

Table of contents

CALL FOR APPLICATIONS FOR DSU ACCOMMODATION FOR THE ACADEMIC YEAR 2024/2025	2
Article 1 – PARTICIPATION REQUIREMENTS	2
Article 2 – PLACES AVAILABLE: RETURNING STUDENTS AND NEW ADMISSIONS.....	3
Article 3 – HOW TO APPLY AND DEADLINE	4
3.1 – How to apply	4
3.2 – Application deadline.....	5
Article 4 – RANKING LISTS AND PUBLICATION	5
4.1 – Ranking procedures and criteria	5
4.2 – Provisional rankings: publication and appeals	6
4.3 – Final rankings.....	6
Article 5 – ALLOCATION OF ACCOMMODATION TO BENEFICIARIES.....	6
5.1 – Final ranking of returning students: deadlines and allocation of accommodation	7
5.2 – Final rankings of new admissions: deadlines and allocation of accommodation	7
5.3 – Ranking updates for new admissions: deadlines and allocation of accommodation	9
5.4 – Accommodation period.....	9
Article 6 – REQUEST TO CHANGE ACCOMMODATION (RETURNING STUDENTS ONLY)	9
Article 7 – ACCOMMODATION FEES AND PAYMENT METHODS.....	9
7.1 – Standard subsidised fee for students enrolled on track	10
7.2 – Standard subsidised fee for students enrolled in the first year off track	10
7.3 – Reductions on the standard subsidised fee	10
7.4 – Fee for short-term housing for students.....	11
Article 8 – MOVING OUT OF ACCOMMODATION	11
Article 9 – FORFEITING ACCOMMODATION	12
Article 10 – PERSON IN CHARGE OF THE PROCEDURE AND CONTACT DETAILS	12
SUMMARY OF STEPS AND DEADLINES.....	13

This Call is translated in English for mere informative purposes.

For the application and resolution of any dispute and for all legal purposes, solely the Italian version is valid.

**CALL FOR APPLICATIONS FOR DSU ACCOMMODATION
FOR THE ACADEMIC YEAR 2024/2025**

Issued by Rector's Decree no. 4690/2024 of 11 July 2024

The call for applications for the allocation of accommodation under the education incentive programme (DSU – Diritto allo Studio) for the 2024/2025 academic year is hereby announced. The rules contained herein govern:

- new admissions to the halls of residence;
- the allocation of accommodation to returning students who were already allocated a place in one of the University's halls of residence in the previous academic year.

Article 1 – PARTICIPATION REQUIREMENTS

Applications are open to those who, for the academic year 2024/2025, are already enrolled or intend to enrol as full-time students in the following programmes:

- a) Bachelor's degree (3 years: first-level degree);
- b) Single-cycle Master's degree (5 or 6 years: combined first- and second-level degree);
- c) Master's degree (2 years: second-level degree);
- d) Postgraduate school (with the exception of medical students with a specialist training contract);
- e) PhD programme (with the exception of scholarship and research fellowship recipients).

Applicants must also meet all of the following eligibility requirements:

- a) for students who were not allocated accommodation in the previous academic year (new admissions), be under 27 years of age on 1 January 2024;
- b) meet the merit, income and academic progress requirements set out in articles 3 and 4 of the Call for applications for the awarding of DSU scholarships under the education incentive programme for the a. y. 2024/2025;
- c) reside in municipalities from where **it takes more than 90 minutes** to reach campus. Travel times are calculated considering the distance between the student's residence and the campus where his/her university programme is based. The **travel time to be calculated** is the minimum travel time **by public transport only**, from the standard departure station to the station closest to the campus where the programme is based (including any waiting times at intermediate stops, but **not counting the time needed to reach the departure station, and to get to the campus from the arrival station**). Travel times can be checked on [Google Maps](https://www.muoversi.regione.lombardia.it/planner/#/home), at <https://www.muoversi.regione.lombardia.it/planner/#/home> (website of the Lombardy Region), as well as on the websites of local public transport companies.

