

ER.GO – UNIVERSITY OF BOLOGNA BENEFITS

EDUCATION GRANTS, TUITION FEE EXEMPTIONS, RESIDENTIAL SERVICES, PART-TIME STUDENT WORK

Information for foreign students – A.Y. 2014/15

If you are going to enrol in the first year of a First Cycle or Single Cycle degree programme at the University of Bologna in A.Y. 2014/15, you can apply to ER.GO in order to receive:

- reduced-fee accommodation
- a study grant together and the exemption from the tuition fees, or a reduction from the tuition fees

If you are going to enrol in the first year of a Second Cycle degree programme or in a subsequent year of any degree programme, you can apply for the above benefits, and as also for:

- a paid part-time student job
- a contribution for international mobility

If you are interested in these benefits, you have to:

- 1) Go to www.er-go.it and read the applications notices relevant for the University of Bologna and Romagna
- 2) Check if you hold the participation requirements for the benefits, within the deadlines set in the notices
- 3) Fill in, confirm and finalize the online application, within the deadlines
- 4) Send the mandatory documentation within the deadlines.

HOW?

There are two ways to apply for the benefits:

• ON YOUR OWN

- 1) Go to www.er-go.it and click on "[Domanda on-line](#)".
- 2) Fill in the application and confirm your data at the end, then:
 - If you indicated a PEC (certified electronic mail) address, you will receive an email from ER.GO containing the confirmed applications: reply to ER.GO using the same PEC email address indicated in the online application, within the deadline
 - If you did not indicate a PEC (certified electronic mail) address, you will receive an SMS containing a personal PIN code. Go once again to www.er-go.it and enter the PIN to finalize your confirmed application within the deadline. In case after a day you still haven't received your PIN, go back to your online application and click on the link you will find: ER.GO will send your PIN to your email address.
- 3) Send the documents listed below (read paragraph: WHAT?) to this address: **ER.GO, via Schiavonia 5, 40121 Bologna (Italia)**, by registered post with return receipt, within the deadlines, **otherwise you will not be eligible for the benefits.**

• THROUGH A CAF OFFICE ("Centro di Assistenza Fiscale")

If you are already in Italy, in order to receive assistance with the online application, you can book an appointment with one of the recognised CAF offices. You can find a list on this page: <http://www.er-go.it/index.php?id=2009>
After having applied through the CAF office, send the documents listed below (read paragraph: WHAT?) to this address: **ER.GO, via Schiavonia 5, 40121 Bologna (Italia)**, by registered post with return receipt within the deadlines, **otherwise you will not be eligible for the benefits.**

WHAT?

In order to apply for the benefits, you will have to send some documents certifying the composition of your household, its economic situation and the owned assets, within the deadlines set for presenting the documents.

If you don't send the requested documentation through the methods and within the deadlines set in the applications notices, you will not be eligible for the benefits. This is the list of documents you'll need in order to apply:

- the **composition of the household** (name, surname and date of birth of your parents, brothers, sisters and other relatives who are living in the same house). Please remember that if your brothers and sisters have moved out and have their residence in a different dwelling, they must not be included in the document. If you are in a single-parent household, you should explain such situation;
- the **occupation of each member of the family unit** in 2013, including brothers/sisters of legal age. If any of the members do not have an occupation, you have to provide the documentation certifying that they are **unemployed or that have never worked** (stating the amount of any unemployment allowance or similar received) or their status of students, soldier or other;
- the **gross income** achieved in the year 2013 by each member of the household, including brothers, sisters and other relatives of legal age living the same dwelling, or by the household as a whole (the former is preferable);

- an indication of the **surface area of the family home** and any other properties owned in 2013; if the dwelling where the family lives is not owned by the family, you need to provide a document (issued by the competent authority) that certifies that the household has no such properties;
- the amount of **any residual mortgage** on the family home and/or on other properties, as at 31st December 2013. Please remember that the certificate must bear the exact indication of the purchased property. It will not be possible to accept any document that simply states that your parents owe money to a bank or to a credit institution;
- the value of **assets of each individual member of the family unit** as at 31st December 2013;
- any presence in the household of documented **invalid or disabled** family members.

Please note: documents must be issued by the relevant authorities for the country in which the income was produced and where the assets are owned, and they must be translated into Italian and authenticated by the Italian Embassy or Consulate in the relevant country, or legalized through an Apostille (for the countries which have signed such Apostille Agreement). You'd better start collecting the necessary documents before your arrival in Italy and, at any rate, within the deadline set for the benefit you are interested in.

Foreign students coming from countries which are considered "**particularly poor**" can be exempted from the listed documents, if they provide a certification from the Italian Diplomatic Authority of their country of origin, certifying that the student does not belong to a family of notoriously high income and high social level.

The list of such countries is available here: <http://www.er-go.it/index.php?id=6547>

WHEN?

Deadlines vary according to the benefits that you wish to apply for:

If you wish to apply for more than one benefit, you have to do that within a single online application.

You will be able to read the full information in the application notices, but please find here the main deadlines:

| Benefit | Deadline to complete the online application | Deadline to finalize the application; and to send the documentation (date of stamp will be checked) |
|---|---|---|
| Accommodation for students registering in the first year of Second cycle degree programmes, or enrolling in subsequent years of all degree programmes | August 7th, 2014 | August 8th, 2014 |
| Accommodation for students registering in the first year of First cycle or Single cycle degree programmes | August 26th, 2014 | August 27th, 2014 |
| Education grant and fee exemption (for all students) | September 25th, 2014 | September 29th, 2014 |
| Reduced university fees and contributions (for all students) | September 25th, 2014 | September 29th, 2014 |
| Contribution for international mobility | September 25th, 2014 | September 29th, 2014 |
| Paid part-time student work | September 25th, 2014 | September 29th, 2014 |

After completing the online application, please check regularly your "**Dossier studente**", to verify whether ER.GO sent you any important communication.

Please note that:

- If in the provisional ranking lists you appear eligible for the accommodation (and you weren't already a recipient of the accommodation for A.Y. 2013/14) you will have to accept the accommodation by paying € 100.00, within the deadlines indicated below:
 - within **9th September 2014**, if you register for the first year of a First cycle or a Single cycle degree programme
 - within **2nd September 2014**, if you register for the first year of a Second cycle degree programmes, or if you enroll in subsequent years of any degree programme
- If you didn't apply for accommodation, in order to maximize the possible grant you have to prove your staying in the city where you study, through an online procedure called "**autocertificazione di domicilio**", within **20th October 2014**. After that, you will have to certify that you have obtained a room (for free or by paying) in or in the immediate surroundings of the city where you study, sending the relevant documentation within **26th January 2015**. For more information on lease contract registration, you can contact the relevant offices of the University of Bologna: www.unibo.it/leasecontractregistration

ANY DOUBTS?

For a video guide to the application, please check this link: <http://www.youtube.com/watch?v=xYZZFGv9hIQ>

If you need any clarification on ER.GO benefits, please use the **ER.GO Risponde** service on www.er-go.it: there you will find an answer to the most common questions.

Should the first answer be not satisfying enough, the page will lead you to "**Scrivici**" (Write us!), where, signing in, you can communicate directly with ER.GO: <http://www.er-go.it/scrivici/>