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

AREA RISERVATA PER GLI STUDENTI

← Registrati  Accedi →
Recover Password

> 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 10 May to 25 July 2018 at 12:00 pm

You will be allowed to make changes or modify wrong data from 1 to 10 August at 15.00.
> **Name:** if you have a double name please be careful and insert your full name.

> **Place of Birth:** select “Stato Estero”

> **Doc. di Riconoscimento:** select “Passaporto”.

> **Rilasciato da:** enter “Questura”

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.
Go to www.codicefiscale.com and fill out the form above with your data. As place of birth insert your Native Country. The system will calculate your Fiscal Code which you can use for the LAZIODISU Guide.
Please take note of your personal **Username** and **Password**; they will be necessary to access your profile on Laziodisu website.

![Dati per l'invio di comunicazioni](image)

<table>
<thead>
<tr>
<th>Dati per l'invio di comunicazioni</th>
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</thead>
<tbody>
<tr>
<td>Indirizzo e-mail = <strong>Email</strong></td>
</tr>
<tr>
<td>N° telefono cellulare = <strong>Mobile number</strong></td>
</tr>
<tr>
<td>Lo studente autorizza Laziodisu all'invio di e-mail e/o SMS per la comunicazione di informazioni = The student authorizes Laziodisu to use email / text messages for official communications.</td>
</tr>
<tr>
<td>Si &gt; Yes</td>
</tr>
<tr>
<td>No &gt; No</td>
</tr>
</tbody>
</table>

![Dati per l'accesso ai servizi Laziodisu](image)

<table>
<thead>
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<tbody>
<tr>
<td>Nome utente = <strong>User Name</strong></td>
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<tr>
<td>Password = <strong>Password</strong></td>
</tr>
<tr>
<td>Conferma password = <strong>Confirm Password</strong></td>
</tr>
</tbody>
</table>

> Click on “Invia” to submit your data. Go back to 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
<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". 
START YOUR APPLICATION

Click on the + “Aggiungi Richiesta”

> Click on “Richiedi” next to “Benefici a concorso Anno Accademico 2018/19” to apply for the 2018/19 Benefits.

> Click on “MODIFICA” to access your application form.
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 as point 3)
5. Enrolment
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
Ostium: Utente non autenticato

Anagrafica  Residenza  Domicilio  Domicilio legale  Iscrizione  Nucleo familiare  Dati economici  Benefici

Queste sono le sezioni da compilare nell'ordine indicato. Ogni sezione viene attivata solo se è stata compilata la precedente.

Domanda di partecipazione ai benefici a concorso per l'Anno Accademico 2018/2019

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Home page Laziodisu | Home page studente

Disclaimer  | Crediti  | Ultimo aggiornamento 16/05/2018
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.
Ostium: Utente non autenticato

**Anagrafica**

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**Domicilio**

**Domicilio legale**

**Iscrizione**

**Nucleo familiare**

**Dati economici**

**Benefici**

Queste sono le sezioni da compilare nell'ordine indicato. Ogni sezione viene attivata solo se è stata compilata la precedente.

[Home page Laziodisu][1]  [Home page studente][2]
In this session you will be asked for information on your domicile for academic year 2018/2019.

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

Domicile for the year 2018/2019:
- Il domicilio è diverso dalla residenza, o sarà (..) select “Si” 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)
Ostium: Utente non autenticato

**Anagrafica**  **Residenza**  **Domicilio**  **Domicilio legale**  **Iscrizione**  **Nucleo familiare**  **Dati economici**  **Benefici**

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### Domanda di partecipazione ai benefici a concorso per l'Anno Accademico 2018/2019

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[Home page Laziodisu]  [Home page studente]
IN THIS FORM LAZIODISU IS ASKING YOU IF YOU WILL BE HOSTED BY SOMEONE 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.

> 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

Tipologia di domicilio

- Il domicilio è/sara’ assunto?
  - A titolo non oneroso
  - A titolo oneroso

Tipologia del rapporto a titolo oneroso
- Contratto di locazione a titolo oneroso
- Altro tipo di rapporto a titolo oneroso (Ist. religiosi, Erasmus)

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

Estremi del contratto di locazione a titolo oneroso per gli studenti fuori sede (lasciare in bianco se il contratto è ancora da sottoscrivere)

- Tipologia del rapporto a titolo oneroso
- Denominazione dell’istituto
- Durata del contratto in mesi
- Importo mensile della rata

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
Ostium: Utente non autenticato

Anagrafica  Residenza  Domicilio  Domicilio legale  Iscrizione  Nucleo familiare  Dati economici  Benefici

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Domanda di partecipazione ai benefici a concorso per l'Anno Accademico 2018/2019

Cognome  ROSSI
Nome  MARCO
Data di nascita  09/03/1992
Codice fiscale  R5SMRC09Z200K

[Home page Laziodisu]  [Home page studente]
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 2018/2019
Current Academic Year: select “Primo Anno”.
Current career status: select “In corso”.
Matricula 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.

