

**CALL FOR APPLICATIONS FOR SCHOLARSHIPS BEING AWARDED BY THE ITALIAN
GOVERNMENT TO FOREIGN CITIZENS AND ITALIAN CITIZENS LIVING ABROAD FOR THE
ACADEMIC YEAR 2017-2018.**

Guidelines for students who have been awarded a Scholarship

I. Declining or terminating the Scholarship, or returning to your country of origin before the end of the Scholarship

- If the Scholarship holder decides to decline the Scholarship that has been awarded to them before its start date, they should immediately send a signed letter to the relevant Diplomatic Mission stating the reasons why they are turning it down.
- If the Scholarship holder decides to terminate the Scholarship after its start date, they should send a signed letter to the relevant Diplomatic Mission and to the contact person for their country of origin at the DGSP – Office VII of the MAECI, whose address can be found on the following page:
http://www.esteri.it/mae/resource/doc/2017/03/elenco_ref_paesi_dgsp_vii_2017_2018.pdf, stating the reasons why they are terminating the Scholarship and providing any supporting documentation.

II. Obligations to be fulfilled by the Scholarship holder

The Scholarship holder should sign a letter of commitment sent to them by the relevant Diplomatic Mission.

Before arriving in Italy, the MAECI Scholarship holder should obtain the following documents:

- The letter awarding the Scholarship, issued by the Italian Diplomatic Mission in their country of origin.
- The letter of pre-enrolment at their chosen Italian institution, issued by the Italian Diplomatic Mission in their country of origin.

If a Scholarship holder comes from a **non-EU country**, they will also have to:

- obtain a study visa for Italy issued by the Italian Diplomatic Mission in their country of origin. The visa should be valid for the entire duration of the Scholarship.
- apply for a residence permit for study purposes within 8 (eight) days of their arrival in Italy. The permit will be issued by the local police headquarters (the “Questura”) upon presentation of the following documents:

- a) Passport;
- b) Entry visa for Italy;
- c) Letter awarding the Scholarship, issued by the Italian Diplomatic Mission in their country of origin;
- d) Letter of pre-enrolment at their chosen Italian institution, issued by the Italian Diplomatic Mission in their country of origin.

If a Scholarship holder is enrolled at a University that has not reached an agreement with the MAECI, they will receive their monthly Scholarship allowance from the MAECI (DGSP – Office VII).

The Scholarship will be paid after enrolment at the chosen institution, according to the necessary administrative time schedules and deadlines.

So that the Office can pay the Scholarship, which will be processed on a quarterly basis, the Scholarship holder should:

- open a bank or post office account in Italy in their own name. The account may also be a joint account with other individuals;
- fill in the relevant “*Profilo del borsista*” (“Scholarship holder profile”) section of the form on the portal “*borse on line*” (“scholarships online”) (accessible with the username and password used during the application process);
- send the following documents by e-mail to the contact person for their country of origin at the MAECI (Office VII) within 14 days of the start of their Scholarship:
 - i. ***Dichiarazione sostitutiva di certificato di stato di studente*** (“**Declaration equivalent to a certificate of student status**”), with date and full signature, using the form which can be found on the MAECI website:
http://www.esteri.it/mae/it/ministero/servizi/stranieri/opportunita/borsestudio_stranieri.html);
 - ii. **Photocopy of their passport with date and full signature.**

If a Scholarship holder is enrolled at a University which has reached an agreement with the MAECI (see art. 10 of the Call for Applications), they should contact the Secretariat of the University they are enrolled at to acquire the necessary information regarding the procedures to follow in order to receive their Scholarship payments, which will be made directly by the University.

III. Duties of the Scholarship holder

The Scholarship holder must attend the classes set out in their academic programme and take the exams of the course they are enrolled on.

The Scholarship holder must submit the required documents as specified in these Guidelines.

Contact details:

Ministero degli Affari Esteri e della Cooperazione Internazionale (MAECI)

DGSP-Ufficio VII

Piazzale della Farnesina, 1 - 00135 Rome

E-mail: dgsp7@esteri.it; loredana.lorenzo@esteri.it

The list of contact persons by country of origin can be found on the website of the Ministry of Foreign Affairs and International Cooperation:

http://www.esteri.it/mae/resource/doc/2017/03/elenco_ref_paesi_dgsp_vii_2017_2018.pdf