legale

Indirizzo del domicilio legale all'estero

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Students residing abroad are obliged to provide a domicile in Italy



[STEP 6 ENROLMENT]

You can participate in the competition even if you are still awaiting the results of the test. The bill generated by the system of your university must still be paid by **March 31, 2019**

ARE YOU ENROLLING IN A UNIVERSITY FOR THE FIRST TIME?

(three-year or single-cycle degree freshmen students)

LAZIO DiSU ENTE PER IL DIRITTO AGLI STUDI UNIVERSITARI NEL LAZIO

Iscrizione

Istituzione Universitaria di appartenenza: Università della Tuscia Viterbo

Iscritto presso una sede distaccata: ☒ No ☐ Si

Facoltà/Dipartimento:

Tipologia di corso:

Corso di laurea: LINGUE E CULTURE MODERNE

Anno accademico di prima immatricolazione:

Anno corso per l'A.A. 2018/2019:

Tipologia anno di corso:

matricola (se assegnata):

Sei già in possesso di un titolo accademico? ☐ Si ☒ No

Sei già stato precedentemente iscritto presso la attuale o un'altra Università ed hai chiesto il riammissione? ☐ Si ☒ No

Dati relativi al diploma di scuola media superiore in Italia

Provincia di conseguimento del diploma: ANCONA

Comune di conseguimento del diploma: ANCONA

Tipologia di titolo acquisito: IPS IND. EDILE

Anno conseguimento del titolo: 2018

voto di diploma: 60

Eventuale carriera pregressa

Sei già in possesso di un titolo accademico? ☐ Si ☒ No

Sei già stato precedentemente iscritto presso la attuale o un'altra Università ed hai chiesto il riammissione? ☐ Si ☒ No

Iscrizione alla professione di docente (D.M. 616/2017)

Iscritto ☐ Si ☒ No

Indietro Invia

giornamento 11/05/2018

Stampa Contatti

From the drop-down menu, select the University. You can modify it by yourself **until August 10, 2018 at 3 P.M.** or later by contacting the Benefit Office of the territorial Adisu.

Does your course take place in a municipality other than the one where your university is based? Select Yes. If you still do not know, select No.

If among the courses mentioned in the form you cannot find what you are looking for, do not worry. Select a similar one, giving priority to selecting the right type of course. If you have a doubt about the type of course you are attending, ask for information at the secretariat of your faculty.

If you do not know your registration number, you can leave the field blank.

...a, per procedere nella compilazione della domanda inserisci provvisoriamente la votazione "60". Potrai aggiornarla con quella reale successivamente, e comunque entro il 10 agosto 2018.

If you still do not know your high school diploma grade, enter any digit. You can modify it later.

If you have dropped out of your studies and are enrolling again in a first year, read also the next section. Otherwise... skip it!





[STEP 6 ENROLMENT]

If you have already received a scholarship, also in another region, you can participate again as freshman by reimbursing the sums already received and the cost of the services enjoyed. If you have dropped out of your studies contact, [before the deadline of the call](#), the student office of the Adisu of reference.

FRESHMEN WHO HAVE DROPPED OUT OF THEIR STUDIES AND ARE ENROLLING AGAIN IN THE FIRST YEAR

Continue filling in the form

Eventuale carriera pregressa

Sei già in possesso di un titolo accademico? ☐ Sì ☒ No

Sei già stato precedentemente iscritto presso la attuale o un'altra Università ed hai effettuato una rinuncia e/o passaggio e/o trasferimento, sei in attesa di conseguimento del titolo? ☒ Sì ☐ No

If you have already been enrolled in a university, also in another region or nation, answer "Yes" if you have received credits that will allow you to [shorten the legal duration of your course](#). For example, if you are allowed to enrol directly in the third year following the recognition of a qualification obtained abroad.

Motivo per il quale non hai conseguito il titolo

Hai effettuato una RINUNCIA AGLI STUDI? ☒ Sì ☐ No

Hai effettuato un PASSAGGIO DI CORSO o un TRASFERIMENTO DI SEDE o presenterai richiesta per l'anno accademico 2018/2019 di riconoscimento crediti/esami? ☒ Sì ☐ No

In attesa di conseguimento del titolo ☐ Sì ☐ No

If you have already achieved a three-year degree answer "Yes".

