

Dear Student,

This guide, along with the University Fee and Regulation and the ISEP Form Completion Guide, is intended to provide you with additional support in filling out the ISEP portal for income category calculation.

Some introductory notes:

1) The ISEP calculation portal is divided into two sections, which are better detailed below. The first part requires the input of household income and asset data. The second, on the other hand, requires the uploading of attachments to support the data entered.

2) Next to some items you will find the symbol . Click on it and you will find information about the data to be entered for income category calculation.

3) **Our university does not use ISEE (indicator of the equivalent economic situation that allows to assess the economic condition of families in the Italian State) as a tax document for income category calculation. Therefore, do not upload it because your file will be rejected immediately, and you will be asked to upload the documents indicated on the University Fee and Regulation.**

How do you complete the ISEP?

Once you enter the portal you must complete a few steps:

- **Step 1 (Reference Contact (e.g., Student/Parent/Tax Consultant)).** This section requires you to insert the contact information of the person responsible for completing the ISEP portal so that they can be contacted by our counselors if further information or clarification is needed.
- **Step 2 (Conventional Household Type).** This section requires the entry of the conventional household type through the selection of the drop-down menu (see photo below).

Tipo Nucleo Familiare Convenzionale

We kindly ask you to download the PDF found next to the title and complete it. Once completed you will need to upload it to the appropriate section of [part 2](#).

- **Step 3 (Household members)**

As you can see, this area already has your name (student) in it. You just need to complete the profile by entering your marital status.

Next to your name, you will find the "ADD" button. From here you can enter the members of your household with their biographical data.

- **Step 4 Enter income and asset data.** After entering all household members, you are prompted to indicate the household member(s) earning income in the calendar year prior to the current one. To enter tax records you must click the button next to the heading below:

Soggetto rilevante ai fini reddituali e patrimoniali ⓘ □

Once you have clicked the square you will have to choose, via the drop-down menu, the declaration model held by the person who produced income. Clicking on the ⓘ (information) symbol will give you the information about the data to be entered.

Reddito

Modello dichiarazione ⓘ

Totale reddito

This procedure must be repeated for all income-bearing individuals.

- After entering income, you are required to enter data on **real estate assets (primary residence, second homes...)**. Again, click "Add" and enter the data that are requested from the drop-down menu.

Patrimonio immobiliare ⓘ

Tipo immobile	Rendita/valore	Giorni possesso	% possesso	Categoria	Prima casa	Allegati
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- Third and final point of the economic and financial situation concerns the **movable assets**.

Patrimonio mobiliare

In this case you must complete each item indicated in the corresponding line. If your household does not own any of the movable assets indicated, you can leave the space blank or write zero (0).

One of the most important entries is "Current account balance for the portion exceeding €10,000." In this case, you must enter the portion exceeding € 10,000 as of December 31 of the previous year.

For example, if on the given date the person had € 15,000 in the current account, you must enter the excess portion, i.e., € 5,000. In the second part of the ISEP you will have to attach a document or take a screenshot attesting to the indicated balance. If the balance is less than € 10,000 you do not have to enter anything.

For each member of the household listed as "relevant to income and assets" you must complete and attach in the second part the document below.

Caricamento obbligatorio: autocertificazione mancato
possesso ulteriore patrimonio mobiliare 

Having completed this first part, click "Continue" to insert the documents in the second part of the ISEP.

In the second part, as indicated above, you will need to insert documents attesting to the values entered in the first part.

Step 7, Free Files. In this section, you can upload any files that you think would be helpful in better defining the income category.

We hope this guide will be helpful in compiling it.

Thank you and enjoy your work.