



UNIVERSITÀ
DEGLI STUDI
DI BERGAMO

Servizio orientamento
e programmi
internazionali

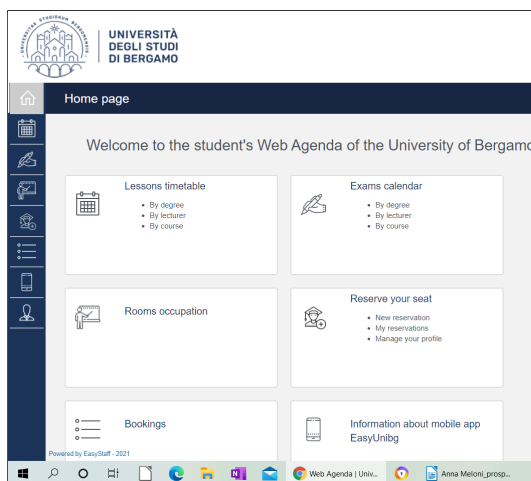
UniBook

Information Brochure for Incoming Erasmus/Exchange Students



Discover the new UniBg web agenda


[Click here](#)



You can check lessons timetables,
exam calendars and room
**occupancy. Login with your ID
and password.**



You can also book your seat at a lesson...




Reserve your seat

- New reservation
- My reservations
- Manage your profile

...and book an appointment for one of the
UniBg services.

Click here: [NEW BOOKING](#)



UNIVERSITÀ
DEGLI STUDI
DI BERGAMO

Authenti

Services booking

New booking

Booking information

Choose the grouping of services	<input type="text" value="Tutti"/>
Choose a service for which you want to request an appointment *	<input type="text" value="--"/>
Choose the location of the appointment *	<input type="text" value="--"/>
Choose the date of the appointment *	<input type="text" value="Select the service and location to know the available dates"/>

User information - Would you like to login?

Codice fiscale *	<input type="text" value="Inserire il Codice Fiscale"/>
------------------	---



Ticket Service

If you need **help** or want to alert the Uni to a problem send a text or document to any of the UniBg services:

Student Services office, Taxes and Benefits Office, E-Learning, International Students, Placement, Erasmus, Outgoing and Incoming International, Orientation and more.

You can use the ticket **HELPDESK**

The screenshot shows the 'Open a New Ticket' form in the student support center. The user is ANNA MELONI. The form includes fields for Email (a.meloni3@studenti.unibg.it), Client (ANNA MELONI), Matricola (1058657), and Corso di laurea (24-270). There is a section for 'Selezione un indirizzo' with a dropdown menu set to 'Erasmus Mundus, Erasmus Trainees'. Below this is the 'Ticket Details' section with an 'Issue Summary' field and a rich text editor containing the text 'Matricola: 1058657 Corso di laurea: 24-270'.

The screenshot shows the 'Ticket Details' form. The 'Issue Summary' field is empty. Below it is a rich text editor with the text 'Matricola: 1058657 Corso di laurea: 24-270'. There is a file upload area with the text 'Drop files here or choose them'. The 'Dati studente' section includes fields for 'matricola' (1058657), 'Corso di laurea' (a dropdown menu), and 'Contesto problema'. At the bottom, there are buttons for 'Create Ticket', 'Reset', and 'Cancel'.

Accommodation

Accommodation Service

The Accommodation Service at Bergamo University offers fully furnished flats, located near the University (Bergamo and Dalmine).

Every student enrolled in degree programs, including PhD candidates, both Italian and foreign, can contact this service for a complete, free



consultation on finding accommodation in private flats through a registered contract between the student and the landlord.

Various solutions are available:

- Shared flat (for 3/4 students)
- Studio apartment
- One-bedroom apartment

The **all-inclusive monthly rent** (including electricity, water, heating, condominium expenses) is:

- €350.00-370.00 for a single room;
- €270.00-290.00 for a bed space in a double room (to share with another student);
- €520.00 Studio apartment for one person;
- €600.00 one-bedroom apartment for one person/two people.

A surcharge of **€10.00** per month will be included in the rent if Wi-fi is provided.

The tenant will be required to pay **a deposit of €300.00** to the University of Bergamo. The amount will be refunded to the student at the end of the lease after checking the state of the property.

The rent must be paid monthly in advance to the landlord.

The **contract registration fee is €100.00** and must be paid when signing the contract. In the event of early contract cancellation, a fee of the same amount is required.

Before the departure, students are required to pay the owner a **final cleaning charge of €30.00**.

