



Attachment 1_Announcement NON ITA/2023-2024

Dear Student,

According to the [World Bank list of Economies](#) (list as of August 2022), candidates are divided into the following income groups, based on their citizenship and residence:

- low income;
- lower middle income;
- upper middle income;
- high-income.

If you are a citizen from a **non-high-income** country, please read *Attachment 2* reserved for low income, lower middle income, and upper middle-income citizens.

If you are a citizen from a **high-income** country, please follow the instructions below.

- Please first check your admission score. You are eligible to apply for a scholarship only if you have been admitted with a **minimum admission score of 80 out of 100**.

☞ Be sure to complete the admission process prior to submitting your scholarship application and, ideally, well in advance of the deadline.

- Determine your student status (independent or dependent student, STEP 1)
- Submit the required supporting documentation, as indicated below (STEP 2 and 3).

→ **STEP 1 - Determine your student status type**

a) **Dependent Student:** person who is supported financially by his/her parents.

The family unit for dependent students is composed of:

- the applicant
- any family member who shares a financial relationship with the applying student
 - either as financial guarantors (e.g. parents or guardians)
 - or dependents (e.g. children, siblings)
 - irrespective of whether he/she lives with the applicant.

Special Cases:

- applicants with separated or divorced parents:

The family unit of the applicant is considered to be the parent receiving the alimony.

If the parents live in different family units, but are not legally separated or divorced, the student's family



Attachment 1_Announcement NON ITA/2023-2024

unit includes both parents;

- applicants with siblings that earn an income and/or own property:
the income and/or property of the applicant's siblings living in the family unit will be calculated at 50% of the income and property status indicators referred to in the scholarship announcement;
- applicants with a family unit that possesses income and/or property outside of Italy:
income status includes income earned abroad plus 20% of non-Italian property.
- applicant with non-cohabiting parents (even if not married, divorced or separated):
The non-cohabiting parent, provide he or she has recognized the child, is considered part of the family unit, unless the parent:
 - has lost parental authority;
 - has been removed by a court order, or;
 - is considered to have an extraneous emotional or economic relationship (following an official assessment by the court).

b) Independent Student:

Both of the following statements must be true:

- the applicant resides outside the family's home, in an apartment not owned by a family member, for at least two years prior to the date of application
- the applicant's income from employment or similar, for at least two calendar years preceding the year in which the application is made (e.g. an applicant applying in 2023 will present income statements from both 2022 and 2021) is for each year no less than € 9,000.

The family unit for independent students is composed of:

- the applicant
- any spouse or dependents.

→ STEP 2 – Gather the following supporting documentation about:

- family composition

For instance:

- official certificate issued by the Municipality where the student lives
- public notary certificate



Attachment 1_Announcement NON ITA/2023-2024

- the individual gross annual income of each member of your “financial” family on December 31, 2021

For instance:

- Ministry of Finance certificates
- Certificates issued by the employers (especially for private companies’ employees)
- Certificates issued by the Social Security Administration
- Certificates issued by the local branches of the Ministry of Labor or by the public employment agencies.

Please declare also any income or property owned abroad

- Immovable property of each member of your “financial” family on December 31, 2021

For instance:

- certificates issued by the Cadaster (Real Estate Office)
The Cadaster can issue certificates related both to the property and to the lack of properties

- Movable assets of each member of your “financial” family on December 31, 2021

Please provide bank statements indicating:

- the bank account balance of each member of your “financial” family in 2021 and shares
- financial investments of each member of your “financial” family on December 31, 2021
- annual amount of mortgage installments yet to be paid by each member of your “financial” family on December 31, 2021.

→ STEP 3 - Finalize and send your scholarship application

Send a scanned version of your supporting documentation together with your scholarship application form to segreteria@unisg.it.

Please indicate in the object of the email “*Scholarship application, 2023/2024 a.y._Name of the Program*”. Documents must be sent readable and in pdf or word format.

→ STEP 4 - Check that your income and property situation does not exceed the limits indicated in the scholarship announcement

The University of Gastronomic Sciences, operating with an authorized Center for Fiscal Assistance, will convert the requested income data into income and property indicators.



Attachment 1_Announcement NON ITA/2023-2024

☞ Applicants are eligible only if the resulting income and property data does not exceed the income and property indicator limits indicated in the scholarship public announcement.

You will be informed of the outcome of the calculation.

➔ **STEP 5 - Publication of the Scholarship Ranking list**

The final list of students awarded fee exemptions will be published on the University's website (www.unisg.it) on the date indicated in the scholarship announcement.

➔ **STEP 6 - Provide the translated and certified affidavit**

ONLY if you are assigned a scholarship, will we ask you to:

- have your scholarship application documents translated into Italian by a translator approved by the Italian consular authorities nearest your place of legal residence
- have your translated documents legalized by the consular authorities

The Italian consulate must certify that each document was issued by the appropriate local authority and that the translation accurately reflects the contents of all supporting documents.

☞ Considering that the process of requesting consular legalization for scholarship documents may be time-consuming, the certified Italian translation may be received following the deadline, provided that it arrives before the start of your program.

Should you need any further information, please feel free to contact us at Manuela Barra m.barra@unisg.it +39 0172 458560.

IMPORTANT NOTICE for Stateless or Refugee Students

These students will be requested to produce only an official statement issued by the Italian Ministry of the Interior or by the Italian Office of the High Commissioner of the United Nations.