



**Call for proposals for the project "Welcome  
in Puglia for Foreign Students"  
Academic Year 2024/2025  
(Resolution of the Regional Council of Apulia no. 1082 of 07/12/2023)**

**Premises.**

The Region of Puglia through A.di.s.u. Puglia, the Agency for University Study Rights, carries out the project called "Welcome in Puglia for Foreign Students", aimed at providing reception services to foreign students who enroll in a course of study of the universities of Apulia, where:

- a) "reception services" shall mean the accommodation and canteen service offered by Adisu Puglia to students;
- b) "foreign students" means Community and non-EU students, with a foreign citizenship;
- c) by "educational path" shall be understood a degree course, master's degree and single-cycle master's degree, a research doctorate, a graduate school, with the exception of those in the medical area referred to in the Legislative Decree n. 368/1999, the degree and master's programmes activated under Law no. 508/99, a Master's programme or an individual course;

"Apulian universities" means the AFAM Universities and Institutions with registered office in the regional territory.

**Art. 1 - Subject of the call**

This call is intended to offer its recipients the possibility of using the services of reception (accommodation, canteen), with a window and then until the available funds are exhausted.

**Art. 2 - Recipients**

All foreign students enrolled in a course offered by the universities of Puglia may apply, only for one time:

- regardless of their level of income and whether they have received any other kind of contribution for attending the course in question, if they intend to use the canteen service;
- in accordance with Articles 5 and 6 below, if they wish to use the accommodation service.



### **Art. 3 - Available services.**

The reception services will be available for the entire academic year and consist of:

- accommodation service, which entitles to the allocation of public beds at the Adisu Puglia facilities, if available and a financial contribution up to a maximum of € 2,050.00 (€ 205.00 per month) showing a regular lease in case of unavailability of Adisu seats;
- catering service (one free meal per day) served through the use of the health card (if in possession) or, alternatively with an authorization issued by Adisu Puglia, up to a maximum of 310 meals;
- services available in the different Territorial Offices of the Agency compatible with the modalities of use of the same.

### **Art. 4 - Procedure for the submission of applications.**

Students interested in applying for the benefits provided by this call, under penalty of inadmissibility, must fill out the application exclusively on-line, available on the Student Portal of the website of Adisu Puglia [www.adisupuglia.it](http://www.adisupuglia.it).

The student will be able to access the services offered by ADISU using one of the currently accepted alternative authentication systems:

- a) Public Digital Identity System (SPID) level 2;
- b) Electronic ID card (CIE);
- c) National Services Charter (CNS).

Notwithstanding the foregoing provision, ADISU will allow accreditation by issuing access credentials to its services only for non-Italian citizens, temporarily deprived of the necessary requirements for obtaining the instruments indicated in Letter. a) pending the attainment of these objectives.

The student must complete the application in its entirety and for all its forms.

The application does not require prior registration for the course chosen, which must be made within the deadlines set by the universities.

Before the use of the services offered with this call, the student must be registered for the course.

### **Art. 5 - Accommodation service.**

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Students applying for accommodation services must meet the following requirements:

- the I.S.E.E. (equivalent economic status indicator) for university achievements will not exceed



the maximum limit of € 25,000.00;

- the I.S.P.E. (equivalent asset position indicator) will not exceed the maximum limit of € 55,000.00;
- not having received any contribution for the attendance of the relevant course from other institutions.

The Accommodation Service entitles to:

- a) allocation of public beds at the facilities of Adisu Puglia, if available;
- b) Financial contribution up to a maximum of € 2,050.00 (€ 205.00 per month) upon presentation of the regular lease in case of unavailability of Adisu places. The term 'regular lease' means a rent contract, duly registered at the university location attended by the student, using public residential facilities or private or corporate housing for a total of up to 10 months in academic year 2024/2025, covered by the period from 1 October 2024 to 30 September 2025.

It is specified that the financial contribution up to the maximum threshold above must be consistent with the lease agreement and that no contribution, in terms of money, will be given to the student as the benefits of this call are recognized exclusively in terms of "services".

For the use of the accommodation service, the student must deliver, at the assigned residence, the deposit fixed in € 130.00 and a medical certificate of healthy and robust constitution, which expressly shows the possession of the requirements of psychophysical fitness for the purpose of cohabitation in community and the absence of ongoing infectious diseases that prevent cohabitation with others.

The student is obliged to take possession of the assigned bed upon notification of its availability, otherwise he will lose the benefit.

#### **Art. 6 – Documentation.**

Students who wish to use the accommodation service referred to in this call whose families do not reside on Italian territory, holders of income and wealth produced outside the same Italian territory, in accordance with the self-certification framework, they must state in their application:

- 1) the total income received abroad in 2023;
- 2) the movable and immovable assets held abroad on 31/12/2023:
  - a. real estate is considered only if it is manufactured, on the basis of the conventional value of € 500,00 per square metre;
  - b. The assets expressed in local currency are converted into euro on the basis of the average exchange



rate of foreign currencies for the year 2023 derived from institutional sources;

3) the number of members of the household.

