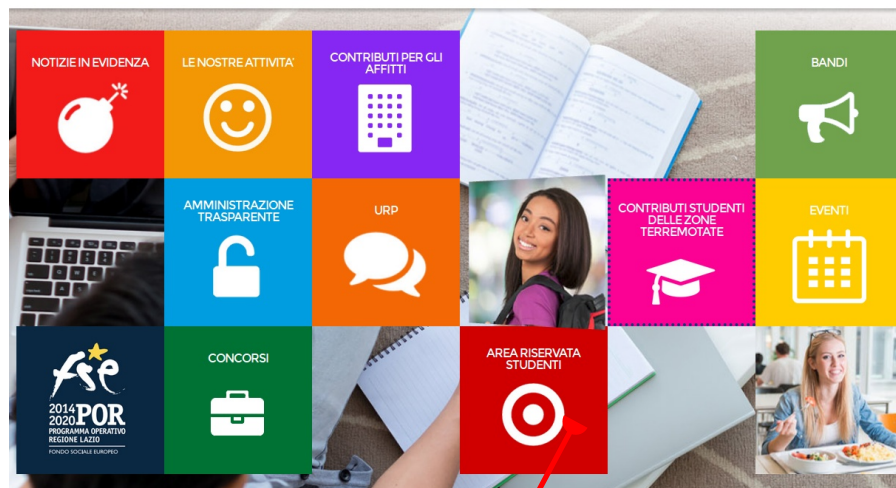




edited by the Communication Office of Laziodisu

If you are applying for a Laziodisu call for applications for the first time, do not hesitate to require your PIN.
The PIN is essential for you to submit your application Please visit www.laziodisu.it for further information

Free Number
800723999



AREA RISERVATA PER GLI STUDENTI



Recupera Password

Gentile studente,

l'area riservata è stata creata per consentirti di accedere alle informazioni relative allo stato della tua domanda senza doverti recare presso gli uffici.

L'area riservata è uno sportello virtuale attraverso il quale puoi:

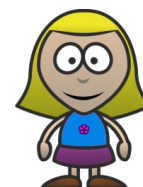
- espletare direttamente alcune procedure amministrative come la compilazione delle domande di partecipazione ai concorsi banditi da Laziodisu (borse di studio, posto alloggio, contributo integrativo, premio di laurea);
- consultare gli esiti delle varie richieste e gli eventuali pagamenti effettuati a suo favore;
- modificare/aggiornare i suoi dati personali utili ai fini dell'accesso ai servizi via via attivati.

L'uso dell'area riservata è semplice e intuitivo, Laziodisu ha comunque ritenuto utile creare questa guida, rivolta soprattutto alle matricole e a chi partecipa per la prima volta ai nostri concorsi, per aiutarli a sfruttarne tutte le potenzialità.

I contenuti di questa guida sono stati creati tenendo conto delle domande e delle problematiche legate all'uso dell'area riservata rappresentate dagli studenti all'URP. Se tra le risposte già predisposte non trovi quello che cerchi, o se lo trovi ma non è sufficiente a chiarire un tuo dubbio, non esitare a [scrivere all'URP](#).



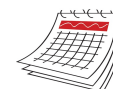
If you are applying for the first time for a Laziodisu call for applications, please register before filling in the form. Remember that you can participate even if you are not enrolled at a university or if you have not received your test results yet!



Section 1 - Registration

If you already participated in a Laziodisu Call for Applications in the past, you may skip the registration phase and directly log in to the limited access section.

Fill in this section carefully: the data you provide have to perfectly match those on your ID card and those you supplied when requesting your tax code. Otherwise, we may not be able to verify your enrolment; moreover, the payment orders issued to you may not be successful.



Dates of reference

Please remember that the application should be submitted by **July 28th 2017 at 12 pm**.

You shall have to opportunity to integrate your application or correct any mistakes from **August 3rd to 11th 2017 at 8 pm**, by submitting any modification via your PIN.

To complete your registration, you will need your Tax Code. Find out how to obtain it



Italian and non-Italian students residing in Italy will receive their Tax Code together with their Health Insurance Card. If you lose it, you may ask for a copy at the nearest office of Agenzia delle Entrate (Income Revenue Agency).
For further information, please visit
<https://telematici.agenziaentrate.gov.it/RichiestaDuplicatoWeb>



Non-resident students who need to obtain a tax code can apply for it to the Italian consular authorities in the country of residence.

The tax code is issued by the Consulate through the computerized link with the Italian Revenue Agency and a certificate is given to the applicant.

Alternatively, the request may be submitted personally or through a person specifically delegated:

- to any territorial office of the Revenue Agency ;
- to the Operative Centre Pescara (Centro Operativo Via Rio Sparto, 21-65129 Pescara).

At the moment of the application, a valid identity card of the applicant must be presented. If the claim is made by proxy, the delegate must show a valid ID and a copy of a valid identity card of the applicant.

The documentation, as well as to prove the identity of the subject, must prove the legitimacy of the presence of the subject in Italy.

At the moment of the request, the Revenue Office issues a certificate of attribution.



check out this link to find the Italian Embassy in your country
<http://www.esteri.it/mae/en/ministero/servizi/italiani/rappresentanze>

Registration to the portal

Name and Surname

When you fill in this section, please carefully check the data you enter. For example, if you provided your complete name, even if you have two names, when requesting your tax code, you must write these names in full, even if no one ever calls you so. Do not use nicknames or initials.

Country of Birth

Check if the option is correct. If you are a non-Italian student, you shall not be asked to write the province and town of birth, but only to indicate your country of origin.

The tax code is essential to submit your application. For any other clarification, please read "The Tax Code" on page 3

Identification Document

The type of document entered is irrelevant, however, please notice that the type of document and its registration number shall be essential to recover your password. Therefore, always keep track of the data you entered. Also, remember that in Italy the ID card is issued by the Town of residence, the passport by the central police station while the driving license by the Department of Transportation (DTT), formerly known as Motorizzazione Civile (MC-Department of Motor Vehicles).

Address, e-mail, mobile phone and text message

Please enter your personal e-mail address. Laziodisu shall use it to communicate with you.

Make sure that you wrote it correctly: please remember that you shall receive your new password to this email address, should you lose it. Therefore, if you use more than one e-mail address, make sure to remember which one you submitted. Your mobile phone number is essential to receive your PIN. According to the Privacy Law, only the scholarship holder may receive information from Laziodisu, so please only enter your personal phone number.



Dati anagrafici

Cognome	
Nome	
Data di nascita	
Codice fiscale	
Sesso	
Provincia di nascita	
Comune di nascita	

Documento di riconoscimento

Documento di riconoscimento	
Numero documento	
Rilasciato da	
Data rilascio	/ / gg/mm/aaaa
Data scadenza	/ / gg/mm/aaaa

Dati per l'invio di comunicazioni

Indirizzo e-mail	
N° telefono cellulare	
Lo studente autorizza Laziodisu all'invio di e-mail e/o SMS per la comunicazione di informazioni	<input type="radio"/> Si <input type="radio"/> No

You are a few clicks away from completing your registration!

.....continued...

Registration to the portal

Dati per l'accesso ai servizi Laziodisu

Nome utente	<input type="text" value="pippo"/>
Password	<input type="password" value="****"/>
Conferma password	<input type="password"/>

Username and password

You can select any username and password. The system shall flag whether the username you chose is already present in the system. In this case, choose a new one.

💡 We recommend that you write down both your username and password: they shall be instrumental for accessing your personal area.

Richiesta benefici

click on "Send" and your registration shall be complete!!

What should I do now?

Go back to the limited access section and enter the username and password that you chose when you registered.



Click here to submit a new application (if this is the first time that you submit your application)

now

Click on "Modify" to fill in the form

now fill in the "Personal Data" form

How does the form work?

