



BENEFITS AY 2026/2027

HELP DESK: GUIDA

WHEN COMPLETING THE APPLICATION

HOW CAN I REACH THE ONLINE DESK WEBPAGE?

From the EDISU website www.edisu.piemonte.it, Click the *ONLINE SERVICES* button at the top right of the screen. On the next page, click on the "Scholarships, Accommodation, Meals, Refunds and Contributions" box. This will open the Online Help Desk login page. For easier navigation within the Online Help Desk, we always recommend enabling pop-up blocking on the site.

WHAT CAN I FIND INSIDE THE EDISU ONLINE DESK?

The Online Help Desk is the platform through which you can submit requests for benefits and services provided by EDISU Piemonte.

You can then apply for a **scholarship** or **scholarship and accommodation**, a **supplementary contribution for international mobility**, and a **graduation award**. You can request **catering services** and a **regional tax** refund.

Furthermore, from this platform you can check the status of your requests, the rankings for each benefit, and submit any complaints.

HOW CAN I ACCESS THE ONLINE DESK?

There are several accreditations to access the online service:

- **SPID**, Public Digital Identity System: for Italian or international students residing in Italy;
- **CIE**, the Electronic Identity Card (CIE) is the digital identity certified by the Ministry of the Interior;
- **Temporary Access Code**: for international students not residing in Italy who do not have an SPID. This code is required starting in July and expires annually (expires June 30, 2027).

HOW CAN I REGISTER FOR A TEMPORARY ACCESS CODE?

Once on the EDISU Online Help Desk page, look for the box labeled *TEMPORARY ACCESS CODE* and click *REGISTRATION*. After reading the privacy policy regarding the processing of your personal data, click NEXT.

Enter the personal information requested by the procedure (FIRST and LAST NAME without special characters such as & ! Á Â Ç ÿ é è Ò Ù ý ÿ) and confirm your email address. Be careful not to press ENTER once you have completed the page; instead, use your mouse to click the SAVE AND CONTINUE button.

It may take up to 6 hours from the time you request the temporary access code to its release by EDISU. Applicants must take this time into account when calculating the time required to complete and submit the application within the deadlines established by the call for applications, and assume full responsibility for this.

ACCESS TO THE SYSTEM WITH BOTH SPID/CIE AND TEMPORARY CODE

ATTENTION: If you have already logged in to the system using both SPID/CIE and TEMPORARY CODE as credentials, you will need to print, sign, attach, and submit the scholarship application. Therefore, we invite you to follow the instructions in the section "**If you are browsing with a temporary access code, FILE UPLOAD PAGE**" on [page 16 of this guide](#).



AFTER REGISTRATION, CAN I CHANGE MY NAME IF I MAKE A MISTAKE?

1. AFTER REGISTRATION AND BEFORE THE FINAL PRINTING OF THE APPLICATION

Yes, you can change your name using the CORRECTION PERSONAL DATA button **before** saving the application, and ONLY IF YOU HAVE USED THE TEMPORARY CODE. From there, you can change your personal information, as long as it remains compatible with the tax code you entered. If you complete the application and save it, but only later notice a mistake in the name, you will need to open a ticket in the HELPDESK – ONLINE SERVICES AND APPLICATION COMPLETION section and request that the application be unblocked before proceeding with the personal information change.



2. AFTER PRINTING AND BEFORE SENDING THE APPLICATION

If, however, following the data change, the warning "WARNING: the tax code does not match the personal data" appears, you will need to save the benefit request and send a ticket to HELPDESK - ONLINE SERVICES AND APPLICATION COMPLETION, communicating the need to change your personal data and attaching a scan of your identity document (identity card, tax code, Italian driving licence or passport).

3. AFTER THE APPLICATION HAS BEEN SUBMITTED

After receiving the email confirming your application has been received, you can submit your updated information by opening a ticket in the HELPDESK - ONLINE SERVICES AND APPLICATION COMPLETION section, attaching a copy of your identity document (identity card, tax code, Italian driving licence or passport).

I TRIED TO REGISTER AS A TEMPORARY ACCESS CODE AND IT CAME OUT

WARNING: THE TAX CODE IS NOT CONFORM TO THE PERSONAL DATA, WHAT CAN I DO?

Please review the personal information and tax code you entered and make sure everything is correct.

Sometimes students enter their municipality of residence under "Municipality of Birth." Please check that you have entered your municipality of birth.

In the case of homocodia, however, you must submit a ticket indicating that you have a tax code for homocodia and you must provide us with the following information:

- Tax ID code
- Surname
- Name •
- Gender
- Date of birth
- Municipality of birth
- personal email

You must also ATTACH a copy of both sides of a valid identity document to the ticket.

We'll send you a temporary access code and a temporary password via ticket, which you can change later.

HOW CAN I USE SPID?

SPID, the Public Digital Identity System, is the access system that allows you to use, with a single digital identity, the online services of the Public Administration and accredited private entities.

If you already have SPID, you can use it to access the EDISU Online Help Desk. However, if you encounter any problems with your SPID, you must contact the appropriate authority for issuing it.

EDISU cannot provide assistance in the event of SPID malfunction.

HOW CAN I USE THE CIE?

CIE, the Electronic Identity Card (CIE), is the personal document that certifies a citizen's identity. Equipped with a microprocessor, it not only verifies personal identity but also allows access to digital services provided by the Public Administration.

If you already have an Electronic Identity Card (CIE), you can use this accreditation to access the EDISU Online Help Desk. EDISU cannot provide assistance if your CIE malfunctions.



I AM NOT YET ENROLLED. CAN I FILL OUT THE APPLICATION FOR A SCHOLARSHIP AND HOUSING SERVICE OR FOR A SCHOLARSHIP ONLY?

When completing the application for benefits, you do not necessarily have to be enrolled at a Piedmontese university (Article 9 of the announcement). The important thing is to submit the application for benefits by the deadline established by the announcement and then enroll by the enrollment deadline established by your university (in any case, no later than the enrollment deadline set by EDISU Piemonte).

WHAT DO I NEED TO HAVE BEFORE I START COMPLETING THE SCHOLARSHIP APPLICATION?

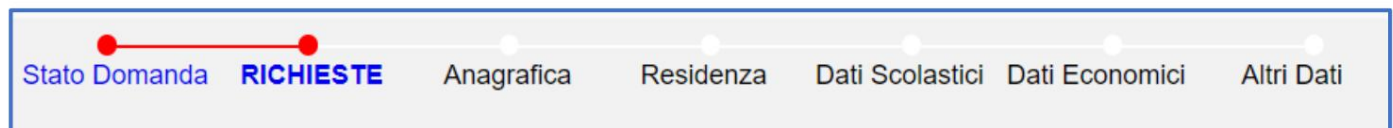
Before starting the application, you must have the DSU protocol code you signed to obtain the **ISEE** or the ISEE certification code issued by the CAAF or the INPS website. For more information regarding the financial documentation required, please read the relevant FAQs (*ISEE/Financial Requirements*) in the Ticketing Service.

and art. 6 of the EDISU Competition Notice.

