



GUIDE TO REQUESTING A SCHOLARSHIP

The information contained in this document does not replace the contents of the official call for applications for the assignment of benefits and services for the right to study for the 2026/2027 academic year.

❖ WHAT YOU MUST HAVE BEFORE STARTING THE APPLICATION

- **SPID or access credentials** (only if you do not have Italian citizenship and do not yet have a residence permit or a valid Italian document).
- **The description and location of the degree program** to which you are enrolled or intend to enroll, respecting the deadlines set by the individual study program notices.
- **INPS-ISEE-2026 certificate** of your household. We advise you to contact a CAAF (Authorized Fiscal Assistance Center) in good time. The INPS-ISEE-2026 certificate must bear the wording “si applica alle prestazioni agevolate per il diritto allo studio universitario in favore di – [student's tax code]”. Warning: ordinary INPS-ISEE-2026 certificates (that do not apply to the right to study) and those with omissions and/or discrepancies are not valid for participation in the competition.
- **IBAN of an Italian bank account registered or co-registered to the student** (you can submit the application even if you do not yet have your IBAN, but remember to enter it in time for the payment of the first scholarship installment in December 2026; otherwise, the Agency will not be able to make the payment to you).
- **Your tax code and that of all members of your household.**

❖ MINOR STUDENTS

- Benefits and services under this Call can be requested for minors under 18 years of age exclusively by their parents or those exercising parental responsibility, subject to the granting of authorization and consent for the processing of personal data.

❖ CHECK ECONOMIC AND MERIT REQUIREMENTS

• Economic Requirements:

Before submitting your scholarship application for the 2026/2027 academic year, verify that you meet the economic requirements specified in the call (Art. 27):

- a) ISEE (Equivalent Economic Situation Indicator) not exceeding **€ 28,339.88**;
- b) ISPE (Equivalent Asset Situation Indicator) not exceeding **€ 61,608.48**.

Exceeding even one of these economic limits is grounds for **exclusion**.

WARNING! for students declaring income and assets abroad, ISEE and ISPE indicators will be subsequently calculated by A.Di.S.U. based on Art. 29.

• Merit Requirements:

- a) If you are a **freshman and are deemed eligible, you must reach the minimum merit requirement set by the call to maintain benefits and avoid forfeiture** (with consequent repayment of received funds,

regional tax reimbursement, and the value of services actually used). The existence of this merit requirement will be verified by the Agency during the year according to the limits and deadlines indicated in the Call. To participate in the competition, it is sufficient not to have been previously enrolled in a university course of a level equal to or higher than the one for which you are requesting benefits. You may reset your previous university career only by making an irrevocable renunciation of studies; however, even then, you cannot benefit from the scholarship for the same years of the course you have already utilized.

- b) If you are enrolling in years after the first, verify that you reached the minimum merit requirement (verbalized ECTS/CFU) required for the year of the course for which you are requesting the benefit by August 10th, 2026 (Art. 22). Remember that only ECTS relating to exams taken and verbalized by 10/08/2026 are taken into account.
- **ECTS awaiting validation** that you can use to reach the minimum merit requirement, and which must be declared in the appropriate section of the application, are only those indicated in Art. 25 of the Call. ECTS from exams taken before August 10th, 2026 but verbalized later cannot be considered. **If you declare credits awaiting validation, ensure they are truly necessary to reach the minimum merit requirement and remember that for those who declare such credits, the payment of the first scholarship installment is scheduled for April 2027, not December 2026.**
 - **BONUS credits cannot be used to reach the minimum merit requirement for first-year freshmen**; you can only start using them from the 2nd year according to the procedures indicated in Art. 26 of the Call.

❖ CAN I FILL OUT THE SCHOLARSHIP REQUEST IF I AM NOT YET ENROLLED?

1. **YES**, you do not strictly have to be enrolled at the time of filling out the scholarship request; the important thing is to submit the request for benefits by the deadline established by the call (ART. 13 Call 2026/2027) and subsequently enroll by the deadline established by your University (ART. 17). **WARNING!** Late enrollment with payment of a late fee leads to exclusion from the competition.

❖ HOW TO SUBMIT THE SCHOLARSHIP APPLICATION A.Y. 2026/2027

- You must go to the website www.adisu.umbria.it – Access "Area studenti" – "Area riservata studenti":
 - a) **Access with SPID(Public System of Digital Identity)**;
 - b) **If you do not have Italian citizenship** and do not yet have a residence permit or a valid Italian document, proceed with Accreditation and then LOGIN with your credentials;
 - c) **If you are a minor**, your parents must request the benefits following the instructions provided during the scholarship application process.

