Hot to arrange the documentation concerning income and assets conditions

If I apply for ER.GO benefits with my family's of origin income, which STEPS should I follow in order not to see the application rejected due to documentary incompleteness?

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<th>STEP</th>
<th>Description</th>
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<td>1</td>
<td>Acquire, from the territorially competent administration in the country of origin, the documentation, in original language, required by the ER.GO a.y. 2022/2023 Benefits Announcement (see article 2.3.1 of the General Rules)</td>
</tr>
<tr>
<td>2</td>
<td>Legalize (or apostille, where allowed) the signature of the public official, who drafted the documentation, unless there are grounds for excluding the legalization/apostille due to the country of origin joining to specific Conventions or International Agreements</td>
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<tr>
<td>3</td>
<td>Translate into Italian language the documentation</td>
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1. **STEP 1: DOCUMENTS ACQUISITION**

Exactly, what documentation should I acquire from the competent administrative authorities in my country of origin and upload to my DOSSIER UTENTE within the deadline for completing the application as provided for by the Benefits Announcement?

**ATTENTION:** The intervention of agencies/intermediaries is not necessary to request complete and correct documentation and/or the translation and legalization of it to the administrative authorities in charge in your country of origin, according to the Benefits Announcement.

So, we suggest you to contact directly the competent Offices, checking if they accept the request for issue of documents by PEC, if you can't reach them physically. Distrust always offers/invitations to provide help in exchange for money, in order to avoid possible frauds. ER.GO must carry out checks on all the documents, submitted by international students to get the benefits, it will refuse/revoke the benefits given on the basis of false documentation, in whole or in part, and it will make the necessary reports of crime to the competent authorities.

It is necessary to provide:

a. **Certificate attesting the family unit of origin**, referred to the year of submission of the benefits application, including the student-applicant, his/her parents, any brother/sister and/or other cohabiting persons (family members, e.g. grandparents, and non-family-members). The document must show the age of all members, as well as full name and surname and specification of the kinship;

b. **Certification issued by the competent public administration for the fiscal management of the total gross income (taxes included) from work or pension** received by each of the adult members of the family in the calendar year 2021 and/or an **unemployment status certificate** or a **certificate of registration to higher institute/university courses** of study relating to the reference year;
c. Documentation about movable assets owned by each adult member of the family at the date of 31/12/2021, issued by the banking/financial institutions of reference, with specification of bank statements, any securities, dividends, shareholdings, fractions of the net assets of companies property. In particular, for current accounts, it is necessary to document the average balance of the year 2021 or the average balance of each month of 2021 (from January to December);

d. Certificate of ownership of buildings, also in the form of an extract/survey, issued by the Cadastre Authority/real estate registry office in charge with reference to the date of 31/12/2021, for each adult member of the family unit, with specification of the exact square meters of each building and of the ownership share. In the event of the absence of real estate properties, a similar certificate of absence of ownership must be provided for each family member, who is in this situation at the reference date. If you do not have the ownership of the family's residential house, one of the following documents must be submitted: • a lease, legally valid in the country of origin, with the amount of the rent; • legally valid document certifying the free loan for use or the transfer of the building.

ATTENTION: All the above information must be deduced from the documentation provided. Under no circumstances will documents in the form of self-declaration, sworn declaration or affidavit be accepted. The COMPLETE documentation must be attached to the DOSSIER UTENTE within the deadline for completing the application for benefits. According to the benefit requested, within the deadline for submitting APPEAL, the ADDITIONAL DOCUMENTATION, with the exception of the translation and/or legalization of the documentation, must in any case be issued by the competent foreign Authorities within the deadline for completing the application.