The following are not eligible:

- 1) students residing in the municipalities where the University's halls of residence are located;
- 2) students residing in municipalities from where it takes less than 90 minutes to reach campus by public transport (travel times are to be calculated as specified above);

- 3) students who:
 - a. are hired on a permanent contract (full-time or part-time);
 - b. are hired on a fixed-term contract requiring them to work more than 20 hours per week;
 - c. have a VAT-registered business;
 - d. hold more than a 10% share in a company or partnership;
- 4) students who already hold a university degree of a level equal to or higher than the one for which they are now applying for accommodation, or who are enrolled on a shortened degree programme after transferring from another University;
- 5) students who have previously taken up accommodation for the same year of the programme for which they are now submitting an application for accommodation;
- 6) part-time students;
- 7) students enrolled in the online degree programme Computer Systems and Networks Security;
- 8) students who enrol in the academic year 2024/2025, but then graduate by the end of November 2024;
- 9) students who are in arrears on payments or have failed to fulfil any obligations towards the University.

Eligibility requirements must be met on the date of submission of the application, and must be maintained for the whole academic year 2024/2025.

Article 2 – PLACES AVAILABLE: RETURNING STUDENTS AND NEW ADMISSIONS

A total of 945 places are available in the following halls of residence:

HALL OF RESIDENCE	ADDRESS	PLACES
Residenza Bassini	Via Bassini 38, Milan	88 places
Residenza Canzio	Via Canzio 4, Milan	37 places
Campus Martinit	Via Riccardo Pitteri 56, Milan	343 places
Residenza Ripamonti (Attendolo Sforza)	Via Muzio Attendolo detto Sforza 6, Milan	123 places
Residenza Ripamonti 35	Via Ripamonti 35, Milan	268 places *
Residenza CAMPLUS Sesto	Via Mantova 75, Sesto San Giovanni (Milan)	38 places
Residenza Cascina Codazza	Via Pierre e Marie Curie – Lodi	48 places

* project funded by the European Union – NEXT GENERATION EU

For further information on the characteristics and services of each hall of residence, see <https://www.unimi.it/en/study/financial-support/accommodation/residences>. If additional places become available, these will be communicated later on.

The provisional number of places set aside for **returning students** is 500. These will be assigned to students who were already allocated accommodation under the education incentive programme in the academic year 2023/2024, provided that they either:

- a) have enrolled in a year subsequent to the first for the academic year 2024/2025 and meet the requirements set out in articles 3 and 4 of the Call for applications for the awarding of DSU scholarships under the education incentive programme for the a. y. 2024/2025, or
- b) have enrolled in the first year of a Master's degree programme for the a. y. 2024/2025, but on the date of publication of the final ranking, as referred to in article 4.3 below, have yet to obtain their Bachelor's or single-cycle Master's degree. **In this case, the place will be allocated provisionally and will be confirmed only if the student actually enrolls in the Master's degree programme by the relevant deadline**, as established in the admission notice or call for admission. Students who fail to enrol by the deadline will be required to leave the assigned accommodation and pay the fee for short-term housing for the whole duration of their stay.

The provisional number of places set aside for **new admissions** is 445, 2/3 of which to be assigned to first-year students, and 1/3 to students enrolled in years subsequent to the first. Within each of these categories, places will be further divided between EU students and non-EU students, in accordance with the provisions set out in the Decree of the Director General for Education, Training and Employment no. 21650 dated 13 November 2002, which states that the number of housing places assigned to **non-EU students must not exceed 33%** of the total number of places available for all beneficiaries of DSU accommodation.

The exact number of places available for new admissions will be determined at the end of the procedure for allocating accommodation to returning students (i.e. students who were already given a place in the a. y. 2023/2024 and have now applied for accommodation according to the deadlines and procedures set out in article 3 herein, provided that they meet all the requirements of this call).

N.B.: Places available at Residenza Cascina Codazza in Lodi are reserved for students of the Lodi campus who appear as "eligible" in the ranking lists for the allocation of DSU scholarships (both returning students and new admissions). Should the number of reserved places exceed the number of eligible students, the remaining places will be assigned, on a priority basis and as short-term housing (see art. 7.4), to students of the Lodi campus who have expressed their interest in this regard. Expressions of interest must be sent **by 30 September 2024** via [InformaStudenti](#) / Fees and Benefits / Accommodations / Expression of interest – Cascina Codazza.