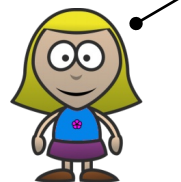



Queste sono le sezioni da compilare nell'ordine indicato.
Ogni sezione viene attivata solo se è stata compilata la precedente.

The yellow dots mark the sections that need to be filled in. The red dots indicate that you need to complete the previous section before moving on. Remember that the dots shall turn green after all the data are entered. You shall find here many of the data you entered when you registered. We recommend that you read everything twice and check the accuracy of your data, especially the data on citizenship and marital status.



If you cannot go to the next section, please make sure that the fields "citizenship" and "marital status" are filled in



 The tax code is essential to submit your application. If you are abroad and cannot go to an Office of the Agenzia delle Entrate, you may refer to the Italian Embassy or Consulate in your Country. Without a tax code, you cannot complete your registration.

Section 2 - Personal Data

If you have just registered or participated in the past, this section will already feature your data. Check the accuracy of the data you find



If you have doubts filling in this section, please read article 14 of the Call for application for the academic year 2017/2018 or refer to the Adisu office of reference (Adisu-Body for the Right to University Education)

Section 3 - Residence



The data entered in this section shall have a direct impact on the amount of the scholarship. What you write here and in the following section - "Domicile" - shall be essential to assign the status of "student residing out of town", "student residing in town", "commuter" or "included commuter". Therefore, carefully fill in all the fields.

Residence corresponds to the address where you normally live, alone or with your family.
Domicile is the address where you have chosen to temporarily live during your studies

Dati relativi alla residenza

Stato di residenza	<input checked="" type="radio"/> Italia <input type="radio"/> Stato Estero
Provincia di residenza	-----Selezionare la provincia----- ▼
Comune di residenza	▼

Indirizzo residenza

Indirizzo	<input type="text"/>
Numero civico	<input type="text"/>
C.A.P.	<input type="text"/>
Residenza oltre 50 K.M. dalla sede studi	<input type="radio"/> No <input type="radio"/> Si
Tempo di percorrenza per il raggiungimento della propria sede studi superiore a 120 minuti	<input type="radio"/> No <input type="radio"/> Si

Recapiti residenza

Telefono residenza	<input type="text"/>
Fax	<input type="text"/>

[Indietro](#) [Invia](#)

If you are an Italian or a non-Italian student permanently living in Italy: Select the province and the town where you reside alone or with your family. Any change of residence should be timely communicated to the Students Office of the local Adisu office of reference.

Dati relativi alla residenza

Stato di residenza	<input type="radio"/> Italia <input checked="" type="radio"/> Stato Estero
Stato estero di residenza	ALGERIA ▼
Provincia estera di residenza	***
Città estera di residenza	++++
Indirizzo di residenza all'estero	Rue de Rivoli

[Indietro](#) [Invia](#)



If you are a non-Italian student
Select the state and city and enter the address where you live in your country of origin. If you do not know the Province, you may leave this field blank.



When you complete all the fields, press "Send". If everything went well, the dot "Residenza" will go from yellow to green.

Anagrafica **Residenza**



Now fill in the "Domicile" form



If you have difficulties in filling in this section, please read article 14 of the Call for Applications or refer to the Adisu office of reference. Please remember that any change in the data entered when you filled in the form (termination of contract, new contract, etc.) should be timely communicated to the local Adisu office of reference.

Section 4 – Domicile



The data entered in this section shall have a direct impact on the amount of the scholarship. What you write in this section shall be fundamental to assign the status of "student residing out of town", "student residing in town", "commuter" or "included commuter". Therefore, carefully fill in all the fields.

Dates of reference

Deadline to submit the contract In order for you to be considered as a student residing out of town, make sure your rental contract is signed by December 30th 2017.
Deadline to enter the contract data in the form. You will be considered as a "student residing out of town" only if you will have entered the data of the contract before January 30th 2018, using the function "Enter the contract data" that you can find in your limited access area and if you transmit them using the PIN you used to submit your application.



Do not forget that the deadline to sign the contract is December 30th 2017



Domicilio relativo all'Anno Accademico 2017/2018

Il domicilio è diverso dalla residenza, o sarà assunto a titolo oneroso nel comune sede degli studi entro il 30/12/2017? ☐ No ☒ Sì

Indirizzo del domicilio
(se il contratto non è stato ancora sottoscritto/registrato compilare solo i campi "provincia" e "comune")

Provincia di domicilio	ANCONA
Comune del domicilio	ANCONA
Indirizzo di domicilio	via del piscaro
Numero civico	23423
C.A.P.	0735

Tipologia di domicilio

Il domicilio è/sarà assunto? ☐ A titolo non oneroso ☒ A titolo oneroso

Tipologia del rapporto a titolo oneroso

☒ Contratto di locazione a titolo oneroso

☐ Altro tipo di rapporto a titolo oneroso (Ist. religiosi, Erasmus, ecc.)

Estremi del contratto di locazione a titolo oneroso per gli studenti fuori sede
(lasciare in bianco se il contratto è ancora da sottoscrivere e/o registrare)

Cognome e nome del proprietario dell'appartamento	
Data di registrazione del contratto	gg/mm/aaaa
Serie /numero di registrazione del contratto o protocollo per contratti con "cedolare secca"	
Durata in mesi del contratto	

Warning: if you do not state that you intend to pay for your accommodation, you shall not be considered as a "student residing out of town", even if you sign a rental contract by December 30th 2017.



Those eligible for an accommodation will have until January 30th 2018 to sign the contract.

The students residing outside Italy are compelled to enter an Italian domicile.

Express your intention to sign a contract for paid accommodation even if you apply for an accommodation

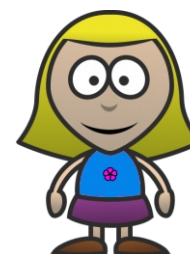


Select the option "Yes" if during the academic year 2017/2018 you will move to a house different from your residence and you intend to sign a 10-month contract for paid accommodation, and to register at the Agenzia delle Entrate in the town where you study by December 30th, 2017. If you answer "No", move to the next section "Legal Domicile". Please remember that if you answer "No", you shall not be considered as a "Student residing out of town"



If you had not signed a contract for paid accommodation at the time of your application, but you intend to do so by December 30th 2017, answer "Yes" to the question on whether your domicile is different from your residence and only fill in the fields "Province" and "Town of domicile".

If you selected the option "Yes", you will be asked to enter the address. Remember that if you have not signed and registered the contract yet, you should only indicate "Province" and "Town of domicile", leaving the other fields blank. You shall enter all the contract data yourself by January 30th 2018 via your PIN. You shall find the landlord's name, contract deadline and registration number on the contract. If your contract was signed last year and has not expired yet, enter the expiry date and the serial number you find thereupon. However, please remember that in order for you to keep your status as "student residing out of town", it is fundamental to timely present a copy of the renewed contract to the Adisu office of reference.



Were you selected for an Erasmus project or do you live in a private or religious institute? Read the next page.

If you are staying with friends or relatives and you are therefore not paying for your accommodation, you will not be asked to enter the data of your contract. Go to the next section. You shall not be considered as a "student residing out of town".

Domicilio relativo all'Anno Accademico 2017/2018

Il domicilio è diverso dalla residenza, o sarà assunto a titolo oneroso nel comune sede degli studi entro il 30/12/2017? ☐ No ☒ Si

Indirizzo del domicilio (se il contratto non è stato ancora sottoscritto/registrato compilare solo i campi "provincia" e "comune")

Provincia di domicilio	ANCONA
Comune di domicilio	ANCONA
Indirizzo di domicilio	via del piscaro
Numero civico	23423
C.A.P.	0735

Tipologia di domicilio

Il domicilio è/sarà assunto

☐ A titolo non oneroso
☒ A titolo oneroso

Tipologia del rapporto a titolo oneroso

☐ Contratto di locazione a titolo oneroso
☒ Altro tipo di rapporto a titolo oneroso (Ist. religiosi, Erasmus, ecc.)