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Family unit composition
What documentation should I provide, if only one of my parents is present in the family certificate, in order to justify the absence of the other parent?
• In the event of parents' separation/divorce (if married), you must upload in your Dossier Utente the divorce decree/court order issued by the competent authority, duly translated into Italian and legalized/apostilled;
• in the event of one parent's death, you must provide online the concerning death certificate issued by the competent authority, translated into Italian and legalized/apostilled (if you are a European student the certificate is exempt from legalization/apostille), excepted if you have already attached it to your benefits application in the previous academic years;
• if you have not been recognized by a parent, you must provide online your birth certificate, translated into Italian and legalized/apostilled (if you are a European student the certificate is exempt from legalization/apostille);
• if one of the parents is unreachable, you must upload online the certificate of unavailability issued by the competent administrative authority, translated into Italian and legalized/apostilled;
• if there is a guardian in the family certificate, you must document online the deed of appointment by the competent foreign authority, translated into Italian and legalized/apostilled.

I am an international student orphan of both parents, what do I need to document?
If you are orphan of both parents and you are not economically independent, you must fill out the online application as an "orphan" and upload in your Dossier Utente each parent's death certificate, issued by the competent foreign authority, translated and legalized/apostilled, according to the foreign country of reference (if you are a European student remember that the certificate is exempt
from legalization/apostille), except the case in which you have already documented their death in previous academic years.
In any case, the family certificate and the income/assets of any other family unit, in which you are included at the date of submission of the benefit application, must also be certified (e.g. any brother/sister of age, living with you, any spouse with offspring, any other member of your new family unit).

What can I do, if in the family certificate there are brothers/sisters of age, who are married and not cohabiting with my family of origin?

a. If your brothers/sisters are married but not cohabiting with the rest of the family, usually they are not included in the family certificate. If not, you must also provide:
   - the relative marriage certificate or other document showing their marital status;
   - the relative residence certificate;

b. If your brothers/sisters are not cohabiting with your family of origin and are not married, they usually do not have to be in the family certificate. Otherwise, you must also provide online the certificate of residence of each one;

c. If your brothers/sisters are married but cohabit with spouse and any offspring, together with the rest of the family unit of origin, it is necessary to provide for each one the income and assets documentation, referred to the previous year (2021), in addition to that of your parents and other cohabiting and unmarried adult brothers/sisters.

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Income documentation
In what year must the income documentation be issued?
In the year of submission of the benefit application. For example, if the incomes for the fiscal year 2021 are certified, the document must be issued in 2022.

What is the documentation useful for certifying income and what is the authority competent to issue it?
   - Certification issued by the public administration competent for tax management;
   - Certificate issued by the employer, with specification of the gross salary received in the calendar year 2021 (from January to December);
   - Last pay slip (December 2021) only if it shows the total gross income received in the year 2021;
   - All monthly pay slips referred to the income received in the calendar year 2021, if in the last pay slip there is no total income.

In what currency must be expressed the income/assets data?
Without exceptions, all data concerning income/assets must be expressed in euros, based on the average exchange rate of foreign currencies for the year 2021, according to institutional sources.

May I provide bank statements to certify the income?
No, bank statements are not considered suitable for documenting income received.

May I attach documentation representative for net income?
No, incomes must be specified only as gross incomes.
What must include the unemployment certificate relative to a member of the family unit?
It must refer to the fiscal year 2021 or to the months of real unemployment. Documents, which simply show the absence of social records (e.g. taxation) for a person, will not be taken into consideration. Furthermore, if a family member worked only for a few months in the year, it will be also necessary to provide:
- the documentation useful to certify the gross income received for the real months of work, translated and legalized/apostilled;
- the certificate of unemployment that refers in particular to the months of inactivity, translated and legalized/apostilled;
- the certification of any Jobseeker's Allowance received from the welfare institution in charge in the country of origin, translated and legalized/apostilled.

Can a sworn declaration made by the head of the family before a public local authority (e.g. judicial or notary's) be enough to certify the income or unemployment status of a family member of age?
No, each certification must be issued directly by the competent public authority and must refer to the single adult member of the family unit.

A member of my family unit has recently passed away, do I still have to document his/her income?
- No, if he/she died before the benefits application submission for the a.y. 2022/2023, because in this case, the deceased family member will not be included in the family certificate;
- Yes, if he died after the benefits application submission.
In both cases, you must provide the death certificate legalized/apostilled according to the legislation in force in the country of origin (remember that if you are a European student, this document is exempt from legalization/apostille).