Should there still be vacant lodgings, these may be assigned as short-term housing to students enrolled in other degree programmes that are not based at the Lodi Campus.

Article 3 – HOW TO APPLY AND DEADLINE

3.1 – How to apply

Applications for accommodation must be submitted via the Online Helpdesk at <http://studente.unimi.it/dirittoallostudio/>.

In order to log in, you have to:

- use your University username and password OR
- register on the University portal at https://registrazione.unimi.it/reg_utenti_esterni/registrazione/form.html and enter the credentials generated during registration (N.B. if you already have a University account, or have already registered

on the portal to apply for admission or for other services, you must use the credentials you already have).

After checking your personal data and completing any missing information about your enrolment at this University, go to the section “Choice of Benefits” and select “University accommodations”, then enter the requested data regarding your income, merit and other statements. **Once the application is complete, confirm it and submit it.**

After that, you will receive a confirmation of the application submission at the email address you used to log in, with a summary of all benefits requested for the a. y. 2024/2025.

N.B.: each student can submit **ONLY ONE APPLICATION**. Students who submit multiple applications by registering more than once will be automatically excluded from the ranking. Applications cannot be modified or cancelled once submitted.

For merit and income requirements, see articles 3 and 4 of the Call for applications for the awarding of DSU scholarships under the education incentive programme for the a. y. 2024/2025.

3.2 – Application deadline

Applications for accommodation must be submitted **between 15 July and 22 August 2024** (23.59 GMT+2), following the procedures described in article 3.1.

N.B.: The Single Substitute Statement must be signed **NO LATER THAN 22 August 2024**, otherwise the student will not be eligible for accommodation.

Applications that are incomplete, have not been confirmed, contain invalid documents or do not contain all the required documents and information will all be disregarded, and the applicant will be excluded from the rankings. The same will happen for duplicate applications.

Article 4 – RANKING LISTS AND PUBLICATION

4.1 – Ranking procedures and criteria

Based on the income and merit criteria used to award DSU scholarships, as referred to in articles 3 and 4 of the Call for applications for the awarding of DSU scholarships under the education incentive programme for the a. y. 2024/2025, the University will draw up five different rankings:

- a) returning students who were already allocated accommodation in the academic year 2023/2024;
- b) new **EU students** enrolled in the **first year** of Bachelor’s, Master’s and single-cycle Master’s degree programmes, PhD programmes and postgraduate schools;
- c) new **non-EU students** enrolled in the **first year** of Bachelor’s, Master’s and single-cycle Master’s degree programmes, PhD programmes and postgraduate schools;
- d) new **EU students** enrolled in Bachelor’s, Master’s and single-cycle Master’s degree programmes, PhD programmes and postgraduate schools **in years subsequent to the first;**
- e) new **non-EU students** enrolled in Bachelor’s, Master’s and single-cycle Master’s degree programmes, PhD programmes and postgraduate schools **in years subsequent to the first;**

Rankings are drawn up taking into account the preferences expressed by students in their applications. Depending on their position in the ranking, students may be allocated accommodation in their first-choice hall of residence, second-choice hall of residence and so on.

ATTENTION: applicants may not choose the type of room they are assigned. This too will depend on their position in the ranking.

Students with a disability at or above 66% or a recognised handicap pursuant to article 3, paragraphs 1 and 3 of Law no. 104 of 5 February 1992 take precedence over other applicants.

The following categories **will be excluded from the rankings** (both new admissions and returning students):

- 1) students whose application is incomplete, has not been confirmed, contains invalid documents or does not contain the documents and information required;
- 2) students in arrears on payments.

4.2 – Provisional rankings: publication and appeals

Provisional rankings will be published on **30 August 2024** and students may view them by logging into the [Online Helpdesk](#).

Each ranking will show **eligible students** (i.e. those who meet the requirements to receive the benefit requested) and **non-eligible students** (i.e. those who do not meet the requirements to receive the benefit requested).

Non-eligible students may lodge an appeal **by 3 September 2024**. The appeal must be lodged via the [Online Helpdesk](#) (by clicking on “Appeal the decision” in the section “Ranking list”) and must include supporting documents that can serve as evidence of the applicant’s eligibility.

Students will be notified of the outcome of their appeal when the final rankings are published.

