

Room Booking Procedure – International Students

Morigi – De Cesaris College

1. Before You Apply

Before submitting your booking request, please carefully read the following information:

- **Accommodation page** (room types, rates and services included):
<https://www.collegiomorigi.it/ospitalita-morigi/>
(The page is available first in English and, by scrolling down, also in Italian.)
- **College Regulations:**
<https://www.collegiomorigi.it/regolamenti/>

Please read the Regulations carefully, with particular attention to:

- **Article 2** – Room use and responsibilities
 - **Article 4** – Conduct towards others and related responsibilities
 - **Article 7** – Disciplinary measures
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2. Contract Period

Accommodation contracts are valid from **1 September to 31 July** of the relevant academic year.

3. How to Apply

Once you have selected your preferred room type, please send your booking request by e-mail to:

amministrazione@collegiomorigi.it

In your e-mail, please specify:

- whether you are a university student (indicating your university);
 - or whether you are employed in the education sector (describing your accommodation needs).
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4. Availability Confirmation

Please wait for confirmation of room availability from the Administration before proceeding with any further steps.

5. Submission of Documents

Once availability is confirmed, you must send **one single e-mail** using your **personal e-mail address**.

Please attach the following documents:

- proof of payment of the security deposit by bank transfer;
- university enrolment certificate or proof of enrolment;
- copy of your passport or national identity card;
- copy of the passport or national identity card, email of one parent or legal guardian acting as **guarantor**.

Please also include:

- expected arrival date;
- expected departure date;
- a contact telephone number.

Entry to the College is by appointment only, during daytime hours and on weekdays. We therefore invite you to plan your arrival within these hours.

6. Important – Document Submission Guidelines

To ensure smooth processing of your application, please follow these instructions carefully:

- All documents must be submitted **exclusively in PDF format**.
- Each file must be renamed with the **document type, first name and surname** (e.g. *Passport_Maria_Rossi.pdf*, *Tax_Code_Maria_Rossi.pdf*, *Enrollment_Maria_Rossi.pdf*).
- Do not send photographs taken with a mobile phone.
- Documents must be clearly scanned, complete and fully legible.
- Do not upload documents to Google Drive, WeTransfer or any other cloud storage platform. All documents must be attached directly to the e-mail.
- The Administration reserves the right to request documents again if they are incomplete, illegible or not submitted in the required format.

7. Security Deposit /equivalent to three months' rent

The security deposit must be paid by bank transfer to the following account:

A.S.P. Collegio Morigi – De Cesaris
IBAN: IT23E0623012601000031260396
BIC/SWIFT: CRPPIT2P001
Branch: Piacenza

A copy of the bank transfer receipt must be sent by email.

The rental agreement will be sent, and the room will be considered definitively reserved, only after the security deposit has been received.

The security deposit will be refunded at the end of the stay, following the room handover inspection (scheduled for **31 July**), provided that no damage is found.

The security deposit can only be refunded to an **Italian IBAN**.

8. Accommodation Fees

Accommodation fees must be paid **every two months**, by the **1st day of the first month of each period**, according to the following schedule:

- **1 September:** September and October
- **1 November:** November and December
- **1 January:** January and February
- **1 March:** March and April
- **1 May:** May and June
- Final payment (if applicable): July

The accommodation fee includes:

- 20 meals per month at the College canteen (lunch and dinner, Monday to Friday);
- utilities;
- weekly cleaning
- 10% VAT.

Please note that payment reminders will not be sent. It is the resident's responsibility to ensure payments are made on time.