If you have not yet completed the three-year degree course but you participate in the call as a freshman in a specialist degree course, answer "No" and fill in the fields that the form offers you.

Dati relativi alla rinuncia agli studi

Anno accademico nel quale è stata effettuata la rinuncia (aaaa/aaaa)

Hai usufruito di benefici? ☐ Sì ☐ No

Dati relativi al passaggio di corso e/o al trasferimento di sede

Sede Istituzione universitaria frequentata ☒ Regione Lazio ☐ Italia (esclusa Regione Lazio) ☐ Estero

Istituzione universitaria frequentata:

Tipologia di corso frequentato Laurea triennale

Anno accademico di prima immatricolazione (aaaa/aaaa)

Anno accademico in cui è stato effettuato il passaggio/trasferimento di corso (aaaa/aaaa)

Crediti necessari per l'accesso alla professione di docente (D.M. 616/2017)

Hai maturato crediti derivanti dall'accesso alla professione di docente non compresi nel tuo piano di studi? ☐ Sì ☐ No



Formalise the interruption of the studies at the secretariat of your faculty and notify the Student Office of your Adisu of reference.

GLOSSARY

DROPPING OUT OF STUDIES It is possible to interrupt your university studies at any time. The intention of interrupting the studies is expressed by a written statement bearing a stamp duty. The statement is filed with the secretariat of the faculty.

NON-EU CITIZENS DROPPING OUT OF THEIR STUDIES and provided with a residence permit for study reasons, lose the the residence permit and therefore cannot enrol in other Italian universities for the same academic year.



[STEP 6 ENROLMENT]

Fill this section carefully and if you have any doubts please contact the secretariat of your Faculty or the Student Office of the relevant territorial Adisu. If you do not know which office to contact, go to www.laziodisu.it/

SPECIALIST DEGREE OR DOCTORATE FRESHMEN

Requisiti per l'accesso alla laurea specialistica/magistrale:

Numero dei crediti riconosciuti per l'accesso alla laurea specialistica:
(Inserire 0 se si è in attesa di conseguimento del titolo o riconoscimento crediti per l'accesso alla laurea specialistica e 180 se iscritto con Ordinamento D.M. 270/2004)

If you already have the title required to enrol for a specialist degree, write **180**. If you are still waiting to get the title, write **0**

Eventuale carriera progressa

Sei già in possesso di un titolo accademico?

☐ Sì ☒ No

Sei già stato precedentemente iscritto presso la attuale o un'altra Università ed hai effettuato una rinuncia e/o passaggio e/o trasferimento, sei in attesa di conseguimento del titolo?

☒ Sì ☐ No

Motivo per il quale non hai conseguito il titolo

Hai effettuato una RINUNCIA AGLI STUDI?

☒ Sì ☐ No

Hai effettuato un PASSAGGIO DI CORSO o un TRASFERIMENTO DI SEDE o presentarsi richiesta per l'anno accademico 2018/2019 di riconoscimento crediti/esami?

☒ Sì ☐ No

In attesa di conseguimento del titolo

☒ Sì ☐ No

Dati relativi alla rinuncia agli studi

Anno accademico nel quale è stata effettuata la rinuncia

(aaaa/aaaa)

Hai usufruito di benefici?

☐ Sì ☒ No

Dati relativi al passaggio di corso e/o al trasferimento di sede

Sede Istituzione universitaria frequentata

☒ Regione Lazio
☐ Italia (esclusa Regione Lazio)
☐ Estero

Istituzione universitaria frequentata:

Tipologia di corso frequentato

Laurea triennale

Anno accademico di prima immatricolazione

(aaaa/aaaa)

Anno accademico in cui è stato effettuato il passaggio/trasferimento di corso

(aaaa/aaaa)

Dati relativi al titolo in attesa di conseguimento

Sede Istituzione universitaria frequentata:

☐ Regione Lazio
☐ Italia (esclusa Regione Lazio)
☐ Estero

Istituzione Universitaria:

Tipologia di corso:

Selezionare una voce

Anno accademico nel quale conseguire il titolo

(aaaa/aaaa)

Crediti necessari per l'accesso alla professione di docente (D.M. 616/2017)

Hai maturato crediti derivanti dall'accesso alla professione di docente non compresi nel tuo piano di studi?