4.3 – Final rankings

The final rankings, as described in art. 4.1., will be published on **6 September 2024** and students may view them by logging into the [Online Helpdesk](#).

Each ranking will show the names of **beneficiaries** (i.e. students who HAVE BEEN allocated accommodation), **eligible students** (those who have NOT been allocated accommodation despite meeting the eligibility requirements, but may become beneficiaries in the event of a ranking update, as per art. 5.3) and **non-eligible students** (students who are not entitled to accommodation as they do not meet the requirements specified in this call).

Article 5 – ALLOCATION OF ACCOMMODATION TO BENEFICIARIES

To accept the accommodation offer, applicants who appear as **beneficiaries** in the ranking have to log into

the [Online Helpdesk](#) and follow the ranking-specific instructions specified below.

5.1 – Final ranking of returning students: deadlines and allocation of accommodation

Between 6 and 9 September 2024 (23.59 GMT+2), returning students who appear as beneficiaries in the final ranking are required to log into the [Online Helpdesk](#) and do one of the following: **accept** the accommodation offer; **hold off** on the offer (only for students who are participating in international mobility programmes); **decline** the offer.

To ACCEPT the accommodation offer, you have to do the following (please note that you also need to be regularly enrolled at the University of Milan for the a. y. 2024/2025):

- a) log into the [Online Helpdesk](#);
- b) select “accept”;
- c) confirm enrolment in the academic year 2024/2025 and specify your matriculation number;
- d) accept the accommodation offer and agree to the terms and conditions set out in the letter of commitment to pay the fees due (see article 7.1 of this call);
- e) **pay the €250 reservation fee within 48 hours of acceptance.** This amount is a down payment for the total accommodation fees due for the academic year in question.

At the end of the procedure, a letter of admission will be sent to your University email address. You must present this letter to the director of the assigned hall of residence, together with an ID, in order to check in. Students who do not check in by the applicable deadline will forfeit their accommodation, and will not be refunded the reservation fee.

To **HOLD OFF** on the accommodation offer, you have to do the following:

- a) log into the [Online Helpdesk](#);
- b) select “hold off”;
- c) enter the expected graduation date or return date from abroad (the exact date will have to be communicated by following the instructions of art. 8).

Please note that you will have to **CONFIRM** acceptance of the offer after completing enrolment or once you have scheduled an exact date for your return. To confirm acceptance, you will have to contact the **Residence Hall Office** via [InformaStudenti](#) / FEES AND BENEFITS / Accommodations / Confirming acceptance after holding off on the offer.

To **DECLINE** the accommodation offer, you have to do the following:

- a) log into the [Online Helpdesk](#);
- b) select “decline”.

N. B.: there will be **NO EXTENSION** of the deadline. Students who neither accept nor hold off on the accommodation offer by the deadline will forfeit accommodation.

Returning students selected as beneficiaries who fail to accept the offer and to sign the letter of commitment will lose their right to accommodation and will have to vacate their lodging no later than 30 September 2024.

5.2 – Final rankings of new admissions: deadlines and allocation of accommodation

The number of new admissions will be determined based on the number of places still available after

returning students have accepted/declined their offers. These places will be divided between new EU first-year students, EU subsequent-year students, non-EU first-year students and non-EU subsequent-year students, and allocated to applicants who have placed high enough in the relevant ranking.

It is the student's responsibility to view the rankings published in the [Online Helpdesk](#), as well as any related notices. This online publication serves as official notice; students will not receive any personal email.

Between 11 and 13 September (23.59 GMT+2), students who appear as beneficiaries in the rankings are required to log into the [Online Helpdesk](#) and do one of the following: **accept** the accommodation offer; **hold off** on the offer (only for students who are participating in international mobility programmes or who have yet to complete enrolment in a Master's degree programme); **decline** the offer.

To ACCEPT the accommodation offer, you have to do the following (please note that you also need to be regularly enrolled at the University of Milan for the a. y. 2024/2025):

- f) log into the [Online Helpdesk](#);
- g) select "accept";
- h) confirm enrolment in the academic year 2024/2025 and specify your matriculation number;
- i) accept the accommodation offer and agree to the terms and conditions set out in the letter of commitment to pay the fees due (see article 7.1 of this call);
- j) **pay the €250 reservation fee within 48 hours of acceptance.** This amount is a down payment for the total accommodation fees due for the academic year in question.