Estremi del contratto di locazione a titolo oneroso per gli studenti fuori sede (lasciare in bianco se il contratto è ancora da sottoscrivere)

Tipologia del rapporto a titolo oneroso	--Selezionare
Denominazione dell'Istituto	
Durata del contratto in mesi	
Importo mensile della rata	,00 EURO

Indietro Invia



If you signed a contract for paid accommodation by December 30th 2017, remember that you can enter the contract data yourself by January 30th 2018, by means of the PIN that you used to submit your scholarship application. If you do not complete this procedure, you shall be deemed an "included commuter", independently from the town where you reside.



If you reside at a religious institute, boarding school or private student residence and therefore you have no contract to register, the form shall require that you specify the monthly cost and duration of your accommodation. Remember to keep the receipts, as you may be required to produce them.

Please specify the type of contract you signed on the form. If you signed and registered a contract for paid accommodation, the form shall request the landlord's name, and the registration number of the Agenzia delle Entrate. You shall find these data on the contract. If your contract was signed last year and has not expired yet, enter the expiry date and the serial number you find thereupon. However, please remember that in order for you to keep your status as "student residing out of town", it is fundamental to timely present a copy of the renewed contract to the Adisu office of reference.

If you leave for the Erasmus project, please select "Erasmus/Socrates" and enter the contract details by January 30th 2018.

Tipologia di domicilio

Il domicilio è/sarà assunto

☐ A titolo non oneroso
☒ A titolo oneroso

Tipologia del rapporto a titolo oneroso

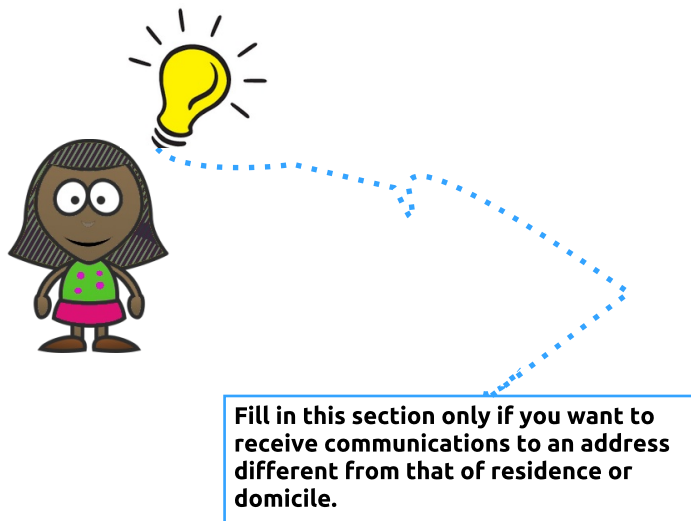
☐ Contratto di locazione a titolo oneroso
☒ Altro tipo di rapporto a titolo oneroso (Ist. religiosi, Erasmus, ecc.)


Estremi del contratto di locazione a titolo oneroso per gli studenti fuori sede (lasciare in bianco se il contratto è ancora da sottoscrivere)

Tipologia del rapporto a titolo oneroso	Erasmus/Socrates
Denominazione dell'Istituto	
Durata del contratto in mesi	
Importo mensile della rata	,00 EURO

Indietro Invia

Section 5 - Legal Domicile



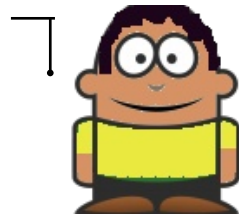
 **Indicate the address at which you want to receive Laziodisu official correspondence.**
Choose an address where you are certain that someone may, for instance, receive a registered letter or may keep your correspondence for you so that it is not lost.



How can I indicate the credits I earned until August 10th 2017 if I have to submit my application by July 28th? Will I lose the credits I earned after July 28th?! Should I make a forecast?!



Enter the credits you obtain by July 28th 2017. The credits obtained after July 28th can be entered from August 3rd to 11th 2017.



I am not enrolled yet, may I participate?

What if I am still waiting for my test results?



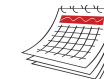
Sure! You only need to make sure you are enrolled by March 31st 2018



Section 6 - Enrolment

If you are not certain that you passed your test or you still do not know what faculty to choose, enter the course you like, and after the registration, you may communicate any change to the Adisu office of reference.

However, please remember that between August 3rd and 11th, you will have the possibility to modify University/faculty/curriculum by yourself.



Dates of reference

You have time till March 31st, 2018, then you can participate in the call for applications even if you are still waiting to obtain your test results or to graduate. You may indicate only the credits you obtained by August 10th 2017.

Iscrizione

Istituzione Universitaria di appartenenza:

Iscritto presso una sede distaccata: ☒ No ☐ Si

Facoltà/Dipartimento:

Tipologia di corso:

Corso di laurea:

Anno accademico di prima immatricolazione: / (aaaa/aaaa)

Anno corso per l'A.A. 2017/2018:

Tipologia anno di corso:

matricola (se assegnata):

Dati relativi al diploma di scuola media superiore
 Se ancora non sei a conoscenza del tuo voto di maturità, per procedere nella compilazione della domanda inserisci provvisoriamente la votazione "60".
 Potrai aggiornarla con quella reale successivamente, e comunque entro il 10 agosto 2017.

Hai conseguito il titolo in ☐ Italia ☐ Stato estero

Eventuale carriera pregressa

Sei già in possesso di un titolo accademico? ☐ Si ☒ No

Sei già stato precedentemente iscritto presso la attuale o un'altra Università ed hai effettuato una rinuncia e/o passaggio e/o trasferimento, sei in attesa di conseguimento del titolo? ☐ Si ☒ No

If you were previously enrolled at a faculty or a university out of the Region Lazio, answer "Yes" to the question "You were previously enrolled..." and....

Continued to the next page

Are you enrolling for the first time?
 (freshman of a three-year university degree or a combined Bachelor's and Master's Degree)

Select the University from the drop-down menu. You shall then be able to modify it yourself by August 11th 2017 or at a later date by contacting the Funding Office of your local Adisu office.

If you follow your course at a university branch (i.e. a location different from the university headquarters), select Yes. If you do not know yet, select No. You may change your answer during the week allowed for changes. You shall then contact your local Adisu office. Please remember that if you attend a university branch, you shall be considered as a student "residing out of town" only if your domicile is in the town where you attend your classes.

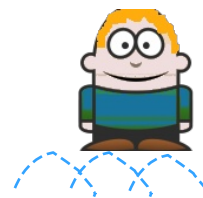


This may have an impact on the amount of your scholarship.

Do not worry if you cannot find the course that you are attending among those proposed by the form. Please select a similar course, giving priority to the selection of the right type of course. In case of doubt on the type of course, please ask your faculty secretariat for more information.

If you do not know your registration number, you may leave this field blank.

If you are enrolling again to a first year after withdrawing from your studies, please read the sheet below. Otherwise... skip it!



If you have already obtained a three year degree, please answer "Yes". If you have not obtained a three-year degree but you participate in the call for application as a freshman of a specialised degree, please answer "No" and fill in the fields that open up

Freshmen who withdrew from their studies and enroll again in the first year

Eventuale carriera pregressa

Sei già in possesso di un titolo accademico? ☐ Sì ☒ No

Sei già stato precedentemente iscritto presso la attuale o un'altra Università ed hai effettuato una rinuncia e/o passaggio e/o trasferimento, sei in attesa di conseguimento del titolo? ☒ Sì ☐ No

Motivo per il quale non hai conseguito il titolo

Hai effettuato una RINUNCIA AGLI STUDI? ☐ Sì ☒ No

Hai effettuato un PASSAGGIO DI CORSO o un TRASFERIMENTO DI SEDE o presenterai richiesta per l'anno accademico 2017/2018 di riconoscimento crediti/esami? ☒ Sì ☐ No

In attesa di conseguimento del titolo ☐ Sì ☒ No

Dati relativi al passaggio di corso e/o al trasferimento di sede

Sede Istituzione universitaria frequentata ☐ Regione Lazio
☐ Italia (esclusa Regione Lazio)
☐ Estero

Istituzione universitaria frequentata:

Tipologia di corso frequentato

Anno accademico di prima immatricolazione

Anno accademico in cui è stato effettuato il passaggio/trasferimento di corso

If you already enrolled at university, please answer "Yes", if you were granted credits that allow you to legally reduce the duration of your course: for instance, if after obtaining a degree abroad, you are allowed to directly enroll at the third year. However, if you enroll at the university for the first time, please answer "Yes", only if the University grants you credits deriving from extra-university activities, such as European Computer Driving License, language courses, etc...