☐ Sì ☒ No

[Indietro](#)

[Invia](#)

If I do not know how to fill in this section, who can I contact?



Contact the Adisu of reference or the secretariat of your faculty





[STEP 6 ENROLMENT]

Fill this section carefully and if you have any doubts please contact the secretariat of your Faculty or the Student Office of the relevant territorial Adisu. If you do not know which office to contact, go to www.laziodisu.it/

STUDENTS WHO ARE ENROLLING IN YEARS SUBSEQUENT TO THE FIRST detail of the enrolment section

Iscrizione

Istituzione Universitaria di appartenenza:	Università Sapienza
Iscritto presso una sede distaccata:	<input checked="" type="radio"/> No <input type="radio"/> Si
Facoltà/Dipartimento:	ECONOMIA
Tipologia di corso:	Corso di Laurea triennale
Corso di laurea:	AMMINISTRAZIONE DELLE AZIENDE
Anno accademico di prima immatricolazione	2018 / 2019 (aaaa/aaaa)
Anno corso per l'A.A. 2018/2019:	Secondo
Tipologia anno di corso:	Selezionare un valore
matricola (se assegnata):	Primo anno
	Secondo
	Terzo
	Quarto
	Quinto
	Sesto
Merito - per studenti iscritti ad anni Numero complessivo degli esami sostenuti Somma totale dei crediti (compresi quelli derivanti da eventuale tirocinio, attività formative ed identità e crediti riconosciuti)	

How to define the type of year of the course? If for example, you are attending a **three-year course** and you **sign up for the fourth time** at a university and you've never been a repeater, you are in the **first supplementary year**.

If you do not know how to fill in this section, get the necessary information from your secretariat or the Student Office of your Adisu of reference.



YOU ARE A REPEATER IF...

your study course has rules for the transition from one year to the following year that you have not followed.

YOU ARE IN A SUPPLEMENTARY YEAR IF...

- you are enrolling for the fourth or fifth time in a three-year degree course. Then you are in the first supplementary year, etc...
- You enroll for the third time in a specialised degree course. Then you are in the first supplementary year... etc.

GLOSSARY

REGULAR STUDENT: A student is enrolled as "regular" for the entire normal duration of the studies provided for by the didactic system of the course (e.g. 3 years for degree courses, 2 years for master's degrees).

OUT OF COURSE STUDENT. A student is enrolled "out of course" if he/she has followed the entire course of study without having obtained the academic qualification or without having passed all the exams necessary for the admission to the final exam.

REPEATER STUDENT. The student is enrolled as "repeater", i.e. in the same year of enrollment in which he/she was already enrolled instead of the following year, when his/her course of study has rules for the transition from one year to the other that have not been followed.



[STEP 6 ENROLLMENT]

Do not leave any fields blank. If you do not have a value to declare, enter 0

STUDENTS WHO ARE ENROLLING IN YEARS SUBSEQUENT TO THE FIRST

Detail of the merit section

Merito - per studenti iscritti ad anni successivi

Numero complessivo degli esami sostenuti

Somma totale dei crediti (compresi quelli derivanti da eventuale tirocinio, attività formative ed idoneità e crediti riconosciuti) entro il 10 agosto 2018

di cui crediti derivanti da tirocinio e attività formative (se presente la valutazione in crediti e solo se non certificabili dalle segreterie amministrative):

di cui crediti riconosciuti da una carriera Universitaria pregressa diversa dall'attuale e/o da attività extracurricolare (esclusi crediti erasmus)

Somma totale dei voti (Es: 24+27+30=81):

In mancanza del numero dei crediti previsti dal Bando, è possibile utilizzare il bonus. Utilizzare il bonus? ☐ No ☐ Si

Write here the number of all the exams you have passed since the first year of enrolment **until August 10, 2018** excluding qualifications or credits deriving from activities that do not involve a grade.

Write in this field **all credits valid for the calculation of the merit requirement**, without distinction between those deriving from **exams** and those deriving from **other activities** (qualifications, internships, seminars, Ade, etc... **carried out in the academic year 2015/2018**) and **the recognised credits**.

Specify in this field the number of credits **deriving from activities carried out during the academic year 2017/2018 other than exams** but which the university recognises as part of your curriculum, attributing credits to it.