Documentation about assets/real estate
Do I have to provide cadastral certificates for each of all adult family members, even if some of them do not have any real estate property?
Yes, you must provide a certificate of absence of ownership for each of them, even if you have documented that other family unit members (e.g. one or both parents) are owners of buildings.
ATTENTION: Remember that any lack of the certificate of real estate absence for each adult member of the family unit will entail the benefits application rejection, due to DOCUMENTATION INCOMPLETENESS.

Is the income tax return enough to prove the absence of real estate properties?
No, in no case can the income tax return be a substitute for a cadastral deed/statement.

In what year must the real estate documentation be issued?
The cadastral statement/deed must be issued in the year in which you are applying for benefits with family's of origin foreign/mixed income (e.g. for the academic year 2022/2023 the document must be issued in 2022 and refer to the assets/lack of assets at the date of 31/12/2021).

May I use units of measurement different from square meters?
No, all other units of measurement different from square meters must be converted into square meters.
Do I have to provide documentation only for the house of residence or also for other buildings?
It is necessary to provide the documentation concerning all the buildings owned by the adult members of the family unit.

Is it enough to provide only the initial amount of the mortgage on the house of residence and on any other owned buildings?
No, it is necessary to provide documentation concerning the mortgage amount left at the date of 31st December of the year preceding the benefits application submission (for the next academic year on 31/12/2021).

A member of my family unit has died, do I have to document his real estate properties as well?
- No, if the family member died prior to the submission of the ER.GO benefit application for the academic year 2022/2023, because in this case the died member will not be present in the family certificate;
- Yes, if he/she died after you submitted the ER.GO benefits online application for the academic year 2022/2023.
In both cases, you must provide a death certificate, legalized/apostilled according to the regulations in force in the country of origin, and only if you come from a European country, there is the exemption from legalization/apostille for civil status documents.

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I come from a European Union country, may I just self-certify the economic and assets data of my family of origin in the benefits application?
In submitting the application, when filling out the "Personal data" and "Economic data" sections, European students self-certify:
- the composition of the family unit;
- the total gross income received abroad in the year preceding the benefits application submission;
- assets owned abroad on 31st December of the year preceding the benefits application submission.
However, for the purposes of our checks, even European students must upload in their Dossier Utente, within the deadline for completing the benefits application, all the documents about income and assets required by the ER.GO Benefits Announcement for the academic year 2022/2023.

ATTENTION: lack in providing the COMPLETE documentation within the deadlines set out in the Announcement will be a reason for rejection of the benefit application, without possibility of extension or postponement of the deadline for submitting the missing documentation.

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If I come from a non-European country currently included in the official list of "particularly poor" countries (PPP), referred to in the ER.GO Benefits Announcement, what documentation do I need to provide within the deadline for completing the application?
All students from these countries, in the year of the application submission must upload online the concise certification of the Italian Representation in the country of origin, attesting to "not belong to a family with high income and high social level" for the year preceding that of the application submission (so, for the a. y. 2022/23, the certification must refer to 2021).
Therefore, if you come from one of the "particularly poor" countries listed in the Announcement, you are exempted from providing all the income and assets documentation, required to the other international students, and it will be enough to provide the certification of the Consular Italian Representation in the country of origin, if possible with a specification of your family's unit total
income in the year 2021 and of the square meters of the owned buildings, if owned at the date of 31/12/2021, as a confirmation of what you filled in the Economic data section of the online application.

As an alternative to the consular certification, you can also upload in your Dossier Utente the income and assets documentation, required to the other international students, but remember that the foreign documentation issued by the administrative authorities of your country must be complete, uploaded within the deadline for completing the benefit application, translated into Italian and legalized by the Italian Representation in your country.

My non-European country of origin, in recent years was considered as "particularly poor", but this year the Announcement (see Table A sub art. 2.3.1 of the General Rules) excludes it according to the Ministerial Decree referred to the a.y. 2022/2023; what documentation do I need to provide?