Technical requirements: you must have an internet connection, have Acrobat Reader installed on your PC (free to download), and allow pop-ups from our website. If you complete the benefits application using a TEMPORARY ACCESS CODE, you will be asked to download the forms, print them, sign them, scan them, and attach them to the online application before submitting it.

ALIAS CAREER AND SCHOLARSHIP APPLICATION

If you have activated an alias career at the university, complete the scholarship application with SPID or CIE, submit the application online, and submit a ticket in the HELPDESK section, providing your alias details as well as your SPID or CIE accreditation details.



WEB QUESTION: REQUESTS

On this page, you'll need to select the information you'll need to apply for a scholarship. Please note that you'll need to enter information about the academic year you'll be attending, starting next September.

So, if you're enrolling for the first time in a bachelor's, master's, or single-cycle master's degree program in September, select **FIRST YEAR**. If you're enrolling in a year after the first in September, you must select **NEXT YEAR**. It doesn't matter if this is your first year applying for EDISU benefits; if you're already enrolled at a university, you must select the following year's entry.

If you are submitting your request for benefits as an **additional semester** only (therefore only the seventh semester of a bachelor's degree, only the fifth semester of a master's degree, or only the last semester of a single-cycle master's degree), you must select the NEXT YEAR option.

If you enrolled in the bachelor's degree program in 2023/2024 and wish to apply for a scholarship for 2026/2027, please refer to the form below.

Finally, on the requests page, you must select the type of benefit you wish to request: only the **scholarship** and **catering service** (always included in the benefits) or, in addition to the scholarship and catering service, also the **accommodation service** at the EDISU residences.

The information entered on this page can be modified using the **MODIFY DATA** tool (Article 7, paragraph 5.1 of the EDISU announcement), which is activated after submitting the benefit request. Changes can be made only once, within the application deadline.

The sentence at the bottom of the page "I authorize EDISU to view the data I entered when completing the procedure in order to provide me with assistance in completing it and the data present in the online counter" authorizes EDISU operators or those appointed by EDISU to offer you assistance when completing the benefit request.

After completing the form, click the **SAVE AND CONTINUE** button at the bottom right to go to the next page. If you have any questions while completing the application, you can use the *help* provided on the web pages. There are two types of help:



One has gear washers with "How To" written on them

1. The other symbol is the question mark that you will find next to some fields





HOW TO UNDERSTAND WHETHER TO APPLY FOR THE FIRST OR FINAL YEAR OF A MASTER'S DEGREE GRADUATION SEMESTER

In the school data window, when you enter your academic year (23/24 or 22/23 if you are a student with a disability) and your degree level (bachelor's degree), and you are requesting an additional semester of graduation, a window will appear asking if you will graduate by September 30 or after. The table below lists the possible options and the instructions for completing the correct benefits application.

- ☐ Conseguirò la laurea entro il 30 settembre
☐ Conseguirò la laurea dopo il 30 settembre

YOU WILL GRADUATE BY SEPTEMBER 30, 2026 ☒ Conseguirò la laurea entro il 30 settembre ☐ Conseguirò la laurea dopo il 30 settembre	You CANNOT apply as an EXTRA SEMESTER of a Bachelor's Degree (3-year). If you intend to continue your studies, you can apply for benefits such as FIRST YEAR OF MASTER'S DEGREE and if you were a scholarship winner in 2025/2026 you can apply for the degree award.
YOU WILL GRADUATE AFTER SEPTEMBER 30, 2026 BUT YOU WILL ENROLL TO THE MASTER'S DEGREE BY APRIL 2, 2027 ☐ Conseguirò la laurea entro il 30 settembre ☒ Conseguirò la laurea dopo il 30 settembre	If you intend to continue your studies, apply for benefits such as FIRST YEAR OF MASTER'S DEGREE. If you were a 2025/2026 scholarship winner and graduated by the 2025/2026 extraordinary session (check the extraordinary session with your university), you can apply for the degree award.
YOU GRADUATE AFTER SEPTEMBER 30TH AND YOU DON'T MEAN CONTINUE YOUR STUDIES ☐ Conseguirò la laurea entro il 30 settembre ☒ Conseguirò la laurea dopo il 30 settembre	If you do not intend to continue your studies and do not enroll in the master's degree program in the 2026/27 academic year, you can submit an application for an EXTRA SEMESTER of your bachelor's degree program. In this case, you cannot apply for the degree award.
YOU WILL GRADUATE AFTER THE 2025/2026 EXTRAORDINARY SESSION (i.e. AFTER March or April 2027: check the extraordinary session with your University) ☐ Conseguirò la laurea entro il 30 settembre ☒ Conseguirò la laurea dopo il 30 settembre	You can apply as an EXTRA SEMESTER of a Bachelor's Degree (three-year); in this case, you cannot request the degree award.

If you are submitting your request for benefits as **an additional semester** only (therefore only the seventh semester of a bachelor's degree, only the fifth semester of a master's degree, or only the last semester of a single-cycle master's degree), you must select the **NEXT YEAR** option.

!! It is possible to request a scholarship for an additional semester even if you graduate after September 30th and only have an internship to complete or thesis to discuss.

Stato Domanda
Richieste
ANAGRAFICA
Residenza
Dati Scolastici
Dati Economici
Altri Dati



WEB QUESTION: PERSONAL DATA

On this page you will find your **personal data**, which EDISU holds.

The grayed-out fields (surname, name, date of birth, place of birth, and tax code) cannot be changed by the student. Therefore, if you have changed your personal information and have a new tax code issued by the Revenue Agency, you must submit a ticket, attaching this documentation and explaining that you are requesting an update to your personal information. Remember that any changes to your personal information must be promptly communicated to EDISU and your university. If your citizenship has changed, you can select your current citizenship from the Citizenship field.

The web page also features a box that can only be filled out by **students with disabilities or impairments.**

If you are a student with a disability or a recognized disability of at least 66%, or if you are a student with a disability recognized under Law 104/92 (Article 3, paragraph 1 and Article 3, paragraph 3 of Law 104/92), you can fill out this space. You must check the box next to the type of disability. If you do not have a scanned copy of your disability documentation with you when submitting your application, you can proceed without attaching it. However, you will need to submit it.

As soon as possible, submit a ticket in the *STUDENTS WITH DISABILITIES* section of the Ticketing Service. Failure to submit the ticket will result in the disability not being considered in the provisional scholarship rankings, and you will need to submit it during the appeal process.

If you have selected citizenship of one of the European Union countries, you must select the country in which your family resides.

If you have selected non-EU citizenship, you must select the country where your family resides. After selecting non-EU citizenship, a box will appear on the page that you must fill out only if you are a student with **international protection** status (political refugee, subsidiary protection, humanitarian/special protection). After selecting your status from the drop-down menu, you must attach the document issued by Italian authorities certifying your status.

