GUIDE TO COMPLETING THE ONLINE APPLICATION FOR SCHOLARSHIPS AND ACCOMMODATION SERVICES ACADEMIC YEAR 2025/2026

INTRODUCTORY NOTE

Applications for ERSU benefits - Scholarships, Accommodation Services, and Canteen Services - must be made exclusively through the dedicated online procedure at www.ersusassari.it, accessing the Student Area with **SPID** or **CIE**. This simple and quick procedure will reduce the possibility of errors or omissions through the presence of mandatory fields that provide an easy-to-use guide.

USEFUL INFORMATION

Ensure you have the **ISEE CERTIFICATE** or the **receipt certifying the submission of the DSU**.

With the student's prior authorisation, the Institute will acquire the ISEE Certificate from the INPS portal. The Certificate must be issued no earlier than January 2025, and the deadline for correcting any irregularities is **September 28th, 2025** (accommodation) and **October 22nd, 2025** (scholarship) the closing date for scholarship review applications.

The ISEE Certificate must include, **with reference to the tax code (Codice Fiscale) of the student requesting the benefit**, the wording: **"Applies to subsidised benefits for the right to university education."** If this documentation is not available, you must have the receipt certifying the submission of the **Single Substitute Declaration for the ISEE calculation.**

If you are enrolled in your first year in the 2025/2026 academic year, please verify that you have a **student ID/enrolment number**. If you are not yet enrolled, you must request benefits as a **"Non-Enrolled Student"** by selecting "First Year" in the "Requests" section and answering "NO" to the question "Do you have a student ID?" in the "School Data" section. Subsequently, once enrolled, you must confirm your enrolment through the Student Area on your institutional website by the deadline set out in the call for applications (**March 31st, 2026**).

If you are a **"filter semester" student at the University of Sassari**, you must first declare that you do not have a student ID number. You must then select the Single-Cycle Degree program in Medicine and Surgery (LM-41), Dentistry and Dental Prosthetics (LM-46), or Veterinary Medicine (LM-42).

After the publication of the national ranking according to Article 7 of the Decree of the Minister of Universities and Research, No. 418 of May 30th, 2025, following the opening of the additional time window, the date of which will be announced on the website www.ersusassari.it, you will be able to apply for a similar program.

If you are a student **enrolled in the "filter semester" at other Italian universities** and are enrolled at the University of Sassari in:

a) the second semester of the Single-cycle degree programs in Medicine and Surgery (LM-41), Dentistry and Dental Prosthetics (LM-46), and Veterinary Medicine (LM-42) (as you are ranked highly in the national ranking);

b) the second semester of the related program referred to in Article 8 of Ministerial Decree No. 418/2025 (as you are not ranked highly in the national ranking);

You must apply for an additional scholarship to the ERSU Sassari by the opening of the additional time window, following the procedures listed above.

You are not required to provide your student ID number if you plan to enrol at the Academy of Fine Arts or the Conservatory, as those institutions will provide us with your student ID number.

CREDITS: if you are a student in years after the first, you must indicate the total credits earned as of August 10, 2025;

GRADE POINT AVERAGE: the **arithmetic mean** is required;

IBAN CODE: You can **enter** or **change** your IBAN code at any time by accessing the www.ersusassari.it website, selecting the Student Area link, and selecting the BANK DETAILS - IBAN section. The IBAN code **must be in the name** of the individual requesting the scholarship, **or jointly held in the name** of the student applying to the scholarship. You cannot provide the IBAN codes of your family members. Holders of the Banco di Sardegna – Uniss – Ersu multi-service card may enter the IBAN code for that card. Other students may use any prepaid card with an IBAN code, **except postal savings books**. Providing your IBAN code is a mandatory requirement for scholarship payment.

ONLINE PROCEDURE:

Each year, the Institute publishes the Call for Applications for Scholarships and Housing Services: you can download it in PDF format directly from the institution's website:
https://ersusassari.it/it/ente/documenti-dati/documento-pubblico/Bando-di-concorso-Borse-di-studio-e-Servizi-Abitativi-a.a.-2025-2026/

The 2025/2026 Call for Applications contains all the essential information for applying for the Scholarship and Accommodation Services, **so it's essential to read it** to stay informed of deadlines and avoid potential **exclusions.**

To access the online application process, you must have your **SPID or CIE credentials**.
With these credentials, you can access your personal page where you can always monitor your activities and available calls for applications. You can also enter and edit your **email/certified email addresses** and **IBAN bank details.**

ATTENTION! FOREIGN STUDENTS WITHOUT A TAX CODE (CODICE FISCALE)
Foreign students who, for objective reasons, are unable to obtain the SPID or the CIE must register on the website www.ersusassari.it, in the "Student Area"

Once logged in, in the **BENEFITS – Scholarship section**, select **Apply**, then **Complete the application**.