It is necessary, to pay attention to the update of the list of "particularly poor" countries, according to the annual announcement, so if you come from a country that has been excluded from the official list of PPPs for the academic year of reference, you must provide all the documentation required to the other international students, coming from non-European countries and not considered among the particularly poor countries.

In this regard, in particular, we point out the following cases:

◆ ZIMBABWE → It is no longer considered among the “particularly poor” countries, so students from this country must provide all the documentation usually required to international students;
◆ CONGO → Students from Congo must specify whether they come from the Democratic Republic of Congo or the Republic of Congo.

Only the Democratic Republic of Congo is included in the current List of "particularly poor" countries (PPP). So be careful, if you come from the Republic of Congo you must provide, within the deadline set by the ER.GO announcement for a.y. 2022/23, all the above mentioned documentation, required to the other international students, and if you provide a concise certificate your benefit application will be rejected.

I come from a non-European country, but I am not able to get the income and assets documentation, issued by the competent territorial authorities, due to exceptional situations. With which certification may I apply for benefits?

ER.GO Announcement, at art. 2.3.1 of the General Rules, provides that in the case of countries where there are evident and concrete difficulties (e.g. ongoing conflicts), the income and assets documentation can be replaced by a certificate in Italian, issued by the Embassy/Consulate of the country of origin working in Italy, specifying exactly the composition of the family unit and all the income and assets data of the adult members of your family, referred to the year preceding that of the application submission (so, for the a.y. 2022/23, the year 2021). In these cases, remember that it is also necessary to provide the legalization by the Prefecture competent for the territory, which, by Ministry’s of Foreign Affairs proxy, provides for the legalization of consular signatures affixed onto foreign documents. Without this legalization, you will not be eligible to ER.GO benefit.

I come from a "particularly poor" non-European country, is the issue of consular certification allowed by a diplomatic/consular Representation of my country of origin in Italy?

As explained in the previous paragraph, only for exceptional and concrete reasons, verified by ER.GO (e.g. serious obstacles, such as conflict situations within the country, absence/suspension of the activities of the Italian Representation in the country of origin), may I request the concise consular certification about the economic conditions (such as that of “belonging to a family of low social rank and low income”) to the diplomatic Representation of the foreign country in Italy,
I am an international student with mixed incomes (Italy / foreign country), in fact part of the family income was produced in Italy, while another part was in the country of origin, how do I add the Italian income with foreign ones? How can I fill out the online application? What do I have to document about foreign income?

First of all, you have to fill it in specifying the type "mixed income", then check if you are included in one of the following hypotheses:

a) if the Italian income has been declared to the Revenue Agency, then you can sign the ISEE certificate and apply for benefits with the INPS reference number, only after entering in the DSU form both the income in Italy and abroad. The latter, however, will refer to the second year prior to that of the ISEE submission (for the a.y. 2022/2023 the foreign income to add will refer to the fiscal year 2020). Then in the online application form you must choose the specific flag "foreign income already included in the ISEE", which will allow you to properly calculate the ISEE value, based on the income already entered and you will not have to upload foreign documentation;

b) if, on the other hand, the Italian income has NOT been declared to the Revenue Agency, you can sign the ISEE certificate, where you will enter the Italian income and apply with the INPS reference number, but without first entering in the DSU form the foreign income received by the family unit. At the same time, you must declare the foreign income in the online application form (in the economic data section). In this case, you have to refer to the foreign income of the year preceding the application submission (for the a.y. 2022/2023, the year 2021) and upload in your Dossier Utente, within the deadlines provided for by the Announcement, all the foreign income and assets documentation in original language, translated into Italian and legalized/apostilled according to the regulations in force.

Are the same recommendations valid even if a member of my family owns only real estates in Italy and the rest of the family unit owns real estates abroad?
Yes, the same rules are implemented in both cases of mixed income (Italy/abroad) and mixed real estate assets.