At the end of the procedure, a letter of admission will be sent to your University email address. You must present this letter to the director of the assigned hall of residence, together with an ID, in order to check in. Students who do not check in by the applicable deadline will forfeit their accommodation, and will not be refunded the reservation fee.

N. B.: there will be NO EXTENSION of the deadline. Students who neither accept nor hold off on the accommodation offer by the deadline will forfeit accommodation.

Please note that acceptance is FINAL. Students who have accepted the accommodation offer **may not, in any case, be allocated a new lodging** (neither in the same hall of residence, nor in another one).

To HOLD OFF on the accommodation offer, you have to do the following:

- d) log into the [Online Helpdesk](#);
- e) select "hold off";
- f) enter the expected graduation date or return date from abroad (the exact date will have to be communicated by following the instructions of art. 8).

Please note that you will have to CONFIRM acceptance of the offer after completing enrolment or once you have scheduled an exact date for your return. To confirm acceptance, you will have to contact the **Residence Hall Office** via [InformaStudenti](#) / FEES AND BENEFITS / Accommodations / Confirming acceptance after holding off on the offer.

To DECLINE the accommodation offer, you have to do the following:

- c) log into the [Online Helpdesk](#);
- d) select “decline”.

N.B.: students who neither accept nor hold off on the offer by the deadline will be deemed as having declined the offer. The deadline is final: in no case may students accept or hold off on the offer after the deadline.

5.3 – Ranking updates for new admissions: deadlines and allocation of accommodation

If a beneficiary student declines or fails to accept the accommodation offer, their place will be allocated to the next eligible student in the relevant ranking (by following the procedure described in art. 5.2) and the rankings will be updated accordingly.

Ranking updates will be published in the [Online Helpdesk](#), until all the places have been allocated. New beneficiaries are required to accept or decline the accommodation offer, or hold off on the offer (only for students who are participating in mobility programmes or have yet to complete enrolment in a Master’s degree), during the time windows specified below:

- first ranking update: from 17 to 19 September 2024 (23.59 GMT +2);
- second ranking update: from 24 to 26 September 2024 (23.59 GMT +2).

Should there still be places available after the second update, the University will update the ranking on a weekly basis **until 15 November 2024**, or until all the places have been allocated. These updates will be published in the [Online Helpdesk](#).

5.4 – Accommodation period

The accommodation periods for the academic year 2024/2025 are:

- a) for returning students: from 1 October 2024 to 30 September 2025;
- b) for returning students who are enrolled in their first year off track (so-called *primo anno fuori corso*): from 1 October 2024 to 31 March 2025;
- c) for new students: from 4 October 2024 (or later, if they are allocated accommodation as a result of a ranking update) to 30 September 2025.

In August, the halls of residence will be closed.

At Cascina Codazza in Lodi, rooms may be rented as short-term housing. More information in this regard will be published in the section [How to request accommodation](#) of the UniMi website, by the end of April 2025.

Article 6 – REQUEST TO CHANGE ACCOMMODATION (RETURNING STUDENTS ONLY)

Returning students are automatically allocated the same room as the year before, provided that they appear as beneficiaries in the final ranking. They may nonetheless ask to be allocated another accommodation, by sending a request via [InformaStudenti](#) / FEES AND BENEFITS / Accommodations / Request to change accommodation, between 23 and 27 August 2024. Any vacant lodgings will be reallocated **based on the applicant’s position in the final ranking of returning students**.

Article 7 – ACCOMMODATION FEES AND PAYMENT METHODS

7.1 – Standard subsidised fee for students enrolled on track

The standard subsidised fee for students enrolled on track is €2,750.00 per year (1 October 2024 – 30 September 2025), to be paid as follows:

- a) €250 reservation fee to be paid within 48 hours of acceptance;
- b) €750 (first instalment) to be paid by 31 January 2025;
- c) €750 (second instalment) to be paid by 30 April 2025;
- d) €1,000 (third instalment) to be paid by 30 June 2025, or by 30 September 2025 for first-year students.

Accommodation fees must be paid via pagoPA at http://studente.unimi.it/fo_pagamenti/.

