



**POLITECNICO
MILANO 1863**

GENERAL CONDITIONS ACCOMMODATIONS FOR VISITING PROFESSORS / RESEARCHERS, VISITING PHD STUDENTS OF POLITECNICO DI MILANO A.Y. 2026-2027

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1. DURATION

Minimum 1 month, within the relevant Academic Year;

Booking dates: Bookings must start on either the **1st or the 16th** of the month and end on the **15th or the last day** of the month.

Extensions: Requests for extensions under the current academic year conditions must follow the procedure in Art. 6. Extensions are **never guaranteed** since they are subject to the availability.

In any case:

- A possible extension can be asked for a minimum of half a month (16th to end of month or 1st to 15th). The new end date of the reservation can be 15th or the end of the month; exclusively for administrative reasons, the request must be sent according to the terms and by following the notice period described in the subsequent art. 6 of the Conditions.
- Bookings ending at the end of July may be renewed under the rates/conditions set for the following academic year, provided the guest has ongoing activities at the University and space is available.
- The total duration of a stay (including extensions/renewals) cannot exceed **12 months** from the original start date.

2. ACCOMMODATION BOOKING

Visiting professors/researchers (faculty members), research fellows, and visiting PhD students with an active relationship or official invitation from Politecnico di Milano for temporary didactic/research activities, may book accommodation, if available, for minimum 1 month.

Booking Process:

1. **Register** on the Politecnico di Milano online services (www.polimi.it/servizi-online). It is necessary to fill in the personal profile with also the permanent residence address, tax address, and Italian Tax Code (codice fiscale), if possessed and by uploading also the personal and valid ID document.
2. **Contact** the Housing & Dining Unit via ticket as a registered user at least **20 days before** the requested start date. Include the invitation letter, qualification/profile, host Department, start/end reservation dates and number of guests (1 or 2 adults).
3. **Accept and Pay:** Once agreed for the proposal of accommodation and allowed by the offices, accept the offer here SOL - Sportello Studente (<https://polimi-sol.dirittoallostudio.it/apps/V3.1/sol/public/index.php>) by logging in with person code and password and pay in 24h the non-refundable down payment and security deposit (€500.00, if applicable) via **pagoPA**; in a few days the payment will be displayed on the portal and it will be possible to assign the accommodation and then make the check-in.



Please, Note: **Online proposals have a limited validity (3 days)**. Failure to meet deadlines results in cancellation and the Unit Housing & Dining will offer the accommodation to someone else in need.

4. **Confirm Check-in:** At least 7 days before the start date, notify the residence management of your arrival time. **The start date of a confirmed booking cannot be modified.**

3. FEES, PAYMENTS, AND PENALTIES

Rates: Valid until the end of July of the relevant Academic Year. Utilities and internet are included. Rates are subject to annual ISTAT (inflation) adjustments.

Installments: Depending on the length of the reservation, the fee for the booked period can be paid in installments for 1 month, 1 half month, or 1 and a half month. Payment of the instalments is advanced, required monthly, and non-refundable.

Deadlines: The first installment is paid by the guest immediately during the reservation process, together with the security deposit – if due. Possible subsequent installments must be paid between the **1st and 15th of the month preceding** the reference period (e.g., pay for November between Oct 1st–15th).

Late check in or early check out respect the confirmed start/end date of the reservation doesn't imply any deduction of the rent.

Accepted payment methods: PAGOPA

It is not possible to consider payments as valid for periods or accommodations different from the expected ones.

Late Payment: The guest who makes a reservation undertakes to personally make all payments by the established deadlines, which cannot be postponed. If the first payment is not made by the established deadline, the offer lapses: the unconfirmed reservation will be cancelled and the accommodation will be made available for other guests.

If a possible subsequent installment is not paid by the deadline, the guest may only stay until the end of the already paid period and must then vacate the room. In this case, the security deposit is withheld by the Housing & Dining Unit as a penalty.

In the absence of penalties, a deposit already paid and not returned may be considered valid for a possible renewal of the reservation in the following academic year.

Cancellations: Must be notified via ticket at least **15 days before** the start date of the reservation. While subsequent installments may be cancelled and the security deposit refunded, the initial down payment (1st instalment) is **non-refundable**.

If no cancellation is requested, subsequent installments are due even if the guest does not check in.

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4. CHECK-IN

During the reservation period, for Visiting guests Check-in is possible starting from 2:00 PM on the first day of the reservation, upon prior notification to the residence director (7 days in advance).

Required documents: Valid ID (Passport/ID card) and a passport-sized photo. **Non-EU citizens**, if their entry processes in Italy expect it, must also show the residence permit (*permesso di soggiorno*) or the application receipt.

For anything not further specified here, please refer to the current Politecnico di Milano's University Halls of Residence Regulations - *Art. 12 - Check-in, check-out and housing return*

5. ASSIGNMENT OF THE ACCOMMODATION

Accommodations are for 1 or 2 persons.

Accommodation assignment is personal and done to the requesting guest, who is responsible for its correct maintenance and decorum.

Accommodations for 2 people can be booked for single use or for 2 adults (the guest and an adult family member declared during the reservation process, and for which being responsible for all the concomitant stay).

Subletting or hosting in accommodations unauthorized guests is strictly prohibited. In such a case, other persons can be considered only as Visitors, pursuant to the current Politecnico di Milano's University Halls of Residence Regulations - *Art. 9 - External visitors*.