If the document expires, you will have to send a ticket in the *INTERNATIONAL STUDENTS* section of the Ticketing Service, attaching the updated document.

Students granted **political asylum, international protection, temporary protection**, or **stateless** status must have a university ISEE (Equivalent Economic Situation Indicator) that takes into account any income and assets generated and/or owned in Italy.

These students do not need to refer to their family of origin. For ISEE purposes, their family unit is the one residing in Italy, consisting of the applicant for the benefit and anyone else listed in the family status.

Two exceptions apply: 1. In the

case of family reunification: the ISEE must include all members of the student's family status; 2. In the case of family reunification in an EU

country: the consular documentation of the family unit, income, and assets must be submitted, as indicated in the following Article 30, paragraph 3.

APPLYING FOR STUDY VISA (D VISA)

If you are an international student applying for the scholarship as a first-year student, you will be asked for information about your visa or residence permit.

Visto/Permesso di soggiorno

☐ Ho il visto per l'a.a. 2026/2027

☐ Ho richiesto il visto e mi impegno a mandarlo entro la scadenza prevista dal bando

When completing the application, if you have a visa for the 2026/2027 academic year, you must check the box *"I have a visa for the 2026/2027 academic year"* and attach a scan of your study visa (Visa D) in PDF format in the appropriate section.

If you do not yet have a visa when you submit your application, you can submit your application by selecting the option *"I have requested a visa and I undertake to send it by the deadline set out in the call for applications."*

Once you receive the receipt called "Receipt of Application", in the "Scholarships, Housing, and Catering" section of the Online Help Desk, you will find the "Visa" procedure, which you will need to attach the document according to the deadlines indicated in Article 31, paragraph 1.4 of the 2026/2027 Call for Applications.



Stato Domanda Richieste Anagrafica **RESIDENZA** Dati Scolastici Dati Economici Altri Dati

WEB QUESTION: RESIDENCE AND DOMICILE

Please enter your updated residency information.

Residence is the official address **issued by the municipality** and listed on your identity document, as well as in your family registry.

Domicile is the **place** where a **person temporarily lives** (for study or work), **not certified by the Municipality**.

If your address is different from your regular residence, please also fill in those fields. If your address and residence are the same, do not enter the address information.

Remember to include your personal mobile number so we can contact you if necessary. If you're using a non-Italian mobile network provider, please also include the country code.

The information entered on this page can be modified using the **MODIFY DATA** tool (Article 7, paragraph 5.1 of the EDISU announcement), which is activated after submitting the benefit request. Changes can be made **only once**, within the application deadline.

Please note: No special characters can be entered in the ADDRESS field except for the "/" field.

Stato Domanda Richieste Anagrafica Residenza **DATI SCOLASTICI** Dati Economici Altri Dati

WEB QUESTION: SCHOOL DATA

On this page you must enter information regarding the academic career you will be attending from September onwards.

If you specified on the *requests* page that you wish to request benefits for a **first year** of study, on this page you will already see the academic year of first enrollment automatically set and the wording "first year enrollment".

Conversely, if you specified on the *application* page that you wish to request benefits for a **subsequent year**, the "Year of first enrollment in this degree program" field will be blank and you will need to fill it in. **Please note:** If you have changed programs or transferred universities over the years, we recommend reading Article 15 of the call for applications, which defines the requirements for subsequent years based on the academic year of first enrollment (especially Article 15, paragraph 4, for identifying the academic year following changes in programs or transfers).

Enter your student ID number only if it's the one issued by the Piedmontese university. If you don't already have one, leave the field blank. EDISU Piemonte will assign you a temporary ID number for its own systems, which will then be overwritten when we carry out the official checks with the universities.

In the box below, you'll need to enter information about the degree program you'll be attending. You'll need to start by selecting the information from the drop-down menu.

a) **ATHENS**

b) **COURSE TYPE** (bachelor's degree, single-cycle master's degree or master's degree)

c) **COURSE LIST:** Based on the options previously entered, the visible course list is the one communicated to us by the university and updated in June. Please be careful to enter the *course name* and not the course curriculum. If your course is not listed, please send us a ticket and we will check with the university to obtain information regarding the creation of the new course.

If you have to take tests and you're not sure if the course you're actually enrolling in is the one you're entering, don't worry, you can make changes later.

Keep in mind that, especially if you are requesting housing, the timing of your course change is crucial: if you notify us before the provisional housing rankings are processed, either by modifying **your data** (Article 7, paragraph 5.1 of the EDISU announcement) or by using the housing rankings **complaint** procedure (Article 7, paragraph 6 of the EDISU announcement), you will be correctly placed in the rankings for the new course and any new location communicated.



If you communicate your new course or new location after the final housing service rankings are published, you will be reinstated at the end of the *single rankings* for the new course location.

- d) **COURSE LOCATION** may be chosen by the student. If you are attending a course that the university has declared to us as entirely distance learning, you will not be able to enter a course location, and the wording will be "*distance learning*." Students enrolled in such courses are considered "on-campus" students for the purposes of determining student type and scholarship amount.
- e) **COMMITMENT**: You must select the commitment you intend to make to enroll at the University. Please pay attention to this information: respect the declaration you made to EDISU when enrolling at the University. Any change to this information after the rankings have been processed may affect the assignment of the requested benefit. For further information, please read Article 5 of the EDISU announcement, which indicates the scholarship amounts based on the type of enrollment.
- f) **LEGAL COURSE DURATION**: the data will appear automatically based on the course type and the course selected.

HOW TO UNDERSTAND WHETHER TO APPLY FOR THE FIRST YEAR OF A MASTER'S DEGREE OR THE FINAL SEMESTER OF DEGREE

If you are requesting benefits as a student in an additional semester of a bachelor's degree, a box will appear asking whether you will graduate before or after September 30th.

☐ Conseguirò la laurea entro il 30 settembre
☐ Conseguirò la laurea dopo il 30 settembre

On [page 4](#), you'll find a table listing the available options and instructions for completing the correct benefit application.

• CHECK "I WISH TO INDICATE A SECOND COURSE IN WHICH I AM ENROLLED IN TO OBTAIN THE 20% INCREASE IN "BAG"

Students simultaneously enrolled in two degree programs (chosen between: bachelor's degree, single-cycle master's degree, master's degree, or a first- and second-level academic diploma) may obtain a 20% increase in their Edisu scholarship. Please note:

- it is possible to request the increase only if enrolled in **both courses** with a **FULL TIME commitment**
- You can only request an increase for courses taken at universities and AFAMs where the regional tuition fee is paid upon enrollment. - You cannot apply for a scholarship from another institution for the right to study for the course for which you are requesting an increase from Edisu Piemonte.

For more information regarding the request and payment of the increase, please see **Article 13, paragraph 2** (if in the **first year** of the core program) and **Article 17, paragraph 7** (if in the **subsequent year** of the core program) of the announcement.

