Enter Area Riservata Studenti
> REGISTER
Please click on Registratrazione (Register) to start the registration process.

> ACCESS
Once you have filled out the registration form, you can access the Students Area (Area Riservata Studenti) and start the process.

**DEADLINES**
You can submit your application from 28 May to 24 July 2019 at 12:00 pm

You will be allowed to make changes or modify wrong data from July 31 to August 9 at 15:00.
Name: if you have a double name please be careful and insert your full name.

Place of Birth: select “Stato Estero”

Doc. di Riconoscimento: select “Passaporto”.

Rilasciato da: enter “Questura”

You can obtain the fiscal code at the Italian diplomatic authorities in your country of residence, if you are not in Italy. If you do not own a Codice fiscale yet please visit: www.codicefiscale.com and insert your data to obtain a temporary one as shown in the next slide.
Go to www.codicefiscale.com and fill out the form above with your data. As place of birth insert your Native Country. The system will calculate your Fiscal Code which you can use for the LAZIODISU Guide.
Please take note of your personal Username and Password; they will be necessary to access your profile on LazioDISCo website.

Click on “Invia” to submit your data.
REGISTRATION COMPLETE: Please take note of username + password

Enter your reserved Area in the “OSTIUM” section and proceed with the authentication to obtain your PIN code for the application transmission.

> Click on “COMPILAZIONE”: Insert username and password then click on “ACCEDI”
Accesso area riservata dello studente ai servizi DiSCo

Nome utente  Username
ROSSILUCA00

Password

Accedi

Click on Accedi (Access)
Clicca sul pulsante "Aggiungi richiesta" per richiedere un nuovo contributo.

Click on

Aggiungi Richiesta
<CLICK ON “RICHIEDI”>.
START YOUR APPLICATION

Click on the “Aggiungi Richiesta”

> Click on “Benefici a concorso Anno Accademico 2019/20” to apply for the 2019/20 Benefits.

> Click on “MODIFICA” to access your application form.
Application status bar
From now on you will fill in modules about your data, listed here below. The status bar will become green as you proceed with each section. In order to complete your application, you must fill in all the sections:

1. Personal data
2. Residence
3. Current home address
4. Legal Home Address (usually the same of point 3)
5. Enrolment
ID
Check if all the information about your passport (provided at the beginning of the application) are correct.

Citizenship
Citizenship - select “Estera”
Foreign country of citizenship - select your country of citizenship

Marital Status
Select your status from the dropdown list.

> From now on, please click on “Invia” to submit the section
Ostium: Utente non autenticato

Anagrafica  Residenza  Domicilio  Domicilio legale  Iscrizione  Nucleo familiare  Dati economici  Benefici

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

Domanda di partecipazione ai benefici a concorso per l’Anno Accademico 2019/20

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<td>RSMRC92C09Z200K</td>
</tr>
</tbody>
</table>

Home page Laziodisu  Home page studente

Disclaimer  | Crediti  | Ultimo aggiornamento 16/05/2018  | Stampa  | Contatti |
Stato di Residenza: Select "Stato Estero" if you reside out of Italy. Provincia estera di Residenza: if you do not know, please leave it blank.

### Compilazione domanda benefici a concorso 2019/2020

<table>
<thead>
<tr>
<th>Dati relativi alla residenza</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Stato di residenza</strong></td>
</tr>
<tr>
<td>- Stato di residenza</td>
</tr>
<tr>
<td>- Provincia di residenza</td>
</tr>
<tr>
<td>- Città di residenza</td>
</tr>
<tr>
<td>- Indirizzo di residenza</td>
</tr>
</tbody>
</table>

Click on "Invia" to submit the section or "Indietro" to go back to the previous page.
Compilazione domanda benefici a concorso 2019/2020

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

<table>
<thead>
<tr>
<th>Richiedente</th>
<th>BIANCHI MARCO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data di nascita</td>
<td>09/03/1992</td>
</tr>
<tr>
<td>Codice fiscale</td>
<td>BNCRMRC92C09Z600A</td>
</tr>
<tr>
<td>Status della domanda</td>
<td>Domanda non completata</td>
</tr>
</tbody>
</table>

Home page DiSCo  Home page studente
In this session you will be asked for information on your domicile for academic year 2019/2020.

In the next slides you will be asked information about the kind of the rental contract. Please fill the type of contract nr3 (option 3).

Domicile for the year 2019/2020

Il domicilio è diverso dalla residenza, o sarà (…) select “Sì” if you are an international student with the residence in your home country.