By withdrawing from the studies, we mean a formal withdrawal notice presented to the faculty secretariat. Simply dropping out of a course is not considered a formal withdrawal.

Remember that if you have already received one or more Laziodisu scholarships, you may not participate again as freshman if you have not returned the amount of money already received and reimbursed the cost of the services you benefited from.

If you withdrew from your studies, please contact the Students Office of the local Adisu office of reference before the deadline of the Call for application, in order to regulate your position. The system does not allow you to enroll again as freshman without the Office's intervention.



Please remember that besides formally withdrawing from the studies by communicating your intention to the faculty secretariat, you should also notify the Students Office of your Adisu office of reference. You may not participate again in the call for applications as freshman, if you were granted credits in the past and/or you have not returned the funds you received.



Iscrizione

Istituzione Universitaria di appartenenza:	Università Sapienza
Iscritto presso una sede distaccata:	<input checked="" type="radio"/> No <input type="radio"/> Si
Facoltà/Dipartimento:	ECONOMIA
Tipologia di corso:	Corso di Laurea Specialistica / Magistrale
Corso di laurea:	Selezionare il corso
Anno accademico di prima immatricolazione alla laurea specialistica	2017 / 2018 (aaaa/aaaa)
Anno corso per l'A.A. 2017/2018:	Primo anno
Tipologia anno di corso:	In corso
matricola (se assegnata):	0

Requisiti per l'accesso alla laurea specialistica/magistrale:

Numero dei crediti riconosciuti per l'accesso alla laurea specialistica:
(Inserire 0 se si è in attesa di conseguimento del titolo o riconoscimento crediti per l'accesso alla laurea specialistica e 180 se iscritto con Ordinamento D.M. 270/2004)

Eventuale carriera pregressa

Sei già in possesso di un titolo accademico?	<input type="radio"/> Si <input checked="" type="radio"/> No
Sei già stato precedentemente iscritto presso la attuale o un'altra Università ed hai effettuato una rinuncia e/o passaggio e/o trasferimento, sei in attesa di conseguimento del titolo?	<input type="radio"/> Si <input checked="" type="radio"/> No

Eventuale carriera pregressa

Sei già in possesso di un titolo accademico?	<input checked="" type="radio"/> Si <input type="radio"/> No
--	--

Titolo accademico conseguito

Università presso la quale sei stato iscritto	
Facoltà presso la quale sei stato iscritto	
Tipologia di corso (per i titoli non conseguiti in Italia selezionare 'Titolo conseguito all'estero')	Selezionare una voce
Anno accademico di conseguimento	(aaaa/aaaa)
Durata legale del titolo conseguito	2 anni

Indietro Invia

Freshmen in a specialist degree or PhD

Do not worry if you cannot find the course that you are attending among those proposed by the form. Please select a similar course, giving priority to the selection of the right type of course. In case of doubt on the type of course, please ask your faculty secretariat for more information.

If you are waiting to obtain your qualification, enter 0 in this field.

If you already have the qualification required to enroll at a specialist degree, please enter 180

If you enroll at a PhD course, you shall not view this section.

Eventuale carriera pregressa

Sei già in possesso di un titolo accademico?	<input type="radio"/> Si <input checked="" type="radio"/> No
Sei già stato precedentemente iscritto presso la attuale o un'altra Università ed hai effettuato una rinuncia e/o passaggio e/o trasferimento, sei in attesa di conseguimento del titolo?	<input checked="" type="radio"/> Si <input type="radio"/> No

Motivo per il quale non hai conseguito il titolo

Hai effettuato una RINUNCIA AGLI STUDI?	<input type="radio"/> Si <input checked="" type="radio"/> No
Hai effettuato un PASSAGGIO DI CORSO o un TRASFERIMENTO DI SEDE o presenterai richiesta per l'anno accademico 2017/2018 di riconoscimento crediti/esami?	<input checked="" type="radio"/> Si <input type="radio"/> No
In attesa di conseguimento del titolo	<input type="radio"/> Si <input checked="" type="radio"/> No

Dati relativi al passaggio di corso e/o al trasferimento di sede

Sede Istituzione universitaria frequentata	<input type="radio"/> Regione Lazio <input type="radio"/> Italia (esclusa Regione Lazio) <input type="radio"/> Estero
Istituzione universitaria frequentata:	
Tipologia di corso frequentato	Selezionare una voce
Anno accademico di prima immatricolazione	(aaaa/aaaa)
Anno accademico in cui è stato effettuato il passaggio/trasferimento di corso	(aaaa/aaaa)

Indietro Invia

If I find it difficult to fill in this section, who could assist me?

If you have any difficulty in filling in this section, please refer to your secretariat or the Students Office of your Adisu office of reference.

Iscrizione

Istituzione Universitaria di appartenenza:	Libera Università Maria SS. Assunta (LUMSA)
Iscritto presso una sede distaccata:	<input type="radio"/> No <input checked="" type="radio"/> Si
Sede distaccata:	PALERMO
Facoltà/Dipartimento:	GIURISPRUDENZA
Tipologia di corso:	Corso di Laurea triennale
Corso di laurea:	SCIENZE DEL SERVIZIO SOCIALE E DEL NO-PROFIT - PALERMO
Anno accademico di prima immatricolazione	2017 / 2018 (aaaa/aaaa)
Anno corso per l'A.A. 2017/2018:	Secondo
Tipologia anno di corso:	In corso
matricola (se assegnata):	5454

Merito - per studenti iscritti ad anni successivi al primo -

Numero complessivo degli esami sostenuti	5
Somma totale dei crediti (compresi quelli derivanti da eventuale tirocinio, attività formative ed idoneità e crediti riconosciuti) entro il 10 agosto 2017	
di cui crediti derivanti da tirocinio e attività formative (se presente la valutazione in crediti e solo se non certificabili dalle segreterie amministrative):	
di cui crediti riconosciuti da una carriera Universitaria pregressa diversa dall'attuale e/o da attività extracurricolare (esclusi crediti erasmus)	
Somma totale dei voti (Es: 24+27+30=81):	
In mancanza del numero dei crediti previsti dal Bando, è possibile utilizzare il bonus. Utilizzare il bonus?	<input type="radio"/> No <input type="radio"/> Si

Eventuale carriera pregressa

Sei già in possesso di un titolo accademico?	<input type="radio"/> Si <input checked="" type="radio"/> No
Sei già stato precedentemente iscritto presso la attuale o un'altra Università ed hai effettuato una rinuncia e/o passaggio e/o trasferimento, sei in attesa di conseguimento del titolo ?	<input checked="" type="radio"/> Si <input type="radio"/> No

Students who enrol for years subsequent to the first one

Do not worry if you cannot find the course that you are attending among those proposed by the form.
Please select a similar course, giving priority to the selection of the right type of course.
In case of doubt on the type of course, please ask your faculty secretariat for more information.



In case of doubt on the type of year of the course, please apply this simple method to check your year.

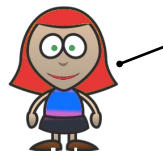
Think about the duration of the course that you are attending and about the number of years that you have been enrolled in.

