University of Bergamo – Accommodation office
How to book a room

Here you can find the procedure to book an accommodation in an easy and fast way.

Preliminary information for the summer period: July, August and September are the busiest months, the Accommodation Office could provide an answer within 48 hours after your request for an accommodation.

N.B. The whole procedure could take up to one/two weeks, that is why we would ask you to start sending your requests from the 15th of June (first Semester and Whole Academic Year – Second semester from 15th November)

HOW TO BOOK A ROOM STEP BY STEP

1. Click the website Cercoalloggio.com > click on the top right Menu > click Login with your id and pw (that you have received during the Erasmus application procedure)
2. Fill in the international students form at the following link: https://www.cercoalloggio.com/#!/international
   Or click on the menu on the top right and the “International”
3. After filling in the form you will receive by email a reply from the accommodation office (within 48 hours). Then you have to send the following **documents and information** to the email address accommodation.service@unibg.it
   a. Name, Surname, copy of passport or other ID
   b. Citizenship and address in your home country
   c. Type of accommodation that you are looking for (apartment, single room, double room)
   d. Starting date of your mobility (since when you will need the room)
   e. for how long you will need the room
   f. in which department you will study in Unibg

4. Within 24/48 hours you will receive a reply where the office will suggest an accommodation that would best fit your needs. If you are interested in the solution provided you can **confirm via mail**

5. If the owner accepts as well, you will be sent the information with the IBAN to **pay the deposit** and the cost of the contract registration

6. To finish up the procedure and make it effective, you will need to send **within 24 hours a copy of the payment receipts** (THE BOOKING IS CONFIRMED ONLY WHEN YOU WILL HAVE SENT THE PAYMENT RECEIPTS!)

7. At least one week before your arrival you will receive the rent contract that you will need to **sign, scan and send back** to the office.

**N.B.** If you will not receive the contract within a week of your arrival, write a reminder e-mail to the office at the address accommodation.service@unibg.it