- **Personal Data Section:**

You must complete this section in every part. Data in gray fields are acquired automatically and cannot be modified while filling out the scholarship application. Any changes to personal data can be made without time limits by accessing the specific "Anagrafica" section of the reserved area. Verify that the information regarding your residence and identity document is always updated. If your domicile is different from your residence, provide the details in those fields as well. **Attention: for students residing abroad, declaring an Italian domicile is mandatory to obtain payments.** Remember to enter your Italian mobile phone number and personal email to allow us to contact you if necessary.

- You will find the page "2026/2027 - **Richiesta di benefici e servizi - Borsa di studio**" active, which you must complete. **In the 24 hours following the closure and transmission of the application**, you will receive a confirmation email.

❖ HOW TO FILL OUT THE ONLINE APPLICATION

- **Payment methods section:** Select one of the available choices, keeping in mind that it is essential to enter an **IBAN of an Italian bank account registered or co-registered to the student** (you can submit the application even if you do not yet have your IBAN, but remember to enter it in time for the payment of the first scholarship installment in December 2026; otherwise, the Agency will not be able to make the payment to you).
- **Choice of benefits section:**
 - The scholarship automatically includes the dining hall service.
 - The semester scholarship can only be requested by those who, at the end of their cycle of studies, must attend the last semester of the current academic year.
 - The status of "fuori sede" (off-site), "pendolare" (commuter), or "in sede" (local) depends on the distance between the city where you reside and the one where the Faculty you are enrolling in is located (Consult Table, Annex 1 of the Call).
 - If you are "fuori sede", you can request a free bed in ADISU dorms; otherwise, you can obtain the scholarship amount provided for students with paid housing by submitting the required documentation within the times and procedures provided by the Call (ART. 36). If you do not transmit the documentation for paid housing (rental contract or agreement with private student housing), you will receive a reduced cash scholarship, while maintaining the right to two free daily meals (see Table, Art. 35, paragraph 3).
 - If you are "fuori sede" and eligible for a free bed, but are no longer interested in the housing service you requested in the application, you must present a formal request for review against the provisional ranking list of **September 24th, 2026**, and transmit the documentation for paid housing by **November 6th, 2026, at 12:00**.

WARNING! If you do not present the review and do not transmit the rental contract, simply limiting yourself to not filling out the online "confirmation of interest," you will be excluded from the housing and will receive the cash scholarship in a reduced amount, while retaining the right to two free daily meals at university canteens.
- **University Enrollment section:** After entering all data regarding your chosen degree course, you must indicate the academic year of first enrollment and the academic year in which you enrolled in the first year of the degree course currently attended. Dates in these two fields must coincide if you are on track with your studies. For those enrolling in a Master's degree, the academic year of first enrollment is that related to the Master's and not the Bachelor's. The number in the field "Total academic years of enrollment" must correspond to the number of years counted starting from the one indicated as the "Academic year of first enrollment" up to the academic year of the scholarship request (e.g., for a scholarship request a.y. 26/27 with a first enrollment a.y. 24/25, the total enrollment years must be 3). Renunciation of studies is equivalent to resetting your university career: therefore, the year of first enrollment is when you enrolled after the renunciation. The university career is not reset and does NOT end with a course transfer from another university. In case of a course and/or university transfer, the "Academic year of first enrollment" remains the same as that of the degree course initially attended.