Enter a value only in one of these cases:

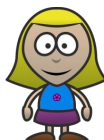
You have moved from another university/faculty course and you have requested the recognition of some credits/exams that will be valid for the achievement of the new title allowing you to shorten the course of study by some years.

You were enrolled at a foreign university and you asked for the recognition of exams taken abroad that will be valid for the achievement of the title in Italy.

Remember that if you fall into one of the two categories you will not be able to request bonus points

Enter the credits you have earned by July 25, 2018.

Credits earned after July 25t can be added from August 1 to August 10, 2018.



The attestation of the final internship exam must be sent online via PIN.



[THE BONUS]

In order to meet the merit requirements, the student can use, in addition to the credits actually earned, a "bonus" based on the year of the course attended. The portion of the "bonus" not used in the academic year of reference can be used in subsequent years.

If you use the bonus for the first time



in the 2nd year you have available

5 points

in the 3rd year (or the second year of a specialist course) you have available

12 points

a first year out of course (three-year degree) or from the 4th onwards you have available

15 points

Before asking for the bonus, check first if you are among those who can take advantage of the Bonus.

ANSWER YES only if the credits you have earned by **August 10, 2018** are not sufficient to meet the merit requirement.

If you are enrolling in the second year of a three-year or specialised one-cycle degree program, remember that you can only use the bonus if you already have, as at **August 10, 2018**, at least 20 credits.

ANSWER NO if the credits declared in the field "Total credits" are already equal to or higher than the minimum merit requirement for your year of course.

Partially used bonus points can be used during the remainder of the career

WHO CANNOT ASK FOR THE BONUS



- Those enrolled in 2nd level degree courses, with an entry academic degree related to courses of the old system and/or with a foreign degree.
- Those enrolled in 2nd level degree courses, who have made a transition from the old system for the attainment of the three-year degree.
- Those enrolled in a first year as freshmen of an undergraduate degree program, a two-year specialisation degree or a single cycle/master's degree.
- Those who already own the necessary credits to obtain the benefits envisaged by the call.
- Those who have obtained career abbreviations for various reasons.



[STEP 7 FAMILY]

This section is **reserved for those who cannot submit the ISEE.**

Fill out this section very carefully. The answers you provide in this section determine what you will see in the Income section.

STUDENTS WITH FOREIGN INCOME



Definizione e composizione attuale del nucleo familiare del richiedente

Numero complessivo dei componenti il nucleo familiare	8	Enter the number of all the people living with you, including yourself
Nel tuo nucleo familiare è presente almeno un genitore	<input checked="" type="radio"/> Sì <input type="radio"/> No	
Status civile dei genitori	Coniugati	
Numero di fratelli e sorelle presenti nel nucleo familiare	2	Remember not to include yourself in the count
Presenza nel nucleo familiare di figli del richiedente	<input checked="" type="radio"/> No <input type="radio"/> Sì	
Presenza del coniuge del richiedente nel nucleo familiare	<input checked="" type="radio"/> No <input type="radio"/> Sì	
Quanti componenti nel tuo nucleo familiare, escluso il richiedente, risiedono all'estero?	5	Specify how many members of your family do not live in Italy
Numero di altri conviventi nel nucleo familiare del richiedente	3	Indicate here the people who are not your parents, brothers or sisters, but live in your house (grandparents, cousins, etc ...)

Indietro

Invia



You can consider yourself an **independent student** only if you have fiscally declared an income of at least 6,500 euro and if you have lived in a house not owned by your family for two years



The data entered must correspond to those in the documentation that you will attach



[STEP 7 HOUSEHOLD]

If you are an Italian student or a foreign student with income in Italy, or if you are a political refugee, press send and go directly to the next section.

STUDENTS WITH INCOME IN ITALY



Definizione e composizione attuale del nucleo familiare del richiedente

In qualita' di studente con residenza in Italia non devi dichiarare la composizione del nucleo familiare

If you are an Italian student or a foreign student residing in Italy or you have income in Italy, or if you are a political refugee, this information is taken from your ISEE. Therefore, you do not need to enter them in the form

Sign **by July 25, 2018** the DSU specific for the right to education. Laziodisu will autonomously find your ISEE in the INPS database

Verify that this section is correctly filled in, otherwise report it immediately to your CAF of reference

