

Guide to uploading rental agreements

Index

Requirements for non-resident status	1
What characteristics must a private rental agreement have?	1
Contracts at ESU Residences	2
Contracts during Mobility / Internships	3
Mixed Contracts	4
How to Upload the Contract	4
Conclusion	5

Requirements for non-resident status

To be considered a **non-resident student (fuori sede)**, you must meet the following criteria:

1. **Distance Requirement:** Have your permanent residence located more than 80 km or 80 minutes away from your campus site.
 - Example: If your campus is in Venice, Turin is considered a non-resident location, whereas Padua is not.
2. **Contract Submission:** Upload the rental agreement that you have signed in an "on-site" (in sede) municipality relative to your campus. This must be done via your personal student area using the **"Upload rental agreement"** form.
 - Example: If you live in Turin but study in Venice, you must upload a rental agreement signed in Venice or in one of the municipalities considered "on-site" with relation to your campus.

To understand which municipalities are considered on-site relative to each university campus, you can refer to the "Distances and travel times from university sites" section available on the webpage <https://www.unive.it/pag/8551/>

Important: If you do not upload your rental agreement, your non-resident status will not be confirmed, and your status will be downgraded to **commuter (pendolare)**.

Both private rental agreements and contracts with student or religious accommodations are accepted.

What characteristics must a private rental agreement have?

A valid private rental agreement must be:

- **A titolo oneroso:** this means it must be an agreement where rent is paid. Free loan agreements (comodato gratuito) are therefore **not** acceptable. Rent must be paid by the person named on the agreement or by parents/family members via a traceable payment method.
- **Legally valid:** It cannot be an undeclared/under-the-table agreement ("in nero"). It must be officially registered with the Italian Revenue Agency (Agenzia delle Entrate).
- **In your name:** this means that whoever uploads it to confirm their off-site status must also be listed as a tenant on the agreement, i.e., it must be made out to the student applying for the

benefit; agreements in the name of parents or entities other than the student will not be considered.

- **Registered with the National Revenue Agency:** The private agreement must be registered with the National Revenue Agency (Agenzia delle Entrate) either in person or online via an F24 form detailing all information about the property, the owners, and the tenants. After submission, the Agency verifies the data and issues a receipt containing the property's cadastral data, the owners, the tenants, the registration date, the contract serial number, and the identification code.
- It must relate to a property unit, or portion thereof, for residential use **that is not owned by any member of the household**: this means it must not be an agreement in which the apartment/room/building is owned by the student's family

Together with the rental agreement, the following documents must be submitted:

1. the **documentation relating to completed registration** (including any **extensions, transfers, terminations, or sub-lease**) with the Revenue Agency;
2. the **receipt of the annual payment of the Registration Tax** (Imposta di Registro); if the lease agreement falls under the Flat Rate Tax (Cedolare Secca), a copy of the registration receipt is still required (a copy of the online registration is also accepted);

Focus: private contracts

Question: I have a contract entered into by a family member/partner where I am not listed as a tenant, but only my family member/partner is, and I am listed as a dependent person supported by the family member/partner. Is that okay? Answer: No, it is not okay; you must be the tenant.

Question: I am listed on a contract together with other tenants. Is that okay? Answer: Yes, if your name appears on the list of tenants on both the contract and the registration of the contract.

Special Case: Sub-lease agreements (Contratti di subentro)

A sub-lease agreement allows a person to take over an existing rental agreement from a previous tenant. These agreements are considered valid, but you must upload **all** of the following documentation:

1. The initial rental agreement (the one you are taking over).
2. The official registration document of the initial contract.
3. The sub-lease agreement (if available in written text form).
4. The registration of the sub-lease (always mandatory, as it proves you have officially taken over the lease).

Contracts at ESU Residences

If you have an accommodation agreement with **ESU Venezia**, first determine which category you belong to:

- **ESU Contract as an ESU housing/scholarship winner:** ESU will communicate your contract details directly to the university. However, you must still complete and submit the "Upload contratto locazione" form in your student area, selecting the option: "Primo e secondo semestre a Ca' Foscari con alloggio per almeno 10 mesi in una struttura ESU" = "First and second semester at Ca' Foscari with an ESU accommodation of at least 10 months". You do not need to attach the contract PDF; your accommodation will be verified directly using the data provided by ESU.

- **ESU Residence Contract signed privately (without winning the ESU housing call):** You must complete and submit the "Upload contratto locazione" form, selecting the option: "Primo e secondo semestre a Ca' Foscari con alloggio per almeno 10 mesi con contratto di affitto in un comune definito 'in sede' " = First and second semester at Ca' Foscari with a rental contract for a private accommodation of at least 10 months in a municipality defined 'on site'" and specifying the name of the residence where you are staying. In this case, **it is mandatory to attach the contract in PDF format** to the form.

If you have taken accommodation at ESU residences, boarding schools, student residences, or religious institutes, registration with the Revenue Agency **is not required for the contract**.

In the contract signed with ESU, boarding schools, student residences, or religious institutes, on the organization's official letterhead, **your personal details, the monthly or total cost of rent, and the start and end dates of the accommodation period must be explicitly stated**. There must also be the official signature or stamp of the facility and your signature.

Contracts during Mobility / Internships

If you take part in a study abroad program (Erasmus) or an internship abroad or in Italy, you must also submit the rental agreement for the city where your mobility/internship takes place. This contract will count toward the required months of accommodation, provided that:

- It complies with the rules of Article 5 of the regional scholarship application call.
- It is immediately consecutive to your "on-site" contract in Venice (in an on-site municipality relative to the campus).
- It is submitted to our office within the deadline specified in the call.

