Go to www.laziodisuit > click on the button “Area Riservata Studenti”

AREA RISERVATA PER GLI STUDENTI

> Please click on Registrati (Register) to start the registration process.

> Once you have filled out the registration form, you will have to return to Area Riservata Studenti page and click on Accedi

Deadlines
You can submit your application from 8 May to 28 July 2017 at 12:00 pm
You will be allowed to make changes or modify wrong data from 3 to 11 August at 8.00 pm

NB: On this page you will also find the official call, please read it carefully!
You can obtain the fiscal code at the Italian diplomatic authorities in your country of residence, if you are not in Italy. If you do not own a Codice fiscale yet please visit www.codicefiscale.com and insert your data to obtain a temporary one as shown in the next slide.

You can obtain the fiscal code at the Italian diplomatic authorities in your country of residence, if you are not in Italy. If you do not own a Codice fiscale yet please visit www.codicefiscale.com and insert your data to obtain a temporary one as shown in the next slide.
> Please take note of your personal Username and Password; they will be necessary to access your profile on Laziodisu website.

<table>
<thead>
<tr>
<th>Dati per l'invio di comunicazioni</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indirizzo e-mail = Email</td>
</tr>
<tr>
<td>N° telefono cellulare = Mobile number</td>
</tr>
<tr>
<td>Lo studente autorizza Laziodisu all'invio di e-mail e/o SMS per la comunicazione di informazioni</td>
</tr>
</tbody>
</table>

Please remember to include the international prefix number (e.g., +39 for Italian numbers)

- [ ] Si > Yes
- [ ] No > No

<table>
<thead>
<tr>
<th>Dati per l'accesso ai servizi Laziodisu</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nome utente = User Name</td>
</tr>
<tr>
<td>Password = Password</td>
</tr>
<tr>
<td>Conferma password = Confirm Password</td>
</tr>
</tbody>
</table>

> Click on “Invia” to submit your data.
Go back to [www.laziodisu.it/area-riservata-per-gli-studenti/](http://www.laziodisu.it/area-riservata-per-gli-studenti/) and click on “Accedi”
Please enter your reserved Area in the "OSTIUM" section and proceed with the authentication to obtain your PIN code for the application transmission.

Click on "COMPILAZIONE": Insert username and password then click on "ACCEDI"
Click on

Aggiungi Richiesta
Nuova richiesta per i servizi lazidisu

Benefici a concurso Anno Accademico 2017/2018
- Annulla
- Richiedi

Premio di Laurea Anno Accademico
- Annulla
- Richiedi

Misure compensative
- Annulla
- Richiedi
  - Bande Misure compensative 2015/2016
  - Bande Misure compensative 2016/2017

Buoni Libro per testi di esame Anno Accademico 2016/2017
- Annulla
- Richiedi
- Leggi Bando

Contributo al pagamento del Canone di Locazione per il periodo Marzo - Luglio 2017
- Annulla
- Richiedi
- Leggi Bando

<CLICK ON "RICHIEDI".>
Click on Ostium
This section is very important in order to obtain your PIN Code, which is necessary for all further operations. You can choose between 2 options:

**OPTION 1**

> Click on “Stampa modulo liberatoria”, print the released document and sign it. If you are not in Rome you will have to mail LAZIODISU OFFICE VIA CAMBRIDGE, 115 - 00133 ROMA

> Please note that you should mail the «liberatoria» + copy of your ID

> We recommend to use priority mail postal services.
OPTION 2
If you are in Rome:
>
Go personally to the Laziodisu Office in Via Cambridge 115, Rome, with your ID and a copy of it. You will be directly identified at the desk and issued with the Pin.
>
Once you have chosen between Option 1 and 2, you will obtain your PIN

Dear student,
The application form for the Laziodisu Call will be only digital. Your PIN code must be carefully kept in order to identify you during any interaction with Laziodisu.

> Now click on “Esci dalla Pagina” to exit the session.
Now you can complete your registration to the system:

< CLICK ON “MODIFICA”.
Application status bar
From now on you will fill in modules about your data, listed here below. The status bar will become green as you proceed with each section. In order to complete your application, you must fill in all the sections:

1. Personal data
2. Residence
3. Current home address
4. Legal home address (usually the same of point 3)
5. Enrolment
ID
Check if all the information about your passport (provided at the beginning of the application) are correct.

Citizenship
Citizenship - select "Estera" (Foreign country of citizenship) - select your country of citizenship.

