



Income and Assets Abroad

Guide to the submission of documentation certifying income earned and assets owned abroad

Academic Year 2026/2027

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TITLE I

DOCUMENTATION

DOCUMENTATION REQUIRED TO ELIGIBLY APPLY FOR THE SCHOLARSHIP

The required information detailed in the following points must be clearly inferable from the submitted documentation. To have legal value in Italy, the documentation must meet a mandatory and binding requirement: it must be officially issued by the public office authorized to do so. All documents must be issued exclusively by the competent public authorities of the Country in which they were produced. Under no circumstances will the following documents be accepted or taken into consideration, and they will be automatically rejected:

- Self-certifications (*Autocertificazioni*)
- Sworn declarations
- Affidavits (*Dichiarazioni giurate / Affidavit*)

These formats, even if signed in front of a notary public or an official, do not under any circumstances replace the official certificates issued by public authorities.

A. COMPOSITION OF THE HOUSEHOLD (FAMILY UNIT)

It is mandatory to submit an official certificate listing all members of the student's household. The document must strictly indicate the following for each member:

- Full name and surname
- Place of birth
- Date of birth
- Marital status

↪ Special Cases

In specific family situations, the standard family status certificate (*stato di famiglia*) is not sufficient and must be supplemented as follows:

If only one parent is present:

- Divorce or separation: official copy of the court ruling/decreed.
- Decease: death certificate of the missing parent.
- Unrecognized student: birth certificate of the student.
- Untraceable parent: official certification of untraceability issued by the competent authorities.
- Presence of a legal guardian: legal act of appointment of the guardian.

If the student is an orphan of both parents:

- Death certificates of both parents.

If there are adult brothers or sisters who are married:

- Marriage certificate of brother or sister
- *Alternative:* the marital status "married" must be clearly stated on the family certificate.

If there are adult brothers or sisters who do not cohabit (do not live in the same household):

- Residence certificate of the brother or sister.
- *Alternative:* the non-cohabitation must be clearly specified on the family certificate.

B. PRESENCE OR ABSENCE OF INCOME EARNED BY EACH ADULT HOUSEHOLD MEMBER, INCLUDING BROTHERS AND SISTERS, IN THE YEAR 2025

Main Required Document: OFFICIAL TAX CERTIFICATE It is necessary to provide a certification issued by the public Administration competent for tax management, showing the gross total income (including taxes) earned from work or by each adult member of the household in the calendar year 2025 (including brothers and sisters).

Alternative Documents (*Only in the absence of the Official Tax Certificate*): If the foreign Tax Administration does not issue the above-mentioned certificate, it is possible to submit solely and exclusively:

- Final payslip (December 2025): accepted only if it clearly shows the total cumulative and overall income earned throughout the entire year 2025.
- All 12 monthly payslips of 2025: mandatory if the December payslip does not show the summary of the full year.

Adult household members with no income

↪ Special Cases

If there are adult members in the household who did not work or earn any income in 2025, self-certification is not allowed; instead, the following official certificates are required:

If a brother/sister is an adult and is a student:

- Certificate of school or university enrollment for the reference year (this specific document does not need to be legalized; a translation is sufficient).
-

If a household member does not work (Homemakers / Unemployed or Job seekers):

- Official certificate of unemployment or non-employment issued by the competent authorities.
- Certificate of allowance received: an official document indicating the exact amount of unemployment benefits or similar allowances received in 2025, or a certificate attesting to their total absence.

C. PRESENCE OR ABSENCE OF BUILDINGS OWNED BY EACH MEMBER OF THE HOUSEHOLD AS OF DECEMBER 31, 2025

It is mandatory to submit an official document certifying the presence or absence of real estate properties for all adult members of the household (including brothers and sisters).

Main Required Document: OFFICIAL CADASTRAL CERTIFICATE issued by the public Administration competent in cadastral matters of the country of origin. The document must explicitly indicate the surface area in square meters of each property owned.

↪ Special Cases

- If the household members do not own any house or real estate property: it is mandatory to submit an official certificate of absence of real estate property (commonly called a "negative certificate") issued to each adult member of the household.
- If the family lives in a house or property provided under a free loan for use (*comodato d'uso gratuito*) or transferred free of charge: it is mandatory to submit a legally valid document certifying the free loan for use or the free transfer of the building.

