

**UNIBG**  
ACCOMMODATION  
SERVICE

# UNIVERSITY OF BERGAMO ACCOMMODATION SERVICE HOW TO BOOK A ROOM

[www.cercoalloggio.com](http://www.cercoalloggio.com)

# HOW TO BOOK A ROOM

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

Preliminary information: 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 1st June**.

## 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 “International”.


Password


Password


Login [Forgotten your password?](#)

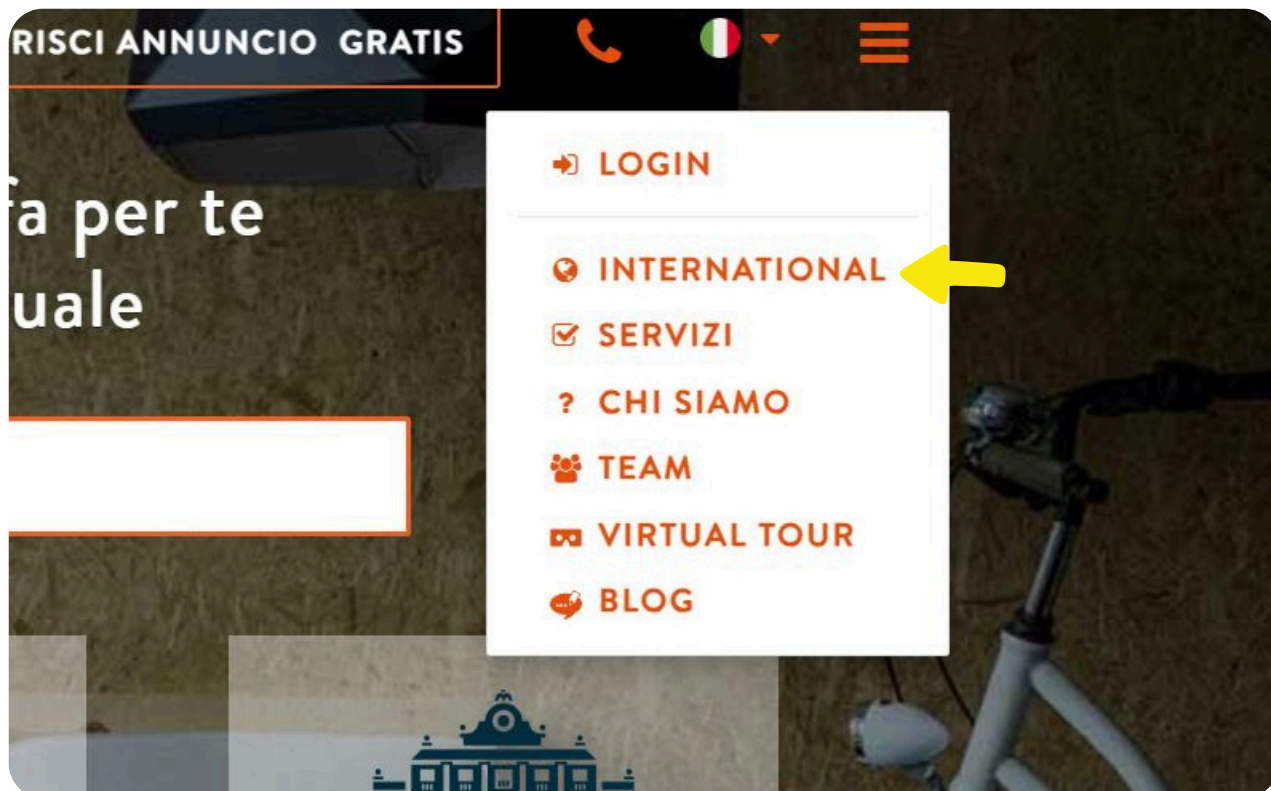

Are you not signed up? [Sign up](#)

Are you an International Student?  
Fill the form here <https://www.cercoalloggio.com/international> and the University Advisor will contact you!

 If you are an Università Politecnica delle Marche student and you have login credentials given by the University, you can access as **student**. If you intend to enrol but have NOT yet enrolled, please write an email to [ancona@cercoalloggio.com](mailto:ancona@cercoalloggio.com).

 If you are an Università degli Studi dell'Insubria student and you have login credentials given by the University, you can access as **student**. If you intend to enrol but have NOT yet enrolled, please write an email to [insubria@cercoalloggio.com](mailto:insubria@cercoalloggio.com).

 If you are Università degli Studi di Bergamo student and you have login credentials given by University, you can access as **student**. If you are NOT already registered go to student registration page ([italiano](#) / [english](#)) on the Università degli Studi di Bergamo website.



3. Browse the website **cercoalloggio.com** to check if there is an useful solution for you and send an email to [accommodation.service@unibg.it](mailto:accommodation.service@unibg.it) specifying that you are interest in that solution (Please note: this email is not your reservation!!).

4. Once the Accomodation office replies –after 48 ore- you have to send the following documents and information to the email address [accommodation.service@unibg.it](mailto:accommodation.service@unibg.it):

- Name, Surname, copy of passport, Visa, Tax code (if you have it);
- Citizenship and address in your home country;
- Type of accommodation that you are looking for (apartment, single room, double room);
- Starting date of your mobility (since when you will need the room)
- For how long you will need the room
- In which department you will study in UniBg.

5. In 24/48 hours you will receive a reply where the office will suggest you an accomodation that would best fit your needs. **If you are interested in the solution provided you must confirm via email within 24 hours otherwise the room would be given to other students.**

6. If the owner accepts as well, you will be sent the information with the IBAN to pay the deposit (about one month's rent) and the cost of the contract registration (100 euro). Please read very carefully the terms of the contract.

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

8. 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.

**PLEASE NOTE: remember to get your TAX CODE following the instruction on UniBg website.**

**PLEASE NOTE: if you will not receive the contract within a week from your arrival, write a reminder email to the office at the address [accommodation.service@unibg.it](mailto:accommodation.service@unibg.it)**