For example, if you are attending a three-year course and you enrol in the university for the fourth time and you have never repeated a year, you are enrolling in the first year beyond the prescribed time for graduation.

If you are enrolling for the fifth time in a three-year Bachelor's degree course then you are enrolling in the second year beyond the prescribed time for graduation, etc.

...

The students who enrol for the third time in a Master's degree course are enrolling in the first year beyond the prescribed time for graduation, etc.



On the next page, you can find detailed guidelines on how to fill in the Merit and Earlier degree sections.



Continued on the next page

Details of the Merit section

Merito - per studenti iscritti ad anni successivi al primo -

Numero complessivo degli esami sostenuti	<input type="text" value="5"/>
Somma totale dei crediti (compresi quelli derivanti da eventuale tirocinio, attività formative ed idoneità e crediti riconosciuti) entro il 10 agosto 2017	<input type="text" value="25"/>
di cui crediti derivanti da tirocinio e attività formative (se presente la valutazione in crediti e solo se non certificabili dalle segreterie amministrative):	<input type="text" value="5"/>
di cui crediti riconosciuti da una carriera Universitaria pregressa diversa dall'attuale e/o da attività extracurricolare (esclusi crediti erasmus)	<input type="text" value="0"/>
Somma totale dei voti (Es: 24+27+30=81):	<input type="text" value="150"/>
In mancanza del numero dei crediti previsti dal Bando, è possibile utilizzare il bonus. Utilizzare il bonus?	<input checked="" type="radio"/> No <input type="radio"/> Si

Please write here the number of all the exams you passed from your first year of enrolment until the 10th of August 2017, except the tests and credits relating to activities that do not include a final mark.

Please write down in this area all the credits to be calculated to meet the merit requirement, whether they are related to exams or granted in relation to other activities (tests, apprenticeships, internships, workshops, vocational activities, etc. ... carried out in the academic year 2016/2017)

Please specify in this area the number of credits related to activities carried out during the academic year 2016/2017 that are not exams but that the university recognises as part of your curriculum, and grants credits in relation to them.

The certification for such credits, issued by your faculty secretariat, should be sent together with the application.

If you enter credits related to the hours of internship carried out during the academic year 2016/2017, please remember that they are valid only if such activities were carried out by the 10th of August 2017. It is mandatory to attach the certificate issued by the secretariat to the application. If you do not know which office issues the certificate, please ask the Academic Office of your university. If you fail the internship exam by the 31st of October 2017, you will lose all the credits related to the internship.

the figures entered here are only indicative. Please fill in all areas. If you do not have any figure to enter, please enter 0

Before answering to this question, you should check whether you are eligible for receiving the Bonus (art.8 of the call for applications).

Your answer is "yes" - only if the credits you have accumulated until the 10th of August 2017 are not enough to meet the merit requirement.
If you are enrolling in the second year of a three-year Bachelor's Degree Course or combined Bachelor's and Master's Degree Course, bear in mind that you can use the bonus only if you already have at least 20 credits by the 10th of August.

Your answer is "no" - if the credits stated in the area "Total credits" are enough to meet the minimum merit requirement for the year of the course you are enrolling in.



Please enter a number only in the following cases:

You moved from another university/course/faculty and you asked for some credits/exams to be recognised as part of your new degree curriculum, so that you can "skip" some years.
You used to be enrolled in a foreign university and you asked for the exams taken abroad to be recognised as part of your degree curriculum in the Italian university. Please note that in one of the two cases described, it is not possible to apply for bonus points.



YOU CANNOT ASK FOR THE BONUS IF

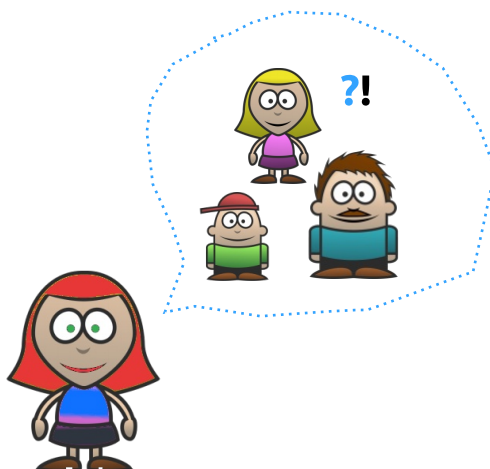
- you want to enrol in a 2nd level Master's degree course and you already have a degree under the old system and/or a foreign qualification;
- you are enrolled in a 2nd level Master's degree course and, in order to get a three-year degree, moved from the old to the new system;
- you want to enrol in the first year of a three-year Bachelor's degree course, of a two-year Master's degree course, of a combined Bachelor's and Master's degree course;
- you already have enough credits to be assigned the aid as foreseen by the Call for applications;
- you have already had your credits recognised for various reasons.



if you use the bonus for the first time

- in the 2nd year you can get 5 points
- in the 3rd year (or in the second year of the Master's degree course) you can get 12 points
- in the first year beyond the prescribed time for graduation (three-year degree course) or from the 4th year on you can get 15 points

The bonuses partially used can be used during the remaining period of studies



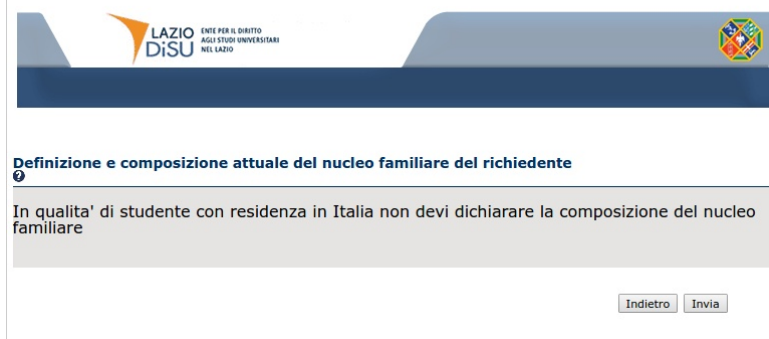
Section 7 - Household



*Questa sezione è riservata agli studenti stranieri.
This section is dedicated to foreign students.
Please fill in this section very carefully.
Please read article 11 and check whether you qualify as
an independent student.
The answers you provide in this section will determine
what you will see in the section devoted to Incomes.*

I should request the ISEE (Indicator of the Equivalent Economic Situation) if...

Warning: if you are an Italian student or a foreign student residing in Italy or you have an income in Italy, or if you are a political refugee, please do not enter any data concerning your household. In such cases, the ISEE is retrieved directly by Laziodisu at the INPS (the Italian National Social Security Institution).




LAZIO DiSU ENTE PER IL DIRITTO AGLI STUDI UNIVERSITARI NEL LAZIO

Definizione e composizione attuale del nucleo familiare del richiedente

In qualità di studente con residenza in Italia non devi dichiarare la composizione del nucleo familiare

Indietro Invia

 Please specify how many members of your family live outside of Italy. The amount of your scholarship will depend on this information.

