



If you are a citizen from a particular poor country specified by the [Ministerial Decree No. 440 of February 2024](#), Art. 1, please read **Attachment 2**.

 If you are not a citizen from a particular poor country listed above, 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 during the first or second admission session (March or June 2025) 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)
- The supporting documentation must be provided in one of the following languages: Italian/English/French/Spanish/German.



If you are assigned a scholarship, will we ask you to:

- have each 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 authorities¹

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 (STEP 6).

→ 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 unit includes both parents;

¹ If the country is a member state of the Hague Convention of 5 October 1961, an apostille stamp on the document is considered a full legalization: in this case, apostille can be issued in French, in the language of the country or can be in multi-language version.



- 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 2025 will present income statements from both 2024 and 2023) 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
- the individual gross annual income of each member of your “financial” family on December 31, 2023

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.

The income must be declared in the local currency of your country.

Please declare also any income or property owned abroad.

- Immovable property of each member of your “financial” family on December 31, 2023

For instance:

- Certificates issued by the Cadaster (Real Estate Office)
- Certificates issued by the Revenue Agency

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, 2023

Please provide bank statements indicating:

- the bank account balance of each member of your “financial” family in 2023 and shares
- financial investments of each member of your “financial” family on December 31, 2023
- annual amount of mortgage installments yet to be paid by each member of your “financial” family on December 31, 2023.

→ 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, 2025/2026 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.



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.



ONLY if you will be awarded the scholarship

→ STEP 6 - Translation and legalization

The above-mentioned documents in STEP 2 must be:

1. issued by the competent authorities of the countries where the incomes are produced and the properties are located;
2. translated into Italian by an official translator.

The translation must be attached to the original document: a translation separated from its original will be rejected.

3. *legalized by the Italian diplomatic mission of the students' home countries (Legalization Office at the Embassy or General Consulate)².

² If the country is a [member state of the Hague Convention of 5 October 1961](#), an apostille stamp on the document is considered a full legalization: in this case, apostille can be issued in French, in the language of the country or can be in multi-language version.



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 September 30th 2025.

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.

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