Domicile address

Please fill only the spaces provincia and comune if you do not have a rental contract yet. If you do then fill all the form.

Provincia: Roma (if you will or do live in Roma)
Comune: Roma (if you will or do live in Roma)
IN THIS FORM LAZIODISCO IS ASKING YOU IF YOU WILL BE HOSTED BY SOMEBOY OR YOU WILL PAY FOR A RENT IN THE ACADEMIC YEAR 2019/2020

> If you will be living in CampusX, please fill in the form as shown in the next slide.

**PLEASE NOTE**
DECLARING THE FALSE IN ITALY IS A VIOLATION: FURTHER CONTROLS REGARDING THIS CHOICE WILL BE MADE BY LAZIODISCO

> Select “A titolo oneroso” if you will pay for a rent.  
> Select “A titolo non oneroso” if you are someone’s guest. Please keep in mind that if you will be hosted by somebody the amount of your scholarship will be lower.

> You have to fill in this form with the details of your rental contract. Please leave it blank if you do not have a rental contract yet (or it is not yet registered).
FOR STUDENTS LIVING IN CAMPUS X

Tipologia di domicilio
- Il domicilio è/sara’ assunto?
  - you will get the domicile
  - 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 (Istit. religiosi, Erasmus, Socrates)

Type of Contract
First: select “a titolo oneroso” if you pay a rent.
Second: select “Altro tipo di rapporto a titolo oneroso”

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

Tipologia del rapporto a titolo oneroso
- type of contract

Denominazione dell’Istituto
- name of organisation

Durata del contratto in mesi
- duration of contract

Importo mensile della rata
- monthly amount in Euros

Contract details
Body you are signing your contract with: select Ente pubblico/privato (Public/private body)
Name of the organisation: write Campus X Roma
Duration (in months) of your contract (e.g., 10)
Monthly amount that you pay (in euros)

Click on “Invia” to submit the section
### Compilazione domanda benefici a concorso 2019/2020

**Richiedente:** BIANCHI MARCO  
**Data di nascita:** 09/03/1992  
**Codice fiscale:** BNCMRC92C09Z600A  
**Status della domanda:** Domanda non completata
Compilazione domanda benefici a concorso 2019/2020

Selezionare dove lo studente vuole che venga recapitata la corrispondenza ufficiale (Domicilio legale)

- Presso l'indirizzo di residenza  
- Presso l'indirizzo del domicilio
- Presso un altro indirizzo

Select to which address you would like to receive correspondence
Compilazione domanda benefici a concorso 2019/2020

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

Richiedente: BIANCHI MARCO
Data di nascita: 09/03/1992
Codice fiscale: BNCMRC92C09Z600A
Status della domanda: Domanda non completata

[Links: Home page DISCo, Home page studente]
This section requires your academic career data. If you are a Bachelor / One Cycle student please fill it as follows. If you are a MSc/MAc student please go to slide number 22

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>University</td>
<td>Università Tor Vergata</td>
</tr>
<tr>
<td>Enrolled in a separate location</td>
<td>No</td>
</tr>
<tr>
<td>School/Department</td>
<td></td>
</tr>
<tr>
<td>Type of programme</td>
<td></td>
</tr>
<tr>
<td>Name of the course</td>
<td></td>
</tr>
<tr>
<td>Academic year of 1st enrollment</td>
<td>2019 / 2020 (aaaa/aaaa)</td>
</tr>
<tr>
<td>Year of enrollment for a.y. 2019/20</td>
<td>Primo anno</td>
</tr>
<tr>
<td>Current career status</td>
<td>In corso</td>
</tr>
<tr>
<td>Matricola number (if held)</td>
<td></td>
</tr>
</tbody>
</table>

> University: Select “Università Tor Vergata”
> Enrolled in a separate location: select “No”
> School/Department: select your School
> Type of programme: select > Corso di laurea triennale (Bachelor’s degree)
> Name of the course: insert the course you are enrolled in.
> Academic year of 1st enrollment: select 2019/2020
> Current Academic Year: select “Primo Anno”.
> Current career status: select “In corso”.
> Matricola number: insert your matricola number only if you are enrolled. If you are not, please leave it blank.
DIPLOMA DETAILS
> Where did you obtain your diploma: select “Stato estero”

FOREIGN DIPLOMA DETAILS
> Country where you earned your diploma: select the country.
> Type of diploma: insert “high school diploma”
> Year: insert the high school diploma conferral year
> Final mark: please consider that the mark must be converted into the Italian grading system. If you do not know yet what to insert, just put 60 and you will then be able to modify this section.