- ATTENTION – Rule on Rent/Lease Contracts:

- If the family lives in a rented home: submitting the lease agreement is not enough and does not replace the certificate of absence of property. The public certificate stating that you do not own real estate must still be submitted

- **D. THE AMOUNT OF ANY REMAINING MORTGAGE ON THE RESIDENCE AND/OR OTHER PROPERTIES, AS OF 12/31/2025**

- **E. THE VALUE OF MOVABLE ASSETS OWNED BY EACH INDIVIDUAL MEMBER OF THE HOUSEHOLD**

It is necessary to provide, for the bank accounts of each adult household member, the average balance (*giacenza media* — the average amount of money remaining in the bank account during the 365 days of the year) referring to the year 2025 (bank statements listing transactions will not be accepted).

F. DOCUMENTED DISABILITY OR HANDICAP OF THE STUDENT, WHERE RECOGNIZED IN ITALY

All monetary values must be expressed in the local currency.

- ATTENTION -

Independent International Student (Independent Status)

If you are an international student and wish to apply for the scholarship as a single-person household (without including your parents), you must prove your total financial and housing independence.

Independent status is granted only if you simultaneously meet two requirements within the timeframes and procedures established by the specific article of the Call for Applications:

- Requirement 1: Housing Independence (For at least 2 years)
 - You must have resided outside the housing unit of your family of origin for at least two years prior to the date of submission of the application.
- Requirement 2: Financial Independence (Threshold of €9,000.00)
 - You must have earned an income from employment or assimilated sources of no less than €9,000.00 per year.
 - The minimum threshold of €9,000.00 must have been reached and exceeded in each of the two previous tax years. Therefore, you must have earned at least €9,000.00 in both 2024 and 2025.

How to Document Foreign Work Income: If your work income (2024 and 2025) was produced abroad, you cannot self-certify it:

1. You must submit official tax returns or certificates from the Tax Administration of the country where you worked for the years 2024 and 2025.
2. Each document must be issued by a public authority, bear an Apostille or Consular Legalization, and be accompanied by a sworn translation into Italian.

- ATTENTION -

If you do not meet even one of these requirements (or if you are unable to document them with official legalized certificates), you will be automatically reintegrated into your parents' household. In this case, to obtain the benefit, you will be strictly required to submit all the financial documents of your family of

TITLE II LEGALIZATION

A document issued by the authorities of your country of origin (such as a birth certificate or a tax return) does not automatically hold legal value in Italy. In order to be accepted by ADiSU and the Italian Public Administration, the document must first be "legalized."

Legalization is the official procedure that certifies the authenticity of a document. It serves to verify three fundamental aspects:

1. That the signature on the document is genuine.
2. That the person who signed it had the authority and capacity to do so.
3. That the stamp or seal of the foreign State is authentic.

STRICT RULE: If the documents you upload for the ADiSU scholarship application are not legalized in accordance with current regulations, they will be automatically rejected. A non-legalized document is considered null and void, even if it has been translated into Italian.

The legalization procedure is not the same for everyone: it varies depending on the country where the document was issued and the international agreements in force. The following sections detail the three applicable methods: Apostille, Consular Legalization, and Exemptions.

1. FOREIGN STUDENTS FROM EUROPEAN UNION COUNTRIES

If you come from a European Union member country, you are required to submit all the documentation regarding your family, income, and assets detailed in TITLE I within the deadlines set by the Call for Applications. You must ensure that the documentation is legalized or apostilled in compliance with current regulations (for specific details, [see TITLE IV](#)).

