



# SUMMARY

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# INTRODUCTION

The SAIS is the Student Accommodation and Information Service, a joint collaboration between the C.E.U.R. Foundation (European University and Research Centre) and the Alma Mater Studiorum – University of Bologna. Every year, it **assists more than 2000 international students, PhDs professors and researchers in locating accommodation**, providing a wide range of solutions, , such as University Residences, Guest Houses for short stays and apartments in the private sector. All the accommodation are guaranteed by a regular contract. Moreover, SAIS is a landmark for many international students/scholars, who are looking for practical information on their stay in Bologna.

## SECTION A

### LOOKING FOR ACCOMMODATION

#### A-1. BEFORE YOUR ARRIVAL

- **SAIS DATABASE**

Sais Database is dedicated exclusively to international students/scholars. All the available offers are online on our website [www.saisaccommodation.it](http://www.saisaccommodation.it) A free registration to the SAIS service is required to access to the offers' description and to book the offer online.

If you need a temporary accommodation just for a few nights, you can have a look at the list of B&B/Hostels/Guesthouse on our website SAIS.

Visit also <https://serviziergo.er-go.it/vetrina/index.php?lingua=en> to look up an updated list of vacancies (just for temporary accommodation) in ER.GO student residences.

- **USEFUL HOUSE ADVERTISEMENTS WEBSITES**

You can check out a number of useful websites such as:

- <https://www.camplusapartments.it/>
- [www.easystanza.it](http://www.easystanza.it)
- <https://erasmusu.com/it/>
- [www.bakeca.it](http://www.bakeca.it)
- [www.subito.it](http://www.subito.it)

- [www.kijiji.it](http://www.kijiji.it)
- [www.postoletto.com](http://www.postoletto.com)
- [www.uniplaces.com](http://www.uniplaces.com)
- Facebook group: “Affitti universitari Bologna – University Students Rents in Bologna”
- Facebook group: “Bologna in affitto”

Verify any potential cost and be extremely careful about checking the real identity of people and the contract terms they propose, because cheats may use these websites.

A further advice is about the **method of payment**. As far as possible, avoid sending money through Moneygram, Paysafe Card, Ria Transfer and Western Union.

Avoid also showing the receipts of other transfers to untrustworthy owners.

It may happen that the landlord ask you to transfer money to friends or relatives to prove the economic standing of the student. In this way, the fake landlord might succeed to intercept the money transfer. Eventually, avoid transferring money to a non-Italian bank account, even though it is traceable, because if it was a scam, it would be difficult to obtain a refund.

For any further doubts on a potential scam, ask SAIS Staff for advice.

If you need a temporary accommodation just for a few nights, you can have a look at the list of B&B/Hostels/Guesthouse on our website SAIS.

Visit also <https://serviziergo.er-go.it/vetrina/index.php?lingua=en> to look up an updated list of vacancies (just for temporary accommodation) in ER.GO student residences.

## **A2- AFTER YOUR ARRIVAL**

Looking for accommodation directly in Bologna may take from 2 to 3 weeks.

Booking a temporary accommodation is the best thing to do, in order to look for a longer-term stay easily.

If you do not know which facility to book, you can have a look at the list of B&B/Hostels/Guesthouse on our website SAIS.

Visit also <https://serviziergo.er-go.it/vetrina/index.php?lingua=en> to look up an updated list of vacancies (just for temporary accommodation) in ER.GO student residences.

## SECTION B

### OVERVIEW OF RENT COSTS

It is common to find a room or an apartment with an all-inclusive price. Although, you should always ask whether the price changes according to consumption or not.

In case the expenses are not included, please take into account the following bills and taxes:

- **Building charges** (*spese condominiali*): they regard the whole building and are divided among all the people living in the block of apartments (*condominio*).
- **heating** : Enquire on the type of heating system available: independent or central.
- **electricity**;
- **gas**
- **water**;
- **waste disposal tax**;
- **telephone / Internet** connection.
- **deposit**: in order to confirm your booking you might send it in advance. In this case it is called “Caparra confirmatoria”.
- **registration of the contract cost**: see the next paragraph.

Unfortunately, not many students have a clear idea about their consumptions. Therefore, it is advisable to read all meters (contatori) when moving in/out of the apartment, because the bill system in Italy is quite complicated and can sometimes cause problems to be calculated. If you have exactly the starting meter readings, it becomes easier to calculate your consumption fairly at the moment you leave the flat.