Marital Status
Select your status from the dropdown list.

> From now on, please click on "Invia" to submit the section.
Stato di Residenza: Select “Stato Estero” if you reside out of Italy. Provincia estera di Residenza if you do not know, please leave it blank.

Click on “Invia” to submit the section or “Indietro” to go back to the previous page.
In this session you will be asked for information on your domicile for academic year 2017/2018.

In the next slides you will be asked information about the kind of the rental contract. Please fill the type of contract nr3 (option 3).

**DOMICILE FOR THE YEAR 2017/2018**
> Il domicilio è diverso dalla residenza, o sarà... Select “Sì” if you are an international student with the residence in your home country.

**DOMICILE ADDRESS**
Please fill only the spaces provincia and comune if you do not have a rental contract yet. If you do then fill all the form.

Provincia: Roma (if you will or do live in Roma)
Comune: Roma (if you will or do live in Roma)
IN THIS FORM LAZIODISU IS ASKING YOU IF YOU WILL BE HOSTED BY SOMEBODY OR YOU WILL PAY FOR A RENT IN THE ACADEMIC YEAR 2017/2018

> If you will be living in CampusX, please fill in the form as shown in the next slide.

*PLEASE NOTE*
DECLARING THE FALSE IN ITALY IS A VIOLATION. FURTHER CONTROLS REGARDING THIS CHOICE WILL BE MADE BY LAZIODISU

> Select “A titolo oneroso” if you will pay for a rent.  
> Select “A titolo non oneroso” if you are someone’s guest. Please keep in mind that if you will be hosted by somebody the amount of your scholarship will be lower.

> You have to fill in this form with the details of your rental contract. Please leave it blank if you do not have a rental contract yet (or it is not yet registered).
FOR STUDENTS LIVING IN CAMPUS X

**Type of Contract**
First: select “a titolo oneroso” if you pay a rent.
Second: select “Altro tipo di rapporto a titolo oneroso”

**Contract details**
Body you are signing your contract with: select Ente pubblico/privato (Public/private body)
Name of the organisation: write Campus X Roma
Duration (in months) of your contract (e.g., 10)
Monthly amount that you pay (in euros)

Click on “Invia” to submit the section
In this form please select the place (which is your actual "legal" address in Italy) where you want to receive mails and further communications from Laziodisu.

Presso l’indirizzo di domicilio, if you want to receive communications at your current address in Rome (we strongly suggest this one) otherwise, please indicate a different address.

Nation of the legal address: select Italia

Details of the address in Italy:
Provincia – select ROMA
Comune – select ROMA
Indirizzo – insert your address
Numero civico – insert the building number
C.A.P. – insert the zip code

Click on “INVIA” to submit this section.
This section requires your academic career data. If you are a Bachelor / One Cycle student please fill it as follows. If you are a MSc/MAc student please go to slide number 21.

- University: Select “Università Tor Vergata”
- Enrolled in a separate location: select “No”
- School/Department: select your School
- Type of programme: select “Corso di laurea triennale (Bachelor’s degree)”
- Name of the course: insert the course you are enrolled in.
- Academic year of 1st enrollment: select 2017/2018
- Current Academic Year: select “Primo Anno”.
- Current career status: select “In corso”.
- Matricola number: insert your matricola number only if you are enrolled. If you are not, please leave it blank.
DIPLOMA DETAILS
> Where did you obtain your diploma:
select “Stato estero”

FOREIGN DIPLOMA DETAILS
> Country where you earned your diploma:
select the country.
> Type of diploma: insert “high school diploma”
> Year: insert the high school diploma conferral year
> Final mark: please consider that the mark must be converted into the Italian grading system. If you do not know yet what to insert, just put 60 and you will then be able to modify this section.