How to fill out the page:

If you are requesting benefits for a second degree course:

- a) in Piedmont: you must select the University field, the course type field, department and degree course, indicating the data of the second course in which you are enrolled or intend to enroll. We will carry out the official checks. If you do not yet have the Serial number leave the field blank.
- b) In another Italian region: you must select the region where the university you are enrolled in or intend to enroll in is located, the university, and the program type (bachelor's degree, single-cycle master's degree, or master's degree). **PLEASE NOTE: The "DEPARTMENT" and "DEGREE COURSE" fields are free-text fields, so be sure to enter the requested information accurately and accurately. If the information is not correctly entered, we may have difficulty verifying your status and awarding you the 20% increase.**

If you don't see your university listed in the web table, please open a ticket in the HELPDESK section, providing the region where your university is located and the name of the university, including a link to the university's website. Please note that you must have paid the regional right to education tax at the second university to be eligible for the increase.

- c) If you are enrolled at an online university, select "Online Universities" and select your university. If you do not find your university in the list of universities in the web table, please open a ticket in the HELPDESK section, providing the name of the university and a link to the university's website. Please remember that you must have paid the regional right to education tax at the second university to be eligible for the increase.



If you are requesting an increase in enrollment for a year after the first, in addition to your academic data, you must also enter the number of credits you have earned in the second course as of August 10th. You CANNOT use bonus credits to meet the merit requirements.

The 20% increase cannot be requested for enrollment at foreign universities.

The information entered on this page can be modified by the student using the **MODIFY DATA** tool (Article 7, paragraph 5.1 of the EDISU announcement), which is activated after submitting the benefit request. Changes can be made only once, within the application deadline.

EDISU checks 100% of student declarations to ensure the accuracy of the information. If the enrollment does not match the course listed on this page, EDISU will modify it, placing the student in the correct course and consequently in the correct ranking.

WEB QUESTION: VALIDATIONS

In this section, you can indicate whether you're awaiting validation or have already received it. Open the relevant section for more information.

• ERASMUS

This section is reserved only for students who completed an international mobility program during the 2025/2026 academic year.

Students who have completed these projects may find themselves with exam records from abroad even after August 10th, especially if the mobility period ended during the summer months. For EDISU to correctly search for these exams in the university databases, the student must correctly fill out the page accordingly.

to your situation. It is also possible that the situation of the student completing this page may change rapidly, so we remind you that the information entered here can later be modified through the **data modification** procedure (Article 7, paragraph 5.1 of the EDISU announcement) or through the **complaints** procedure (Article 7, paragraph 6 of the EDISU announcement), or even via ticket if the two previous procedures are no longer active.

a. Are you a student who completed an international mobility program in 2025/2026 and has not yet received credit recognition? _____

When completing the Validations/International Mobility Project page, enter the departure and return dates of your mobility period. The system will automatically calculate 5 credits for each month you spent abroad. If you are still on mobility when you complete the application, enter your expected return date. These credits assigned to you by the system are provisional and allow you to meet the requirements for access to the EDISU rankings.

but the moment you get validation they will be replaced with the real values.

Before processing the provisional EDISU ranking, verify the period declared by the student with the university incoming/mobility offices. If your project is not closely monitored by this office but is managed directly by your department, then the mobility period will most likely not be verified. Failure to verify this period will result in the 5 credits per month assigned by the system not being included in the merit calculation for the provisional ranking. If you find yourself in this situation, we recommend filing a complaint and providing us with the name of the professor supervising the project so we can verify the mobility period with them.

If validation is not received when the provisional ranking is processed, the student will be placed in the provisional ranking with the values assigned by the system, only if the departure and return dates for the project have been communicated by the incoming office.

If the final ranking is not validated at the time of drawing up the final ranking, the student will be included in the final ranking with the values assigned by the system, this only if the departure and return dates of the project have been communicated by the incoming office.

Before processing the second installment payment, EDISU will verify the validation. If this is not the case, a further verification will be carried out by contacting the Department secretariat. If validation is not found, any scholarships awarded will be revoked.

Generally, once exam credits have been validated, EDISU will recalculate the student's merit based on the new merit data. If the student does not meet the merit requirements set out in the call for applications, EDISU will revoke any scholarships awarded.

b. Are you a student who completed an international mobility program in 2025/2026 and received credit validation, but the validation date and credits in your online university record are after August 10th? _____

In this case, you must fill in the **CFU score** and **average** fields independently, proceeding to calculate the merit of these exams.



Don't know how to calculate these elements?

To obtain the credits you must add together the value of the credits from each exam;

The merit score is obtained by multiplying the credits by the grade for each exam and adding all the partial scores obtained. The average is obtained by dividing the score by the sum of the credits.

You can find an example calculation in the image in Article 17, paragraph 2 of the EDISU announcement and later in this guide in the SELF-CERTIFICATION OF MERIT section.

- c. You are a student who in 2025/2026 completed an international mobility programme and have received validation of your _____
credits and the validation date and credits in your online university record booklet is by August 10th? _____

Simply enter your exam information in the general self-certification form below.

• FOREIGN CAREER

Recognition of foreign academic career refers to exams taken at foreign universities but not during your mobility period, that is, if you have already obtained or taken exams at a foreign university but were enrolled at that university and not a Piedmontese one.

If you have only requested validation but your university has not yet made a decision, select "pending decision."

You can then submit a **data change** (Article 7, paragraph 5.1 of the EDISU announcement) to inform us of the validation, or you can notify us via **complaint** (Article 7, paragraph 6 of the EDISU announcement) or via ticket if the two previous procedures are no longer active.

Please be aware of the implications of recognizing your foreign academic career in your current one, as recognizing these exams will reduce the number of credits you will need to earn during your university studies. Therefore, EDISU may change your first academic year for the purposes of your scholarship application. For more information, please read **Article 9, paragraph 2** of the Call for Applications.

If you have already received validation, even in a previous academic year, you must indicate how many exams have been validated. Therefore, you must complete the self-certification of merit on this page with all the exams you have been recognized for. If you have not been assigned a grade for validated exams, check the "Passed" box. If you have been assigned a grade, enter the exam and the corresponding university evaluation.

EDISU checks 100% of student declarations to ensure the accuracy of the information. If the information does not match what is entered on this page, EDISU will correct the information in its database to ensure proper rankings.

• TRANSFER OF UNIVERSITY

This section is reserved only for students who will transfer from a non-Piedmontese university to a Piedmontese university or between Piedmontese universities between the 2025/2026 and 2026/2027 academic years.

Before requesting a transfer, carefully read **Article 15, paragraph 4** of the announcement. This is because, by transferring, all previously taken exams may not be recognized by the new institution, and you may not meet the requirements to apply for benefits. Please note that students transferring from a non-Piedmontese university to a Piedmontese university, or between Piedmontese universities, will retain the academic year of their first enrollment. For example, if you enrolled at the Polytechnic University of Turin in 2025/2026 and transfer to the University of Turin in 2026/2027, your first enrollment academic year will remain unchanged; it will still be 2025/2026, and EDISU will begin determining the number of credits passed by August 10th to apply for benefits (Article 15, paragraph 1 and ANNEX A2).