All instalments must be paid by the relevant deadline specified above. For recipients of regional scholarships, this is also necessary to maintain non-resident status (see art. 5.2 of the Call for applications for the awarding of DSU scholarships under the education incentive programme for the a. y. 2024/2025). There will be no deadline extensions.

Students who fail to pay any instalment by the relevant deadline will automatically forfeit their accommodation, **but are still required to pay the standard subsidised fee** for the whole academic year. If the student is also a scholarship recipient, any amount due will be withheld from the scholarship.

7.2 – Standard subsidised fee for students enrolled in the first year off track

The standard subsidised fee for students enrolled in their first year off track is €1,500.00 for the period from 1 October 2024 to 31 March 2025, to be paid in two instalments:

- a) €250 reservation fee to be paid within 48 hours of acceptance;
- b) €1,250 to be paid by 31 January 2025.

Accommodation fees must be paid via pagoPA at http://studente.unimi.it/fo_pagamenti/.

All instalments must be paid by the relevant deadline specified above. For recipients of regional scholarships, this is also necessary to maintain non-resident status (see art. 5.2 of the Call for applications for the awarding of DSU scholarships under the education incentive programme for the a. y. 2024/2025). There will be no deadline extensions.

Students who fail to pay any instalment by the relevant deadline will automatically forfeit their accommodation, **but are still required to pay the standard subsidised fee** for the whole academic year. If the student is also a scholarship recipient, any amount due will be withheld from the scholarship.

For students enrolled in their first year off track who have been allocated accommodation and are beneficiaries of a DSU scholarship, on-time payment of all instalments is necessary to maintain non-resident status. Therefore, students **who graduate in the second session** of the academic year 2023/2024 will not be entitled to any refunds of the fees already paid; nonetheless, they will have to vacate their accommodation by the end of the month in which they graduate.

Students who are enrolled in their first year off track and **do not graduate by the third session** of the academic year 2023/2024 may request to stay in the same accommodation from 1 April to 31 July 2025 upon payment of the fee for short-term housing (see article 7.4 of this call). This request for extension must be submitted via [InformaStudenti](#) / FEES AND BENEFITS / Accommodations / Extension of stay for off-track students. If the request is accepted, the extension is BINDING and the student must pay the whole amount due for the entire duration of the extension.

7.3 – Reductions on the standard subsidised fee

By signing the letter of commitment upon acceptance, students commit to pay the whole amount due, no matter how long they actually stay in the accommodation. Should they decide to move out before the end of the accommodation period, the Residence Hall Office will accept their request to move out earlier only once they have paid all outstanding amounts. An exception to this rule is made only for students who **withdraw from studies** or **transfer to another University**. In this case, students will have to pay the **fee for short-term housing** for the actual duration of their stay.

A reduction on the standard subsidised fee is also applied to the following categories of students:

- a) students in the first year of a Master's degree programme who are admitted to a hall of residence later in the year after enrolling at the University;
- b) students taking part in an international mobility programme.

7.4 – Fee for short-term housing for students

The fee for short-term housing, as referred to in this call for applications, amounts to €400 for a double room and €450 for a single room.

Article 8 – MOVING OUT OF ACCOMMODATION

Students who have accepted an accommodation offer are to live at the assigned hall of residence for the whole accommodation period. Should they decide to move out of the accommodation earlier, they will have to request an authorisation from the Residence Hall Office via [InformaStudenti](#) / FEES AND BENEFITS / Accommodations / Authorisation to move out.

Students must submit a request for authorisation to move out earlier in all of the following cases:

A. Moving out temporarily (for more than 10 days)

Students who wish to move out of the assigned residence for more than 10 days must notify the Residence Hall Office **at least 7 days before leaving**.

B. Moving out to participate in an international mobility programme

Students who have been allocated accommodation and are to participate in an international mobility programme in the academic year 2024/2025 must notify the Residence Hall Office **at least 15 days before** the start of their stay abroad. Students will be exempted from paying accommodation fees for the duration of their international mobility (see art. 7.3), provided that their stay is documented by an ad-hoc form issued by the

International Mobility and Promotion Office, and by a paid lease agreement in the foreign country. During the international mobility period, their accommodation may be allocated to another student. At the end of their mobility programme, students must give **at least 15 days notice** of their return by sending a message via [InformaStudenti](#) / FEES AND BENEFITS / Accommodations, attaching also the receipts of payment for the accommodation abroad. They will be guaranteed accommodation, though not necessarily in the same hall of residence where they were staying before participating in the mobility programme.