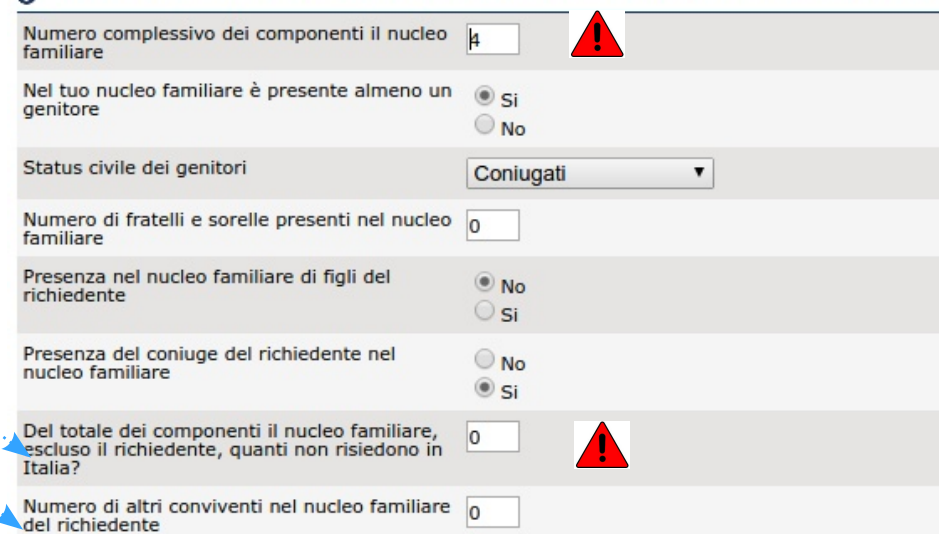
 Your ISEE for scholarships will be valid and available in the INPS databank only if you go and sign it at a CAF (Tax Assistance Centre) by the 28th of July 2017




... otherwise ...



Definizione e composizione attuale del nucleo familiare del richiedente



Numero complessivo dei componenti il nucleo familiare 


Nel tuo nucleo familiare è presente almeno un genitore ☒ Sì ☐ No

Status civile dei genitori


Numero di fratelli e sorelle presenti nel nucleo familiare


Presenza nel nucleo familiare di figli del richiedente ☒ No ☐ Sì

Presenza del coniuge del richiedente nel nucleo familiare ☐ No ☒ Sì

Del totale dei componenti il nucleo familiare, escluso il richiedente, quanti non risiedono in Italia? 

Numero di altri conviventi nel nucleo familiare del richiedente

 Remember to include yourself when calculating the number of the members of your household.

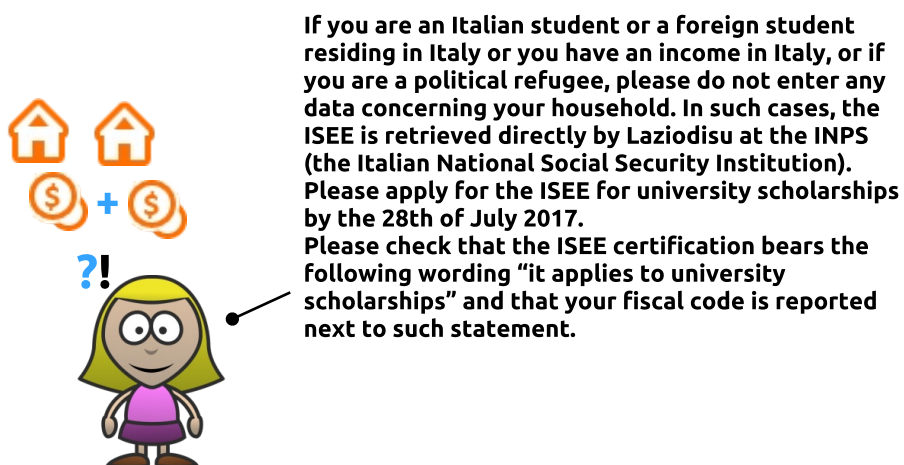




Your ISEE for scholarships will be valid and available in the INPS databank only if you go and sign it at a CAF (Tax Assistance Centre) by the 28th of July 2017



Section 8 – Economic data



If you are an Italian student or a foreign student residing in Italy or you have an income in Italy, or if you are a political refugee, please do not enter any data concerning your household. In such cases, the ISEE is retrieved directly by Laziodisu at the INPS (the Italian National Social Security Institution). Please apply for the ISEE for university scholarships by the 28th of July 2017. Please check that the ISEE certification bears the following wording "it applies to university scholarships" and that your fiscal code is reported next to such statement.



Reference dates

The ISEE certification is formally valid only if it is signed by the 28th of July 2017 and available in the INPS databank by the 19th of September 2017.

Warning: failure to comply with such dates will prevent the student from qualifying for a scholarship.

Dati economici per studente con cittadinanza Italiana

In qualità di studente residente in Italia i tuoi redditi verranno acquisiti tramite l'attestazione ISEE sottoscritta nell'anno corrente.

ISEE for scholarships

The so-called Dichiarazione Sostitutiva Unica, D.S.U. (self-certification form) is the certification required to calculate the ISEE (Indicator of the Equivalent Economic Situation) in order to qualify for the scholarship. It gathers information on the household and on all its members. DSU is made up of different forms and sections to fill in, depending on the characteristics of the household and on the type of scholarship requested. Please communicate to your CAF that you need the ISEE in order to apply for a university scholarship.

Make sure that this option is selected



Dichiarazione sostitutiva unica

valevole per la richiesta di prestazioni sociali agevolate o per l'accesso agevolato ai servizi di pubblica utilità (decreto legislativo 31 marzo 1998, n. 109, come modificato dal decreto legislativo 3 maggio 2000, n. 130)

Prestazioni sociali che si intendono richiedere:

Indicare (barrando la casella corrispondente) le prestazioni che i soggetti componenti il nucleo familiare intendono richiedere sulla base della presente dichiarazione

- ☐ Assegno per il nucleo familiare con tre figli minori
- ☐ Assegno di maternità
- ☐ Asili nido e altri servizi educativi per l'infanzia
- ☐ Mense scolastiche
- ☐ Prestazioni scolastiche (libri scolastici, borse di studio, ecc.)
- ☐ Agevolazioni per tasse universitarie
- ☒ Prestazioni del diritto allo studio universitario
- ☐ Servizi socio sanitari domiciliari
- ☐ Servizi socio sanitari diurni, residenziali, ecc.
- ☐ Agevolazioni per servizi di pubblica utilità (telefono, luce, gas)
- ☐ Altre prestazioni economiche assistenziali
- ☐ Altro (specificare): _____
- ☐ Altro (specificare): _____

Are you an Italian student?



Warning: If you are an Italian student or a foreign student residing in Italy or you have an income in Italy, or if you are a political refugee, please do not enter any data concerning your household.

In such cases, the ISEE is retrieved directly by Laziodisu at the INPS (the Italian National Social Security Institution). If you or someone in your household has a disability, please fill in the specific areas.

In your ISEE, information on your income is provided by the ISP (Indicator of the Asset Situation).

The value of ISPE (Indicator of the Equivalent Asset Situation) is calculated by dividing the ISP value by the equivalence scale.

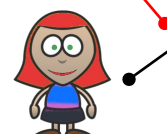


Only certifications signed after the 15th of January 2017 are valid

INPS

PRESTAZIONI AGEVOLATE PER IL DIRITTO ALLO STUDIO UNIVERSITARIO

STUDENTI UNIVERSITARI				
Cognome	Nome	Codice fiscale	ISEE	ISEE calcolato
tuo nome cognome e codice fiscale			Euro	0,00 ISEE ordinario



Make sure that this section too is properly filled in22

Are you a foreign student?

Tipologia di nucleo familiare: Nucleo familiare di origine

Tipologia di redditi dichiarati

Il tuo nucleo familiare di appartenenza ha dichiarato nel 2015 redditi in

☐ Italia

☒ Stato Estero

Redditi esteri

Stato nel quale sono stati dichiarati i redditi

AUSTRIA

Dettaglio redditi esteri

Numero dei componenti il nucleo familiare 4

Reddito lordo complessivo della famiglia 100,00 EURO

Totale patrimonio mobiliare 0,00 EURO

Proprietà della casa di abitazione alla data del 31/12/2016

☐ Si

☒ No

Proprietà di altri immobili alla data del 31/12/2016

☐ Si

☒ No



The number of the household members should be the same as the one reported in the previous section



The data entered here should be the same as those entered in the documentation attached



EU students, when filling in the application, by the 28th of July 2017 at 12 p.m., shall report the asset and financial situation of their household.

By the 11th of August at 8 p.m., students shall

submit the digital application via PIN, along with a document attesting their marital status and the documents relating to their asset and financial situation, translated into Italian and, if necessary, legalised in accordance with the current regulations.