In these cases, before the contract upload deadline, you must log into your reserved area and submit the contract using the "**Upload rental contract**" form, selecting the option that best fits your situation:

- "Primo semestre a Ca' Foscari con contratto di affitto in un comune definito 'in sede' e secondo in mobilità internazionale" = "First and second semester at Ca' Foscari with a rental contract in a municipality defined "on site" and second semester in a mobility program"
- "Primo semestre a Ca' Foscari con alloggio in una struttura ESU e secondo in mobilità" = "First semester at Ca' Foscari in an ESU accommodation and second semester in a mobility program"
- "Primo semestre a Ca' Foscari in una struttura ESU e secondo in mobilità internazionale" = "First semester at Ca' Foscari in an ESU accommodation and second semester in a mobility program"
- "Primo semestre in mobilità internazionale e secondo a Ca' Foscari con contratto di affitto in un comune definito 'in sede'" = "First semester in a mobility program and second semester at Ca' Foscari with a rental contract in a municipality defined as 'on site'"
- "Primo semestre in mobilità internazionale e secondo a Ca' Foscari in una struttura ESU" = "First semester in a mobility program and second semester at Ca' Foscari in an ESU accommodation"
- "Primo semestre in mobilità internazionale e secondo semestre in mobilità internazionale presso altra sede" = "First semester in a mobility program and second semester in another mobility program in another city"

If you do not find your specific situation, write to the Financial Aid (Diritto allo studio) department before selecting one to find out which option best fits your situation. Later, in **April** (check the specific deadline in

the call), you must email your second contract (abroad or on-site, depending on your case) to **dirittoallostudio@unive.it**.

Focus: Mobility

Question: My first contract in Venice ends in December, but my second contract starts in February. Can I keep my non-resident status?

Answer: No. There cannot be a one-month gap between contracts. The two contracts must be consecutive (a maximum gap of two weeks is allowed, which must be made up for within the second contract).

Question: I had not planned on going on Erasmus/an internship during the first semester, but an opportunity came up and now I am abroad/on an internship for the second semester. I originally uploaded a 10-month contract for Venice. What should I do?

Answer: First, **notify the Financial Aid Office** immediately about your change of plans. Then, send them a copy of your new contract (abroad or in your internship city) before the deadlines. If your departure is after April, you must coordinate with the Financial Aid Office regarding when to submit the contract. **Do not wait to contact them**; doing so after the deadlines may result in losing your non-resident status.

Mixed Contracts

If you change contracts during the academic year, you must inform our department and send a copy of the new contract. The new contract must be immediately consecutive to the first one, with no gaps longer than two weeks.

Question: I uploaded a 12-month contract in September, but now I need to change it. Can I do so without losing my non-resident status?

Answer: Yes, but you must notify the Financial Aid Office both before and after changing the contract, attaching a copy of the new contract and its registration with the Agenzia delle Entrate. You may also be asked to provide rent payment receipts for both contracts.

How to Upload the Contract

If you have a private contract or a contract located abroad, follow these steps:

1. **Prepare the File:** Merge all documents into a **single PDF file** (maximum size: **10 MB**). The title of the PDF must be simple, without punctuation marks or special characters. We highly recommend naming it simply **"contract"** (the system will automatically rename it and link it to your student ID number upon upload).
2. **Access the Form:** From **August 26th**, a section named **"Upload rental contract"** will be available in your reserved area. This link will direct you to the upload form.
3. **Select Your Accommodation Type:** Choose the correct option from the drop-down menu based on your situation (the options correspond to the Italian text strings listed in the Mobility and ESU sections above).

Note: Selecting an option that contains "alloggio in una struttura ESU" will disable the file upload feature, as the university verifies ESU accommodations directly with ESU. If you live in an ESU residence as a private renter (not as a housing winner), you must select the "on-site" (in sede) 10-month lease option instead.

For all other selections, you will be allowed to upload your PDF. Always verify that:

- The file is strictly in **PDF format**.
- The file name does not contain special characters, apostrophes, accents, or foreign letters.

- The file size does not exceed **10 MB**.
- You have a stable internet connection while filling out the form.

If you cannot upload the PDF or if the page freezes, report the issue immediately to the Financial Aid Office. Once uploaded, double-check all information and submit. **No receipt will be generated**; you may take a screenshot of the confirmation page for your records.

Special Upload Cases:

1. **I selected the wrong category during upload:** Email the Financial Aid Office immediately to report the error. This notification must be sent before the contract upload deadlines or the deadlines specified in the regional scholarship call for applications for submitting the report form (modulo di rilievo).
2. **I selected the on-site rent option, but I won an Erasmus spot and am now going abroad:** Inform the Financial Aid Office immediately, attaching a copy of your Erasmus rental agreement or committing to send it within the designated deadlines.

Conclusion

Please note that this guide is not exhaustive. If you still have doubts or questions after reading it, please open a support ticket with the **Financial Aid Office** department and await their response.

Miscellaneous FAQs

Question: I permanently reside with my family in a municipality designated as a "commuter" (pendolare) or "on-site" (in sede) location relative to my campus. Can I submit a rental agreement in Venice/on-site to obtain non-resident status?

Answer: No.

Question: I permanently reside with my family in a "commuter" or "on-site" municipality, but I will be participating in an international mobility program/internship abroad. Can I send you my rental agreement from abroad/the internship city to get non-resident status?

Answer: No.

Question: I am an international student and I officially moved my permanent residence from abroad to my accommodation in Venice/on-site. Do I lose my non-resident status?

Answer: No, but only if your family unit still resides abroad, you hold international citizenship, and you possess a ISEE Equivalent (ISEE Parificato).

Question: Can I terminate my rental agreement before the required 10 months are up?

Answer: Only if you provide a new, immediately consecutive contract to reach the total of 10 months required by the scholarship call for applications.