

## APPENDIX B

(to the call for applications for scholarships and accommodation, academic year 2025/2026)

### DOCUMENTATION TO BE SUBMITTED BY STUDENTS from outside the European Union, academic year 2025/2026

All documentation indicated below, produced in the original language and legalised, must be translated into Italian and legalised by the Italian diplomatic authorities in the country of origin or in accordance with the procedures laid down by the international conventions in force on legalisation.

**1. Family status:** document stating the composition of the family

#### **Special situations**

- Family status with only one parent present:
  - **in case of divorce:** the divorce certificate must be provided, or a court document if the separation is ongoing;
  - **in the event of death:** a death certificate is required if not already submitted to the Agency in previous academic years;
  - **the student has not been recognised by his/her father:** the student's birth certificate is required;
  - **in case of parental abandonment:** declaration by the competent authority;
  - **a parent is untraceable:** certification of untraceability by the competent authorities is required;
  - **presence of a guardian in the family status:** a document appointing the guardian by the competent authorities must be submitted;
- The student is an orphan of both parents:  
death certificates of both parents must be submitted if not already submitted to the Agency in previous academic years;
- Presence in the family status of adult married siblings:  
a marriage certificate must be submitted or the civil status of the brother/sister must be specified in the certificate of family composition;
- Presence in the family status of adult siblings who do not live with their original family:  
It is necessary to submit the residence certificate of the non-cohabiting sibling, or this can be specified in the family composition certificate.

**2. Income:** Certification issued by the public administration responsible for tax matters, showing the total **gross income (including taxes)** from employment or pensions received by **each adult** member of the family in the calendar year 2024.

#### **Special situations**

- If you do not have the above certificate, one of the following documents must be presented:

**AZIENDA REGIONALE PER IL  
DIRITTO ALLO STUDIO UNIVERSITARIO**

sede legale  
Viale A. Gramsci, 36 – 50132 Firenze  
www.dsu.toscana.it  
info@dsu.toscana.it  
C.F. 94164020482 – P.I. 05913670484

SISTEMA DI GESTIONE  
QUALITÀ CERTIFICATO

**CQY**  
CERTIQUALITY

UNI EN ISO 9001:2015

- Certificate issued by the employer showing the salary received in the calendar year 2024 (January to December) including taxes;
  - Last payslip (December 2024) only if it shows the total income received in 2024;
  - All 12 monthly pay slips for income received in the calendar year 2024, if the total income is not shown on the last pay slip;
- For adult family members without income:
- **Student:** certificate of enrolment at University or other institution;
  - **Unemployed:** Unemployment certificate or indication of unemployment status in the family composition certificate;
  - **Stay-at-home mother:** can be certified in the family status certificate.
- 3. Buildings:** certification of all buildings owned on 31 December 2024 by **each** member of the family, indicating the **surface area in square metres**.
- Residential house:
- **ownership:** certificate of ownership with surface area;
  - **used free of charge:** document certifying that the building is owned by someone who is not a member of the household;
  - **with a valid rental agreement:** rental agreement valid on the date of application;
  - **in the absence of the above documents:** certificate of non-ownership by family members.
- Other Buildings: the relevant certificates of ownership must be submitted.
- 4. Moveable assets: certificates issued by banks and financial institutions** for current accounts, deposits of any kind, rechargeable prepaid cards and credit cards, shares and bonds, and securities in general, as at 31 December 2024 for **each** member of the family.
- It is mandatory to submit documentation relating to moveable assets in the following situations:
- Presence of current accounts identifiable from the certification submitted for income received
  - Self-employed persons with tax obligations;
  - Presence of a bank account or prepaid card held in Italy by the student or other family members residing in Italy.