PREVIOUS CAREER
> Do you already hold an academic diploma?
Select Si if you do, No if you do not.
> Have you already been enrolled at University or are you transferring or you want to graduate?
Select Si if you do, No if you do not.
This section requires your academic career data. If you are a MSc/MAc student, please fill it as follows:

<table>
<thead>
<tr>
<th>Iscrizione</th>
</tr>
</thead>
<tbody>
<tr>
<td>Istituzione Universitaria di appartenenza:</td>
</tr>
<tr>
<td>Iscritto presso una sede distaccata:</td>
</tr>
<tr>
<td>Facoltà/Dipartimento:</td>
</tr>
<tr>
<td>Tipologia di corso:</td>
</tr>
<tr>
<td>Corso di laurea:</td>
</tr>
<tr>
<td>Anno accademico di prima immatricolazione alla laurea specialistica o magistrale:</td>
</tr>
<tr>
<td>Anno corso per l’A.A. 2016/2017:</td>
</tr>
<tr>
<td>Tipologia anno di corso:</td>
</tr>
<tr>
<td>matricola (se assegnata):</td>
</tr>
</tbody>
</table>

- **University**: Select “Università Tor Vergata”.
- **Enrolled in a separate location**: select “No”.
- **School/Department**: Select your School.
- **Type of programme**: select Corso di laurea Specialistica/Magistrale.
- **Name of the course**: enter the name of the course you are enrolled in.
- **Academic year of first enrolment**: select 2017/2018.
- **Year of enrolment**: select “Primo anno” (first year).
- **Current career status**: select “In corso”.
- **Matricola number**: Please insert your matricola number only if you are enrolled. If you are not, please leave it blank.
**Access requirement to the MSc/Mac** - insert 180

**PREVIOUS CAREER**

- Do you already hold an academic diploma? Select "Si" (Yes)

**ACADEMIC DIPLOMA**

- University where you obtained the Diploma - write the name of the University
- School where you obtained the Diploma - write the name of the School
- Course - select "Titolo conseguito all’estero" (Diploma earned abroad)
- Graduation Year - write the Å.Y. of graduation (yyyy/yyyy)
- Duration of the programme - select the duration of your previous programme (3 anni = 3 years; 4 anni = 4 years; 5 anni = 5 years)
PREVIOUS CAREER
> Do you own an academic degree? – Select “no”
> Are you waiting for the academic degree because you have transferred from another University/course? – Select “yes” or “no”.
>>> If yes: = Please ask personal support to your Programme Office to fill in this section.

REASON WHY YOU HAVE NOT OBTAINED YOUR ACADEMIC DEGREE.
Select Yes/No for the following:
> Renounce to your previous study career
> Transfer from another course/University
> I am waiting for my academic title

*Please note that your positive answer to one of the options above will produce a specific section.

*In the Next page, the three possible options referring to the «reason why you have not obtained your academic degree». 
<table>
<thead>
<tr>
<th>1. Dati relativi alla rinuncia agli studi</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anno accademico nel quale è stata effettuata la rinuncia</td>
</tr>
<tr>
<td>= Academic year of renouncement/your previous study career</td>
</tr>
<tr>
<td>Hai usufruito di benefici?</td>
</tr>
<tr>
<td>= Have you received other benefits/scholarships?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. Dati relativi al passaggio di corso e/o al trasferimento di sede</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sede Istituzione universitaria frequentata:</td>
</tr>
<tr>
<td>= Location of your previous University</td>
</tr>
<tr>
<td>= Regione Lazio</td>
</tr>
<tr>
<td>= Italia (esclusa Regione Lazio)</td>
</tr>
<tr>
<td>= Estero</td>
</tr>
<tr>
<td>Istituzione universitaria frequentata:</td>
</tr>
<tr>
<td>= Name of previous University</td>
</tr>
<tr>
<td>Tipologia di corso frequentato:</td>
</tr>
<tr>
<td>= Type of programme</td>
</tr>
<tr>
<td>Anno accademico di prima immatricolazione:</td>
</tr>
<tr>
<td>= Academic year of first enrolment</td>
</tr>
<tr>
<td>Anno accademico in cui è stato effettuato il passaggio/trasferimento di corso:</td>
</tr>
<tr>
<td>= Academic year of the transfer</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3. Dati relativi al titolo in attesa di conseguimento</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sede Istituzione universitaria frequentata:</td>
</tr>
<tr>
<td>= Location of your previous University</td>
</tr>
<tr>
<td>= Regione Lazio</td>
</tr>
<tr>
<td>= Italia (esclusa Regione Lazio)</td>
</tr>
<tr>
<td>= Estero</td>
</tr>
<tr>
<td>Istituzione Universitaria:</td>
</tr>
<tr>
<td>= Name of previous University</td>
</tr>
<tr>
<td>Tipologia di corso:</td>
</tr>
<tr>
<td>= Type of programme</td>
</tr>
<tr>
<td>Anno accademico nel quale consegnerai il titolo:</td>
</tr>
<tr>
<td>= Academic year in which you will obtain the degree</td>
</tr>
</tbody>
</table>

WHY YOU HAVEN'T OBTAINED YOUR ACADEMIC DEGREE?
Choose one of three options below:

1. RENOUNCE TO YOUR PREVIOUS STUDY CAREER
   ➢ Academic year of renouncement
   ➢ Have you received other benefits/scholarships?

