



UNIBG
ACCOMMODATION
— SERVICE —

UNIVERSITY OF BERGAMO ACCOMMODATION SERVICE HOW TO BOOK A ROOM

www.cercoalloggio.com

HOW TO BOOK A ROOM

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

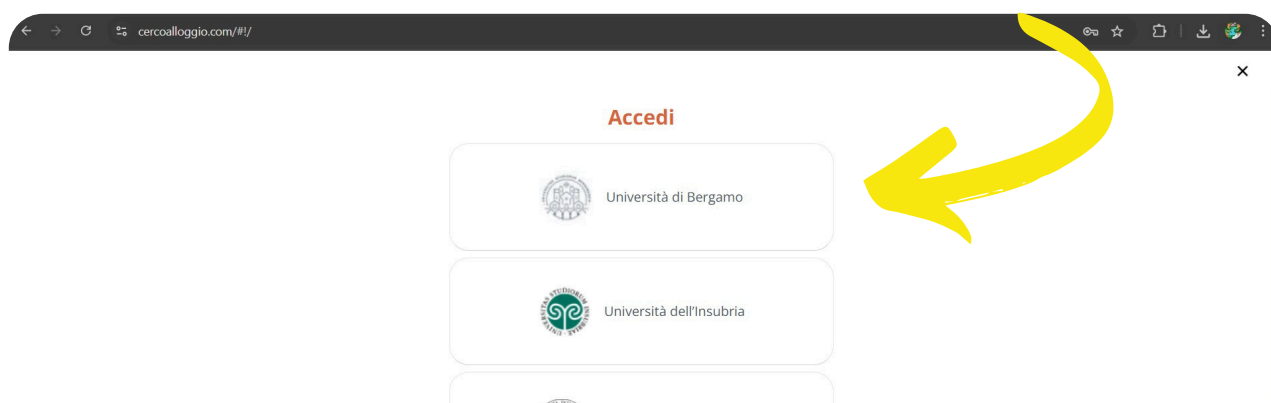
Preliminary information: the Accommodation Office could provide an answer within 48 hours after your request for an accommodation.

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 5th June**.

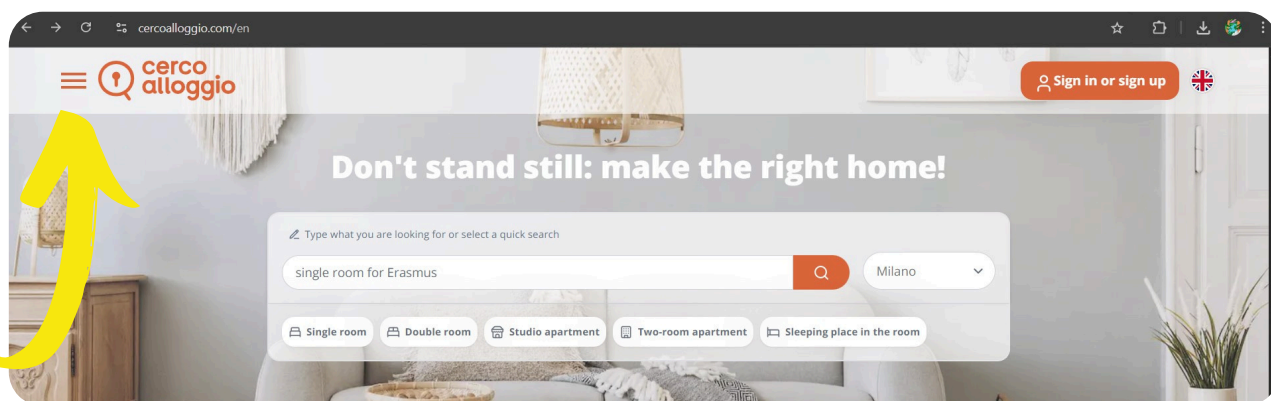
HOW TO BOOK A ROOM STEP BY STEP

1. Log in to the website <https://cercoalloggio.com/en> by clicking on the "Sign in or sign up" button, then on "Sign in through the University", continue with "Università di Bergamo", and finally enter the login credentials provided by Unibg.

The screenshot shows the homepage of [cercoalloggio.com](https://cercoalloggio.com/en). The header includes the logo and a "Sign in or sign up" button. The main banner features the text "Don't stand still: make the right home!". Below this is a search bar with the text "single room for Erasmus" and a location dropdown set to "Milano". Under the search bar are buttons for different accommodation types: "Single room", "Double room", "Studio apartment", "Two-room apartment", and "Sleeping place in the room". The "Sign in" section below has fields for "Enter your email" and "Enter your password", a "Forgotten your password?" link, and a "Sign in" button. A "Sign in through the University" button is highlighted with a yellow arrow. Other options include "Sign in with Facebook" and "Sign in with Google".



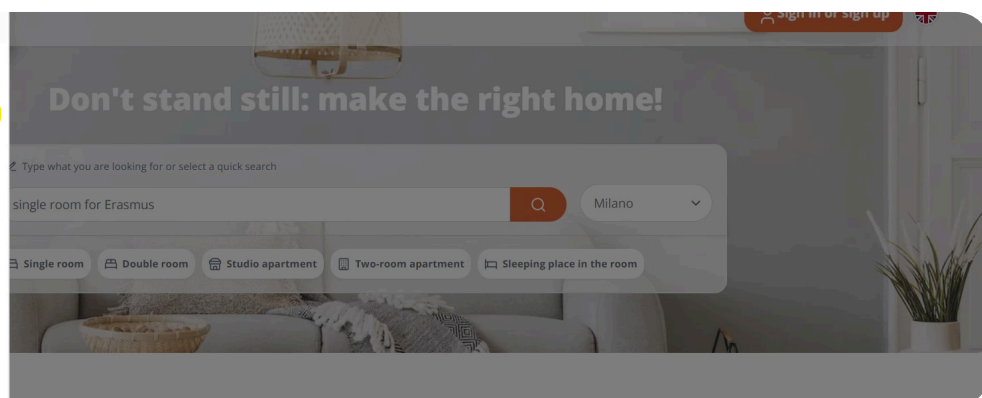
2. Fill in the international students form at the following link: <https://cercoalloggio.com/en/international> Or click on the menu on the top left and "International students".



For those looking for a home
 Search for a room
 International students
 Virtual tour

For owners
 Place an ad
 Services for landlords
 Basic or integrated management
 Guaranteed income

Info
 Blog
 Who we are
 Our Story



**Thanks to the agreement
 with the host university,
 you can take advantage of the following services:**

Room booking Personalized assistance Virtual tour Complete and certified information Priority access to new available rooms
 Weekly updates of available accommodations

Complete the form to find the right home for you:

Name *

Applicant type

Surname *

International mobility program

www.cercoalloggio.com

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 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:

- 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

