Memorandum for Scholarship-holders
Academic Year 2014-2015

If you are a recipient of a scholarship awarded through this Ministry you are not entitled to receive at the same time any additional grant awarded by the Italian Government. This guide is not intended as instructions to apply for a scholarship (see the public announcement instead); it is intended instead for those who have already been awarded a scholarship by the Italian Government. Please read the following information carefully to avoid problems or delays with the payment of your scholarship.

1. ARRIVING IN ITALY: WHAT DO I NEED TO DO?

2. CASHING PAYMENTS: WHAT DO I NEED TO DO?

3. HEALTH INSURANCE

4. CHANGING MY COURSE OR PLACE OF STUDY, OR RETURNING TO MY HOME COUNTRY DURING MY COURSE: WHAT DO I NEED TO DO?

5. EXTENDING OR RENEWING MY SCHOLARSHIP: HOW DO I APPLY?

6. FURTHER DETAILS

1. ARRIVING IN ITALY. ON ARRIVAL, YOU NEED TO HAVE

- Sufficient financial resources to support you for about four months until the first scholarship installment is paid. This usually happens in the second quarter of the year, except for those Universities which have signed an Agreement with the Ministry for Foreign Affairs (see further on).

- You also need to have the following documents:
  - an entry visa to Italy for study reasons. This is issued by the Italian diplomatic-consular authority in your home country and must be valid for the entire duration of your stay;
  - your “scholarship letter”, issued by the Italian diplomatic-consular authority in your country of origin;
  - a copy of your pre-registration at the Italian University where you will be studying. The pre-registration procedures are carried out through the diplomatic-consular authority that awarded the grant.

- For information on your stay and studies in Italy, contact your university’s Foreign Students office (Ufficio Studenti Stranieri). They can help you to find an accommodation and inform you about any eventual exception from fees and taxes for which you may qualify as a recipient of a scholarship from the Italian Government.

- When you arrive in Italy, you should apply inside 8 days for a residence permit for study reasons at the Questura (the police office) and bring the following documents with you:
  - a valid personal document (e.g. passport);
  - your “Scholarship award letter”, specifying the period of insurance cover you are entitled to;
  - your entry visa to Italy;
- your pre-registration letter (to the chosen University).

Citizens of the European Union or Italian citizens living abroad and registered in the Register of Italians Living Abroad (AIRE), do not need to apply for a residence permit for study reasons.

- send your address in Italy and personal details (name, address, telephone number, email and fax number) to the Ministry of Foreign Affairs, C/O: Ufficio VII, DGSP, Ministero Affari Esteri, Piazzale della Farnesina 1, 00135 Roma (Fax: +39 (06) 3691 3790 – email dgsp7@esteri.it). You should also contact the person in charge for your country of origin who can be found for each country in the following link: http://www.esteri.it/MAE/EN/Ministero/Servizi/Stranieri/Opportunita/BorseStudio_stranieri.htm?LANG=EN

- If you arrive in Italy before your scholarship start-date, you will need to provide an insurance coverage, at your own expense for the period not covered through the scholarship arrangements. The ‘Questura’ will tell you how to get it (see below).

2. SCHOLARSHIP PAYMENTS.
   To receive your Scholarship (which is paid in quarterly instalments) you must:

- Open a Bank or Post Office account in Italy in your own name. You can also use a joint account with someone else. General information on Italian bank accounts can be found in the Bank of Italy Guide: http://www.bancaditalia.it/vigilanza/normativa/norm_bi/disposizioni-vig/trasparenza_operazioni/3_guide/Conto_corrente/GuidaConto_WEB.pdf (only in Italian).

- Please fill in “Applicant Profile” in the application form already filled in for “Borse on line” (you must login with your username and password entered on the application form).

- Send a statement – within 14 days of the start-date – to the person in charge for your country at the Ministry of Foreign Affairs, Office VII of the Directorate General for Country Promotion. The statement should be sent by fax (+39-06-3691-3790) or email (dgsp7@esteri.it) and should be based on the form (“Dichiarazione Sostitutiva di Certificazione”) which can be found at this address: http://www.esteri.it/MAE/EN/Ministero/Servizi/Stranieri/Opportunita/BorseStudio_stranieri.htm?LANG=EN

This statement must carry your IBAN Number of your Bank or Post Office account. It must also be accompanied by a photocopy of your passport page containing your name and photo and the date. The photocopy of your passport must be signed, with your signature written in full (i.e., your first name, any middle names and your surname) and readable on both documents. The money will be credited to your account in quarterly (i.e. three-monthly) installments, once your certification and the confirmation from the university have been received.

Any delay or mistake in sending your statement could cause delays in payment of your installments.

Scholarships awarded for the period january-september 2015 and not disbursed (for any reason not dependent from the Ministry of Foreign Affairs, such as absence from courses, renunciation, lack of required certification) will cease to be valid already from October 2015 and the instalments not already disbursed will not be granted.