Prohibitions: No additional furniture, personal routers, changings on the equipment, pets are allowed. Small personal appliances (CE marked) require a preliminary authorization from the Residence Director.

Any temporary absences (>48 hours) during the agreed-upon reservation period, must be communicated to the residence director in advance and will not imply any reduction in the fees.

6. EXTENSION OF THE STAY

It is possible to request to extend the reservation period only until the 15th of the month or until the end of the month (even if the new check-out date is between the 1st and the 15th or between the 16th and the end of the month).

Due to administrative reasons, such requests must be sent via ticket with the subject "**REQUEST OF EXTENSION**" by the **1st day of the month** in which the current booking expires. **Availability is not guaranteed, even if the request is sent in time.**

Received the request, the Housing & Dining Unit will verify the availability of the accommodation and, if so, confirm the extension to the guest, recalculating the installments and due dates. Any balance required to cover the month may be added to the following month's fee.

While it is never possible to remain in residence for a period without prepayment, any extension requests submitted after the aforementioned deadlines will not be considered.

7. RESERVATION SHORTENING AND EARLY CHECK-OUT

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For reservations lasting more than 1 month, it is possible to request a reservation shortening with early check-out (expecting the end date/last night on the 15th or end of the month) by sending a ticket with the subject "**REQUEST OF SHORTENING**" by the **1st day of the month preceding** the new check-out date (expected for the 1st or the 16th of the month).

Example 1: To shorten a reservation till Dec 15th (leaving the residence within **Dec 16th 10am**), the request must be sent by **Nov 1st**.

Example 2: To shorten a reservation till Nov 30th (leaving the residence within **Dec 1st 10am**), the request must be sent by **Nov 1st**.

Example 3: To shorten a reservation till Dec 31st (leaving the residence within **Jan 1st 10am**), the request must be sent by **Dec 1st**.

The service recalculates/erases the next instalments.



Please note: **Already paid installments will not be returned.**

If the request of shortening is not submitted within the aforementioned deadlines, the guest will be required to pay the installment as initially agreed upon, failing which the accommodation will remain in his/her use only until the end of the paid period and the entire security deposit will be forfeited by Unit Housing & Dining as a penalty.

8. ROOM CHANGES

The accommodation is assigned by the offices. Room or residence changes are not permitted. The direction of the residence, in accordance with the Housing & Dining Unit, reserves the right to move

a guest to a different accommodation, if available, only in cases of force majeure, without modifying the terms of the reservation. In such a case the guest has to leave the current accommodation making the check-out and returning the keys and the check-in in the new accommodation, where stay for the established period.

9. RESIDENCE ADDRESS

Given the temporary hosting service, guests **cannot** transfer their legal “residency” (*residenza anagrafica*) to the university residence where they temporarily live, since it is considered as a temporary domicile (CONTACT ADDRESS) only where being reached/contacted. Please refer to the current Politecnico di Milano's University Halls of Residence Regulations - Art. 2 - General principles.

10. CHECK-OUT

The Check-out must be notified to the direction of the residence at least **7 days in advance**, so to schedule an appointment before the departure.

Due to organizational reasons, Check-out appointments in presence of the director can occur from **Monday to Friday, before 10:00 AM (weekend and national holidays excluded)**.

If the guest plans to depart on a weekend or holiday, or if the direction is unavailable, the director of the residence will consider performing a preliminary check-out in presence and a subsequent inspection after the departure, so to definitively verify the condition of the accommodation. Alternatively, the residence director will perform the check-out exclusively ex officio, in the guest's absence.

For anything not otherwise specified here, please refer to the *Check-in/Check-out* webpage on www.residenze.polimi.it and to the current Politecnico di Milano's University Halls of Residence Regulations - Art. 12 - *Check-in, check-out and housing return*

11. REFUND OF SECURITY DEPOSIT

Please refer to the section **Check-in/Check-out** of the website www.residenze.polimi.it.

12. DAMAGES AND SANCTIONS

Please refer to Politecnico di Milano's University Halls of Residence Regulations

13. RESPONSIBILITY

The University and management are not responsible for theft or damage to personal items, nor for accidental service interruptions.

Maintenance requests must be submitted via the **Polimi App** as stated in the Charter of the services of the residence. In case of need, the guest can refer to the direction of the residence.

Staff may enter rooms for inspections or maintenance as per the Politecnico di Milano's University Halls of Residence Regulations Art. 13 - *Housing access by Politecnico Management or staff*

It is possible to ask the suspension of the cleaning service only in case of illness.

14. INFO AND REGULATIONS

All the Visiting guests, in confirming their reservations, accept these Conditions, the Politecnico di Milano's University Halls of Residence Regulations and possible specific protocols set in relation of particular situation published here www.residenze.polimi.it/en/regolamento/.

Unless otherwise specified in these Conditions, please refer to the Politecnico di Milano's University Halls of Residence Regulations in force.

For all concerning the provided services in the residence, guests are invited to have a look at the Charter of the services of the residence, published on the relevant page of the website www.residenze.polimi.it.



HOW TO DO/USEFUL LINKS:

- **Online Services Registration:** www.polimi.it
> Tools > Online Services.
- **Contact the Unit Housing & Dining via Tickets:** [Contact Housing Unit](#) (Select "Visiting professors/researchers" queue).
- **University halls Regulations:** [Residenze Polimi Regulations](#)
- **SOL PORTAL SOL - Sportello Studente**
- **PAGOPA instructions** [istruzioni-pagoPA_eng.pdf](#)