For EU countries, the procedure is highly simplified and is divided into two rules:

a) Documents exempt from any formality (EU Regulation 2016/1191) Pursuant to EU Regulation 2016/1191, all public documents issued by a member State concerning civil status and personal matters are entirely exempt from legalization and Apostille. For the ADiSU application, this total exemption applies to:

- Composition of the household / family unit (Family status, birth, parentage, adoption)
- Changes in marital status (Marriage, divorce, separation, death of a spouse)
- Residence and domicile (Historical or current residence certificates)

Furthermore, in this case only, if these certificates are requested from the municipality of origin along with the "multilingual standard form" (provided for by the EU Regulation), a sworn translation into Italian is not required.

b) Economic and financial certificates and documents (Income and Assets) that do not benefit from EU Regulation 2016/1191. Their legal processing depends on the specific country:

- Total Exemption (1987 Brussels Convention): If the financial documents come from Belgium, Denmark, France, Ireland, Latvia, or Estonia, they are exempt from any form of legalization or Apostille. They must be submitted in the original format along with a sworn translation into Italian. ([see Title IV - 1](#))
- Apostille Obligation (1961 Hague Convention): If the documents come from any other European Union country (e.g., Spain, Romania, Poland, Germany, etc.), the Brussels Convention does not apply. These certificates must strictly bear the Apostille stamp affixed by foreign authorities before being translated. ([see Title IV - 2](#))

⇒ For information on the procedures for translating and legalizing foreign documents, please consult the website of the MINISTRY OF FOREIGN AFFAIRS at the following page:

<https://www.esteri.it/it/servizi-consolari-e-visti/italiani-all-estero/traduzione-e-legalizzazione-documenti/>

2. FOREIGN STUDENTS FROM NON-EUROPEAN UNION COUNTRIES

Foreign students from non-European Union countries must submit the documentation regarding their economic and financial conditions as detailed in TITLE I. This documentation must be:

- Legalized by the competent Italian diplomatic authorities for the relevant territory or, where applicable, apostilled in compliance with current regulations (*for specific details, see TITLE IV - 3*)
- Translated into Italian by an authorized official translator.

3. STATELESS STUDENTS OR STUDENTS UNDER INTERNATIONAL PROTECTION STATUS

Stateless students or those under international protection status must obtain and upload a valid 2026 ISEE certificate (*ISEE per il diritto allo studio universitario*), attesting to any income and assets held in Italy. No tax or financial documentation from their country of origin is required.

In addition to the ISEE certificate, they must upload documentation certifying their status:

If Stateless:

- Copy of the residence permit (*permesso di soggiorno*) explicitly stating "stateless status" (*status di apolide*).
- *Alternative:* a certified copy of the court ruling declaring the condition of statelessness.

If under International Protection:

- Copy of the residence permit for "political asylum" (*asilo politico* / political refugee), "subsidiary protection" (*protezione sussidiaria*), or "humanitarian grounds" (*motivi umanitari*).
- *If awaiting the permit:* a personalized certificate issued by the Police Headquarters (*Questura*) or the official decree from the Territorial Commission (*Commissione Territoriale*) recognizing the protection status.
- *If the application was rejected and you filed an appeal:* documentation certifying the pending appeal in Court and a copy of the provisional residence permit.

"SUSPENDED ELIGIBLE" STATUS (*IDONEO SOSPESO*): If you submit documentation against the rejection of protection status, you will be declared "suspended eligible." This implies the immediate suspension of scholarship installment payments, tuition fee refunds, and free accommodation until you upload the definitive residence permit. If you fail to submit it before the final disbursement of the year, you will definitively forfeit all benefits.

4. STUDENTS FROM PARTICULARLY POOR OR LOW HUMAN DEVELOPMENT COUNTRIES

Students from particularly poor or low human development countries may submit, as an alternative to the documentation specified in TITLE I, a certification issued by the Italian Diplomatic Representation in their country of origin, attesting that the student does not belong to a family known to have a high income and high social status.

⇒ The list of particularly poor countries, established by Decree of the M.U.R. (Ministry of University and Research), can be consulted in [TITLE IV -4](#)

TITLE III TRANSLATION

1. CERTIFIED AND SWORN TRANSLATION OF DOCUMENTS ATTESTING INCOME EARNED AND ASSETS HELD ABROAD

All documents written in a foreign language must strictly be accompanied by an official translation into Italian. If you upload a foreign language document without its certified translation, it will not be evaluated.

FUNDAMENTAL RULE ON CHRONOLOGICAL SEQUENCE

1. First, you must have the original foreign document legalized (or apostilled).
2. Afterward, you must have the translation into Italian completed, which must also include the translation of the newly applied legalization/Apostille stamp.

The translation can be carried out in two alternative ways, depending on your location:
Abroad or in Italy.