PRESTAZIONI AGEVOLATE PER IL DIRITTO ALLO STUDIO UNIVERSITARIO

STUDENTI UNIVERSITARI				
Cognome	Nome	Codice fiscale	ISEE	ISEE calcolato
tuo nome cognome e codice fiscale			Euro	0.00 ISEE ordinario



[STEP 8 ECONOMIC DATA]

Students with income produced in Italy and students with income produced in foreign countries fill in this section differently

STUDENTS WITH INCOME IN ITALY




Tipologia di nucleo familiare: Nucleo familiare di origine

Tipologia di redditi dichiarati

Il tuo nucleo familiare di appartenenza ha dichiarato nel 2016 redditi in

☒ Italia
☐ Stato Estero

Studente con redditi dichiarati in Italia

In qualità di studente con redditi in Italia i tuoi dati economici verranno acquisiti tramite l'attestazione ISEE sottoscritta nell'anno corrente.

Indietro Invia

Disclaimer | Crediti | Ultimo aggiornamento 14/05/2018

Stampa Contatti



GLOSSARY

ISEE

The Equivalent Economic Situation Indicator (ISEE), is the assessment tool, through unified criteria, of the economic and financial situation of those who apply for social benefits (economic benefits and services relating to the right to university education) or access to public services at favourable conditions (determination of university taxes and fees).

DSU

The Unified Substitute Declaration (DSU) is the declaration necessary to calculate the ISEE (Equivalent Economic Situation Indicator) for the purposes of accessing social benefits. It collects information on the family and on all its components. The DSU consists of several forms and sections to be filled in according to the characteristics of the family and the type of service to be requested.

Specify to your CAF that you need the ISEE to apply for a university scholarship





[STEP 8 ECONOMIC DATA]

If you are not a [European citizen](#), the documents relating to your income, assets and the composition of your family must be issued by the government of your country of origin. These documents must be translated and legalised by the Italian embassy in your country of origin.

NON-UE STUDENTS WITH INCOME PRODUCED ENTIRELY ABROAD

LAZIO DiSU ENTE PER IL DIRITTO AGLI STUDI UNIVERSITARI NEL LAZIO

Tipologia di nucleo familiare: Nucleo familiare di origine

Tipologia di redditi dichiarati

Il tuo nucleo familiare di appartenenza ha dichiarato nel 2016 redditi in

☐ Italia

☒ Stato Estero

Redditi esteri

Stato nel quale sono stati dichiarati i redditi AFGHANISTAN

Dettaglio redditi esteri

Numero dei componenti il nucleo familiare 8

Reddito lordo complessivo della famiglia ,00 EURO

Totale patrimonio mobiliare ,00 EURO

Proprietà della casa di abitazione alla data del 31/12/2016

☐ Si

☐ No

Superficie complessiva in metri quadrati della casa di abitazione

Proprietà di altri immobili alla data del 31/12/2016

☐ Si

☐ No

Superficie complessiva in metri quadrati

[Indietro](#) [Invia](#)

If you have problems getting the necessary documentation, enter [data and documents in provisional form](#). Do not leave any fields blank.



If you have proven difficulties in your country [to obtain the translation and legalisation from the local Italian Embassy](#), use Annex D of the Call to declare your income, assets and real estate, and the composition of your family. In this case, contact the diplomatic or consular representation of your country in Italy. [Remember that the certification issued by foreign embassies in Italy may need to be legalised by the Prefecture](#). Contact your embassy for the apostille.



The values entered in the application must coincide with those shown on the documentation issued by the authorities of your country



The number of components must match the one stated in the previous section



[STEP 8 ECONOMIC DATA]

All EU students, within the deadline, must attach to the application in digital format their family status and the documentation relating to the economic and equity conditions declared in the application translated into Italian.

EU STUDENTS

12



EU students,
by July 25, 2018 at 12 p.m.,
must declare in the application form the
income and equity of their family.
By August 10, 2018 at 3 p.m., the
documentation relating to the economic
conditions and financial assets as well as the
family status, translated into Italian even if
provisional must be submitted in digital format
via PIN.

WHICH YEAR SHOULD I CONSIDER FOR MY INCOME?

2016

WHICH YEAR SHOULD I CONSIDER FOR THE ASSETS?

2017

WHICH YEAR SHOULD I CONSIDER FOR MY HOUSEHOLD?

