

DOCUMENTS REQUIRED BY THE CAF TO CALCULATE THE “EQUIVALENT ISEE”, TO EVALUATE THE FINANCIAL SITUATION OF FOREIGN STUDENTS

Main things to know



Contact one of the authorized CAF (fiscal assistance center), to obtain information about the requested documents. The service is free of charge.

In particular, you have to request the ISEE-U parificato if you are:

- **An international student living outside Italy**
- **An international student living in Italy, but you are not independent and your parents live in a foreign country**
- **An Italian student living abroad and you are not registered in A.I.R.E. list (anagrafe italiani residenti all'estero).**

DOCUMENTS REQUIRED BY THE CAF TO CALCULATE THE “EQUIVALENT ISEE”:

- **IDENTITY CARD OF THE STUDENT;**
- **TAX IDENTIFICATION NUMBER OF THE STUDENT ISSUED BY THE *AGENZIA DELLE ENTRATE* (ITALIAN REVENUE AGENCY);**
- **DISABILITY CERTIFICATION IF THE STUDENT HAS A DISABILITY EQUAL TO 66% OR HIGHER (MEDIUM/SERIOUS DISABILITY).**
- **UNIVERSITY OF PARTHENOPE MATRICULATION NUMBER (IF ALREADY ENROLLED) AND DEGREE PROGRAMME.**
- **FOR FOREIGN STUDENTS WHO ARE RESIDENT IN ITALY: DSU AND ISEE STATEMENTS.**
- **ANY SCHOLARSHIP AMOUNT RECEIVED UP TO THE PREVIOUS 2 YEARS**

MOREOVER YOU WILL NEED:

- **STUDENT'S HOUSEHOLD:**

FISCAL CODES OF ALL FAMILY MEMBERS

THE MEMBERS OF THE STUDENT'S HOUSEHOLD AT THE TIME THAT THE DSU IS SUBMITTED, REPORTING EACH FAMILY MEMBER'S SURNAME, NAME, DATE OF BIRTH AND RELATIONSHIP TO THE STUDENT.

- **INCOME PRODUCED BY EACH MEMBER OF THE FAMILY UNIT (RELATIVE TO THE PREVIOUS 2 YEARS AT THE TIME THAT THE REQUEST IS SUBMITTED): INCOME RECEIVED BY EACH MEMBER OF THE HOUSEHOLD; ANY OTHER INCOME RECEIVED FROM THE PUBLIC ADMINISTRATION, FOR ASSISTANCE, SOCIAL SECURITY OR INDEMNITY.**

REAL ESTATE AND MOVEABLE ASSETS OF EACH FAMILY MEMBER AS OF 31 DECEMBER OF PREVIOUS 2 YEARS AT THE TIME THAT THE REQUEST IS SUBMITTED

- **REAL ESTATE INCLUDING BUILDINGS, IF TEMPORARILY LIVING IN ITALY: IT IS REQUIRED THE SUBMISSION OF THE RELEVANT CADASTRAL CERTIFICATE (“VISURA CATASTALE”) FOR THE DETERMINATION OF THE MUNICIPAL REAL ESTATE TAX (IMU).**
- **REAL ESTATE ASSETS LOCATED ABROAD ARE ASSESSED, ONLY IN THE CASE OF BUILDINGS, BASED ON THE CONVENTIONAL VALUE OF 500,00 EURO PER SQUARE METER. THE ABSENCE OF ASSETS MUST BE EXPRESSLY SPECIFIED IN THE DOCUMENTATION**

NOTE: IF THE FAMILY LIVES IN A RENTED ACCOMMODATION, PLEASE INDICATE THE SUM OF THE ANNUAL RENT ACCORDING TO THE RENTAL CONTRACT.

MOVEABLE ASSETS, INCLUDING THE BALANCE AS OF THE PREVIOUS 2 YEARS, BANK AND/OR POST OFFICE CURRENT ACCOUNTS, DEPOSITS AND SAVINGS HELD ABROAD AND IN ITALY AND THE BALANCE AS OF THE PREVIOUS 2 YEARS (ON 31 DECEMBER) EVERY OTHER TYPE OF INVESTMENT (E.G. BONDS, SHARES, LIFE INSURANCE).

THE DOCUMENTS LISTED ABOVE, SHOULD BE SUBMITTED TO THE CAF (TAX CONSULTANCY CENTER) IN ORDER TO OBTAIN THE “EQUIVALENT ISEE” CERTIFICATION AND THEY MUST BE:

- **ISSUED BY THE COMPETENT AUTHORITY OF THE COUNTRY IN WHICH THE INCOME WAS PRODUCED;**
- **TRANSLATED INTO ITALIAN LANGUAGE (YOU MAY CHECK WITH THE LOCAL CAF IF TRANSLATION IN ENGLISH IS ACCEPTED**
- **LEGALIZED ACCORDING TO THE APPLICABLE REGULATIONS SPECIFIED BELOW.**



Legalization of documents

THE REQUIREMENTS FOR THE LEGALIZATION OF DOCUMENTS DIFFER FROM COUNTRY TO COUNTRY. THERE ARE FOUR MAIN COUNTRY CATEGORIES (SEE THE FOLLOWING LIST):



CAT. A - Documents from these countries do not require legalization.