- **General admission requirements section:** If even one of the requirements in this section is missing, you will be excluded from the competition.
- **General admission requirements for access to housing services section:** In this section, if you are already lodged in an Adisu Residence, you have the possibility to confirm the previously assigned bed or request a change. In any case, you have the possibility to indicate in which Residence you would prefer to be lodged. During the housing assignment phase, indicated preferences can be taken into account only based on actual availability.
- **Merit requirements section for students in years after the first of a bachelor's and master's degree:** See what was said at the beginning of this guide regarding ECTS awaiting validation. Remember that the grade average to be indicated is the arithmetic average.
- **Economic condition section:**
 - If you are a student whose **household resides in Italy and has received income and/or owns assets in Italy**, you must enter the INPS-ISEE-2026 protocol number.
 - If you are a student whose **household resides abroad and has received income and/or owns assets abroad**, you must produce documentation attesting to foreign income/assets via upload in the appropriate digital application on the Agency's portal (www.adisu.umbria.it, "Area studenti" – "Accesso area studenti" - "Trasmissione documentazione redditi e patrimoni posseduti all'Estero"), within the peremptory terms and forms provided by Art. 29 of the 2026/2027 Call of Scholarship.
 - If you are a student whose **household resides in Italy and has income/assets in both Italy and abroad**, you must enter the INPS-ISEE-2026 protocol number for Italian assets and additionally produce documentation for foreign income/assets **via upload** on the portal within the deadlines/forms required by the 2026/2027 call. If foreign income/assets are already included in the INPS-ISEE-2026 certificate, no other documentation is required.
 - If your **household resides abroad and has income/assets in Italy and abroad**, you must upload the income tax declaration for Italy and documentation for foreign assets via the portal within the deadlines and forms provided by the 2026/2027 Call of Scholarship.
 - **If you are a stateless student or under international protection**, you must present the 2025 INPS-ISEE Attestation and the relevant documentation indicated in Art. 30 of the call via upload on the portal in the appropriate section within the peremptory deadlines of the 2026/2027 Call of Scholarship.
- **University study right ISEE attestation section:** When entering the INPS-ISEE-2026 protocol number found at the top right of your ISEE model, be careful to enter the numbers correctly, specifically the last letter before – 00, because it is always an uppercase letter (e.g., INPS-ISEE-2026-12345678M). Be careful not to confuse the lowercase 'i' with the uppercase 'L' and the zero with the letter 'O'. The INPS-ISEE attestation must always refer to the calendar year in which you are making the scholarship application (e.g., 2026 for a.y. 2026/2027) and must always have an ISEE parameter that applies to benefits for the university right to study with your tax code.
- **Requirements section for the verification of the economic condition (1):** If you meet the independence requirements in Art. 31 of the Call, you must declare yourself an "independent student" and complete the relevant sections: residence separate from your original family for at least 2 years; residence in a property not owned by the original family; income derived exclusively from employment or similar, not from a family member, declared in the last two years, not less than € 9,000.00. If you are not an independent student, you will access the next page where you must enter

information about your household for ISEE purposes. We advise consulting the "Guide to presenting the INPS-ISEE attestation" and Art. 31 of the 2026/2027 Call of Scholarship.

- **Requirements section for the verification of economic condition relative to household composition (2):** In this section, you are asked to declare if your parents' tax codes are present in the ISEE 2026 Attestation in the "Nucleo familiare del dichiarante" section or provide justifications for their absence. Note: The Agency reserves the right to request suitable certification to demonstrate the veracity of your declarations at any time.
- **Requirements section for the verification of the economic condition (3):** You must enter data for all members of the household, including your own, indicating your degree of relationship as "CANDIDATO". You must enter data for both parents even if they are unmarried, separated, divorced, and/or not living together.

❖ TRANSMISSION OF RENTAL CONTRACT - Documentation transmission section

- Remember that if you are an off-site student and have not requested housing in Adisu colleges, you must enter documentation related to your rental contract (contract and registration with the Revenue Agency) in the appropriate application. If you do not provide suitable documentation within the indicated terms, you will keep the right to two free daily meals, **but you will receive a reduced scholarship amount (see table, Art. 35, paragraph 3). For all the information on the procedure, consult Art. 36 of the Call and the "Guide for the transmission of the paid housing contract for off-site students".**

❖ RANKINGS

After submitting the scholarship application, wait for the publication of the provisional rankings, which will occur by September 24th, 2026, in anonymous form – by indicating the application protocol number – on the Agency's portal. You can also consult the ranking outcome by accessing your reserved area – "Esito graduatorie" – "visualizza esito".

There are 4 possible outcomes in the provisional ranking:

- **Idoneo (Eligible):** You meet the requirements set out in the call for applications; you must therefore wait for the publication of the final ranking.
- **Idoneo sospeso (Eligible suspended):** Your eligibility is suspended for reasons that you can consult in the ranking outcome section of your reserved area; in this case, to obtain eligibility, you must regularize your position.
- **Non idoneo (Ineligible):** You do not meet the required merit and/or income criteria.
- **Escluso (Excluded):** You do not meet the required general admission criteria.

In case of ineligibility or exclusion, verify the reasons; if you realize it is due to a compilation error or believe an administrative error occurred, you can present a request for review (Art. 54 of the 2026/2027 call) within 15 days of the publication. You can verify the outcome of the review request with the publication of the acceptance/rejection act. Final beneficiary rankings will be published by December 31st, 2026.

In the final ranking, two further outcomes are possible:

- **Idoneo Beneficiario (Eligible Beneficiary):** You meet the requirements set out in the call for applications and have the right to receive the requested benefits/services.

- **Idoneo Non Beneficiario (Eligible Non-Beneficiary):** You meet the requirements set out in the call for applications and are entitled to use the services free of charge, but you cannot receive the cash grant due to the exhaustion of available resources.

You can present a request for review against the final beneficiary rankings (Art. 54).

