



LUMSA has entrusted the organisation of accommodation arrangements for students participating in Exchange Programmes to:
CTS-Centro Turistico Studentesco e Giovanile
Ufficio Erasmus : Via degli Ausoni, 5 - 00185 Roma
Telephone: + 39 06 4450141 - 4455262 (9.30 a.m. / 18.00 p.m.) Monday-Wednesday-Friday
+39 06 44111517 (9.00 a.m./ 18.00 p.m.) Tuesday-Thursday
Fax: + 39 06 4454920 E-mail: erasmus@cts.it

TYPE OF ACCOMMODATION OFFERED BY CTS TO STUDENTS

TYPE A

A) A place in a double room in an apartment shared with a student of the same sex

- Shared bathroom and use of kitchen generally allowed
- Average cost about 250 / 350 € per month
- Payment monthly and in advance

TYPE B

B) Single room in an apartment shared with other students

- Shared bathroom and use of kitchen generally allowed
- Average cost about 400 / 550 € per month
- Payment monthly and in advance

NOTE

The above mentioned prices are generally **exclusive of** electricity, gas, telephone, heating and *condominio* (common apartment block expenses). Moreover, prices are **susceptible to variation** depending upon the area in which the accommodation is situated.

Students are requested to indicate any particular requests such as smoking, non-smoking, allergies, etc.

Attention is drawn to the fact that in order to confirm the reservation, students are obliged to:

- send CTS, as indicated in the “*Conditions for Booking Accommodation*”, **the reservation form**;

➔ accommodation **proposals will be sent via e-mail** so check it from time to time. ◀

- **on arrival pay** a deposit (to cover possible damage) and a month’s rent in advance directly to the proprietor, with whom the conditions of payment and the manner of use of the accommodation should be agreed. To avoid surprises, it is suggested that this aspect be defined before arrival;
- in some cases, **the proprietor may request a deposit before arrival.**



⇒ **Type or complete in block capitals, in order to be processed data must be clear.** ⇐

Please send original to CTS - Via degli Ausoni 5 - 00185 Roma - Italy - fax: +39-06-4454920 (e-mail: erasmus@cts.it) and copy to LUMSA International Relations Office

Name: _____ Surname: _____

Place and date of birth: _____ Sex: F M

Address in country of origin (specify full address, telephone, fax numbers and e-mail):

Fax: _____

E-mail: _____

Home University: _____

Important

E-mail addresses must be clear (*completed in block capitals or typed*) since students will receive an accommodation proposal via e-mail. **If the offer is not confirmed by the student, the room will be lost and given to another person.**

Person in charge of Exchange (indicate name, surname, tel. and e-mail):

Period/s of stay requested: Italian course 1st semester 2nd semester 1 year

Date of arrival: _____ Date of departure: _____

The precise hour of arrival must be communicated directly to the owner of the accommodation at least a week in advance.

Language/s spoken: _____

Type of accommodation requested (*see description on page 1*): A B

Particular Requests:

Acceptance of the “*Conditions for Booking Accommodation*” (*see page 3*)

The Student

Person in charge of the Exchange

Date: _____



**CONDITIONS FOR BOOKING ACCOMMODATION
FOR GUEST STUDENTS STUDYING AT LUMSA**

To allow the organisation of the service, herewith please find the procedure that interested students should follow in order to have suitable accommodation arrangements in Rome.

1. The person in charge of the Exchange at the sending University should forward the request for accommodation regarding the student to C.T.S. - Ufficio Erasmus - Via degli Ausoni, 5 - 00185 Roma - Italy (telephone: + 39/06/4450141-4455262 Monday-Wednesday-Friday, +39/06/44111517 Tuesday-Thursday, fax: + 39/06/4454920 – E-mail: erasmus@cts.it) **by e mail or fax. A copy must be sent to LUMSA International Relations Office** together with the application form for a study period at LUMSA (*by the same date*).
2. **The request must be sent using the appropriate form, filled up in every detail. Incomplete requests will not be taken into consideration.** In the case that the precise day of arrival is not known, an approximate date (and not only the month) should be indicated.
3. CTS will send the student a proposal regarding accommodation indicating the address, monthly cost, name and telephone number of the proprietor.
4. **In order to confirm the booking, the student must return the reservation form to CTS and to the proprietor not later than 15 days from the date indicated on the form.**

In some cases, the proprietor may request a deposit before arrival.

5. **From the moment in which the student begins to use the accommodation, he/she will be obliged to pay a deposit and a month's rent in advance.** Such deposit will be returned to the student at the time of departure or retained should the student leave the accommodation without notice, or in any case leave the accommodation without valid and demonstrable reasons, or cause damage or make improper use of anything therein contained.
6. **The accommodation arrangements are strictly personal.**
7. **CTS plays an exclusively intermediary role** and accordingly once the accommodation has been selected, all matters thereafter such as the use of the telephone, the possibility to receive guests, payment of the rent and the like shall be regulated directly between student and proprietor.
8. **For any clarification, refer to CTS - Ufficio Erasmus at the address indicated above.**

**Very
Important**

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