2. TRANSFER FROM ANOTHER COURSE/UNIVERSITY
   ➢ Location of your previous university -
     - Select “Estero” for foreign university
   ➢ Name of your previous university
   ➢ Type of programme
   ➢ Academic year of first enrolment
   ➢ Academic year of the transfer

3. I AM WAITING FOR MY ACADEMIC DEGREE
   ➢ Location of the university
     - Select “Estero” for foreign university
   ➢ Name of the University
   ➢ Type of programme
   ➢ Academic year in which you will obtain the academic degree
IN THIS SECTION YOU ARE REQUIRED TO PROVIDE INFO ABOUT YOUR OWN FAMILY

> Write the total number of the members of your family (you included)
> Does your family include at least one parent?
  - if Yes select ‘Si’ otherwise select ‘No’

> Marital status of your parents
  - choose if married, separated, widowed or single

> Number of siblings in your family
> Does your nuclear family include sons/daughters of the applicant? - if yes, please indicate the number
> Does your nuclear family include the spouse of the applicant?
> Please indicate the number of the members of the nuclear family - applicant excluded - who do not reside in Italy
> Number of other members - different from parents/brothers/sisters - who live together with the applicant

CLICK INVIA TO SUBMIT
### COMPOSITION OF THE FAMILY

- **Total number of the members of the nuclear family (applicant included)** - insert 1
- **Does your nuclear family include at least one parent?**
  - select "No".
- **Reason why your nuclear family does not include any parent** - Select 1 option (Orphan or Independent)
- **Number of sisters/brothers in your present family**
  - insert 0
- **Does your family include your children?**
  - select "No"
- **Does your nuclear family include your spouse?**
  - select "No"
- **Please indicate the number of members of the family**
  - applicant excluded - who do not reside in Italy
  - insert 0
- **Number of other members - different from parents/brothers/sisters** who live together with the applicant
  - insert 0

**NB**: If you are not sure about this section, please contact the Programme Office of your course, because wrong information here will be considered a false administrative declaration, which is a violation in Italy.

**CLICK "INVIA" TO SUBMIT AND PROCEED**
IN THIS SECTION YOU ARE REQUIRED TO GIVE LAZIODISU DATA ABOUT YOUR INCOME AND YOUR REAL ESTATE ASSETS. YOU SHOULD ASK THE ITALIAN DIPLOMATIC AUTHORITIES IN YOUR COUNTRY TO PROVIDE YOU WITH AN OFFICIAL DOCUMENT WITH YOUR FAMILY INCOMES STATING THE REQUIRED INFORMATION TO FILL IN THE FORMS.

> Your family submitted its 2015 incomes declaration in
  - Select “Stato Estero”

INTERNATIONAL INCOMES
> Please indicate the country in which your nuclear family has submitted the income declaration

INTERNATIONAL INCOMES DETAILS
> Number of the members of your family  
  - check if the number automatically generated by the system is correct
> Gross annual income of the family (in Euros)
> Total amount of your family real estate (in Euros)
> Do you own the property of the house you are living in?  
  - if Yes, select SI and insert the square meters of the house
> Do you own the property of other real estates?  
  - (if Yes, select SI and insert the square meters of the real estate.

CLICK INVIA TO SUBMIT THE SECTION
Please select in this session the benefits you want to apply for: only the scholarship or the accommodation too or also the mobility grant.