I am an Italian student with one parent resident in Italy and the other abroad. How should I complete the online application?
First of all, you must fill in the application specifying the type "mixed income (Italy / foreign country)" and then check if you are part of one of the following hypotheses:

a. one of my parents is registered with AIRE, so he/she resides abroad, but the other parent has his/her residence in Italy
The parent resident abroad, registered with AIRE, if married to the other parent, is "attracted" to the family unit of the parent resident in Italy, so he/she must be indicated in the ISEE family unit even if the latter in the reference year did not produce any income.

In fact, the AIRE parent cannot submit the income tax return in Italy, but the income produced in the fiscal year preceding the one in which the application was submitted (e.g. for the a.y. 2022/23 the income relating to 2021) will be included in the box “FC4 Income and pays to be declared for ISEE purposes”, in the "Section of income from employee work or assets produced abroad". This means that within the deadline for completing the online application, you must upload in the
Dossier Utente, for the AIRE parent, the AIRE certification and all the foreign income and assets documentation in original language, translated into Italian and legalized/apostilled according to the regulations of the Foreign country of reference, choosing, in the online application, the specific flag "foreign income already included in ISEE";

b. one of my parents is of Italian nationality and works abroad, but he is not registered with AIRE
If a parent works only abroad but is not registered with AIRE, because kept his/her residence in Italy, he/she will declare the income to the Revenue Agency, so such income, such as real estate, will be included in the ISEE. Consider that in the DSU will be included, for all adult members of the family unit, the income and assets of the previous two years (for example, for the 2022/23 academic year, the reference year is 2020). Also in this case you will choose in the online application the flag "foreign income already included in ISEE" and you will not have to submit any translated and legalized documentation.

Finally, if a parent is resident abroad, produces and declares income abroad and has chosen not to register with AIRE, then you will have to follow the instructions referred to in the next paragraph;

c. one of my parents has citizenship abroad, where he/she resides/works, while the other parent is an Italian citizen and resides in Italy
In this case, the parent with foreign nationality, whether or not married to the other parent, is not attracted into the family unit of the other parent resident in Italy, so in the online application, you simply have to enter the foreign income and assets data, referring to the previous year (2021), and upload within the deadlines in your Dossier Utente all the foreign economic and assets documentation in original language, translated into Italian and legalized/apostilled, according to the regulations of the foreign country in question.

I am an economically independent international student with foreign or mixed income, what do I need to document in order to complete the benefits application?
If you are a student, who has got foreign or mixed income (i.e. income partly in Italy and partly abroad) you must document your income abroad in the same way as for international students, who apply with the family of origin, bearing in mind that:

1) income earned abroad must refer to the two fiscal years prior to that of the application submission (e.g. for the a.y. 2022/2023, income earned abroad in 2020 and 2021) to prove the adequate income amount provided for by art. 8 of DPCM no. 159/2013, in the amount of at least € 9,000.00 for each year of reference (therefore both 2020 and 2021).

In the event that you do not have enough income, you can sum up it with that of your spouse or cohabitant, officially registered according to the registry office, as long as the marriage/registered cohabitation dates back to a date prior to that of the benefits application submission; for the amount of income produced in Italy, if you have tax residence/domicile in Italy, you can fill out and sign the ISEE, but it will always be mandatory for you to document for the previous year the foreign income, as specified above.

2) family unit and residence certificates, from which it can be deduced that, as an applicant, you have been residing uninterruptedly outside the family unit of origin, for at least two years before the date of the application submission;

3) title on the basis of which you own the house, in which you resided in the two years preceding the application submission (lease/loan agreement, certificate of real estate ownership).

I am an economically independent international student with income earned exclusively in Italy amounting to at least € 9,000.00 for each of the two years preceding the DSU signing, how should I complete the benefits application?
You must fill in and out the online application forms with only the income declared in Italy at the Revenue Agency, attaching the INPS registration number of your ISEE certificate. In this case, in the DSU will be entered the income/assets values referred to the second year preceding the year of the ISEE submission (for the a.y. 2022/2023 the income of the fiscal year 2020 and the real estate properties as at 31/12/2020). You will not have to document the economic and financial situation of the year prior to the submission of the DSU, because ER.GO will verify it ex officio by accessing the national databases with which it has an agreement. Conversely, you must document on your Dossier Utente the requirement of your registered residence outside the family unit of origin.