## B1. LEASE CONTRACTS

According to Law 431/98, as for the city of Bologna, these are the accepted forms of leases:

TYPOLOGY	DURATION	MAIN CHARACTERISTICS
Contratto libero (4+4)	4 years + renew for 4 years more	<ul style="list-style-type: none"> <li>▪ The tenant can quit the contract by giving a 6-month in advance notice;</li> <li>▪ The landlord can set the amount of the rent freely, but has no tax benefits.</li> </ul>
Contratto concordato	minimum 3 years + renew for 2 years more	<ul style="list-style-type: none"> <li>▪ The tenant can quit the contract by giving a 3/6-month in advance notice;</li> <li>▪ The landlord CANNOT set the rent freely, but must meet the terms assigned by the Town Council of Bologna;</li> <li>▪ The rent is usually lower than market prices but the landlord can get some tax benefits.</li> </ul>
Contratto transitorio per studenti universitari	minimum 6 months / maximum 36 months + renew for the same period	<ul style="list-style-type: none"> <li>▪ The tenant can quit the contract by giving a 1/3-month in advance notice;</li> <li>▪ The landlord CANNOT set the rent freely, but must meet the terms assigned by the Town Council of Bologna;</li> <li>▪ The rent is usually lower than market prices but the landlord can get some tax benefits;</li> <li>▪ Tenants must be students.</li> </ul>
Contratto transitorio ordinario	minumum 1 month / maximum 18 months (NO renew)	<ul style="list-style-type: none"> <li>▪ The landlord CANNOT set the rent freely, but must meet the terms assigned by the Town Council of Bologna, BUT the landlord has no tax benefits.</li> </ul>

If you have specific questions about lease contract, please visit our website SAIS or contact SAIS Staff.

## B-2. DOCUMENTS/OBLIGATIONS TO DRAW A REGULAR CONTRACT

It is necessary that the contract corresponds to one of the types mentioned in the previous page and is registered at “**Agenzia delle Entrate**” office (**Income Revenue Authority**). The documents/obligations to draw up a regular contract are the following ones:

- ❖ a copy of your **passport** or **identity card**;
- ❖ a copy of your **entry Visa for students**, if you are ex-EU;
- ❖ a copy of your **codice fiscale** (national insurance number) that is an alphanumerical code for personal identification. You can download the form for Codice Fiscale here <https://bit.ly/2BLPrKF> and activate it in the following offices or you can directly fill the form in the same offices:

### AGENZIA DELLE ENTRATE --- sede via Larga

via Larga 35 – 40138 Bologna

TEL 051 6103111 – FAX 051 6103608

E-mail: [dp.bologna.utbologna2@agenziaentrate.it](mailto:dp.bologna.utbologna2@agenziaentrate.it)

**Opening time:** from Monday to Friday 8.45-12.45 + Tuesday and Thursday also in the afternoon 14.30-16.30

**Bus:** 14C (direction PILASTRO) – bus stop “ENZO FERRARI”

or

### AGENZIA DELLE ENTRATE --- sede via Marco Polo

Via Marco Polo, 60 - 40131 Bologna

TEL 051 6103000

E-mail: [dp.bologna.utbologna1@agenziaentrate.it](mailto:dp.bologna.utbologna1@agenziaentrate.it)

**Opening time:** from Monday to Friday 8.45-12.45 + Tuesday and Thursday also in the afternoon 14.30-16.30

**Bus:** 11 A (direction: BERTALIA) or 11B (direction: ITC Luxemburg) - bus stop “DE GAMA”

- ❖ payment of **50% of the contract registration fee** (*imposta di registro*), calculated on 2% of the annual rent. Other half of the fee is to be paid by the landlord;
- ❖ **registration stamps** (*marca da bollo*), entirely charged to the tenants;
- ❖ payment of **deposit** (*cauzione*, or *caparra*) which can vary from 1 to 3 monthly rents.
- ❖ service fee, in case there is a service/office, which manages the contract drawing and registration.

## SECTION C

### TRANSPORTS

#### C-1. BUS ROUTES

The Bus Line Company's website is [www.tper.it](http://www.tper.it). There you will find a map of the routes and the timetables as well as other useful information.

TICKETS	PRICE
Hourly ticket	€ 1,30
City-pass (10 rides, 75 minute validity each)	€ 12,00
Daily ticket	€ 5,00
One month subscription, for students under 27 y.o.	€ 27,00
Aerobus (from/to the airport)	€ 6,00

You can get the one month subscription at one of the following Tper centres:

	address	opening time (working days)	opening time (Sundays)
<b>AUTOSTAZIONE</b>	piazza XX settembre	6 AM – 8PM	7 AM – 7 PM
<b>VIA MARCONI</b>	Via Marconi, 4 – angolo via Lame	7AM – 7PM	1PM – 7PM

If you are an Erasmus Student, you have a 10€ subscription for the whole year/semester you will be here. You will find detailed information in your Studenti Online page.