PREVIOUS CAREER
> Do you already hold an academic diploma? Select Si if you do, No if you do not.
> Are you already enrolled at University or are you transferring from another University or are you about to graduate? Select Si if you do, No if you do not.

CREDITS FOR ITALIAN TEACHING ACTIVITIES
Did you obtain credits for teaching not included in your study plan?
This section requires your academic career data. If you are a MSc/MAc student please fill it as follows.

- **University**: Select “Università Tor Vergata”.
- **Enrolled in a separate location**: select “No”.
- **School/Department**: Select your School.
- **Type of programme**: select Corso di laurea Specialistica/Magistrale.
- **Name of the course**: enter the name of the course you are enrolled in.
- **Academic year of first enrolment**: select 2019/20
- **Year of enrolment**: select “Primo anno” (first year)
- **Current career status**: select “in corso”
- **Matricola number**: Please insert your matricola number only if you are enrolled. If you are not, please leave it blank.
> Access requirement to the MSc/Mac – insert 180

**PREVIOUS CAREER**

> Do you already hold an academic diploma? Select “Si” (Yes)

**ACADEMIC DIPLOMA**

> University where you obtained the Diploma – write the name of the University
> School where you obtained the Diploma – write the name of the School
> Course – select “Titolo conseguito all’estero” (Diploma earned abroad)
> Graduation Year – write the A.Y. of graduation (yyyy/yyyy)
> Duration of the programme – select the duration of your previous programme (3 anni = 3 years; 4 anni = 4 years; 5 anni = 5 years)
PREVIOUS CAREER

Do you own an academic degree?
Are you waiting for the academic degree because you have transferred from another University/course? - Select “yes” or “no”.

If yes: Please ask personal support to your Programme Office to fill in this section

REASON WHY YOU HAVE NOT OBTAINED YOUR ACADEMIC DEGREE

Select Yes/No for the following:
- Renounce to your previous study career
- Transfer from another course/University
- I am waiting for my academic title

※ Please note that your positive answer to one of the options above will produce a specific section.

※ In the Next page the three possible options referring to the «reason why you have not obtained your academic degree». 
**WHY YOU HAVEN'T OBTAINED YOUR ACADEMIC DEGREE?**
Choose one of three options below:

1. **RENOUCE TO YOUR PREVIOUS STUDY CAREER**
   - Academic year of renouncement
   - Have you received other benefits/scholarships?

2. **TRANSFER FROM ANOTHER COURSE/UNIVERSITY**
   - Location of your previous university - Select "Estero" for foreign university
   - Name of your previous university
   - Type of programme
   - Academic year of first enrolment
   - Academic year of the transfer

3. **I AM WAITING FOR MY ACADEMIC DEGREE**
   - Location of the university
   - Select "Estero" for foreign university
   - Name of the University
   - Type of programme
   - Academic year in which you will obtain the academic degree
Ostium: Utente non autenticato

Anagrafica  Residenza  Domicilio  Domicilio legale  Iscrizione  Nucleo familiare  Dati economici  Benefici

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

Domanda di partecipazione ai benefici a concorso per l'Anno Accademico 2018/2019

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[Home page Laziodisu] [Home page studente]
IN THIS SECTION YOU ARE REQUIRED TO PROVIDE INFO ABOUT YOUR OWN FAMILY

- Write the total number of the members of your family (you included)
- Does your family include at least one parent? - if Yes select “Si” otherwise select “No”

Marital status of your parents
- choose if married, separated, widowed or single

- Number of siblings in your family
- Does your nuclear family include sons/daughters of the applicant? - if yes, please indicate the number
- Does your nuclear family include the spouse of the applicant?
- Please indicate the number of the members of the nuclear family - applicant excluded - who do not reside in Italy
- Number of other members - different from parents/brothers/sisters - who live together with the applicant

CLICK INVIA TO SUBMIT
Ostium: Utente non autenticato

Anagrafica   Residenza   Domicilio   Domicilio legale   Iscrizione   Nucleo familiare   Dati economici   Benefici

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

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Home page Laziodisu   Home page studente
IN THIS SECTION YOU ARE REQUIRED TO GIVE LAZIOID-ISU DATA ABOUT YOUR INCOME AND YOUR REAL ESTATE ASSETS. YOU SHOULD ASK THE ITALIAN DIPLOMATIC AUTHORITIES IN YOUR COUNTRY TO PROVIDE YOU WITH AN OFFICIAL DOCUMENT WITH YOUR FAMILY INCOME,S STATING THE REQUIRED INFORMATION TO FILL IN THE FORM.