Accommodation applications are open:

- after June 15 for the 1st semester (Winter) or full academic year



- after November 1 for the 2nd semester (Spring)

You can contact the Accommodation Service by **e-mail** at:
accommodation.service@unibg.it

Address: Via Moroni 255, 24127, Bergamo (tel.: +39 035 205 2511; fax: +39 035 205 2614)

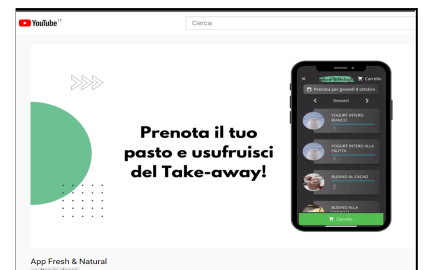
Business hours:

Monday, Wednesday, Friday: 10:00 – 12:30

Tuesday and Thursday: 14:30 – 17:00

Cafeterias

Thanks to the **Fresh & Natural App** or by accessing the page <https://unibg.compasscloud.it/>, you can reserve a seat or book your meal, which you can either eat at the cafeteria or carry out and eat it wherever you prefer.



Here are the [instructions](#) for using the app.
Or watch this [video-tutorial](#) (in Italian only).

UniBg cafeterias:

- **Caniana** (Economics Campus), Via dei Caniana 2



Monday to Saturday 12:00–2:00 p.m.

- to book by 8:00 a.m. on the same day if you want to pick up your box
- to book by 10:00 a.m. on the same day if you want to eat at the cafeteria

- **Dalmine**, Engineering Campus - via Pasubio 7

Monday to Friday at 1 p.m. only for box pickup

- to book by 8.00 a.m. on the same day if you want to pick up your box

- **Accommodation** via Garibaldi 3/F Bergamo

Monday to Friday at 7:30 p.m. only for dinner pickup. Residents only

- to book by 1.00 p.m. on the same day if you want to pick up your box

- **Sant'Agostino, Salvecchio and Rosate** (Humanities Campus), Via S. Lorenzo 11

Service temporarily suspended

- **Dalmine**, Via G. Verdi, 72

Service temporarily suspended

Libraries

There are three libraries at our university:

- **Humanities Library**, Sant'Agostino
(e-mail: bibuma-desk@unibg.it /
phone: 0352052977)

Monday to Friday 09:00 a.m. to
10:00 p.m.





Saturday: 08:30 a.m. to 12:30 p.m.

- **Economics and Law Library**, Caniana (e-mail: bibeco-desk@unibg.it / phone: 0352052527)

Monday to Friday 08:00 a.m. to 19:30 p.m.

Saturday: 08:30 a.m. to 12:30 p.m.

- **Engineering Library**, Dalmine, (bibing-desk@unibg.it / phone: 0352052304)

Monday to Friday 08:00 a.m. to 07:30 p.m.

Accessing the Online library:

By logging into **Bigsearch** you can take advantage of a range of **informational and other services**. You will be able to:

- Know which individual volumes are available or checked out
- **Reserve** books not immediately available on the shelf
- **Reserve** in your name volumes present on premises and available for 30-day loan
- Know the status of your **loans**, check **deadlines** and make **renewals** through the **My Account** reserved area
- Save your **searches** and retrieve previously selected **records**
- Submit requests for **interlibrary loan** and **supply of items** through the prepared **online form**
- Make **proposals for purchase** of volumes or magazine subscriptions through the prepared **online form**

If you are a student, a teacher, a researcher or a PhD candidate, you can access your account using the **same credentials used to access the Internet/wifi desk services**.

You can also open the [official university website](#) and:



- Click on Libraries (Biblioteche) at the upper left corner.
- This leads to the main page of Online Library Service (Servizi Bibliotecari)
- To get remote access to electronic resources, you should use your **student ID**

and **password**.

Print Centres

The **print centres** at our university:

- Via dei Caniana 2, 24127 Bergamo (mobile: +39 035 205 2555, e-mail: stampa.unibg@alba2011.com)
Monday to Friday 09:00 a.m.-5:00 pm
- Piazzale Sant'Agostino 2, 24129 Bergamo (mobile: +39 035 205 2906, e-mail: stampasago.unibg@alba2011.com)
Thursday, 10:00 a.m.-12:30 pm
- Dalmine, viale Marconi, 5, 24044 Dalmine (BG), (phone: +39 035 205 2079, e-mail: stampadalmine.unibg@alba2011.com)
Tuesday, 9:30 a.m. - 12:00 p.m.

For information we are always available at **stampa.unibg@alba2011.com** and by phone at **035 205 2555**.

University Student Card

Students of the University of Bergamo will have access to the **UniBg university card**, which is the student identification card. With the **UniBg university card** you can:



- ✓ Use UniBG laboratories, and computers
- ✓ Borrow books from the university libraries
- ✓ Take photocopies and scan documents
- ✓ Use the CCL material
- ✓ Get discounts at the university cafeterias

To apply for a **Student Card**:

Enrolled Erasmus students will receive their student card upon arrival at the Erasmus incoming office

PAY ATTENTION!

A Student Card can only be used at cafeterias and print centres by loading it with money from the machine (which can be found in university cafeterias and print centres). *IT IS NOT A DEBIT CARD!*

If you lose your card:

- Report your situation to the police officer and get a receipt of your statement.
- Contact the **International Office**

Transportation

To improve sustainable mobility of students, the University of Bergamo has signed an agreement with the public transport service. Students can have a discounted annual **travel card** provided by **Trenord** and **ATB**.