OPTION A: Translation carried out Abroad (Before arriving in Italy) If you decide to have your documents translated in your country of origin, Article 26 of the Call for Applications provides only two ways to grant legal value to the translation:

- 1. Through the Italian Embassy or Consulate:** You visit the Italian diplomatic Representation in your country. If the Embassy has an internal translation office, it will directly issue a certified consular translation.
- 2. Through an Accredited Official Translator abroad:** If you use a private official translator registered in your country's official rosters, the procedure is strict:
 - The translator must complete and sign a translation report/sworn statement (*asseverazione*).
 - The translator's signature must be legalized in turn: you must have a second Apostille stamp affixed (if the country adheres to the Hague Convention) or obtain a consular legalization specifically on the translator's signature.

Note: Without the legalization of the translator's signature, a translation carried out abroad is not valid in Italy.

OPTION B: Translation carried out in Italy (Recommended if you are already in the country)

If you are already in Italy and have the original documents with you (already legalized or apostilled abroad), you can have the translation done directly here. In this case, you do not need to legalize the translator's signature, but you must follow one of these paths:

- 1. Sworn Translation (*Traduzione sworn /Asseverata*) in Court or before a Justice of the Peace:** You contact an official translator in Italy (registered in the Court's CTU roster or in the Experts and Specialists registers of the Chamber of Commerce). The translator:
 - Translates the document into Italian.
 - Goes to the Court or before a Notary Public to sign the oath report, assuming legal responsibility for the conformity of the text.
- 2. Translation at the Embassy of your Country in Italy:** You can have the document translated by the Embassy or Consulate of your country of origin located in Italy (e.g., in Rome or Milan).
 - *If your country adheres to the 1968 London Convention:* the signature of the consular official on the translation is exempt from formalities and is immediately valid for ADiSU.
 - *If your country DOES NOT adhere:* after obtaining the translation from the Embassy, you must go to the local Italian Prefecture (*Prefettura*) to have the Consul's signature legalized.

How to upload the document to the ADiSU portal

When uploading files within your reserved area, do not split them. You must create a single PDF file for each member of the household, scanning the pages in the correct order:

1. Original foreign document (complete with the legalization/Apostille stamp).
2. Translation into Italian.
3. Oath/sworn translation report (*verbale di giuramento/asseverazione*), if applicable.

All documentation relating to income earned and assets held abroad must be submitted via upload by accessing the Agency's portal at www.adisu.umbria.it, under the section *Area studenti – accesso area riservata studenti – trasmissione documentazione redditi e patrimoni posseduti all'estero* (Student Area – Student Reserved Area Access – Submission of Documentation for Income and Assets Held Abroad), strictly within the deadlines set by the Call for Applications, under penalty of ineligibility for the benefits.

TITLE IV APPENDICES

1 - LIST OF EU COUNTRIES THAT HAVE RATIFIED THE BRUSSELS CONVENTION OF MAY 25, 1987

Pursuant to the Brussels Convention of May 25, 1987, ratified by Italy by Law no. 106 of April 24, 1990, any form of legalization or any other equivalent or similar formality has been abolished between:

- Belgium
- Denmark
- France
- Ireland
- Italy
- Latvia
- Estonia

For the other EU Member States, even if they adhere to the Brussels Convention, the legalization regime remains in force, either consular or via Apostille, provided they adhere to the Hague Convention of October 5, 1961.

2 - LIST OF EU COUNTRIES THAT LEGALIZE VIA APOSTILLE

Pursuant to the Hague Convention of October 5, 1961, certificates and documents issued by the following countries are exempt from legalization, provided they bear the "Apostille":

- | | |
|--------------|------------------|
| • Austria | • Malta |
| • Bulgaria | • Netherlands |
| • Cyprus | • Poland |
| • Croatia | • Portugal |
| • Finland | • Czech Republic |
| • France | • Romania |
| • Germany | • Slovakia |
| • Greece | • Slovenia |
| • Ireland | • Spain |
| • Lithuania | • Sweden |
| • Luxembourg | • Hungary: |

3 - LIST OF NON-EU COUNTRIES THAT LEGALIZE VIA APOSTILLE

Pursuant to the Hague Convention of October 5, 1961, certificates and documents issued by the following countries are exempt from legalization, provided they bear the "Apostille":

