

ER.GO – UNIVERSITY OF BOLOGNA BENEFITS

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

Information for students with foreign incomes/assets who are going to enrol in the first year – A.Y. 2017/18

If you are going to enrol in the 1st year of a First Cycle or Single Cycle degree programme at the University of Bologna, you can apply for :

- reduced-fee accommodation
 - a study grant together with the exemption from the tuition fees
- Through ER.GO, at the University of Bologna you can also apply for:
- reduction of tuition fees (No tax area exemption/tuition fee based on the ISEE)

If you are going to enrol in the 1st year of a Second Cycle degree programme you can apply for the benefits listed in the box on the left, 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; for the No tax area exemption/tuition fee based on the ISEE you have to read the information on the University of Bologna website.
- 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, click on “[Servizi on line](#)” and then on “[Domanda on-line](#)”.
- 2) Fill in the sections “personal data” and “economic data”
- 3) Fill in the benefits form you want to apply for. If you are interested both in ER.GO benefits and reduction of tuition fees (No tax area exemption/tuition fee based on the ISEE) fill in both forms.
- 4) Confirm your data at the end, then FINALIZE:
 - a. **If you did not indicate a PEC** (certified electronic mail) address, you will receive (**only for Italian mobile numbers!**) 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, link back to your online application and click on the link you will find: ER.GO will send your PIN to your email address.
 - b. **If you indicated a PEC** (certified electronic mail) address, you will receive an email from ER.GO containing the confirmation of your application: simply “reply” to ER.GO from the same PEC email address indicated in the online application, within the deadline.
- 5) Send the documents listed below (read paragraph: **WHAT?**) to this address: **ER.GO, via Schiavonia 3/a, 40121 Bologna (Italia)**, by “Raccomandata con avviso di ricevimento: A.R.” (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;

This leaflet is for general information only. Please consult the complete Calls for benefits applications on www.er-go.it

- the **occupation of each member of the family unit** in 2016 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 2016 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 2016; 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. Documents that simply state that your parents owe money to a bank or to a credit institution, not clearly stating such sum are owed for the purchase of a house, are not valid.
- the amount of **any residual mortgage** on the family home and/or on other properties, as at 31st December 2016. 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 2016;
- 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>. All the values in your currency must be converted into Euro, according to the annual average exchange rate for the year 2016, set by the law: in the online application you'll find a link to a currency converter. 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. 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 1st year of Second cycle degree programmes, or enrolling in subsequent years of all degree programmes	August 11th, 2017	August 13th, 2017
Accommodation for students registering in the 1st year of First cycle or Single cycle degree programmes	August 31th, 2017	September 1st*, 2017
Education grant and fee exemption (for all students)	September 26th, 2017	September 28th, 2017
Subsidies for the catering service	September 26th, 2017	September 28th, 2017
Contribution for international mobility	September 26th, 2017	September 28th, 2017
Paid part-time student job	September 26th, 2017	September 28th, 2017
reduction of tuition fees (No tax area exemption/tuition fee based on the ISEE	December, 15 th , 2017	December, 20 th , 2017

**Only for NON-EU students resident abroad applying for accommodation and enrolling in the 1st year of First cycle or Single cycle the deadline to send the documents is September 7th, but the deadline to apply for accommodation is August, 31st.*

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 you will have to accept the accommodation by paying € 100.00 and fill in within the same deadline the "modulo di autocertificazione" on the website www.er-go.it ("**autocertificazione preconfirma**"):
 - within **September 12th, 2017**, if you register in the 1st year of a First cycle or a Single cycle degree programme
 - within **September 1st, 2017**, if you register in the 1st of a Second cycle degree programmes, or if you enrol in subsequent years of any degree programme
- 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 November, 14th 2017.
- Even 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 or its surroundings, through an online procedure called "**autocertificazione di domicilio**", within **October 23rd, 2017** and you have to send the registered lease or relevant documentation, contract by post or using "Dossier Studente" within **January 31st, 2018**. For more information on **lease contract registration** you can contact the relevant offices of the University of Bologna: www.unibo.it/leasecontractregistration.

ANY DOUBTS?

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

This leaflet is for general information only. Please consult the complete Calls for benefits applications on www.er-go.it