In application of the provisions of art. 3 paragraph 4 of the Decree of the President of the Italian Republic number 445 of 2000, these students must attach to the application for the allocation of benefits referred to in this call for proposals documentation attesting the above-mentioned family, economic and financial conditions, issued by the competent authority for the territory of the country in which the family resides, in which the income has been generated and the assets are held. The above-mentioned documentation must be translated into Italian, legalized or apostilled, according to the current legislation, and delivered in original to the offices of the chosen territorial Office of Adisu Puglia by registered mail with return receipt or sent by certified e-mail to the address [direzione generale@pec.adisupuglia.it](mailto:direzione generale@pec.adisupuglia.it) within 30 days from the sending of the digital instance.

In the case of countries where there are particular difficulties to issue the certificate attested by the local Italian Embassy, the documentation can be replaced by a certificate in Italian language issued by the Embassy or a Consulate in Italy of the country of origin, legalized by the prefecture responsible for the territory.

In any case, the above documents must show:

- the composition of the family, for which the same provisions as those laid down in the current legislation on ISEE apply to benefits for the right to study.

Below are special cases:

- single parent household:
  - In case of death of one of the parents, a death certificate is required, unless it has already been submitted to the Company in previous academic years;
  - In case of non-recognition by the father, the student's birth certificate is required;
  - In the case of an untraceable parent, a certificate of untractability issued by the competent authorities shall be required;
  - In case of presence of a guardian in the family state, the act of appointment of the guardian issued by the competent authorities is required;
- in the case of an orphan student it is necessary to present the death certificates of both parents, unless they have already been presented to Adisu Puglia in previous academic years;
- if there are in the family state brothers or sisters who are not living with the family of origin, it is necessary to present the certificate of residence of the brother or sister who does not live together or this situation must be specified in the certificate the composition of the household;



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- if there are in the family state brothers or sisters who are over 18 and do not live with their family of origin the certificate of residence of the non-cohabiting brother/sister must be presented or this situation must be specified in the certificate concerning the composition of the household;
- the activity carried out by each member of the household in 2022, including older brothers/sisters. In cases where some members do not exercise any activity, the documentation must show the condition of non-employment or the status of unemployment and the amount of unemployment benefit or similar received;
- the period of employment of each component (indicating whether it is less than or more than six months during 2023);
- the value of income earned in 2023 by each individual component, including adult siblings and other living relatives aged 18 or over, or alternatively the value of income earned by the entire household;
- the indication of the square metres of the dwelling and any buildings owned in 2023; if the dwelling is not owned, a declaration issued by the competent authority stating that no component of the core owns real estate shall be attached;
- the amount of any outstanding mortgage on 31/10/2023 on the residential home and/or other real estate;
- the value of the assets (for example current bank account) of each individual member of the household owned or not as at 31/12/2023;
- the possible disability or handicap declared by the student must be certified with a certificate issued in the country of origin converted by the competent local Italian health agency (A.S.L.) that indicates the percentage of disability.

The presentation of the indicator of the equivalent economic situation ("ISEE") does not exempt the student from submitting the above-mentioned documentation.

When submitting the application for the granting of benefits under this call, the student is required to upload the documentation as indicated above through the student's portal, documentation transmission section, box foreign income.

Failure to submit original documentation results in exclusion.

**Particularly poor and developing countries identified by Ministerial Decree n. 440 of 13/02/2024.**

Foreign students from countries outside the European Union, who are "particularly poor and developing", must produce a certificate from the Italian Representation in their country of origin that certifies that the student does not belong to a family known for high income and high social level - as per ministerial decree n. 115 of 28 February 2023 (Afghanistan, Angola, Bangladesh, Benin, Bhutan,



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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, Sao Tome and Principe, Senegal, Sierra Leone, Solomon Islands, Somalia, South Sudan, Sudan, Syrian Arab Republic, Tanzania, Timor-Leste, Togo, Tuvalu, Uganda, Yemen, Zambia).

### **Students required to present ISEE.**

Students who do not have Italian citizenship and whose families reside on the Italian territory and receive income and/or own assets in Italy, for the purposes of assessing the family's economic status, must submit their application in the same way as Italian students, and therefore they must produce the ISEE. Students who have income and assets, partly in Italy and partly abroad, must declare them when completing the Single Substitute Declaration (D.S.U.) for the purpose of ISEE certification.

### **Statelessness and international protection.**

Students who have the status of stateless person, political refugee, asylum seeker, beneficiary of humanitarian or subsidiary protection, certificate with valid residence permit at the time of submission of the application, are exempt from submitting declarations issued by the Diplomatic Authorities of their country of origin. For these students, the only income and assets taken into account in assessing the economic status of the family unit are those that may be held in Italy, recorded in the same way as for Italian students. Therefore, they are required to submit the ISEE 2024 certificate. The students

referred to in this paragraph must attach, on penalty of exclusion a) copy of the valid residence permit from which the status in question is derived; b) copy of passport or identity card or other valid identification document; c) ISEE 2024 certification valid for the performance of the right to study at university.