Please also remember that simply requesting a transfer isn't enough; you must also explicitly request credit recognition. Make sure you complete these steps correctly with your department's student office. It's important to promptly communicate your transfer information to EDISU, as we will be providing the list of scholarship students who have requested transfers. This way, the office will try, wherever possible, to have the scholarship students' decisions evaluated by the degree program committees as soon as possible, according to the EDISU application deadlines.

After having seen these premises, let's see how to correctly fill out this web page.

If you intend to request a transfer, then declare that you are awaiting validation by selecting the "awaiting validation" option.

In the self-certification of merit, please include only the exams you took by August 10th and that you believe the new reference body can recognize.

If you have already requested validation and have already obtained it, then select the "I have obtained validation" option.

If at the time you submit your application you have not yet obtained validation, you are required to communicate the recognition of the credits at a later stage via
COMPLAINT (merit complaint - transfer from another university) or 9



By **TICKET**. We recommend that students always attach their recognition resolution to expedite verification.

If you are a Unito student and have received credit validation, but some of your exams were recognized for years subsequent to the one you are currently enrolled in (for example, you are currently in your second year, but one of the exams validated for you is listed in your third year's study plan), remember to carefully check the provisional ranking list. EDISU cannot verify the exam for the subsequent academic year through the database and must contact the department office for confirmation. Therefore, file a **complaint** against the ranking list, explaining that one of the exams validated for you is listed in a year subsequent to the one for which you are currently enrolled. EDISU will continue the verification process with the department.

The information entered on this page can be modified by the student using the **MODIFY DATA** tool (art. 7 paragraph 5.1 of the EDISU announcement), which is activated after submitting the benefit request. The modification can be made once only once within the deadline for submitting the application.

EDISU checks 100% of student declarations to ensure the accuracy of the information. If the information does not match what is entered on this page, EDISU will correct the information in its database to ensure proper rankings.

• COURSE OR COURSE TYPE CHANGE

This section is reserved only for students who will be changing courses or types of courses between the 2025/2026 and 2026/2027 academic years.

Before requesting a program change, carefully read **Article 15, paragraph 4** of the announcement. This is because if you change programs or program types, all previously taken exams may not be recognized by the new program.

You may not be eligible to apply for benefits. Keep in mind that students who change programs or program types will always retain the academic year they first enrolled in. For example, if you enrolled in Biological Sciences in 2025/2026 and then change to Medicine in 2026/2027, your academic year of first enrollment will remain unchanged; it will still be 2025/2026. EDISU uses that year to determine how many credits must have been earned by August 10th to apply for benefits (Article 15, paragraph 1, and Appendix A2).

Please also remember that simply requesting a program transfer isn't enough; you must also explicitly request **credit recognition** when transferring programs.

Make sure you complete these steps correctly with your department's student office. It's important to promptly communicate the information regarding your program transfer to EDISU, as we will in turn

communicate the list of scholarship students who have requested a program transfer. This way, the office will try, wherever possible, to have the degree program committees evaluate the scholarship students' decisions as quickly as possible, according to the EDISU application deadlines.

After having seen these premises, let's see how to correctly fill out this web page.

If you intend to request a change of degree program, then declare that you are awaiting validation by selecting the "awaiting validation" option.

In the self-certification of merit, please include only the exams you took by August 10th and that you believe the new reference body can recognize.

If you have already requested validation and have already obtained it, then select the "I have obtained validation" option.

If you have not yet obtained validation at the time you submit your application, you are required to communicate this to us.

Credit recognition at a later stage via **COMPLAINT** (merit complaint - program transfer) or **TICKET**. We recommend that students always attach their credit recognition resolution to expedite the verification process.

If you are a Unito student and have received **credit validation**, but some of your exams were recognized for years subsequent to the one you are currently enrolled in (for example, you are currently in your second year but one of your exams was validated as one of the exams included in your third-year study plan), remember to carefully check the provisional ranking list. EDISU cannot verify the exam for the following academic year through the database and must contact the department office for confirmation. Therefore, file a **complaint** against the provisional ranking list, explaining that one of the exams validated for you is present, but in a year subsequent to the academic year. EDISU will continue verifying this with the department.

The information entered on this page can be modified by the student using the **MODIFY DATA** tool (art. 7 paragraph 5.1 of the EDISU announcement), which is activated after submitting the benefit request. The modification can be made once only once within the deadline for submitting the application.



EDISU checks 100% of student declarations to ensure the accuracy of the information. If the information does not match what is entered on this page, EDISU will correct the information in its database to ensure proper rankings.

• RECOGNITION OF CREDITS ARISING FROM A TERMINATED ACADEMIC CAREER OR FOLLOWING RESIGNATION

If your university has declared your previous academic career forfeit, or if you have withdrawn from your previous academic career and subsequently decide to re-enroll, you must complete this page. In the event of withdrawal or forfeiture, your new academic career will restart with enrollment in a new academic year. This means that if you enrolled in 2007/08 and your academic career lapsed in 2017/18, and you decide to re-enroll in 2026/2027, your first academic year of enrollment will be 2026/2027.

We invite you to read **Article 9, paragraph 2** (if you are a first-year student) **and Article 15, paragraph 5** (if you are a subsequent student) of the competition announcement, which specifies information regarding forfeiture and withdrawal. Students who, after withdrawing, intend to apply for EDISU benefits must check for which year of their course they should apply for the benefits based on the credits they have been awarded.

Therefore, after obtaining validation, we recommend checking Article 15, paragraph 5 of the call for applications to calculate your first enrollment year for the purposes of the Edisu scholarship, based on the credits you have been awarded. Students should also keep in mind the conditions set out in Article 3, paragraph 1, point 7, namely that a student cannot benefit from the scholarship for the same year for which they previously received it.

However, students whose previous academic career has been declared void and whose credits are automatically recognized must verify which year they will be considered enrolled by EDISU based on the table in **Article 9, paragraph 2** (if a first-year student) **and Article 15, paragraph 5** (if a subsequent student). Students must, however, keep in mind the conditions set out in Article 3, paragraph 1, point 7, namely that a student cannot benefit from the scholarship for the same year for which they previously received it.

On this application webpage, you must consider: whether your career has been reactivated following expiration or renunciation and whether you have requested validation, and whether you have already obtained it, or whether you have not requested it.

The information entered on this page can be modified by the student using the **MODIFY DATA** tool (art. 7 paragraph 5.1 of the EDISU announcement), which is activated after submitting the benefit request. The modification can be made once only once, within the deadline for submitting the application.

EDISU checks 100% of student declarations to ensure the accuracy of the information. If the information does not match what is entered on this page, EDISU will correct the information in its database to ensure proper rankings.