Alternatively, they can use Annex D of the Call for applications.



The income earned by each household member in the country of origin refers to 2015

The assets refer to the 31st of December 2016



If you are not a European citizen, the documents relating to your income, assets and the composition of your family should be issued by the government of your Country of origin.

Thereafter, such documents should be translated and legalised by the Italian embassy in your Country of origin (and not the other way around). Such documents should be attached to your application. The values entered in the form should be the same as those reported in the documentation issued by the competent authorities of the Country where the revenue originates.



If you have trouble obtaining the documentation required, please enter temporary data and attach temporary documents



Are you a student coming from a non-EU Country who, for duly justified reasons, cannot obtain the documentation relating to the income as required by the Call for applications?

If, for duly justified reasons, you have trouble having your documents translated and legalised by the Italian embassy in your Country of origin, you can use Annex D of the Call for proposals to report your income, financial assets and property, and the composition of your household.

In this case, contact your Country's Diplomatic Mission or Consular Office in Italy. Remember that the certifications issued by the foreign embassies in Italy may need to be legalised by the Prefecture. Contact your embassy for more information on the apostilles.



Please enter the corresponding income next to each family member. If the income amounts to zero, please enter 0. The annual income of **each family member** should be converted into Euros using the average exchange rates for the year of reference, as set out in Annex F of the Call for Applications (Source: Banca d'Italia)



If necessary, remember to have your embassy statement legalised by the Prefecture. It is the exclusive responsibility of the Public Prosecutor to place the apostille and legalise the deeds signed by notaries, Court Clerks and Officers; the Public Prosecutors Office in Rome is in Via Gregorio VII, n.122, opening times: Monday and Thursday 9 a.m. - 3 p.m.; Tuesday, Wednesday and Friday 9 a.m. - 1 p.m.



ALLEGATO D – Schema della dichiarazione consolare

La dichiarazione deve essere rilasciata dalla competente rappresentanza diplomatica o consolare presente in Italia e successivamente legalizzata dall'Ufficio Territoriale del Governo (Prefettura). L'azienda si riserva di trasmettere i dati dichiarati alle Rappresentanze Italiane all'estero per le verifiche di veridicità e di perseguire in caso di dichiarazioni false secondo quanto previsto dalla vigente normativa.

L'Ambasciata/Il Consolato di _____
 Vista la documentazione presentata dallo/a studente/ssa :
 Cognome _____ Nome _____
 Data di nascita ____/____/____ Luogo di nascita _____ Cittadinanza _____
 Sesso M F - Stato civile: Nubile/Celibe - Coniugato/a - Vedovo/a - Religioso/a
 Passaporto n° _____ data di emissione ____/____/____
 DICHIARA
 che il nucleo familiare dello/a studente/ssa alla data del _____ è così composto:

n.°	Cognome	Nome	Data di nascita	Relazione di parentela	Reddito lordo in Euro
1					
2					
3					
4					
5					
6					



DICHIARA

che il reddito complessivo lordo della famiglia per l'anno 2015 - 2016 è stato pari a Euro _____ applicando il tasso medio di cambio ufficiale per l'anno di riferimento

DICHIARA

che la situazione patrimoniale complessiva della famiglia al 31 dicembre 2016 è stata la seguente :

- a) Proprietaria della casa di abitazione al 31/12/2016 : No - Si con una superficie complessiva di _____ metri quadrati.
- b) Proprietaria di altri fabbricati (inclusi quelli posseduti all'estero) al 31/12/2016 con una superficie complessiva di _____ metri quadrati.
- c) La consistenza media del patrimonio mobiliare (depositi bancari, postali ecc..) al 31 dicembre 2016 è pari a Euro _____ applicando il tasso medio di cambio ufficiale per l'anno di riferimento secondo il "Listino medie annuali" <http://cambi.bancaditalia.it/cambi/cambi.do?lingua=it&to=cambiMedieAForm> della Banca d'Italia

Firma dell'Ambasciatore o del Console
 (o di chi ne fa le veci)



Section 9 - Benefits

Please select the benefits you wish to apply for

Scholarship ?!

Accommodation ?!

?!
?!



In this section, you can apply for scholarships, accommodation and also grants for international mobility.
The grant for mobility and the scholarship are compatible.



Reference dates

The application shall be submitted online – First phase
28 July 2017 at 12 p.m.

The application shall be submitted online – Second phase
3 - 11 August 2017 at 8 p.m. via PIN.

Only the students who submitted their application by
the 28th of July 2017 can access this phase.
Deadline for enrolment in the University: 31 March 2018.

Richiesta benefici

Borsa di studio

☐ Si ☒ No

Servizio abitativo

☒ Si ☐ No

Contributo esperienze formative U.E. (riservato agli studenti che partiranno nell'A.A. 2017/2018 con i progetti Socrates/Erasmus)

☐ Si ☒ No

Benefici concessi da altri Enti

Hai ottenuto o otterrai per l'anno accademico 2017/2018 una borsa di studio erogata a qualsiasi titolo da un altro Ente pubblico o privato?

☐ Si ☒ No

Importi di Borsa di studio percepiti da altri Enti nell'anno solare 2016

Hai percepito nel corso dell'anno solare 2016 una borsa di studio?

☐ Si ☒ No

Trattamenti assistenziali, previdenziali ed indennitari percepiti dai soggetti portatori di disabilità

Nella attestazione ISEE sottoscritta nel 2017, sono stati conteggiati trattamenti assistenziali, previdenziali ed indennitari percepiti dai soggetti portatori di disabilità?

☐ Si ☒ No

Modalità di pagamento della borsa di studio (anche per gli anni precedenti)

Saranno ritenute temporaneamente valide le Laziodisucard già attivate.

Modalità prescelta

☒ Comunico in seguito il codice IBAN sul quale accreditare gli importi

☐ Accredito su c/c Italia intestato al richiedente

☐ Accredito su c/c estero intestato al richiedente

☐ Accredito su carta prepagata LaziodisuCard emessa dalla Banca Popolare di Sondrio

You can choose one or even all of the three types of benefit. Remember that if you apply for accommodation and then you leave because you received an Erasmus grant, you will be able to keep the accommodation for a maximum of three months.

Remember that you can use the accommodation services only after having completed the enrolment process. If you fail to enrol by the 31st of March 2018 you will lose all benefits.

If you are currently receiving a Laziodisu scholarship or if you were selected to receive a work grant (150 hours) at your university, or if you were selected for an international mobility project, please answer **NO** to this question.

Please answer **YES** only if you are receiving a different scholarship than the ones listed above. Any scholarship reported in this area shall refer to 2015



Warning!

The "Grant winners" who will not communicate their bank account details by the 30th of October 2017, will not receive the first instalment of the scholarship on the due date for the first payment.

Within 6 months of the date upon which you were assigned the grant, you must enter the IBAN of your bank account through the function "Payment method" inside your personal area.

The procedure ends with the communication of the IBAN via PIN. If you fail to do so, you will not receive the scholarship.



The payment will be made via bank transfer to a bank account that is in your name, or co-owned by you. Please communicate your IBAN code as soon as possible



The iban of the postal savings book is not valid

How to apply for the PIN

Are you taking part in the competition for the first time, or were you excluded from the competition in the previous years?

After registering on the website in your “personal area”, please go to the section “Ostium” and authenticate yourself, according to the guidelines written in the different displays.

If you apply for a scholarship for the first time, please go to an Adisu (Body for the Right to University Education) office by the 11th of August 2017 at 12 p.m.

Alternatively, you can submit your application for a PIN to the offices by registered letter by the 26th of July 2017. Remember to sign the application and to attach a copy of your ID.