<table>
<thead>
<tr>
<th>Richiesta benefici</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Borsa di studio</td>
<td>Scholarship</td>
</tr>
<tr>
<td>Servizio abitativo</td>
<td>Accommodation</td>
</tr>
<tr>
<td>Contributo esperienze formative UE</td>
<td>Erasmus Scholarship</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Benefici concesi da altri Enti</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hai ottenuto o otterrai per l’anno accademico 2017/2018 una borsa di studio erogata o qualunque tipo da un altro Ente pubblico o privato?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Importi di Borsa di studio percepiti da altri Enti nell’anno solare 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hai percepito nel corso dell’anno solare 2015 una borsa di studio?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Trattamenti assistenziali, previdenziali ed indennitari percepiti dai soggetti portatori di disabilità</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nella attestazione ISEE sottoscritta nel 2017 sono stati conteggiati trattamenti assistenziali, previdenziali ed indennitari percepiti dai soggetti portatori di disabilità?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Modalità di pagamento della borsa di studio (anche per gli anni precedenti)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saranno ritenute, temporaneamente valide le LazioDisuCard già attivate.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Payment method</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comunicherà in seguito il codice IBAN sul quale accreditare gli importi:</td>
</tr>
<tr>
<td>I will later communicate my IBANcode (before October 30th)</td>
</tr>
<tr>
<td>Accredito su c/c Italia intestato al richiedente</td>
</tr>
<tr>
<td>Deposit on my Italian current account</td>
</tr>
<tr>
<td>Accredito su c/c estero intestato al richiedente</td>
</tr>
<tr>
<td>Deposit on my international account</td>
</tr>
</tbody>
</table>

Please note that the results for the scholarship will be published on your personal area on the LazioDisu website.
**Richiesta benefici**

<table>
<thead>
<tr>
<th>Benefit Type</th>
<th>Option 1</th>
<th>Option 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Borsa di studio</td>
<td>Si</td>
<td>No</td>
</tr>
<tr>
<td>Servizio abitativo</td>
<td>Si</td>
<td>No</td>
</tr>
</tbody>
</table>

Contribution to formative U.E. (Reservelle studenti che partiranno nell'A.A. 2017/18 con i progetti Sociali/Erasmus)

**Visualization map pensionati**

**Preferenze Posto alloggio**

<table>
<thead>
<tr>
<th>Preference Level</th>
<th>Preference</th>
<th>Option 1</th>
<th>Option 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prima Preferenza</td>
<td>nessuna preferenza</td>
<td><strong>Visualizza mappa pensionati</strong></td>
<td></td>
</tr>
<tr>
<td>Seconda Preferenza</td>
<td>nessuna preferenza</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Terza Preferenza</td>
<td>nessuna preferenza</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quarta Preferenza</td>
<td>nessuna preferenza</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quinta Preferenza</td>
<td>nessuna preferenza</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sesta Preferenza</td>
<td>nessuna preferenza</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Settima Preferenza</td>
<td>nessuna preferenza</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ottava Preferenza</td>
<td>nessuna preferenza</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nona Preferenza</td>
<td>nessuna preferenza</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Benefits Application**

- **Scholarship** - select "Si" (Yes)
- **Accommodation** - select "Si" (Yes)
- **Erasmus Scholarship** - select No

**Preferences for the Accommodation**

(Before choosing, check them on the map by clicking on "visualizza mappa pensionati")

- Please rank your preferred accommodation from your favourite to the least favorite

Please note that the results for the accommodation competition will be published on your personal area on the LazioDisu website.

You will be allowed to access your flat only after having paid the tuition fees for the enrolment.

**Click invia to submit the section**
LAZIODISU RESERVES THE MOBILITY GRANTS ONLY TO STUDENTS LEAVING FOR ERASMUS+ EXCHANGE IN THE A.Y. 2017/2018

**MOBILITY GRANT**

- Scholarship
  - select “Si” (Yes)
- Accommodation
  - select “Si” (Yes)
- Mobility Grant
  - select “Si” (Yes)
- I am waiting to be selected
  - if you are waiting, tick the box
- Select the country you are leaving to for the exchange
- Departure date (dd/mm/yyyy)
- Duration of the exchange (in months)

**PREFERENCES FOR THE ACCOMMODATION**
Before choosing, check them on the map clicking on visualizza mappa pensionati.

- Please rank your accommodation from your favourite to your least favourite one

CLICK Invia TO SUBMIT THE SECTION
IF STATUS BAR IS TOTALLY GREEN YOUR APPLICATION IS COMPLETE

> Click on “TRASMISSIONE DOMANDA” to submit (you will need your PIN code which should have been sent you via SMS).

If you have not received the PIN code, please contact immediately the Programme Office of your course and ask for assistance.

If any of the status is red, it means that some information are missing in that section; fill it in and proceed.

APPLICATION ARE TO BE SUBMITTED WITHIN 28th of JULY 2017 AT 12:00pm. YOU WILL BE ALLOWED TO ADD MORE INFORMATION OR CORRECT MISTAKES FROM AUGUST 3 – 11 at 8.00pm