In the first step, you will need to indicate whether you are applying for the first academic year or for subsequent years, and the type of benefit requested (**Scholarship and Accommodation** or **Scholarship only**; **Canteen** Service is always included).

ATTENTION: During the scholarship application period, from July 25th, 2025, to September 28th, 2025, it will be possible to change your decision, **limited to the request for accommodation**, by adding or rejecting the bed made available by ERSU.

The second step concerns personal information and citizenship. Students wishing to apply for the ranking of **students with disabilities**, if eligible, must indicate their disability percentage or select the box next to "Recognition of a disability according to art. 3, paragraph 1 of Law 104/92." Once one of these two fields has been completed, it is mandatory to attach documentation certifying the disability status. Without this document, the system will not allow you to proceed to the next section.

The next step is to declare your residence and, if applicable, your domicile, only if different from your residence.

SCHOOL DATA: The student will proceed to complete all required fields; the career fields are linked to one another; it is important to complete them in the order indicated by choosing from the drop-down menu.

If you don't yet have a student ID number, you must apply as a "**Non-Registered Student**." In the "School Data" section, under the "Requests" window, select **"First Year"** and answer "**NO**" to the question "Do you have a student ID number?" (the system will generate a provisional student ID number for internal use).
You must also first indicate the qualification you hold when completing the application (Diploma or First-Level Degree), then the university where you will be enrolled and the type of degree. **Remember: the student ID number assigned by the system is only a provisional number**. Your university will assign YOUR student ID number.
Once you have obtained it, **you must** enter it on your ERSU online page by March 31st, 2026.
Academy and Conservatory students are not required to provide their student ID number; it will be communicated directly to ERSU by their respective Student Offices.

Merit data: you must indicate the total credits earned as of **August 10th, 2025.**

Grade Point Average: You must indicate the arithmetic mean of your grades.

Bonus points: Select the box to request the use of bonus points. The system will assign the necessary points based on their availability. Remember that the bonus only serves to reach the merit threshold and will not be considered in the ranking.

ECONOMIC DATA: first of all, you will have to declare:

- Not to have debts towards the Institution or the regional administration

OTHERWISE

- To have debts towards the Institution or the regional administration and to undertake to rectify the **situation by the deadline for the requests for review (22/10/2025) under penalty of exclusion from the call for application.**

In the latter case, you must indicate the creditor institution and the amount of the debt.

Next, you must complete the section related to the **composition of the family unit** as per the ISEE certificate, filling in the fields in the order in which they appear.

You must also declare your employment status, choosing from the options provided. A dedicated window will explain in detail the meaning of the options available.

To apply, you must have **the ISEE Certificate for University Rights** or the **Single Substitute Declaration**. Without either of these documents**, you will not be** eligible for the scholarship. **The Institution will acquire the documentation directly from the INPS database. You must expressly consent to this acquisition in order to continue.**

At this stage, independent students who meet the requirements set out in Article 2 of the call for application must self-certify their possession of the ISEE certificate.

The family unit must be completed by adding each family member. When filling out your personal data, make sure it matches exactly with that provided during registration.

If you have an ISEE certificate, you must declare:

- Protocol number INPS-ISEE-2025_ _ _ _ _ _ _ _ _ __
- Document issue date;

If you do not have the ISEE certificate but have requested one, you must declare the data **present** in the **receipt certifying the submission of the DSU:**

- Protocol number;
- Organisation to which the request was submitted (CAF or INPS);
- Date of submission of the DSU.

⚠️ **ATTENTION: DEDUCTION OF SCHOLARSHIP AMOUNT RECEIVED IN 2023 - CU 2024:**

In the "Financial Data" section, you must declare the scholarship amount received in the **2023 calendar year** (from January 1st, 2023, to December 31st, 2023) as reported in the **2024 CU.**

You can find the 2024 CU on your personal page in the "**Student Area**" under "**Certifications**."

For scholarships not provided by ERSU Sassari, you must request a specific certification from the right to education Institute that provided the scholarship and attach it to the application.

If you did not receive any scholarship amount in the **2023 calendar year**, you must declare **a zero amount (€0.00).**

Imperative: If you are a **non-EU foreign student** whose family unit resides abroad, you must request **the ISEE PARIFICATO**, under penalty of exclusion from the benefit. **The ISEE Parificato must be submitted to the**

Institution by January 15, 2026.

