

ER.GO and UNIBO BENEFITS

EDUCATION GRANTS, TUITION FEE EXEMPTIONS, RESIDENTIAL SERVICES

Preliminary information for foreign students – A.Y. 2015/16

If you are going to register for a First Cycle, Second Cycle or Single Cycle degree programme at the University of Bologna in A.Y. 2015/16, you can apply to ER.GO. in order to receive:

- accommodation at a reduced-fee
- an education grant
- an exemption from tuition fees

If you are going to register for the first year of a Second Cycle degree programme at the University of Bologna in A.Y. 2015/16, you can also apply to ER.GO. in order to receive:

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

The benefits are assigned by ER.GO. and the UNIVERSITY OF BOLOGNA, on the basis of the economic condition of your family unit and of the enrolment in the University.

If you are interested in applying, please:

- starting from **July 2015**, read carefully the **calls for applications** (“*bandi di concorso*”) on www.er-go.it, and check if you hold the participation requirements
- apply online within the deadlines set by the calls for applications, and send the required documents

HOW?

You can only apply online, from the home page of the ER.GO. website (www.er-go.it), by clicking on "[Domanda online](#)". In case you need an Italian Social Security number (*codice fiscale*), please follow this link: <http://www.er-go.it/fileadmin/include/codicefiscale/calcola.php>.

After having completed the form with all the required details and after having confirmed them, please follow the instructions on how to complete the application and to send the original documents.

If you are already in Italy before the deadline, you had better book an appointment with one of the CAF offices listed on ER.GO. website (see "*Elenchi CAF*"): you will show up at the office on the arranged day and hour, with your translated documents, and they will assist you free of charge in completing the online application.

In this case, you won't have to follow the instructions on how to complete the application ("*perfezionamento*"), but you'll have anyway to send by post the required documents within the deadline.

After applying, please consult regularly your "[Dossier studente](#)" on the ER.GO. website, in order to check if ER.GO. sent you any important communication.

WHEN?

The deadlines for A.Y. 2015/16 will be specified in the calls for applications (*bandi di concorso*) available online on www.er-go.it starting from **July 2015**.

- If you want to apply only for the education grant and the exemption from the tuition fees:

The deadline for the application and for sending the required documents is in the last week of **September 2015**.

- If you want to apply for the education grant, the exemption from the tuition fees and the accommodation:
 - if you are going to register in A.Y. 2015/16 for any year following the first one of any kind of degree programme, or for the first year of a Second Cycle degree programme, the deadline for applying and for sending the required documents will be in the first week of **August 2015**.
 - if you are going to register in the A.Y. 2015/16 for the first year of a First Cycle or Single Cycle degree programme, the deadline for applying and for sending the required documents will be in the fourth week of **August 2015**.

ATTENTION: If you apply for accommodation and you are considered to be eligible (*idoneo*) for it in the temporary list ("*graduatoria provvisoria*") available around the end of August/beginning of September, you will have to pay immediately € 100 as a deposit ("*PRECONFERMA*") and you will have to notify it to ER.GO. through their website (see "*Autocertificazione Preconferma*").

If you don't apply for accommodation, or even though you applied for it you don't obtain it within October the 15th, you may receive a grant of increased amount (*borsa "Fuori sede"*) by proving that you rented a house/room in the city where you study with a regular contract. You will find in the calls for applications all the required procedures and deadlines for self-certifying the rental ("*autocertificazione di domicilio*") and for sending the tenancy agreement.

WHAT?

You can apply independently or with the help of a CAF office, in both cases you have to send the required documents about your household composition and economic condition. The documents must be issued by the competent Authority of the Country where the incomes are produced and the assets are owned, and they must be translated into Italian and authenticated by the Italian Embassy/Consulate in your country.

The documents should confirm:

- the **composition of your household** (parents, brothers, sisters and other relatives who are living in the same house). If you are in a single-parent household, you should explain such situation;
- the **gross income** achieved in the year 2014 by each member of the household, including brothers and sisters who attained the age of majority (or reaching it in 2014), or any documentation certifying that they are **unemployed**, or **students**, or that they are conscripted for military service;
- if your family owns the house where they are living, an indication of the **surface area of the family home** (the surface must be expressed in square meter). If they're renting a house, a document confirming that the household has no properties;
- the value of **assets of each individual member of the family unit** as at 31 December 2014;
- any presence in the household of documented **invalid or disabled family members**.
- the amount of **any residual mortgage** on the family home and/or on other properties, as at 31 December 2014. Please remember that the certificate must bear the exact indication of the purchased property. It will not be possible to accept any document that simply states that your parents owe money to a bank or to a credit institution;

All the values in your currency must be converted into Euro, according to the annual average exchange rate for the year 2014, set by the law: in the online application you'll find a link to a currency converter.

ATTENTION: If you are considered to be eligible for the education grant, you will get only the total exemption from tuition fees (for first year students: only if they meet the requirement for the confirmation of eligibility), while the actual assignment of the grant and of the reduced-fee accommodation depends on the number of applicants and the funds available.

First of all you have to register in the degree programme and only after that, you will know if you are going to get the grant (the first results will be available at the beginning of December).

ANY DOUBTS?

If you need any clarification on ER.GO benefits, please do not write any email, but use the "**ER.GO risponde**" service on www.er-go.it/scrivici/.

For any further information, even while you are filling in the application, you can use the "PARLA CON ER.GO" service calling the phone number 051/643.69.00 from Monday to Friday, from 9.30 a.m. to 4.30 p.m.

For any information about admission to and registration at the University of Bologna, you can contact:

International desk

Via Filippo Re 4, 40126 Bologna, Italy

Tel. +39 051 2099584/99529/99510/99055 fax +39 051 20 86113

Opening hours: mon, tue, wed, fri 9.00-11.15; tue, thu 14.30—15.30

This leaflet is made only for information purposes. Please refer to the complete calls for applications on www.er-go.it.