All kinds of tickets are usually sold at tobacconists, newsagents, bars. You can also buy hourly tickets from self-service dispensers on-board all urban buses but the cost is € 1,50. We advise you anyway to buy a ticket before get the bus.



## C-2. BICYCLES

If you are interested in buying a second hand bicycle, you can refer to the following shops:

Tper (the Bus Line Company) offers the possibility to rent a bike. You have to register to “*C’entro in bici*” and give a 5-euro deposit. For registering you can call the Tper Call Center (051 290290) or go to either the Tper Point in via IV Novembre 16/a and in piazza XX Settembre (Autostazione) to collect the bike’s and key-code.

For further information you can visit White Pages website [www.paginebianche.it](http://www.paginebianche.it) and look up “*usato*” (second hand) in Bologna.

	<b>address</b>	<b>CONTACTS</b>	<b>opening time</b>
<b>IL MERCATINO</b>	via Monterumici, 36	051 313529	TUE to SAT 10am – 7pm
<b>RANZANI USED MARKET</b>	via Ranzani, 13/2	051 240608	MON to SAT 10am- 2pm 3.30 pm – 7.30pm
			SUNDAYS 10am – 1pm
<b>DEMETRA SOCIAL BIKE</b>	Via Capo d’Lucca, 37	<a href="mailto:bicicentro@piazzagrande.it">bicicentro@piazzagrande.it</a> 051248224	TUE to THU 9.30am – 1pm 3pm - 7.30 pm
			FRIDAYS – SATURDAYS 9.30AM – 7.30 PM
<b>INTERSCAMBIO BICIUFS</b>	Via Luigi Serra, 11/A	<a href="http://www.biciuufs.it/">http://www.biciuufs.it/</a>	MON 15:00 –19:00 TUE to SAT 10am – 1pm 3pm – 7pm
<b>DYNAMO VELOSTAZIONE</b>	Via Indipendenza, 71/Z	<a href="mailto:info@dynamo.bo.it">info@dynamo.bo.it</a> 051 1990 0462	MON- SUN 6.30 am- 8-30 pm

## SECTION D

### OTHER USEFUL INFORMATION

#### D-1. INTERNET POINTS

All University's Departments have been supplied with Internet stations. See at [www.unibo.it](http://www.unibo.it) in order to learn about their locations and timetables. Furthermore, you can find more access points as follows:

**Free Internet access points in Bologna** (general public use):

	<b>address</b>	<b>contacts</b>
<b>Sala Internet</b> (14 a. points)	via del Piombo, 5	051 4299411 e-mail: <a href="mailto:bibliotecadelledonne@women.it">bibliotecadelledonne@women.it</a> <a href="http://www.women.it">www.women.it</a>
<b>Biblioteca "R. Ruffilli" – Quartiere San Vitale</b> (10 a. points)	vicolo Bolognetti, 2	051 276143 e-mail: <a href="mailto:bibliotecaruffilli@comune.bologna.it">bibliotecaruffilli@comune.bologna.it</a>
<b>Iperbole by URP</b> (6 a. points)	Piazza Maggiore, 6	051 2193184 / 051 2193186 e-mail: <a href="mailto:iperbole@comune.bologna.it">iperbole@comune.bologna.it</a> <a href="http://www.comune.bologna.it/frame_iperboliani.htm">www.comune.bologna.it/frame_iperboliani.htm</a>
<b>Palazzo Paleotti</b> (250 a. points)	via Zamboni, 25	051 2098786 e-mail: <a href="mailto:palazzopaleotti@unibo.it">palazzopaleotti@unibo.it</a> <a href="http://www.unibo.it">www.unibo.it</a>

#### D-2. ITALIAN MOBILE PHONE NUMBERS

Getting an Italian mobile phone number is very useful while looking for accommodation: you can send some simple text messages like the following one.

*Ciao! Sono uno studente (una studentessa – for girls) Erasmus/Internazionale. Ho visto la tua offerta su Internet (or in via Zamboni) e vorrei sapere se il posto è ancora disponibile ed eventualmente prendere un appuntamento. Aspetto una tua risposta. Ciao! Your name*

It is extremely important to be easily and quickly contacted by owners.