I am an Italian student enrolled in AIRE, what do I have to provide to be considered an independent student?
As registered with AIRE, you have a formal residence abroad, so you cannot provide the ISEE in Italy. So, even if you have Italian citizenship, you must document the income and assets owned abroad in the same way as an international student who declares himself/herself independent (see FAQ: economically independent international student with foreign/mixed income).

2. **STEP 2 Legalization/apostille of the public official signature who issued the documentation**

1) **What is legalization and what is it about?**
Legalization is an essential requirement for a foreign act to produce its legal effects in Italy. With respect to the documentation to be provided, is required signature legalization of the public official, who signed the deed: the competent diplomatic or consular authority abroad certifies the legal qualification of the public official who signed the deed and the authenticity of his signature.

2) **Do I have to legalize the single documents or the entire package?**
All the single documents should be legalized. If you choose to legalize the entire package of documents, the single legalization must be clearly visible and certified by the public authority. Should doubts arise regarding the correct legalization of all the documents, contained in the package, ER.GO reserves the right to ask for the original paper documents or, alternatively, to require the legalization of the single documents.

3) **How can I check if there is an Italian diplomatic and/or consular representation in my country competent for legalization?**
You can consult the updated list of Italian diplomatic and/or consular Representations on the website of the Ministry of Foreign Affairs and International Cooperation, following this path: Home > La Farnesina > Struttura “IL MAECI” > Rete diplomatica (https://www.esteri.it/it/ministero/struttura/laretediplomatica/).

4) **May I request the legalization of the foreign certification at the Embassy/Consulate of my country of origin in Italy?**
Only due to exceptional and real reasons verified by ER.GO (e.g. absence/suspension of the activities of the Italian Embassy/Consulate in the country of origin), you can legalize the foreign documentation at the diplomatic representation of your country in Italy. In these cases, remember that it is necessary to provide also the legalization by the Prefecture competent for the territory which, by proxy of the Ministry of Foreign Affairs, provides for the legalization of consular signatures affixed to foreign documents.
Furthermore, since the Prefecture is a Government territorial office, it can legalize only documents issued by the diplomatic/consular Representations located in the province of competence. Requests for legalization of documents/deeds issued by authorities located in other Provinces cannot be
accepted. The legalization of signatures is necessary not only for the deeds and documents issued by the following Embassies and/or Consulates adhering to the European Convention of London of 07/06/1968, so: Austria, Greece, Malta, Portugal, Sweden, Cyprus, Ireland, Norway, United Kingdom, Switzerland, France, Liechtenstein, Netherlands, Czech Republic, Republic of Moldova, Romania, Turkey, Germany, Luxembourg, Poland and Spain.

5) What is the apostille and which students can use it?
The apostille is a special statement that can take the form of a stamp, attached sheet, etc., provided for by the Hague Convention of 5 October 1961, which guarantees the authenticity of a public act and removes the need for diplomatic or consular legalization only between countries adhering to the Convention. Each State party to the Convention appoints the authorities responsible for its issue. Therefore, the student coming from one of the adhering countries will not have to apply to the Italian Embassy/Consulate in the country of origin for the legalization of their documents, but to the appointed internal authority (normally the Ministry of Foreign Affairs) to get the application of the stamp "apostille" on the document.

To check if your country of origin has adhered to the Hague Convention, consult the following site: https://www.hcch.net/en/states/hcch-members.

6) May I provide the “apostille” stamp in electronic format?
Yes, but only if your country issues the "apostille" stamp in electronic format bearing a QR code and a relative identification number with which it will be possible to verify its authenticity.

7) Is it possible to legalize/apostille unsigned or digitally signed deeds and documents? No, it is not possible to legalize or apostille deeds and documents that are unsigned in original (for example faxes or e-mails) or digitally signed.