ADDITIONAL DATA

Student Type: Resident, Commuter, and Non-resident. At this stage, if you live in a municipality different from the location of the training premises (non-resident student) **but you already know you won't be renting accommodation near your course location**, you can request to be classified as a "Commuter Student."

Declarations of Responsibility - All fields are mandatory.

The student must declare:

- Not having obtained a degree of the same level;
- Not to benefit from any other scholarship awarded for the 2025/2026 academic year by other institutions (for example Scuola Superiore di Sardegna);
- To have read and to fully accept all the provisions of the 2025/2026 Scholarship and Accommodation Services Call;
- To be aware that in the event of the scholarship being awarded, checks will be carried out to verify the veracity of the declarations provided;
- Of having read the privacy policy.

ADDITIONAL DOCUMENTATION: In this section, you must include a copy of your valid identity document and any documentation you deem essential for the proper processing of your application (personal statements, any personalised study plan, etc.).

The application is now complete, and all that remains is to **submit it**.

If you wish to leave the application on hold, the system will allow you to submit it at a later time. In this case, the saved data will still be editable. Remember that a completed but unsubmitted application will NEVER entitle you to the benefit.

IMPERATIVE: Once you **submit your application**, **you will no longer be able to make changes**, **except for requesting/waiving accommodation**, which is possible until the review stage.

Therefore, make sure you have completed all sections of the online application correctly before submitting it.

AFTER COMPLETING THE FORM -> SEND THE APPLICATION

Once the application is complete and the information has been verified as correct, you can proceed with the submission. **Once the submission is complete, the application is signed.**

ATTENTION!!!!!!! **STUDENTS WHO DO NOT SUBMIT THEIR APPLICATION BY 1:00 PM ON SEPTEMBER 8th, 2025, WILL BE EXCLUDED AND NOT BE AWARDED THE BENEFIT.**

REVIEW REQUESTS

Following the publication of the Provisional Ranking, you can submit **a request for review** of your application to ERSU to remedy any errors and/or omissions that have led to your exclusion from the provisional ranking:

- **from September 22nd to September 28th, 2025,** for accommodation applications
- **from October 14th to October 22nd, 2025,** for scholarship applications.

IMPERATIVE: you must verify the correctness of the data entered in the application and present in the provisional ranking. The eligibility in the provisional ranking does not automatically give the right to be eligible even in the definitive ranking, as **at any time (even after the publication of the definitive ranking),** ERSU may carry out checks and assessments.

To proceed, you will need to enter your personal area, in the Scholarship panel, and click REVIEW INSTANCES. The online procedure will allow you to modify and/or supplement the data and documents previously entered, following Article 12 of the call. The last amendment submitted by the expiry dates of the review applications will

be valid: September 28th, 2025, for housing applications and October 14th 2025, for scholarship applications.
ATTENTION: **Foreign students** who have applied with only the receipt certifying the submission of the DSU are required, **under penalty of exclusion from the benefit, to submit the ISEE Parificato certification no later than 15 JANUARY 2026.**

NON-RESIDENT STATUS
Students residing in a municipality outside of the city limits are required to confirm their status through self-certification by accessing the Student Area of the website www.ersusassari.it and clicking on the **NON- RESIDENT STATUS** button on the scholarship page.
This procedure will be active from **December 1, 2025, until March 31, 2026, at 1:00 PM**.

ATTENTION!!! Students who fail to submit their non-resident status by the deadline, or submit a non-resident status that does not comply with the requirements of the call, will be considered **COMMUTERS**: despite having applied as a non-resident student, they will receive a scholarship as a commuter student, therefore receiving a lower amount.

EXCLUSION AND ADMISSION WITH CONDITIONS/RESERVATION
You will be excluded from the rankings if:
- you do not meet the economic requirement – art. 2;
- you do not meet the merit requirement – art. 3;
- you present an ordinary ISEE and/or one with omissions and discrepancies;
- you do not enrol within the deadlines of the Call – art. 2;
- in the cases of forfeiture and exclusion provided for in art. 14.

You will be admitted conditionally to the final rankings in the event of:
- waiting for validation of Erasmus exams and similar (art. 3, page 7);
- transfer/change – waiting for exam validation;
- student not yet enrolled/not yet in possession of a student ID number;
- foreign students who have requested the ISEE Parificato and are awaiting the release of the Certificate;
- student subjected to assessment;
- Non-EU foreign student awaiting consular and income documentation.