• SINGLE TEACHINGS

What credits must students enter on this page? All credits earned outside of their current academic career but recognized and therefore reduce the number of exams the student must take during their degree program. For example, some students begin taking their master's degree exams before starting a master's program. These exams, taken early or other credits outside of their master's program, are later recognized and reduce the number of exams the student must take during their degree program.

Exams due as a result of enrollment fees for the master's program do not need to be included in this form, nor do exams the student has taken during the academic year.

Based on this information, on this page you must indicate whether you have requested validation or whether you have already obtained it and, if the latter, how many credits the validation is for.

We remind you that based on these recognized credits, EDISU, following the provisions set forth in **Article 9, paragraph 2** (if you are a first-year student) **and Article 15, paragraph 5** (if you are a subsequent student), will modify your academic year of initial enrollment for the purposes of requesting EDISU benefits.

The information entered on this page can be modified by the student using the **MODIFY DATA** tool (art. 7 paragraph 5.1 of the EDISU announcement), which is activated after submitting the benefit request. The modification can be made once only once, within the deadline for submitting the application.

EDISU checks 100% of student declarations to ensure the accuracy of the information. If the information does not match what is entered on this page, EDISU will correct the information in its database to ensure proper rankings.

!! CAREER ABBREVIATION FROM BACHELOR 'S DEGREE OBTAINED TO SINGLE-CYCLE MASTER'S DEGREE



Students who have graduated or are about to graduate from a bachelor's degree program and wish to apply for a scholarship for a single-cycle master's degree program can shorten their studies: for example, you have graduated or are about to graduate from a bachelor's degree program in Global Law and wish to enroll in a single-cycle master's degree program in Law.

Pursuant to Article 3, paragraph 1, point 3, "Students who enroll in a single-cycle master's degree course after obtaining their degree **may apply for a scholarship only starting from the fourth year of the course** (validation of credits for fourth-year scholarships, Article 15, paragraph 5)."

These students will therefore have to apply for a scholarship as follows:

IF YOU HAVE NOT YET REQUESTED VALIDATION OF YOUR CREDITS OR <u>ARE YOU WAITING FOR VALIDATION?</u>	Submit your application as a 4th year applicant to a single-cycle master's degree (i.e., as a "Subsequent Year" under "Requests"). On the validations page, under " Self-certification of merit ," you will enter the exams for which validation is requested, while under " Individual courses ," you will indicate that you are " awaiting validation ."
IF YOU HAVE OBTAINED CREDIT VALIDATION	Submit your application as a 4th year applicant to a single-cycle master's degree (i.e., as a "Subsequent Year" under "Requests"). On the validations page, in " Self-certification of merit " you will enter the exams for which validation is requested, while in " Individual courses " you will tick the box " I have obtained validation " and the number of credits recognized.

For students who are changing courses (for example, from biological sciences to medicine), the provisions of Article 15, paragraph 4, remain valid, as it is a transition and not a shortening.

WEB APPLICATION: SELF-CERTIFICATION OF MERIT

On this page, you must enter the credits you have taken and passed during the academic year. Please note that to be considered valid for the purposes of applying for benefits, exams must be passed by **August 10th** and must be **recorded** in your online transcript **with a date equal to or prior to August 10th**. If the exam was taken by August 10th, but the registration date in your transcript is later than that date, EDISU will not be able to consider it for the purposes of meeting the merit requirements. In such cases, we encourage you to resolve this issue directly with the university, contacting the department secretary and the instructor. EDISU can only analyze student situations based on the information in the university database.

To **add a new exam**, click **ADD EXAM** at the bottom right. A form will open where you can enter the exam information: first, you'll need to enter the *course title*.

The second step is to enter your vote. There are two options:

1. If you've taken an exam and already received a grade, you'll need to select "*Exam taken with grade*." In this case, enter the grade in the appropriate box.
2. If the exam is a qualifying exam, meaning it has no grade, you must tick the "*Eligibility without grade*" box.

☐ Esame sostenuto con voto
☐ Idoneità senza voto

After selecting one of the two options above, you will need to enter the exam *date* from your online transcript and the *number of credits earned*. Once you have entered all the information, click on the "*Save and continue*" button.

After clicking the button, the procedure will return to the main self-certification of merit page and the merit data calculated based on the exams entered will be updated at the bottom. This means that the credits, score, and weighted average will take into account all the exams entered on this page.

If you need to **delete** an exam after inserting it, you must click on the exam title. This will take you to the relevant tab and you can delete it by clicking on the "*Delete*" button at the bottom right.

If you need to **edit** information about an exam after you've entered it, click on the exam title. This will take you to the relevant tab where you can edit the information. Once you've done so, click the "*Save and Continue*" button at the bottom right.



If you are requesting recognition of your foreign academic career, you must include in this self-certification only the exams you took in Italy by August 10th.

If you are changing courses or types of courses, please only include the exams you took by August 10th and that you believe will be recognized by your new institution.

If you are transferring from another university, please only include the exams you took by August 10th and that you believe your new institution will recognize.

The information entered on this page can be modified by the student using the **MODIFY DATA** tool (Article 7, paragraph 5.1 of the EDISU announcement), which is activated after submitting the benefit request. Changes can be made only once, within the application deadline.

EDISU checks 100% of student declarations to ensure the accuracy of the information. If the information does not match what is entered on this page, EDISU will correct the information in its database to ensure proper rankings.



EXAMPLE OF MERIT CALCULATION

a. Example of calculating the merit score on 3 exams:

Vote		Cfu		Partial	
26	x	10	=	260	+
23	x	9	=	207	+
30	x	8	=	240	=
				707	Merit score

b. Example of calculating the merit score for 4 exams, including one pass without a grade:

Vote		Cfu		Partial	
26	x	10	=	260	+
23	x	9	=	207	+
30	x	8	=	240	+
Fitness	x	12	=	?	=
				?	Merit score

Consider exams with grades and:

1. Add the partial scores obtained to obtain the merit score: $260 + 207 + 240 = 707$
2. Add the credits: $10 + 9 + 8 = 27$
3. Calculate the average (score ÷ credits): $707 \div 27 = 26.18$

Now consider eligibility without a grade:

4. To calculate the partial suitability score, multiply the number of suitability credits by the average obtained (to be calculated for each suitability): $12 \times 26.18 = 314.16$
5. Add the result to the one obtained in the first step: $707 + 314.16 = 1.021,16$



WEB QUESTION: ECONOMIC DATA

ECONOMIC AND FINANCIAL DATA (PAGE 1)

In this section you must provide information regarding:

- Student's marital status
- Marital status of the student's parents: by selecting the "one deceased parent" option, an additional box will appear in which to enter the parent's data.

Any specific situations where the student's parents are not present in the family unit: **if you do not fall into any of the situations described, simply select the last option in the box ("I do not find myself in any of these conditions")**. Please note that the options relating to economic/emotional estrangement and recognition by only one parent should NOT be selected if the parents are regularly divorced or legally separated.