8) I am a student from a country belonging to the European Union, which documents do I have to legalize?
Unless your country of origin is among those adhering to the Brussels Convention of 25/05/1987 (BELGIUM, FRANCE, DENMARK, IRELAND, LATVIA) or to the Rome Convention of 07/06/1969 (GERMANY), the documentation concerning the economic and financial conditions must always be legalized/apostilled.

However, remember that according to EU Regulation 2016/1191 the following certificates issued by the authorities of any member state of the European Union are exempt from legalization:
- Birth
- Death
- Name
- Marriage and marital status
- Divorce, separation or annulment of marriage
- Registered civil union
- Dissolution of registered civil union
- Filiation
- Adoption
- Domicile and/or residence
- Citizenship

Only if the aforementioned certificates are accompanied by multilingual standard forms drawn up in compliance with EU Regulation 2016/1191, you do not have to submit the certified translation of the same.

9) So are there any forms of legalization/apostille exemption for some foreign countries? which exactly?

A. Countries for which the legalization/apostille exemption is provided for all documents, including economic and patrimonial ones:
- BELGIUM, FRANCE, DENMARK, IRELAND, LATVIA → it is necessary only a certified translation of the document, carried out at the competent Italian Embassy/Consulate / or in the foreign country;
- GERMANY → it is required only a certified translation of the document, carried out at the competent Italian diplomatic/consular representation in Germany.
B. Countries for which the **legalization/apostille exemption** is provided only for civil status documents?

- **AUSTRIA, FRANCE, GREECE, ITALY, LUXEMBOURG, THE NETHERLANDS, POLAND, PORTUGAL, SPAIN, TURKEY** (Athens Convention of 15 September 1977)
- **BELGIUM** (Bilateral agreement between Italy and Belgium signed in Rome on 24 October 1950)
- **AUSTRIA, BELGIUM, FRANCE, GERMANY, ITALY, LUXEMBOURG, THE NETHERLANDS, PORTUGAL, SWITZERLAND, TURKEY** (Luxembourg Convention of 26 September 1957)
- **SWITZERLAND** → Bilateral agreement between Italy and Switzerland signed in Bern on November 16, 1966 and ratified in Italy with law 18 March 1968, no. 474
- **SPAIN** → Bilateral agreement between Italy and Spain signed in Madrid on 10 October 1983 and ratified in Italy with law 11 December 1985, no. 761.
- **AUSTRIA** → Bilateral agreement between Italy and Austria signed in Vienna on 29 March 1990 and ratified in Italy with law 5 October 1991, no. 330
- **REPUBLIC OF SAN MARINO** → Additional agreement, signed in San Marino on 28 October 1980, to the Convention of friendship and good neighbourhood between Italy and San Marino signed in Rome on 31 March 1939.

3. **STEP 3 Translation**

1) **Do I have to translate the obtained documentation?**

   All the obtained documentation must be translated into Italian, unless exists the hypothesis of use of a multilingual standard model.

   The translation into Italian can take place in the foreign country where the document has been issued or in Italy in the following ways:

   - in the foreign country where the document has been wrote - through an official translator or, if there is no official translator in the country, an interpreter accredited at the offices of the Italian diplomatic/consular authority. The conformity of the Italian version can be certified by the translator himself, whose signature will subsequently be legalized by the Consular Office or, in the case of an accredited interpreter, must bear the stamp "for compliant translation" of the Italian diplomatic/consular authority;

   - in Italy - by “sworn translation” carried out by a sworn translator authorized by an Italian civil court. However, it cannot be the same person (or one of the persons) mentioned in the document, who carries out the translation, but the translator's impartiality is required. The translation must then be certified through the production of the oath report, received by the clerk of any Italian judicial office without further formalities, including the Office of the Justice of the Peace.

   In any case, it is advisable to inquire in advance at the Chancellor's Office concerned about any local requirements for the translator and the forms of translation.

2) **Can the sworn translation be valid as the legalization of the documentation?**

   No, under no circumstances.