- **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 course**: enter the name of the courses 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 A.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)
**Eventuale carriera pregressa**

Sei già in possesso di un titolo accademico?  
- Si  
- No  

= Do you own an academic degree?

Sei già stato precedentemente iscritto presso la attuale o un'altra Università ed hai effettuato una rinuncia e/o passaggio e/o trasferimento, sei in attesa di conseguimento del titolo?  
- Si  
- No  

= Are you waiting for the academic degree because you have transferred from another University/course?

**Motivo per il quale non hai conseguito il titolo**

Hai effettuato una RINUNCIA AGLI STUDI?  
- Si  
- No  

= Renounce to your previous study career

Hai effettuato un PASSAGGIO DI CORSO o un TRASFERIMENTO DI SEDE o presenterai richiesta per l'anno accademico 2015/2016 di riconoscimento crediti/esami?  
- Si  
- No  

= Transfer from another course/University

In attesa di conseguimento del titolo  
- Si  
- No  

= I am waiting for my academic degree

**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.”*
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
Ostium: Utente non autenticato

Anagrafica  Residenza  Domicilio  Domicilio legale  Iscrizione  Nucleo familiare  Dati economici  Benefici

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Home page Laziodisu  Home page studente
# Definizione e composizione attuale del nucleo familiare del richiedente

<table>
<thead>
<tr>
<th>Question</th>
<th>Option 1</th>
<th>Option 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Numero complessivo dei componenti del nucleo familiare</td>
<td></td>
<td></td>
</tr>
<tr>
<td>= Total number of members of your family (including you)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nell tuo nucleo familiare è presente almeno un genitore</td>
<td>Si</td>
<td>No</td>
</tr>
<tr>
<td>= Does your family include at least 1 parent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Status civile dei genitori</td>
<td>Coniugati, if married</td>
<td>Separati, if separated</td>
</tr>
<tr>
<td>= Marital status of your parents</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Numero di fratelli e sorelle presenti nel nucleo familiare</td>
<td></td>
<td></td>
</tr>
<tr>
<td>= Number of siblings in your family</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Presenza nel nucleo familiare di figli del richiedente</td>
<td>No</td>
<td>Si</td>
</tr>
<tr>
<td>= Does your nuclear family include sons/daughters of the applicant?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Presenza del coniuge del richiedente nel nucleo familiare</td>
<td>No</td>
<td>Si</td>
</tr>
<tr>
<td>= Does your nuclear family include the spouse of the applicant?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quanti componenti nel tuo nucleo familiare, escluso richiedente, residenti all'estero?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>= How many members in the nuclear family - applicant excluded - do not reside in Italy?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Numero di altri conviventi nel nucleo familiare del richiedente</td>
<td></td>
<td></td>
</tr>
<tr>
<td>= Number of other members of the applicant's nuclear family</td>
<td></td>
<td></td>
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</table>

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
Ostium: Utente non autenticato

Anagrafica  Residenza  Domicilio  Domicilio legale  Iscrizione  Nucleo familiare  Dati economici  Benefici

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</table>
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 2016 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 “Sì” and insert the square meters of the house
> Do you own the property of other real estates?
  - (if Yes, select “Sì” and insert the square meters of the real estate.

CLICK INVIA TO SUBMIT THE SECTION
Ostium: Utente non autenticato

Anagrafica  Residenza  Domicilio  Domicilio legale  Iscrizione  Nucleo familiare  Dati economici  Benefici

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Home page Lazidosu  Home page studente
Please select in this session the benefits you want to apply for: only the scholarship or the accommodation too or also the mobility grant.

![Benefits Application Table]

- **Scholarship** - select “Sì” (Yes)
- **Accommodation** - select No
- **Erasmus scholarship** - select No

**Benefits Received from Other Bodies**
- Have you obtained or will you obtain other benefits from other public or private Bodies for the academic year 2017/2018? - select your answer

**Scholarships from Other Bodies**
- Have you obtained a scholarship in 2015? - select your answer, and if it is Yes please write the total amount of the scholarship

**Social Treatment Compensation for Disabled Students**
- select No (it is for students having done the ISEE in Italy in 2017 and have calculated a social treatment compensation for disabled into that)

**Payment Method to Obtain the Scholarship**
- Please select the preferred one:

**NB:** The account must be addressed to you (not one of your family member/friends/other), otherwise the payment will not be authorised.

Please note that the results for the scholarship will be published on your personal area on the Laziodisu website.
**Benefits Application**

- Scholarship - select “Sì” (Yes)
- Accommodation - select “Sì” (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 25th OF JULY 2018 AT 12:00pm. YOU WILL BE ALLOWED TO ADD MORE INFORMATION OR CORRECT MISTAKES FROM AUGUST 1-10 AT 8:00pm