CAT. B - Documents from these countries do not need a consular/diplomatic stamp from the Italian Embassy, but require an Apostille stamp: in accordance with the Hague Convention of 1961, documents issued by local authorities in these countries are exempt from the need to be legalized at the Italian Embassy, but must have an Apostille as specified by article 6 of the mentioned Convention.

CAT. C - Students from especially poor countries: For foreign students citizens of poor countries (as specified in the Ministry of University and Research Decree no. 344 of 8th April 2022), the evaluation of financial situation is declared by a statement from the Italian Representative Authority in their Country of origin attesting that the student does not belong to a well-known high-income family of high social status. This statement may also be issued by the university where the student is enrolled if it has agreements or conventions with Italian universities, or by Italian authorities that are legally authorized to provide guarantees of financial cover for foreign student enrolments in Italian universities. In the latter case, the certifying authority is responsible for reimbursing the scholarship on behalf of the student in case of its forfeiture.

Cat. D – All countries not included in group A, B or C

All students from countries that are not included in the above lists must have their official documents legalized by the Italian Embassy or Consulate in their country of origin.

Political Refugees

Students with recognized political refugee status do not need to provide any foreign documentation from their country of origin. However, these students must obtain an ISEE statement for the purpose of University welfare services and benefits (ISEE University) with respect to their family unit registered in Italy. A copy of the student's certificate of political refugee status must also be attached to the application

LIST OF COUNTRIES FOR THE LEGALIZATION OF DOCUMENTS

CAT.	COUNTRY
C	Afghanistan
B	Albania
B	Andorra
C	Angola
B	Anguilla
B	Antigua and Barbuda
B	Argentina
B	Armenia
A	Aruba
B	Australia
A	Austria
B	Azerbaijan
B	Bahamas
B	Bahrain
C	Bangladesh
B	Barbados
B	Belarus
A	Belgium
B	Belize
C	Benin
B	Bermude
C	Bhutan
B	Bolivia
B	Bosnia-and Herzegovina
B	Botswana
B	Brazil
B	British Antarctic Territory
B	British Virgin Islands
B	Brunei Darussalam
B	Bulgaria
C	Burkina Faso
C-B	Burundi
B	Cabo Verde
C	Cambodia
B	Cayman Islands
C	Central African Republic
C	Chad
B	Chile
B	China (Hong Kong and Macao only)
B	Colombia
C	Comoros
B	Cook Islands
B	Costa Rica

CAT.	COUNTRY
A	Croatia
A	Cyprus
A	Czech Republic
A	Denmark
C	Democratic People's Republic of Korea
C	Democratic Republic of the Congo
C	Djibouti
B	Dominica
B	Dominican Republic
B	Ecuador
B	El Salvador
C	Eritrea
A	Estonia
C	Ethiopia
B	eSwatini - Swaziland
B	Falkland
B	Fiji
A	Finland
A	France
B	French Polynesia
C	Gambia
B	Georgia
A	Germany
B	Gibraltar
A	Greece
B	Grenada
B	Guadalupe
B	Guatemala
B	Guernsey
C	Guinea
C	Guinea-Bissau
B	Guyana
B	Honduras
A	Hungary
B	Iceland
C	Haiti
B	India
B	Indonesia
A	Ireland
B	Israel
B	Jamaica
B	Japan
B	Jersey

CAT.	COUNTRY
B	Kazakhstan
C	Kiribati
B	Kyrgyzstan
C	Lao People's Democratic Republic
A	Latvia
C-B	Lesotho
C-B	Liberia
A	Liechtenstein
A	Lithuania
A	Luxemburg
C	Madagascar
C-B	Malawi
C	Mali
A	Malta
C	Mauritania
B	Mauritius
B	Mexico
B	Miquelon
B	Monaco
B	Mongolia
B	Montenegro
B	Montserrat
B	Morocco
C	Mozambique
C	Myanmar
B	Namibia
A	Netherlands
A	Netherlands Antilles
B	New Zealand
C	Nepal
B	Nicaragua
C	Niger
B	North Macedonia
A	Norway
B	Oman
B	Palau
B	Panama
B	Paraguay
B	Perù
B	Philippines
A	Poland
A	Portugal
B	Republic of Korea
B	Republic of Moldova

CAT.	COUNTRY
A	Romania
C	Ruanda
B	Russian Federation
B	Saint Kitts and Nevis
B	Saint Lucia
B	Saint Vincent and the Grenadines
B	Samoa
A	San Marino
C	Sao Tome and Principe
B	Saudi Arabia
C	Senegal
B	Serbia
B	Seychelles
C	Sierra Leone
B	Singapore
A	Slovakia
A	Slovenia
C	Solomon Islands
C	Somalia
B	South Africa
C	South Sudan
A	Spain
C	Sudan
A	Sweden
A	Switzerland
C	Syrian Arab Republic
B	Tajikistan
C	Tanzania
C	Timor Leste
C	Togo
B	Tonga
B	Trinidad e Tobago
B	Tunisia
A	Turkey
C	Tuvalu
C	Uganda
B	Ukraine
B	United Kingdom
B	United States of America
B	Uruguay
B	Uzbekistan
B	Vanuatu
B	Venezuela
C	Yemen
C	Zambia

**FOR ANY DOUBT YOU MAY
CONTACT THE CAF OF
NAPLES- VIA TOLEDO 106**

<http://www.cafnapolitoledo.it/contatti/>

