

Dear Student,

Should you be interested in applying for a university fee exemption, please determine your student status and submit the required supporting documentation, as indicated below:

STEP 1: Determine your student status type:

a) **Dependent Student**: student applicants who are supported financially by their parents

b) **Independent Student**: to be considered an independent student applicant, 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 2018 will present income statements from both 2016 and 2017) is for each year no less than respectively
  - € 838 for citizens from low-income countries
  - € 3,301 for citizens from lower-middle-income
  - € 7,502 for citizens from upper-middle-income and high income countries

The above-mentioned amounts have been calculated according to the World Bank list of Economies (list as of June 2017);

STEP 2: Gather your supporting documentation:

1. Indicate the composition of your "financial" family; that is, family members who share 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 they live with you;
2. the individual annual income of each member of your "financial" family on December 31, **2016**;
3. the actual personal property of each member of your "financial" family on December 31, 2017;
4. movable assets: the bank account balance for each member of your "financial" family in 2017 and shares, financial investments of each member of your "financial" family on December 31, 2017;
5. the annual amount of mortgage installments yet to be paid by each member of your "financial" family on December 31, 2017;

6. any income or property owned abroad for non-Italian students residing in Italy.

### STEP 3: Finalize and send your supporting documentation

1. Begin to gather supporting documentation pertaining to your “financial” family immediately. As you gather these documents, send a scanned version to [segreteria@unisg.it](mailto:segreteria@unisg.it).
2. Once we have reviewed your documentation and confirm its relevance, have it translated into Italian by a translator approved by the Italian consular authorities nearest your place of legal residence. Rather than have lengthy legal documents translated, which can be costly, we suggest you create a short affidavit summarizing each supporting document and then have that affidavit translated and certified.
3. After being translated, 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.
4. Once translated and certified, all original documents must be sent to the Registrar Office in order to complete your scholarship application.

Please note that the completed scholarship application (deadline just for non-Italian students) must arrive in digital format on **July 3, 2018**. Documents may be submitted by email to the following email address: [unisg@pec.unisg.it](mailto:unisg@pec.unisg.it). Please indicate in the object of the email “Scholarship application, a.y. 2018/2019 – Three-year program”. Documents must be sent readable and sent in pdf or word format. Late delivery of documents will not be accepted.

Students who fail to provide original documentation prior to the start of the academic year will have their scholarship revoked.

The final list of students awarded fee exemptions will be published on the university’s website ([www.unisg.it](http://www.unisg.it)) on **July 12, 2018**.

Considering that the process of requesting consular legalization for scholarship documents may be time-consuming, the Italian translation, which must be certified by Italian consular authorities, may be received following the aforementioned deadline, provided that it arrives before the start of the academic year.

Should you need any further information, please feel free to let us know.

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