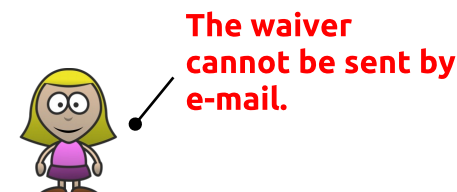
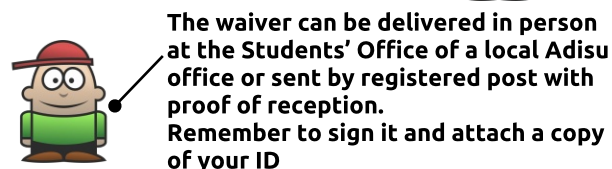
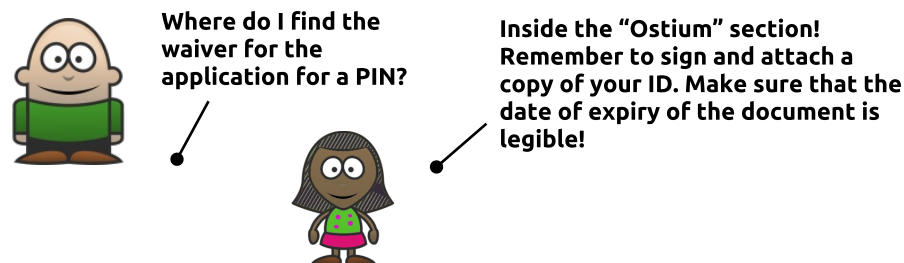
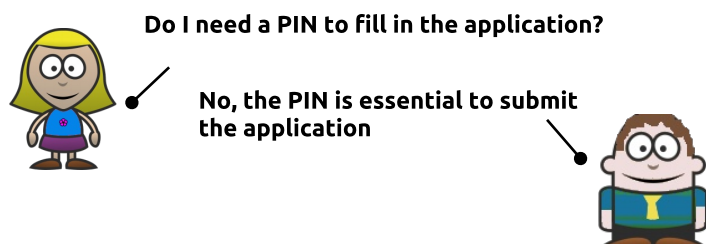
If you go to the Adisu office of reference, or to the nearest Adisu office, please submit a valid ID and a copy of it.

This procedure shall be completed by the 11th of August 2017 at 12:00 p.m.

If you lost the PIN that had been assigned to you, please contact the Students' Benefits Office of your Adisu



Remember that the PIN shall be used to submit the application



How to apply for a new PIN in case of loss



There is a function inside the "Ostium" section that will allow you to generate a new PIN.



Tipo autenticazione:



Utente abilitato all'invio della domanda tramite PIN

La funzione di re-invio e' utilizzabile nel limite di 3 pin nel corso dell'anno solare. Ne puoi attualmente utilizzare 3. Superato tale limite recati presso gli uffici di Laziodisu.

Reinvia nuovo pin

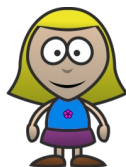


For any further issue concerning the PIN, please contact your local Adisu office.



**REMEMBER THAT AN APPLICATION
SUBMITTED WITHOUT A PIN IS
NOT VALID.**

Documents to be attached after submitting the application via PIN



Remember to submit the application via PIN by the 11th of August 2017 at 8:00 p.m.

IF YOU COME FROM A NON-EU COUNTRY, after submitting the form via PIN, a window will open in order to let you upload the following documents in a digital format:

- a) A copy of your residence permit (or paper documents showing that you applied for or applied to renew the residence permit or at least a copy of your passport);
- b) Statement of assets and income and of the composition of the household as required by the Call for applications (see pages 23 and 24 of this guide)

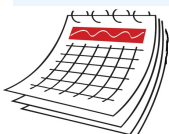
IF YOU COME FROM AN EU COUNTRY, after submitting the form via PIN, a window will open in order to let you upload the following documents in a digital format:

- a) Marital status
- b) Documents relating to your asset and financial situation of your Country of origin.

IF YOU ARE AN ITALIAN STUDENT BUT YOU HAVE ASSETS OR INCOME ABROAD, after submitting the form via PIN, a window will open in order to let you upload the following document in a digital format:

- a) Statement of income issued by the competent authority and translated by the local Italian representation.

If you have credits related to internships or other educational activities, remember that the related certification, issued by the University secretariat, shall be attached after submitting the application.



Results

21 September 2017

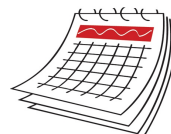
Final ranking for accommodation

6 October 2017

Final ranking for scholarship, Erasmus grant, etc.:

first half of 2018

Final ranking for the prize for outstanding dissertation



Deadline

Submission	Submission
May 8 th to July 28 th 2017, at 12.00 pm	Fill in and submit online application via PIN (Step One)
August 3 rd to 11 th , at 8 pm	Correct any mistake/inconsistency. Submit application via PIN
Application for PIN	Submission
By July 26 th 2017	Send ADISU application for PIN by registered letter with advice of receipt
August 11 th 2017, at 12.00 pm	Personal identification at local Adisu agencies; change mobile phone number for receiving the PIN
DSU/ISEE	Submission
By July 28 th 2017	Sign DSU for educational grants
September 19 th 2017	Find DSU in INPS databank
Enrolment	Submission
March 31 st 2018	Enrol in university and settle status/payment



Failure to comply with the procedures and deadlines required, and the submission of applications without using the PIN or with methods that are not in line with what is stated above, results in the exclusion from the benefit scheme, even if the application was properly filled in and/or submitted online.



Remember that you will be excluded if you do not produce the original documentation by the 31st of March 2018 at the Students' Benefits Office of the Adisu office of reference

Addresses and contact details

ADISU ROMA UNO

Adisu Roma Uno

Via Cesare De Lollis 22

Opening time (front-office): Monday and Wednesday from 9:00 a.m. to 12:30 p.m.; Tuesday and Thursday from 2:30 p.m. to 4 p.m.

Opening time for telephone calls only: Monday and Wednesday from 2:30 p.m. to 4:30 p.m.
Tuesday, Thursday and Friday from 9:30 a.m. to 12:30 p.m.

Telephone numbers: 06.497031 5-06.49707533 - 06.49707534 - 06.49707535 - 06.4970 7536

ADISU VITERBO

Adisu Viterbo

Via Cardarelli 75

Opening time: monday-friday 9:30 a.m. – 1:00 p.m.; Tuesday and Thursday 3:00 p.m. – 4:30 p.m.

Contact details: tel. 0761.27061 0 - 0761.27061 1 - 0761.270605

Please contact your local Adisu office to:

- verify the documentation conformity
- ask questions about a specific situation (that is not regulated by the Call for applications)
- solve problems related to the access to the on-line form
- if you have trouble retrieving your password

ADISU ROMA DUE

Adisu Roma Due

Via Cambridge 115

Opening time: monday and wednesday 9 a.m. – 12 p.m. and 3 p.m. – 4 p.m. Friday 9 a.m. – 11:45 a.m.

Contact details tel. 06.2041 0303 - 06.2041 01 306 - 06.2041 01 380

ADISU CASSINO

Adisu Cassino

Viale dell'Università c/o College Studenti Folcara

Opening time: from monday to thursday from 9:00 a.m. to 1 p.m. and from 3:00 to 5:00 p.m.; Friday from 9 a.m. to 1 p.m.

Contact details tel. 0776.391711 – 0776.391705 – 0776.391748

ADISU ROMA TRE

Adisu Roma Tre

Via della Vasca navale 79

Opening time: monday – friday from 9 a.m. to 1 p.m.

Contacts tel. 06.55340729 - 06.55340733 06.55340737

If you want a tailored answer, remember to specify your name, surname and date of birth when writing an email



Please call the Public relations office

06.4970241

- to ask for more information on the procedures
- to ask for more information on the requirements
- to ask for clarifications on the Call for applications
- to understand how to use the bonus
- if you do not know what other office you should contact

Please call the toll free number 800723999

- to find out the deadlines of the call for applications
- to ask general questions