Universities agreements
The Ministry of Foreign Affairs has signed agreements with several Italian Universities: Politecnico di Milano, Politecnico di Torino, Università Ca’ Foscari di Venezia, Università
Bocconi, Università degli studi di Torino, Università degli studi di Milano, Università degli studi di Roma Tor Vergata, Università per stranieri di Perugia, Università per stranieri di Siena, Università per stranieri “Dante Alighieri” di Reggio Calabria. Agreements are also being finalized with Università La Sapienza di Roma, Università Roma Tre and Università di Bologna. Thanks to such agreements, all scholarship payments for the academic year 2014-15 will be made directly to the students by the University itself with a shortened and simplified procedure. Scholarship-holders registered at these Universities will not be required to provide to the Ministry of Foreign Affairs their IBAN codes as stated above.

3. HEALTH INSURANCE

- You will be covered by a health insurance policy for the entire duration of your scholarship. Detailed information on the policy is available here: [http://www.esteri.it/MAE/EN/Ministero/Servizi/Stranieri/Opportunita/BorseStudio_stranieri.htm?LANG=EN](http://www.esteri.it/MAE/EN/Ministero/Servizi/Stranieri/Opportunita/BorseStudio_stranieri.htm?LANG=EN)

- Residence permits for study during periods not included in the duration of your scholarship will be issued by the ‘Questura’ only to foreign students with health insurance coverage. Therefore, no-EU citizens Scholarship-holders who arrive in Italy before the start date of the Scholarship or that need to stay on after its expiration, will have to get health insurance at their own expenses.

- You can have a family doctor or GP in your area, paying a tax valid for the current solar year (1st January to 31st December). Please refer to the local ASL (Azienda Sanitaria Locale) for more information on the related procedures.

4. I DECIDED TO RENOUNCE, OR I WOULD LIKE TO STOP RECEIVING THE SCHOLARSHIP, OR I WANT TO CHANGE COURSE OR UNIVERSITY IN ITALY

- If you do not want to accept the scholarship, you must notify your decision immediately to the Ministry of Foreign Affairs (see contacts above) and you must also inform the Italian diplomatic-consular authority in your country of origin.

- If, for some reason, you are temporarily unable to use your scholarship, you must immediately inform the Ministry of Foreign Affairs. You must follow the same procedure also for temporarily interruptions of your studies. Failure to do so could result in your losing the right to the scholarship.

- Only in exceptional cases and for serious, verifiable reasons, and in any case only before the 31st October 2014, you may request the permission to change your course, the place to study or the period. Your request must be submitted urgently to the Italian diplomatic-consular authority that awarded the scholarship. Such a request could lead to your losing the right to the scholarship, whose concession depends also on the choice of course and university you made when you applied originally. If you get the authorization for the change from your diplomatic-consular authority you must inform the Ministry of Foreign Affairs (see contacts above). The diplomatic-consular authority will send you a new letter of award with details of your new study course.

- Any unauthorized change of course, university or months will cause the loss of your scholarship as well as the future exclusion from any scholarship of the Italian Government.
5. EXTENDING OR RENEWING YOUR SCHOLARSHIP

- An application to continue or complete your multi-year study course will have to be made exactly as an application for a first year, with the same procedure and within the same deadline specified in the notice published for the new academic year on the webpage: http://www.esteri.it/MAE/EN/Ministero/Servizi/Stranieri/Opportunita/BorseStudio_stranieri.htm?LANG=EN

- Any renewals granted may not exceed the legal duration of your course (no “fuori corso” allowed). Renewals are subject to verification of the student’s academic performance in the previous academic year.

6. FURTHER USEFUL INFORMATION:

Office VII of the DGSP (Directorate General for the Country Promotion), which is responsible for managing scholarships for foreign students, is located in the Italian Foreign Ministry in Rome (4th floor, entrance to Ministry from Olympic Stadium side). The office’s opening hours are: Monday to Friday, 9:30-12 and 13:14:30. If you plan to visit the office, please book an appointment with the person in charge for your country preferably by email.

- Mail address: Borse di Studio, Uff. VII, DGSP, MAE - Ministero Affari Esteri Piazzale della Farnesina 1 - 00135 Roma
- Email address Office VII: dgsp7@esteri.it
- Fax: + 39 (06) 3691 3790
- Italian Foreign Ministry website: www.esteri.it
- web page for information on scholarships and other useful infos: http://www.esteri.it/MAE/EN/Ministero/Servizi/Stranieri/Opportunita/BorseStudio_stranieri.htm?LANG=EN
- Ministry of Education, Universities and Research website: www.istruzione.it
- Foreign diplomatic-consular posts in Italy: http://www.esteri.it/MAE/IT/Ministero/Servizi/Italiani/RappresentanzeStraniere.htm

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