Students awaiting the receipt of a residence permit, for whom administrative or judicial proceedings are pending in order to obtain international protection, must attach to their application, on pain of exclusion, a copy of the application for protection submitted to the Police Department of the place of residence or the Border Police, as well as the temporary residence permit or equivalent document issued by the Police Department upon presentation of the same request. It is specified that, for the students referred to in this paragraph, any liquidation of the cash benefits is suspended because it is conditional on the application for a residence permit attesting the status concerned; the benefits in



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services, instead, will be paid immediately, even pending the condition above, and will be subject to recovery in money for the hypothesis of failure to deliver the residence permit attesting the status.

Foreign students from countries affected by war events and/or participants in initiatives of the Apulian universities launched within the framework of "humanitarian corridors" can also submit applications.

### **Dual citizenship.**

Students with dual citizenship apply for one of the two nationalities. If one of the two nationalities is Italian, the latter shall prevail.

### **Art. 7 - Controls and exclusions.**

ADISU Puglia, through the territorial offices of each university, will carry out appropriate checks on the veracity of the declarations replacing certification in accordance with Decree of the President of the Italian Republic no. 445/2000 attesting to the economic conditions provided by the students concerned, and the actual fulfilment of the general requirements for access to benefits.

In carrying out the checks, Adisu Puglia may request, through the territorial offices of the individual universities, appropriate documentation to demonstrate the completeness and veracity of the data declared, also for the purpose of correcting minor errors. The data will be verified by the the regional offices of Adisu Puglia, and will apply to all eligible students through the databases of the universities. Exclusion, revocation, renunciation and withdrawal shall entail the return of the portion of services actually used and, where applicable, the application of the penalty, according to the Regulations governing the procedures for checking self-declarations made by students, as well as other benefits

granted on the basis of the outcome of the same application.

The student will not be able to access the benefits also for failure to comply with the procedures of submission of the application as indicated in art. 4 of this call and the lack of admission requirements as determined by the regional offices of Adisu Puglia.

The procedure followed for each verification carried out by the competent territorial offices corresponds to that provided for in the annual call for proposals for the granting of benefits and services of Adisu Puglia.

The use of the benefits provided for in this call in previous academic years is also a cause of exclusion.



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### **Art. 8 - Formulation and approval of suitable list.**

The provisional list of those eligible to receive the benefits requested, following the investigation conducted by the territorial offices of Adisu Puglia, will be approved at a maximum bimonthly frequency, with determination of the leaders of the territorial offices of Adisu and published on the website at the following link: [https://adisupuglia.it/pagina106707\\_bando-welcome-students.html](https://adisupuglia.it/pagina106707_bando-welcome-students.html).

The data indicated therein may be subject to correction of their own motion with the approval of the final list of eligible persons.

Students may appeal in self-defense against the approval of provisional lists and/ or request rectification of data declared in self-certification in the application, by sending it to the General Director of ADISU Puglia using the appropriate form provided on the website of ADISU Puglia. The same will be assigned to Adisu territorial offices for the investigation, for the acceptance or rejection of the application/ appeal that must be concluded within a maximum period of 10 days.

ADISU Puglia, by the Director General's decision, on the proposal of the Directors of the territorial Offices, will proceed to the approval and publication of the final list of suitable individuals on the website of the Agency, at the following link: [https://adisupuglia.it/pagina106707\\_bando-welcome-students.html](https://adisupuglia.it/pagina106707_bando-welcome-students.html).

Publication is a notification of any legal effect.

The above-mentioned decision must be transmitted to the General Affairs and Human Resources Sector for the purpose of technical accounting monitoring on the performance of the activity carried out, in execution of what was provided for by Resolution of the Regional Council of Puglia no. 654 of 11/05/2022. If the appeal is rejected, the student may apply to the Regional Administrative Court of Puglia ("T.A.R.") within 60 days from the date of publication of the final lists.

These publications will also serve as a notification to the students concerned and those against whom the results of the above-mentioned complaints are made.

The students concerned will be careful to view the rankings in the following ways as no other communications will be made

### **Art. 9 - Data processing information.**

The data controller is Adisu-Puglia. Pursuant to art. 13 of the new Privacy Regulation (EU) 2016/679 (GDPR), consent is required to collect personal data, which will be processed for the allocation of provisions and services for the right to study at university.





Failure to provide the same will prevent access to services rendered by the Body. To ensure transparency and security according to the new rules, the Privacy on the website of the Agency [www.adisupuglia.it](https://web.adisupuglia.it/privacy.html) - <https://web.adisupuglia.it/privacy.html>, will be constantly updated, which we invite you to read carefully before accepting or refusing.

Such data may be communicated to the Public Administrations responsible for verifiability and compliance checks, to the competent universities and university degree institutes and to any other subject entitled by law.

By participating in the call, you authorize Adisu and the personnel responsible for processing your personal data.

Any requests may be addressed to the Sector/department responsible for this procedure.

**Art. 10 - Final rules and postponement.**

The national and regional laws on the right to university studies will apply in so far as they are not covered by the above provisions.

This call will be published on the Agency's website ([www.adisupuglia.it](http://www.adisupuglia.it)) with legal effect.