

ER.GO – UNIVERSITY OF BOLOGNA BENEFITS

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

Information for foreign students – A.Y. 2016/17

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. 2016/17, you can apply for ER.GO benefits in order to receive:

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

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 aside benefits, and also for:

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

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

- 1) Read on www.er-go.it the Calls (for instance, “Bando borsa di studio”) relevant for Bologna and Romagna
- 2) Check if you hold the participation requirements for the benefits, within the deadlines set in the Calls for benefits
- 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**” and follow the instructions.

To avoid penalizations, when you receive the Italian Tax ID (*codice fiscale*) from Agenzia delle Entrate you have to deliver it to ER.GO. Please be sure that the official Tax ID (*Codice fiscale*) match with the one you registered on your Studenti Online profile.

- 2) Fill in the application and confirm your data at the end, then FINALIZE:

- **If you indicated a PEC** (certified electronic mail) address, you will receive an email from ER.GO containing the confirmation of your application: 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. Access again the 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 recognized CAF offices. You can find a list on this page: <http://www.er-go.it/index.php?id=2009> (click on “*Elenchi CAF*” at the bottom of the home page, on the left).

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 family, its economic situation and the owned assets. Please note that the 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 in order to meet the deadline set for the benefit you are interested in.

If you don't send the requested documentation following the procedures and within the deadlines set in the Calls for benefits application, you will be considered not eligible. The necessary documents have to provide information on:

- the **family composition** (name, surname and birthdate of your parents, brothers, sisters and other relatives 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 family, you should explain such situation;
- the **occupation of each member of the family unit** in 2015 including brothers/sisters of legal age and stating the number of worked months. If any of the members isn't employed, you have to provide a certificate stating their **unemployment status** (stating the amount of any unemployment allowance received) or their status of student, soldier, etc.

- the **gross income** earned in 2015 year by each family member, including brothers, sisters and other relatives of legal age living in the same house, 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 2015; if the house 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 family owns no real estates. 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 amount of **any residual mortgage** on the family home and/or on other properties, as at 31st December 2015. Please remember that the certificate must bear the exact indication of the purchased property otherwise it won't be considered;
- the value of **assets for each member of the family unit** as at 31st December 2015;
- any presence of documented **invalidity or disability of the student**.

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 they do 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>. In order to be considered as an **independent student** and to apply with your own income only you have to fulfill the requirements listed in the following link: <http://www.er-go.it/index.php?id=6777>

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 Calls for ER.GO benefits (Bando di Concorso), 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 10th, 2016	August 12th, 2016
Accommodation for students registering in the first year of First cycle or Single cycle degree programmes	August 30th, 2016	September 2nd*, 2016
Education grant and fee exemption (for all students)	September 26th, 2016	September 28th, 2016
Reduced university fees and contributions (for all students)	September 26th, 2016	September 28th, 2016
Contribution for international mobility	September 26th, 2016	September 28th, 2016
Paid part-time student job	September 26th, 2016	September 28th, 2016
Self-certification of the domicile	October 20th, 2016	Not necessary
Contract and/or any relative documents concerning the domicile	Not necessary	January 27th, 2017 to be sent by registered post or from Dossier Studente

*Only for NON-EU students resident abroad applying for accommodation and enrolling in the first year of First cycle or Single cycle the deadline to finalize the application is September 2nd, but the deadline to send the documents by post is September 7th, 2016.

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 list you appear eligible for the accommodation (and you weren't already a recipient of the accommodation for A.Y. 2015/16) you will have to accept the accommodation by paying € 100.00:
 - within **September 12th, 2016**, if you register in the first year of a First cycle or a Single cycle degree programme
 - within **September 2nd, 2016**, if you register in the first year of a Second cycle degree programmes, or if you enrol in subsequent years of any degree programme

Once paid this sum, you have got to self-certify it by er-go website, link "autocertificazione preconferma"

This step is NOT required in the case, and only in the case, you have paid online by er-go website itself.

- If you are eligible for accommodation but you have not been contacted within October 17th you should self-certify your domicile between October 18th and October 31th, 2016 using the online "**autocertificazione di domicilio**" procedure.
- 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 **October 20th, 2016** and you have to send the registered lease contract by post or using "Dossier Studente" within **January 27th, 2017**. 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.er-go.it/index.php?id=6544>

If you need any clarification on ER.GO benefits, please use the **ER.GO Risponde** service on www.er-go.it/Scrivici

You can contact ER.GO by phone (italian spoken only) using **PARLA CON ER.GO** from Monday to Friday, from 9.30 to 16.00 tel. +39 051/6436900 (for first year students) and tel. +39 051/19907580 (for subsequent year students)

You can contact ER.GO by chat using **Assistenza live!** from Monday to Friday, from 10.00 to 12.00