❖ PAYMENTS

- The assigned scholarship amount is always liquidated in two installments – even in the case of a semester scholarship – according to the terms in the following table:

STUDENT CATEGORY	DEADLINE	INSTALLMENT %
a) Beneficiaries enrolled in years after the first, and PhD and specialization school freshmen	December 31st, 2026	1st Installment (50% of the assigned amount)
b) Beneficiaries enrolled in years after the first declaring ECTS credits awaiting validation, and specialization school freshmen enrolling by March 31, 2027	April 30th, 2027	
c) Freshman beneficiaries	December 31st, 2026	1st Installment (25% of the assigned amount)
d) Master's degree freshman beneficiaries enrolling by February 28, 2027	June 30th, 2027	
e) Beneficiaries enrolled in years after the first, specialization students, and PhD students	June 30th, 2027	Balance (50% of the assigned amount)
f) Freshman beneficiaries achieving the merit requirement by April 30, 2027	June 30th, 2027	Balance (75% of the assigned amount)
g) Freshman beneficiaries achieving the merit requirement by August 10, 2027	September 30th, 2027	

WARNING!:

- **The payment is made only** if you are declared a beneficiary and have provided, within the deadlines, an **Italian IBAN personally registered to you**.
- **If you are a freshman student and a parent of minor children**, you are entitled to the balance of the scholarship by June 30th regardless of reaching the minimum merit requirement provided in Art. 21 of the 2026/2027 call.

❖ STUDENTS WITH DISABILITIES

- If you are a student with a disability (recognized handicap under Law 104/1992 or disability recognized $\geq 66\%$), there are specific subsidized access requirements consultable in Title IV of the Call. The assigned amount is liquidated according to the following table:

STUDENT CATEGORY	DEADLINE	INSTALLMENT %
a) Beneficiaries enrolled in years after the first and freshmen	December 31st, 2026	1st Installment (50% of the assigned amount)
b) Beneficiaries enrolled in years after the first declaring credits awaiting validation, Master's freshmen enrolling by February 28, 2027, and specialization school freshmen enrolling by March 31, 2027	April 30th, 2027	
c) All beneficiaries	June 30th, 2027	Balance (50% of the assigned amount)

Warning: The payment is made only if you are declared a beneficiary and have provided an Italian IBAN personally registered to you. Students with disabilities are entitled to priority assignment of a bed in our dorms compared to other categories.

❖ HOUSING ASSIGNMENT PROCEDURE

Assignments for a.y. 2026/2027 occur via notification in the Reserved Area and publication of a list on the Agency's portal. Online publication constitutes official notification; emails are merely informative. Assignments are made based on bed availability, order of priority, and criteria in Art. 9, respecting your digital application preferences.

"Idonei Fuori Sede - Conferme" (Confirmed off-site eligible):

- **Without housing change:** keep the previous year's place; present yourself at the administrative office by **October 2nd, 2026 (14:00)** to sign the takeover record.
- **With housing/college change:** summoned by ranking order starting from **September 28th, 2026**, at the relevant ADISU housing office.

"New Assignments":

If you are applying for a new housing assignment, the procedure is entirely digital and includes fixed and strict deadlines that must be met in order not to lose your entitlement:

- **STEP 1: Confirmation of interest (Mandatory):** From **September 24th to September 28th, 2026 (23:59)**, you must transmit the digital "**conferma di interesse al posto letto**" online. Be very careful because failure to transmit equates to a formal renunciation and you will be excluded.
- **STEP 2: Online acceptance:** Starting from **October 1st, 2026**, the Agency proceeds with automatic assignments. If assigned, access your Student Area by **October 5th, 2026 (12:00)** to accept and transmit university enrollment proof.
- **STEP 3: Check-in and security deposit:** By **October 8th, 2026 (14:00)**, present yourself at the residence's concierge for check-in. Simultaneously, pay the € 250.00 security deposit.

Request for Check-in Extension: If you are unable to attend by October 8th, the request of extension has to be made online by October 5th (12:00) by sending the € 250.00 deposit receipt. You must indicate the exact date/time of arrival, not exceeding **October 30th, 2026 (14:00)**. If you do not show up by the deferred date, the deposit will not be returned to you and you will lose your place.

Particular cases (Master's Enrollment): If you declared intent to enroll in a Master's degree after October 5, your assignment is temporarily suspended. Once perfected, communicate immediately via email to sportello@adisu.umbria.it or ticket to request housing, assigned based on remaining available places.

❖ INFORMATION AND ASSISTANCE

The call for applications, rankings, and decisions are published on www.adisu.umbria.it. Each candidate has a personal reserved area with all procedure information. Assistance is guaranteed through FAQs on the website. For information not in the FAQs, request assistance via the ticket section in the reserved area; an operator will respond within 24/48 hours; any suspensions in activity will be communicated with a specific notice.