

GUIDE TO THE PROVINCIAL SCHOLARSHIP APPLICATION

Academic Year 2025/26

Everything you need to know to correctly
complete your online application

**Movimento
Universitario
Altoatesino**



WHO CAN APPLY

Students IN the Province of Bolzano

You can apply if enrolled full-time or part-time at a university or ITS, and you are:

- An EU citizen
- A non-EU citizen with a long-term residence permit
- A non-EU citizen with a temporary residence permit **and** have been residing in the province for at least 1 year

Important for non-EU citizens:

You must present your original residence permit by **November 3, 2025 at 12:00 PM**, and attach the required documentation.

REQUIRED DOCUMENTS

DURP (Unified Income and Asset Declaration)

Needed to calculate your economic situation (**VSE**).

You can request it at a **patronato** or **CAAF** in South Tyrol.



HOW TO APPLY

Applications must be submitted **exclusively online** via the myCivis portal: <https://civis.bz.it/it/servizi/servizio.html?id=1005280u>

Access with digital identity:

SPID – Public Digital Identity System

CIE – Electronic Identity Card

CNS – National Service Card

eIDAS – European Digital Identity

For foreign students without digital identity:

You can **create a certified account** by appointment, in person or via video call.

Request an appointment by email at:

dirttostudio.universitario@provincia.bz.it

DEADLINES

Application submission

Sept 22 – Nov 3, 2025 (12:00 PM)

Provisional ranking

Nov 27, 2025

Application corrections

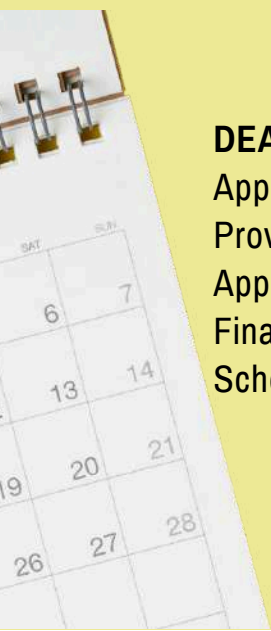
Nov 27 – Dec 11, 2025 (12:00 PM)

Final ranking

By Feb 12, 2026

Scholarship payment

By Mar 31, 2026



MERIT REQUIREMENTS

ACADEMIC MERIT – FULL-TIME STUDENTS

By **October 31, 2025**, the following requirements must be met:

By year of study:

1st year (Bachelor's / single cycle): High school diploma or equivalent foreign qualification

→ Application allowed only once (max twice in case of program change)

1st year (Master's): Bachelor's degree

→ Same rules as above

2nd year (3rd/4th semester): Minimum 25 ECTS

3rd year (5th/6th semester): Minimum 80 ECTS

4th year (7th/8th semester): Minimum 135 ECTS

Following years: +45 ECTS per year

Final year: Application allowed with “**End of studies**” status

→ Thesis must already be assigned with topic and supervisor.

Can apply only once.



ACADEMIC MERIT – PART-TIME STUDENTS

By **October 31, 2025**, the following requirements must be met:

By year of study:

1st year (Bachelor's / single cycle): High school diploma or equivalent foreign qualification

→ Application allowed only once (max twice in case of program change)

1st year (Master's): Bachelor's degree

→ Same rules as above

2nd year: Minimum 12.5 ECTS

3rd year: Minimum 25 ECTS

4th year: Minimum 52.5 ECTS

5th year: Minimum 80 ECTS

6th year: Minimum 107.5 ECTS

7th year: Minimum 135 ECTS

Following years: +22.5 ECTS per year

Final year: “End of studies” status, same as full-time students.

Can apply only once.



GENERAL ACADEMIC MERIT RULES

Valid for both **full-time** and **part-time** students.

Only **ECTS officially recorded/credited by the university** at the time of application are valid.

Minimum annual requirement to retain the scholarship: **10 ECTS** or completion of studies by **Oct 31, 2026**.

→ Otherwise, scholarship must be returned with interests.

Exams taken **before enrollment in the current program** are not valid.

Dual enrollment: Only the program of the first application is considered.

Credit bonus: One-time additional credits to help meet annual merit:

+5 ECTS if used for **2nd year**

+12 ECTS if used for **3rd year**

+15 ECTS for later years

→ Remaining bonus credits can be used in future years

No bonus allowed for:

- Extraordinary applications
- Part-time enrollment

Applications without **ECTS-based merit** are not accepted, except:

- 1st year
- Final year with thesis assigned

If no official ECTS are available, the university must provide an **equivalent calculation** by the application deadline.

STRUCTURE OF THE ONLINE APPLICATION FORM

The application is completed entirely online. The form is divided into **10 sections**:

- **Green = Completed**
- **Red = Incomplete**

You can **save a draft** and complete it later, but all sections **must be green** for final submission.



APPLICATION FORM SECTIONS

Section 1: Privacy Policy

Confirm that you've read the privacy notice

Section 2: General Information

Confirm that you've read the general info

Section 3: Declarations

You must declare:

1. That you have read the regulation and official call
2. That you are aware of the repayment obligation if merit is not achieved
3. That you do not hold any equal or higher degrees
4. Any other financial aid requests

Section 4: Personal Data

Enter:

- Name, surname, date/place of birth
- Tax code
- Phone, email, certified email (PEC)
- Bank details (IBAN + BIC/SWIFT)

Section 5: Residence

- Confirm your residency information

Section 6: Status

Declare:

- Citizenship and residence permit
- University, study location, course
- Accommodation address (if applicable)
- Living situation:
 - a. Resident in study location
 - b. Commuter
 - c. Away from family (≥ 150 days)

Section 7: University Details

Enter:

- University, program, level, duration
- Year/semester of enrollment
- Planned/acquired ECTS
- Study mode (full-time or part-time)
- Type of scholarship (ordinary/extraordinary)
- Bonuses, extensions, interruptions, other courses

Section 8: VSE (Economic Situation Value)

Provide:

- VSE ID number and date
- Number of family members living away for study (≥ 150 days), if applicable
- Number of family members enrolled in schools/universities abroad, if applicable
- Presence of dependent minor children

Section 9: Attachments

Attach (if applicable):

- Residence, family, disability certificates
- Medical declarations
- Documents from foreign universities
- Rental contracts for study purposes
- Declarations for part-time study or special cases

Section 10: Submit Application

- Generate PDF preview
- Then proceed with **final submission**



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**Still have questions or need help?
Book an appointment — we'll
assist you!**

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