> Your family submitted its 2017 incomes declaration in
  - Select “Stato Estero”

INTERNATIONAL INCOMES
> Please indicate the country in which your nuclear family has submitted the income declaration

INTERNATIONAL INCOMES DETAILS
> Number of the members of your family
  - check if the number automatically generated by the system is correct
> Gross annual income of the family (in Euros)
> Total amount of your family real estate (in Euros)
> Do you own the property of the house you are living in?
  - if Yes, select SI and insert the square meters of the house
> Do you own the property of other real estates?
  - (if Yes, select SI and insert the square meters of the real estate.)
Ostium: Utente non autenticato

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

Domanda di partecipazione ai benefici a concorso per l'Anno Accademico 2018/2019

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Home page Laziodisu  Home page studente
Please select in this session the benefits you want to apply for: only the scholarship or the accommodation too or also the mobility grant.

**Richiesta benefici**

- Borsa di studio: 
  - Si = Scholarship
  - No

- Servizio abitativo: 
  - Si = Accommodation
  - No

- Contributo esperienze formative U.E. (riservato agli studenti che partecipano nell’A.A. 2019/2020 con i progetti Socrates/Erasmus) 
  - Si = UE formative experiences contribution (only for students a.a. 19/20 going to Erasmus or Socrates)
  - No

**Preferenze Posto alloggio**

- Prima Preferenza: New Cambridge - via Cambridge
- Seconda Preferenza: nessuna preferenza
- Terza Preferenza: nessuna preferenza
- Quarta Preferenza: nessuna preferenza
- Quinta Preferenza: nessuna preferenza
- Sesta Preferenza: nessuna preferenza
- Settima Preferenza: nessuna preferenza
- Ottava Preferenza: nessuna preferenza
- Nona Preferenza: nessuna preferenza
- Decima Preferenza: nessuna preferenza

**BENEFITS APPLICATION**
- Scholarship – select “Si” (Yes)
- Accommodation – select No
- Erasmus scholarship – select No

**ACCOMMODATION PREFERENCES:**
Choose the order of 10 accommodations

Please note that the results for the scholarship will be published on your personal area on the Laziodisu website. In order to receive the scholarship you must complete your enrollment by 31st March 2017.
Please select in this session the benefits you want to apply for: only the scholarship or the accommodation too or also the mobility grant.

**Benefici concessi da altri Enti**
- Have you or will you obtain other benefits from other bodies for the academic year 2019/20?

**Importi di Borsa di studio percepiti da altri Enti nell’anno solare 2017**
- Have you obtained a scholarship in 2017?
- Total amount of the benefits obtained from other bodies.

**Trattamenti assistenziali, previdenziali ed indennitari percepiti dai soggetti portatori di disabilità**
- Did you receive compensation as a disabled student by ISEE in 2019?

**Modalità di pagamento della borsa di studio (anche per gli anni precedenti)**
- Payment method:
  - I will later communicate my IBAN code (before October 30th)
  - Deposit on my Italian current account
  - Deposit on my international account

---

**Benefits Received from Other Bodies**
- Have you obtained or will you obtain other benefits from other public or private bodies for the academic year 2017/2018? - select your answer

**Scholarships from Other Bodies**
- Have you obtained a scholarship in 2015? - select your answer, and if it is 'Yes' please write the total amount of the scholarship

**Social Treatment Compensation for Disabled Students**
- select 'No' (it is for students having done the ISEE in Italy in 2017 and have calculated a social treatment compensation for disabled into that)

**Payment Method to Obtain the Scholarship**
- Please select the preferred one:
- NB. The account must be addressed to you (not one of your family member/friends/other), otherwise the payment will not be authorised.

Please note that the results for the scholarship will be published on your personal area on the Laziodisu website.
IF STATUS BAR IS TOTALLY GREEN YOUR APPLICATION IS COMPLETE

> Click on “TRASMISSIONE DOMANDA” to submit (you will need your PIN code which should have been sent you via SMS).

If you have not received the PIN code, please contact immediately the Programme Office of your course and ask for assistance.

If any of the status is red, it means that some information are missing in that section: fill it in and proceed.

APPLICATION ARE TO BE SUBMITTED WITHIN MAY 28th to JULY 24 12:00pm.
YOU WILL BE ALLOWED TO ADD MORE INFORMATION OR CORRECT MISTAKES FROM JULY 31 to AUGUST 9 at 8:00pm.