To get a Sim Card, Vodafone and TIM require an Identity Document (Identity card, passport, residence permit, visa...). Sometimes Wind requires, as well as your ID, your *codice fiscale*, or Social Security Number [see par. B-3 of this handout]

**VODAFONE ... [www.vodafone.it](http://www.vodafone.it)**

**Vodafone One**

via Ugo Bassi, 21/H/L  
TEL. 051 270626

**Onice s.r.l.**

via Irnerio, 9/A  
TEL. 051 4210399

**Vodafone Store**

via Indipendenza, 25/A  
TEL. 051 6569950

**Centro Commerciale VIALARGA**

via Larga, 10  
TEL. 051 530323

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**TIM ... [www.tim.it](http://www.tim.it)**

**Centro TIM**

via Ugo Bassi, 10/M  
TEL. 051 271781

**Centro TIM**

via Rizzoli 7/B  
TEL. 051 271871

**Centro TIM**

via Farini 4/E  
TEL. 051 266380

**Il Telefonino**

via Indipendenza, 19  
TEL. 051 6569238

**Euroelettrica**

via Matteotti, 3/A  
TEL. 051 254592

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**WIND ... [www.wind.it](http://www.wind.it)**

**Wind – Infostrada**

via San Felice, 2  
TEL. 051 227777

**Mondowind**

via Indipendenza, 41/C  
TEL. 051 273900

**Centro Commerciale VIALARGA**

Via Larga, 10  
TEL. 051 531637

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**3 ... [www.tre.it](http://www.tre.it)**

Piazza Malpighi, 1/c  
TEL. 051 992 1832

Moreover, we advise you two virtual companies that allows you to get your sim card online: Iliad (<https://www.iliad.it/>) and Ho. (<https://www.ho-mobile.it/>).

### D-3. HELPFUL CONTACTS

**Ambulance \_\_\_\_ 118**

**Police \_\_\_\_ 113**

**Fire fighter \_\_\_\_ 115**

**Ausl Bologna – Information to foreigners about health service \_\_\_\_ 051 2094641  
051 2094642**

**FS Railway – Travellers Service \_\_\_\_ 892021; from abroad 0039 06 68475475**

(website: [www.trenitalia.com](http://www.trenitalia.com))

**Radio Taxi COTABO \_\_\_\_ 051 372727**

**Radio Taxi CAT \_\_\_\_ 051 4590**

**International Airport “G. Marconi” – Information service \_\_\_\_ 051 6479615**

**Flight information \_\_\_\_ (h.24) +39 0516479615**

**Emergency Medical Service \_\_\_\_ 0513131**

- District East ( including San Vitale, San Donato, Santo Stefano e Savena)

Reference Address: Via Beroaldo, 4/2

- District West (including Borgo Panigale, Reno, Saragozza, Porto e Navile)

Reference Address: viale Carlo Pepoli, 5

[Pre-holidays and on week-ends: 10.00- 20.00 – Night shift: 20.00-8.00]

**Hospital “Sant’Orsola” – Pronto Soccorso (First Aid) \_\_\_\_ 051 2143430  
051 2143345**

(h.24) via Massarenti, 9

**Hospital “Maggiore” – Pronto Soccorso (First Aid) \_\_\_\_ 051 6478214**

(h.24) largo Nigrisoli, 2

Click on [www.comune.bologna.it](http://www.comune.bologna.it) for any other useful information.

## D-4. MEDICAL ASSISTANCE

### Student with EU citizenship (EU students):

- *With official residence in Italy* for at least 5 years, may apply to their Municipality of residence for an “Attestato di Soggiorno Permanente” (Certificate of Permanent Address) which entitles them to registration with the National Health Service (SSN) and with a General Practitioner (GP) for an indefinite period.
- With the *E106/E109/S1 form* issued in their home country, they can register to the SSN and with a GP for the length of time indicated in the form.
- Anyone who is not entitled to register with a GP but has a valid *European health insurance card (TEAM)* issued in their home country is entitled to any necessary healthcare, such as occasional visits to a GP or Specialist Clinical services.
- Anyone who does not have such entitlement may take out **private health insurance** for the duration of the study program, covering all risks, which does not include registration with the SSN or with a GP. Alternatively, students may apply for voluntary registration with the National Health Service, providing a self-certification of their student status.

### Students with non-EU citizenship:

- Non EU Students may apply for voluntary registration with the National Health Service and with a General Practitioner, by paying an annual lump sum fee; the policy is valid for a calendar year (expiring on 31 December); otherwise they may maintain the right to compulsory registration, where provided for by law.
- They may also take out **private health insurance** for the duration of the study programme, covering all risks, and have a **certificate of conformity to Italian law** signed by the insurance company, which does not include registration with the SSN or with a GP.

Important! **Private health insurances** usually require the student first to pay for all the expenses and later to ask for a reimbursement to the insurance company. When you purchase a policy, please read carefully how to obtain the refund and the limits applied to reimbursement. Be aware that medical services cost to be payed may be high, in case you need hospitalisation for instance.

Check the dedicated section on [www.unibo.it](http://www.unibo.it) if you need further information.

**Hoping you'll have a great time in Bologna,  
A warm welcome from all the SAIS staff!**