2018



[STEP 8 ECONOMIC DATA]

For countries with proven difficulties in obtaining certification from the local Italian Embassy, the financial documentation can be provided by the competent foreign consular representations in Italy based on what is indicated in Annex D of the call.

ANNEX D - TEMPLATE OF THE CONSULAR DECLARATION

ALLEGATO D – Schema della dichiarazione

La dichiarazione deve essere rilasciata dalla competente rappresentanza diplomatica successivamente legalizzata dall'Ufficio Territoriale del Governo (Prefettura). L'azienda si Rappresentanze Italiane all'estero per le verifiche di veridicità e di perseguire in caso di d dalla vigente normativa.

L' Ambasciata/Il Consolato di _____

Vista la documentazione presentata dallo/a studente/ssa :

Cognome _____ Nome _____

Data di nascita ____/____/____ Luogo di nascita _____ Cittadinanza _____

Sesso M ☐ F ☐ - Stato civile: Nubile/Celibe ☐ - Coniugato/a ☐ - Ve

Passaporto n° _____ data di emissione ____

DICHIARA

che il nucleo familiare dello/a studente/ssa alla data del _____ è così composto:

n°	Cognome	Nome	Data di nascita	Relazione di parentela	Reddito lordo in Euro
1					
2					
3					
4					
5					
6					

DICHIARA

che il reddito complessivo lordo della famiglia per l'anno 2016 ☐ 2017 ☐ è stato pari a Euro _____ applicando il tasso medio di cambio ufficiale per l'anno di riferimento

DICHIARA

che la situazione patrimoniale complessiva della famiglia al 31 dicembre 2017 è stata la seguente :

- Proprietaria della casa di abitazione al 31/12/2017 : No ☐ - Si ☐ con una superficie complessiva di _____ metri quadrati.
- Proprietaria di altri fabbricati (inclusi quelli posseduti all'estero) al 31/12/2017 con una superficie complessiva di _____ metri quadrati.
- La consistenza media del patrimonio mobiliare (depositi bancari, postali ecc..) al 31 dicembre 2017 è pari a Euro _____ applicando il tasso medio di cambio ufficiale per l'anno di riferimento secondo il "Listino medie annuali" <https://tassidicambio.bancaditalia.it/averageRates>

Firma dell'Ambasciatore o del Console

(o di chi ne fa le veci)

WHICH YEAR SHOULD I CONSIDER FOR MY INCOME?

2016

WHICH YEAR SHOULD I CONSIDER FOR THE ASSETS?

2017

WHICH YEAR SHOULD I CONSIDER FOR MY HOUSEHOLD?

2018

Check that the income converted into euro is specified next to each member of your family. If the income is zero, it must still be declared.



If necessary, remember to have the statement from your embassy legalised by the Prefecture.



The affixing of the apostle and the legalisation of documents signed by Notaries, Court Clerks and Judicial Officers falls under the jurisdiction of the Public Prosecutor's Office. The Rome Office is in Via Ostiense 131/L, and it is open to the public on Monday, Tuesday, Thursday and Friday from 09.00 a.m. to 12.00 a.m. (pre-opening at 8.30 for the distribution, limited to 150, of the waiting numbers). TEL: 06.67294633 / 06.67294628



[STEP 9 BENEFITS]

In this section you can apply for the scholarship, the lodging place and also the contribution for international mobility. The contribution for mobility and the scholarship are compatible.



Select here the benefits for which you intend to apply.



Richiesta benefici

Borsa di studio ☒ SI ☐ No

Servizio abitativo ☒ SI ☐ No

Contributo esperienze formative U.E. (riservato agli studenti che parteciperanno nell'A.A. 2018/2019 con i progetti Socrates/Erasmus) ☐ SI ☒ No

You can choose only one or also all three benefits. Remember that if you ask for the lodging place and leave for an Erasmus program, you will need to take possession of the place within 3 months. Remember that you can access the lodging place only after completing the registration. Failure to register by March 31, 2019 will result in the forfeiture of all benefits.

