Tuition fees at the University of Rome Tor Vergata are based on the student’s family income; in order to calculate it for international students, the University will need a document called *Scheda Raccolta Dati per Indicatore Parificato*, which can be issued only by CAF Offices in Italy.

Here follows the list of documents to be submitted to the CAF Office to obtain the *Scheda Raccolta Dati per Indicatore Parificato*:

* Family Income for the year 2015 (issued, legalised and translated in Italian by the Italian Diplomatic Authorities)
* Familial Status (issued by the Italian Diplomatic Authorities)
* Copy of passport
* Copy of Fiscal Code

The *Scheda* costs **11.70 euro**, which the student will have to pay directly to the CAF Office.

 **A photocopy of the *Scheda* will then have to be carried to the International Students Office (Via Orazio Raimondo 18 – Central Administration, *Rettorato*) by 15th December 2017.**

International Students Office – Opening Hours\*:
From Monday to Friday: 09 am -12 pm
Wednesday: 2 – 4 pm

\*Opening hours until 6th November 2017. From 7th November the Office will open according to the following schedule:

Mon-Wed-Fri: 9 am – 12 pm

Wed: 2 – 4 pm

**Please note**: Not submitting the ISEEU to the University will imply for the student the payment of the maximum rate of the yearly tuition fee of the course (80% of the maximum rate for the students coming from low-income economies or lower-middle-income economies[[1]](#footnote-1); 100% of the maximum rate for all the other international students).

1. Please see [here](http://attiministeriali.miur.it/anno-2016/luglio/dm-08072016.aspx) the list of relevant countries (Art.1), according to the Italian Ministry of Education. [↑](#footnote-ref-1)