Please carefully read the Help section on this page for information on the various situations and the documentation required to prove your claim. For **Independent Students**, please note that the student's situation must meet specific income and residency requirements set by law (for more information, see the Help section on this page).

If you have any questions, you can submit a ticket in the "ISEE/FINANCIAL REQUIREMENTS" section. Please provide detailed information about your family situation to ensure your request is handled as efficiently as possible.

ECONOMIC AND FINANCIAL DATA (PAGE FOR THOSE WHO HAVE SELECTED THE "INDEPENDENT STUDENT" OPTION)

This page does not appear if you have not selected the independent student option.

In this section, you must indicate your gross income for 2024 and 2025, as per the thresholds for meeting the independence requirements in Article 6, paragraph 1.5 of the announcement.

You must select the declaration "To have resided outside the original housing unit for at least two effective years from the date of submission of the application for benefits."

IN CASE OF TECHNICAL PROBLEMS WHILE COMPLETING THE FORM, YOU CAN CONTACT THE HELPDESK SERVICE

AT 011 6522701 - Monday to Friday from 9am to 12.30pm and 1.00pm to 4.30pm



Finally, you must select the type of residence appropriate to your situation and attach the relevant documentation (copy of the rental agreement, copy of your or your spouse's property deed, copy of the deed granting the free loan for use).

If you have any questions, you can submit a ticket in the "ISEE/FINANCIAL REQUIREMENTS" section.

ECONOMIC AND FINANCIAL DATA (PAGE 2)

In this section, you must indicate your family's residence (whether you are entirely resident in Italy, entirely in a foreign country, partly in Italy and partly abroad, or whether the family is resident in Italy but has a spouse registered in the Registry of Italians Resident Abroad (AIRE)).

If you select "family residing entirely abroad" or "partly in Italy and partly abroad," you will also need to fill in the field relating to your family composition, entering the first and last names of your family members living with you and their relationship to you (mother, father, sister, etc.). You will not need to enter your personal information. If you are an independent student living alone, without a spouse or partner, you do not need to fill in this field.

If you have any questions, you can submit a ticket in the "ISEE/FINANCIAL REQUIREMENTS" section. Please provide detailed information about your family situation to ensure your request is processed as efficiently as possible. Please remember that the family unit must be taken into account for the purposes of the university/ equivalent ISEE, so if you have any questions about family members with different residences or married but non-cohabiting parents, we recommend opening a ticket before proceeding.

International students are reminded that to be resident in Italy, they must be duly registered with the Registry Office of their municipality. If the family members are only domiciled in Italy without registering with the Registry Office, their residence will be considered to be in their country of origin.

ECONOMIC AND FINANCIAL DATA (PAGE 3)

This page differs based on the information previously provided.

• DATA RELATING TO THE ISEE CERTIFICATION OR PRESENTATION OF FOREIGN CONSULAR DOCUMENTATION

The ISEE certification section must be completed based on the financial documentation required to submit the application (previously processed ISEE 2026 University Certification, DSU signature receipt for processing the ISEE 2026 University Certification, or foreign consular documentation for processing the ISEE Parificato certification by EDISU). If submitting the ISEE Universitario certification, in order to complete the application, you must have the processed ISEE certification or the DSU (Dichiarazione Sostitutiva Unica) protocol. **In all cases, HELP documents are available to help you find the necessary information to complete the required information.**

If your family resides entirely or partially abroad, when completing this section you are only required to confirm that the foreign consular documentation will be submitted to EDISU Piemonte by the deadlines set out in the Competition Notice. To ensure your application is complete, you will then need to submit the consular documentation according to the methods and deadlines set out in the Competition Notice.

Please note that if your family unit is partly resident abroad and partly in Italy, you must submit to EDISU Piemonte, along with the foreign consular documentation for members residing abroad, a copy of the ordinary ISEE certificate for members of the household who are resident in Italy.

• SUM OF SCHOLARSHIP PAYMENTS RECEIVED

This section must be filled out: if no amounts have been received, simply enter the amount "0,00".

What should I enter in the "Sum of scholarship payments received from Edisu Piemonte or other Italian education funding bodies in the 2024 calendar year" field? Where can I find the necessary data?

If you have received scholarship payments from a university education institution and wish to avail of the possibility of obtaining a tax deduction for the amount, **all scholarship amounts** must be indicated in the online application field. _____
actually received during the **calendar year 2024**.

Please note that the calendar year (the period covered by the CU document) runs from January 1st to December 31st: it is therefore possible that during 2024 you may have received installments relating to scholarships for different academic years (for example: 2nd installment of the 2023/2024 scholarship and 1st installment of the 2024/2025 scholarship)!

Regarding the amounts paid by EDISU Piemonte, we remind you that payments made in 2024 are reported in the "CU2025" document (Single Certification 2025 - referring to the year 2024), which is available in the "Payment Certification" section of the EDISU Piemonte Online Help Desk.

ATTENTION: If EDISU Piemonte has not paid any amount to the student during 2024, then the "CU2025" document will not be processed and will not appear on the personal page. _____

If the funds were assigned and paid to you by another organization, you will need to contact their offices for information on how to obtain the CU2025.



Please note that the "CU2025" document must be included in the University/Parificato ISEE and therefore submitted to the CAAF when signing the DSU for the ISEE certification. The total amount of the CU2025 must appear in box FC4/exempt income in the student's DSU section (if submitting a University ISEE) or among the student's income (if the ISEE Parificato is processed by EDISU). If you have not done so, please contact the CAAF office immediately and request the integration of the missing document (if the University ISEE certification is provided) or submit it to EDISU (if the ISEE Parificato is processed by EDISU).

Once you have the correct ISEE certificate (or if the "CU2025" has already been included in the University ISEE certificate), you can complete the online application for EDISU Piemonte benefits.

To complete the box relating to scholarship amounts received in 2024 in the online application, you must consult the "CU2025" section under "Notes Description." During the application process, you must only indicate the amounts described as "Scholarship" (if you received multiple scholarship payments/installments, you must add them together). The Degree Award amount can also be deducted.

If you have any questions, you can submit a ticket in the "ISEE/FINANCIAL REQUIREMENTS" section.

ECONOMIC AND FINANCIAL DATA (PAGE 4)

This page appears only for students with **Italian citizenship** or **citizenship of a European Union member country** whose **family unit resides entirely or partially abroad**.

In the attachment box you must attach the consular documentation required by the Competition Notice; it is necessary to attach the documentation in both the original language and the translation into Italian, and, where required by law, proof of legalization.

Please remember that if there isn't enough space to include all the documentation, you can submit additional certification through the online **MODIFY DATA** procedure (by the application deadline) or Complaints procedure (during the complaints period for the benefit you requested).



WEB QUESTION: OTHER DATA

On the "other data" page you must grant authorizations to EDISU before submitting your benefit request.

STUDENT TYPE: ON-SITE, COMMUTER OR OFF-SITE

This field is automatically populated based on two pieces of information you entered when completing the scholarship application: your municipality of residence and the location of the course where you regularly attend classes.