C. Moving out because of withdrawal from studies or transfer to another University

Students who decide to withdraw from studies or transfer to another University must give **at least 7 days notice**. The Residence Hall Office will recalculate the amount due accordingly.

D. Moving out earlier for personal reasons

Students who, for personal reasons, wish to move out before the end of the accommodation period must give **at least 7 days notice**. The Office will notify the student of any amounts due, and authorise the student to move out within 7 days of the request, once the student has paid any outstanding amounts.

Students will receive a reply from the Residence Hall Office within 5 days of submission of the request.

Article 9 – FORFEITING ACCOMMODATION

The following students will forfeit accommodation:

- 1) returning students who neither accept nor hold off on the accommodation offer by the relevant deadlines specified herein;
- 2) newly admitted students who neither accept nor hold off on the accommodation offer by the relevant deadlines specified herein;
- 3) students who fail to enrol in a Master's degree programme for the a. y. 2024/2025 by 15 January 2025, after holding off on the offer;
- 4) those who have submitted false declarations to the University of Milan: in this case, the sanctions set out in art. no. 75 and 76 of Presidential Decree 445/ 2000 will be applied;
- 5) those who have received disciplinary sanctions for breaching University Regulations: in this case, the student must nevertheless pay the full annual or six-month fee, regardless of the date of forfeiture;
- 6) those in arrears with any payment due to the University.

Article 10 – PERSON IN CHARGE OF THE PROCEDURE AND CONTACT DETAILS

Personal data collected for the purposes of this call for applications will be processed in accordance with Legislative Decree no. 196 of 30 June 2003 (Italian Personal Data Protection Act), as subsequently amended and supplemented, and with Regulation (EU) 2016/679 (European General Data Protection Regulation, or GDPR). Pursuant to Law no. 241 of 7 August 1990, the person in charge of the procedure referred to in this call for applications is Ivana Torresani (Head of the Residence Hall Office).

For further information, please visit <https://www.unimi.it/en/study/financial-support>.

To contact the Residence Hall Office/ please send a message via InformaStudenti (<https://informastudenti.unimi.it>) / FEES AND BENEFITS / Accommodations.

SUMMARY OF STEPS AND DEADLINES

WHAT	WHEN	HOW
Application for accommodation	From 15 July to 22 August 2024	Via the Online Helpdesk
Submission of the Single Substitute Statement for the ISEE certificate	NO LATER THAN 22 August 2024	At a CAF (Fiscal Assistance Centre) or INPS office / on the INPS website (more info on the UniMi website).
Request to change accommodation (returning students ONLY)	From 23 August to 27 August 2024	Via InformaStudenti / FEES AND BENEFITS / Accommodations
Publication of the provisional rankings	30 August 2024	Via the Online Helpdesk
Appeals	From 30 August to 3 September 2024	Via the Online Helpdesk
Publication of the final rankings	6 September 2024	Via the Online Helpdesk
Accepting, declining or holding off on the offer (RETURNING STUDENTS)	From 6 September to 9 September 2024	Via the Online Helpdesk
Payment of the reservation fee (RETURNING STUDENTS)	Within 48 hours of acceptance	Via the pagoPA system at http://studente.unimi.it/fo_pagamenti/
Accepting, declining or holding off on the offer (NEW ADMISSIONS)	From 11 September to 13 September 2024	Via the Online Helpdesk
Payment of the reservation fee (NEW ADMISSIONS)	Within 48 hours of acceptance	Via the pagoPA system at http://studente.unimi.it/fo_pagamenti/
First ranking update	From 17 September to 19 September 2024	Via the Online Helpdesk
Second ranking update	From 24 September to 26 September 2024	Via the Online Helpdesk
Further ranking updates (if any)	Once a week, and up to 15 November 2024	Via the Online Helpdesk

Milan, 11 July 2024

The Rector
Elio Franzini