- Albania
- Andorra
- Antigua and Barbuda
- Argentina
- Armenia
- Australia
- Austria
- Azerbaijan
- Bahamas
- Bahrain
- Bangladesh
- Barbados
- Belize
- Belarus
- Bolivia
- Bosnia and Herzegovina
- Botswana
- Brazil
- Brunei
- Bulgaria
- Burundi
- Canada
- Cape Verde
- Chile
- China
- Colombia
- South Korea
- Costa Rica
- Dominica
- Ecuador
- El Salvador
- Estonia
- Eswatini
- Russian Federation
- Philippines
- Fiji
- Georgia
- Jamaica
- Japan
- Great Britain
- Grenada
- Guatemala
- Guyana
- Honduras
- Hong Kong
- India
- Indonesia
- Iceland
- Israel
- Cook Islands
- Marshall Islands
- Kazakhstan
- Kyrgyzstan
- Kosovo
- Lesotho
- Latvia
- Liberia
- Liechtenstein
- Macao
- North Macedonia
- Malawi
- Morocco
- Mauritius
- Mexico
- Moldova
- Monaco
- Mongolia
- Montenegro
- Namibia
- Nicaragua
- Niue
- Norway
- New Zealand
- Oman
- Netherlands
- Pakistan
- Palau
- Panama
- Paraguay
- Peru
- United Kingdom
- Dominican Republic
- Rwanda
- Russia
- Saint Kitts and Nevis
- Saint Vincent and the Grenadines
- Samoa
- San Marino
- Saint Lucia
- São Tomé and Príncipe
- Senegal
- Serbia
- Seychelles
- Singapore
- United States of America
- South Africa
- Suriname
- Switzerland
- Tajikistan
- Tonga
- Trinidad and Tobago
- Tunisia
- Turkey
- Ukraine
- Hungary
- Uruguay
- Uzbekistan
- Vanuatu

4 - LIST OF PARTICULARLY POOR OR LOW HUMAN DEVELOPMENT COUNTRIES

For the 2026/2027 academic year, the Italian Ministry of University and Research has defined the following list of low human development countries:

- Afghanistan
- Angola
- Bangladesh
- Benin
- Burkina Faso
- Burundi
- Cambodia
- Central African Republic
- Chad
- Comoros
- Democratic People's Republic of Korea
- Democratic Republic of the Congo
- Djibouti
- Eritrea
- Ethiopia
- Gambia
- Guinea
- Guinea-Bissau
- Haiti
- Kiribati
- Lao People's Democratic Republic
- Lesotho
- Liberia
- Madagascar
- Malawi
- Mali
- Mauritania
- Mozambique
- Myanmar
- Nepal
- Niger
- Rwanda
- São Tomé and Príncipe
- Senegal
- Sierra Leone
- Solomon Islands
- Somalia
- South Sudan
- Sudan
- Syrian Arab Republic
- Tanzania
- Timor-Leste
- Togo
- Tuvalu
- Uganda
- Yemen
- Zambia

COUNTRIES WITH SPECIFIC REQUIREMENTS FOR PREPARING THE REQUESTED DOCUMENTATION

This list, which is non-exhaustive and purely indicative, is intended to serve as a practical guide for producing the necessary documentation in countries where specific methods of drafting apply.

IRAN

- Composition of the household (family unit): identity card of the head of the household.
- Homemaker status: personal insurance policy OR a certificate issued by the Ministry responsible for labor of the head of the household, or by a private employer.

MOROCCO

- Composition of the household (family unit): collective certificate of existence (*certificato di esistenza in vita collettivo*).
- Unregistered inherited family home: a certificate issued by the registry office (*ufficio anagrafe*) attesting to the residents living in the dwelling and the total surface area in square meters.

ALGERIA

- Unemployment: non-affiliation certificate to the "National Social Security Fund for Salaried Workers".
- Rent-to-own family home from the Algerian State: rent-to-own contract (*contratto di affitto con riscatto*) + residence certificate of the household indicating the total surface area in square meters.

Under no circumstances and for no reason whatsoever will documentation in the form of self-declarations, sworn statements, or affidavits be accepted.