- **On-site student** : resident in the municipality where the course of study is held or if you have selected a "Fully distance learning" course;
- **Commuter student** : resident in a municipality other than that of the location of the course of study attended, which can be reached by public transport within 60 minutes;
- **Out-of-town student** : resident in a municipality other than the one where the course is held, which cannot be reached by public transportation within 60 minutes. In this case, the student may request housing at EDISU residences or take up residence for a fee in the municipality where the course is held or near that location, for a period of no less than ten months. Otherwise, they will be considered a commuter.

Travel time is calculated using the times defined by the transport companies. For municipalities in the Piedmont Region only, these times are incorporated into the Piedmont Region's Muoversi in Piemonte system, which should therefore be used as a reference (<https://www.muoversinpiemonte.it/>).

The routes considered are those between the train or bus station in the student's municipality of residence and that of the municipality where they study, and any walking route connecting two stops. Only routes that ensure the student's arrival in the municipality where they study as quickly as possible by 8:00 a.m. and in the municipality of residence by 8:00 p.m. are considered. Only municipalities are considered for the calculation; any localities and hamlets within them are not considered.

If you reside in a municipality in a region bordering Piedmont, the railway timetable will be used as a standard.

For the Municipality of Turin, the reference railway station is the first arrival/departure station planned for the route in question.
For the Municipality of Milan, the reference station is the Central Station.



If you selected a "Fully Distance Learning" course, your student type will be "on-site," as will the scholarship amount awarded. For more information, see **Article 4 of the competition announcement**.

What to do if the "Student Type" field is not automatically filled in

If the *Student Type* field is not automatically populated, it means that the EDISU database does not contain a matching combination of your municipality of residence and your course location. To proceed and submit your application for benefits, choose one of the options that best fits your situation. The missing combination will be flagged in our systems, and EDISU will then automatically verify all such combinations.

Please note: this means that if you choose to request a bed and declare yourself as an out-of-towner, but after our checks your residence type is changed to "commuter," your housing request will no longer be valid.

What to do if the "Student Type" field is automatically filled in and you disagree with the evaluation.

If the field is already grayed out and cannot be edited, this means that our database identifies you as a student type. If you disagree with our analysis, please open a ticket and let us know, but remember to perform the same analysis performed by EDISU as required by the call for applications:

Travel time is calculated using the times defined by the transport companies. For municipalities in the Piedmont Region only, these times are incorporated into the Piedmont Region's Muoversi in Piemonte system, which should therefore be used as a reference (<https://www.muoversinpiemonte.it/>).

The routes considered are those between the train or bus station in the student's municipality of residence and that of the municipality where they study, and any walking route connecting two stops. Only routes that ensure the student's arrival in the municipality where they study as quickly as possible by 8:00 a.m. and in the municipality of residence by 8:00 p.m. are considered. Only municipalities are considered for the calculation; any localities and hamlets within them are not considered.

If you reside in a municipality in a region bordering Piedmont, the railway timetable will be used as a standard.

For the Municipality of Turin, the reference station is the first arrival/departure station planned for the route in question.
For the Municipality of Milan, the reference station is the Central Station.

WEB APPLICATION: TRANSMISSION OF THE APPLICATION

IF YOU WALK WITH SPID OR CIE

You have reached the final page for completing the application. Remember that any information entered in the application form can be modified after submission and by the application deadline by **editing the data** (Article 7, paragraph 5.1 of the EDISU announcement).

The web page will display the message "Are you sure you want to submit your application online now?". To submit, select "Yes, I want to submit now." **Students submitting with SPID or CIE are not required to sign the application form, nor are they required to upload or submit files** (such as documents or copies of identity cards).

IF YOU ARE BROWSING WITH A TEMPORARY ACCESS CODE

FILE UPLOAD PAGE

You have reached the final page for completing the application. Remember that any information entered in the application form can be modified after submission and by the application deadline by **editing the data** (Article 7, paragraph 5.1 of the EDISU announcement).

If you haven't already done so, we recommend enabling pop-ups from the site before continuing, to allow for better navigation on the web page.

The first action you need to do is press the **SAVE PERMANENTLY** button.

After pressing this button, another button called **PRINT will light up**. This will open a web page containing the self-certification form ("Scholarship Application Form") with the information you entered and saved during the benefits application process. You must print the form on an A4 sheet of paper and sign it yourself with a pen. The only permitted digital signature is a qualified digital signature authenticated by trust service providers accredited by AGID.

You cannot sign documents with Word, Paint, Acrobat Reader, graphic pens, or other data processing programs.

You will then need to scan this form and a valid ID.

Each scanned document cannot exceed 1 MB of space. If your file exceeds this size, we recommend scanning it in black and white.



Documents must be scanned in their entirety; no part of the document can be missing. Above all, the scan quality must be legible: this means that scanned documents with halos or unreadable pixelated portions cannot be accepted for the competition.

Signatures on documents must be handwritten, using an ink pen and legible, or with a qualified digital signature authenticated by trusted service providers accredited by AGID. If the signature uses ideograms, the full name and surname must accompany the signature.

FILE UPLOAD

After successfully scanning the files, you need to upload them in an orderly fashion, following the instructions on the page: initially, only the space for uploading the self-certification form is visible; subsequently, the other two spaces available for upload will only be visible if the previous file has been successfully uploaded.

The first file to *upload* is the signed self-certification form. **WARNING:** Failure to sign this form will result in exclusion from the competition (**Article 3, paragraph 2**, point 1 of the competition announcement).

The second space is reserved for scanning your valid ID.

Once all the files have been correctly uploaded, the **SUBMIT APPLICATION button will light up**.

You will need to confirm the submission of your application. After submitting the online application, the student will receive two emails: the first, "*Web Data Acquisition*," confirming that the application has been successfully submitted, and the second, "*Receipt of Application*."

which certifies that your benefit request has been entered into the institution's database. This second receipt contains a reference number, which indicates that your request has been processed in the EDISU system (**Article 7, paragraph 2** of the competition announcement).

HOW CAN I CHECK THAT I HAVE ATTACHED THE CORRECT FILES?

After submitting the benefits request, the student will receive the Web Data Acquisition email. Attached to this email are several PDF files, including the three files you attached during the benefits request phase.

You can use these attachments to verify that the forms are properly signed and easily readable.

Furthermore, in the "*Receipts*" section of the online service, you can click on the "*Attachments*" item to the right of the Data Acquisition receipt and view the attachments.

I NOTICED THAT I HAVE ATTACHED THE WRONG FILES. HOW CAN I CHANGE THEM?

After submitting your benefit request, a procedure called "**DATA MODIFICATION**" is activated (Article 7, paragraph 5.1 of the EDISU announcement).

Among the data modification options is the "**ATTACHED DOCUMENTATION**" button. By accessing this page, you can still check the attached files and, if any are incorrect, you can attach the correct ones. Please note: you can **only submit the data modification once**, so please check all three files before submitting them.