Preferenze Posto alloggio

Prima Preferenza: A. Ruberti - Via Cesare de Lollis

Seconda Preferenza: Archeologia - Via dell'Archeologia

Terza Preferenza: Assisi - Via Assisi

Quarta Preferenza: E. Tarantelli - Via Dome

Quinta Preferenza: nessuna preferenza

Sesta Preferenza: nessuna preferenza

Settima Preferenza: nessuna preferenza

Ottava Preferenza: nessuna preferenza

Nona Preferenza: nessuna preferenza

Decima Preferenza: nessuna preferenza

For Rome, it is mandatory to enter all preferences or you will not be able to continue filling in the form



Benefici concessi da altri Enti

Hai ottenuto o otterrai per l'anno accademico 2018/2019 una borsa di studio erogata a qualsiasi titolo da un altro Ente pubblico o privato? ☐ SI ☒ No

If you are a beneficiary of a Laziodisu scholarship or you have been selected for a collaboration grant (150 hours) at your university, or if you have been selected for an international mobility project answer NO to this question.

Importi di Borsa di studio percepiti da altri Enti nell'anno solare 2016

Hai percepito nel corso dell'anno solare 2016 una borsa di studio? ☒ SI ☐ No

Somma degli importi percepiti da altri Enti nel corso dell'anno solare 2016:

Do not enter the amounts received by Laziodisu here. If you only received the Laziodisu scholarship answer no

Trattamenti assistenziali, previdenziali ed indennitari percepiti dai soggetti portatori di disabilità

Nella attestazione ISEE sottoscritta nel 2017, sono stati conteggiati trattamenti assistenziali, previdenziali ed indennitari percepiti dai soggetti portatori di disabilità? ☐ SI ☒ No

Modalità di pagamento della borsa di studio (anche per entità)

Saranno ritenute temporaneamente valide le Laziodiscard

Modalità prescelta:

- ☐ Comunicherò in seguito il codice IBAN sul quale
- ☐ Accredito su c/c Italia intestato al richiedente
- ☒ Accredito su c/c estero intestato al richiedente
- ☐ Accredito su carta prepagata LaziodisuCard emessa dalla Banca Popolare di Sondrio

I.B.A.N.

Codice SWIFT (per accrediti su estero)

The instalments of the scholarship can be credited to you only if the current account is registered in your name or is a joint account with you as one of the signatories. Notify your IBAN within 6 months, otherwise you will no longer be able to benefit from the scholarship.



The IBAN of a postal savings book is not valid.



[DEADLINES]

All deadlines to be met in order not to risk losing the scholarship

Presentazione delle domande	
Dal 10 maggio fino al 25 luglio 2018 alle ore 12.00	Compilazione e trasmissione della domanda on-line (prima fase)
Dal 1 agosto al 10 agosto 2018 alle ore 15.00	Periodo di tempo per effettuare correzioni di errori/anomalie e termine ultimo per l'invio della domanda di partecipazione via PIN
Richiesta PIN	
25 luglio 2018	Termine ultimo per l'invio alle Adisu della raccomandata a/r di richiesta del PIN
10 agosto 2018 ore 11.00	Termine ultimo per l'identificazione de visu presso gli sportelli delle Adisu di competenza per richiesta PIN Termine ultimo per la modifica del numero di cellulare già registrato per richiesta PIN
DSU/ISEE	
25 luglio 2018	Termine ultimo per la sottoscrizione della DSU per le prestazioni per il diritto allo studio
30 novembre 2018	Termine ultimo per il reperimento della DSU in banca dati INPS
Contratto di affitto	
30 dicembre 2018	Termine ultimo per la stipula del contratto d'affitto a titolo oneroso
30 gennaio 2019	Termine ultimo per l'inserimento a sistema dei dati relativi al contratto di affitto
Regolarizzazione della posizione concorsuale	
31 marzo 2019	Termine ultimo per l'iscrizione universitaria Termine ultimo per la consegna delle certificazioni relative al merito (tirocinio, Ade, ecc) Termine ultimo per gli studenti stranieri della consegna dei documenti definitivi alle Adisu di riferimento .



**Call the toll-free number
800723999**

for } - general information on the call (deadlines, procedures, etc.)

Call the number 06.49701

for } - general information and problems related to the operation of the module

Contact your local Adisu

for }

- Verifying the compliance of the documentation
- Reporting a particular situation (not regulated by the call)
- Solving problems of access to the online form
- If you have problems with the password recovery procedure

FINDTHE ADDRESSES AND OPENING TIMES ON THE PAGE

www.laziodisu.it/bandi