

When to Arrive

If you are a student in the Masters of Arts in Global Risk program, it is suggested you arrive one week before classes begin on August 17.

If you are a student in the MA, MAIA or MIPP program and are taking pre-term courses, we suggest that you arrive in Bologna between August 9 and August 16 in order to find accommodation and settle in. **Mr. Gaetano Gambilonghi and Mr. Salvatore La Ferlita will be available to show apartment starting on August 9.**

If you are not taking a pre-term course, we suggest you arrive **at least one week** before orientation to get settled and organized.

When you arrive at school, the receptionist will give you an information sheet prioritizing your first steps. **We strongly recommend that you book a hotel in advance.** You can search for a hotel on www.booking.com or www.venere.com . Please pay special attention to the dates of the Trade Fairs in Bologna this fall as it can be very difficult to find a hotel in Bologna during a Trade Fair. Around the time of your arrival, there will be major Trade Fairs between September 4 and September 14. Please see the following link for the full Trade Fairs calendar: http://www.bolognafiere.it/calendario/cronologico_corrente - this can be useful also in case your friends and family plan on visiting you during the academic year.

If you wish to use the housing service provided by SAIS Europe, you should send an email to Mr. La Ferlita (laferlita.sal@gmail.com) to book a date and time for a housing tour. A sign-up sheet will also be posted at school from August 9 onwards, but most of the slots available will be taken by email. **Take note of the day/time of your appointment and make sure not to miss it.**

Shortly after arrival, you should also visit the Registrar's Office to pick up a preliminary information package. Please take time to read everything carefully!

During the summer months (early-June to early-August), SAIS Europe will be open Monday through Thursday, from 8:30 am to 5:30pm.

August 15 is a major holiday in Italy (*ferragosto*) and there is very little activity in Bologna around that date.

From August 9 through August 16, the school will be open as follows:

Wed. Aug. 9 – Fri. Aug. 11, from 9 am to 7 pm

Sat. Aug. 12 – from 9 am to 1 pm

Mon. Aug. 14 – Wed. Aug. 16, from 9 am to 7 pm

Thur. Aug. 17 onwards – 8.30 am to 9 pm (Monday-Friday)

If you arrive outside the above dates/times, make sure you have booked a hotel room for the night.

The Housing Service

The Housing Consultants, Mr. Gambilonghi and Mr. La Ferlita, will be available from August 9 onwards to show you the accommodations they have available. Please understand that you are not required to use their services. You may also choose to seek accommodation on your own. If you wish to take advantage of the housing service, send an email to: laferlita.sal@gmail.com or on the **sign-up sheet at school**. You will be charged a one-time finder's fee of €100 if you choose an apartment.

When your turn comes (make sure not to miss it), the housing consultants will inquire about the type of apartment you're looking for, your preferred location, number of flat mates, and how much you are willing/able to spend. After that, they will take you on a group tour with 7-8 other students to see the available flats. At the end of the tour you can indicate your preference, and there is a chance you will be able to move in the same evening. If you go on a tour of the available rooms/apartments, you will not be charged for the tour as you are not obliged to choose an apartment/room. You can subsequently choose to seek alternative options.

You may find the following internet web pages useful:

<http://www.postoletto.com/> (in Italian)

www.easystanza.com/ (in English)

www.2torri.it/ (in Italian)

<http://www.sais.ceur.it/> (in English)

www.bakeca.it (in Italian)

Available apartments will be rented on a first-come, first-served basis and cannot be reserved in advance.

▪ **Apartment Specifications**

Most apartments have from two to six single rooms with a common kitchen and bathroom(s). More expensive individual studios are also available. All apartments have washing machines.

Apartments are furnished with dishes, pots, pans, an iron, sheets, towels, and blankets. If you wish to bring your own sheets, note that bed sizes in Italy are: 80cm by 190/200cm – single; 120cm by 190/200 – one and a half size; 160cm by 190/200cm – double.

Most single rooms will have one and a half sized or double beds.

Most apartments are located within walking distance (10-30 minutes) of SAIS Europe and are mainly in the city center (within the old walls).

▪ **Rent and Housing Expenses**

Rental prices vary widely among apartments, depending on size, location, quality of furniture and whether the apartment has been recently renovated. If you acquire your apartment through the SAIS Europe housing service, you may pay your rental payment via bank or via online wire transfer directly; the housing consultants will explain how rent is to be paid when you sign your rental agreement.

If you wish to live alone, you should plan to spend between €400 and €800 per month, excluding utilities. If you choose to share an apartment with one to five roommates, your rent will probably range between €300 and €500, excluding utilities.

- **Security Deposit**

Remember that when you pay your first month's rent, you will be required to pay an additional sum equivalent to two months' rent as a security deposit (one month will count as security deposit, while the other will go towards the last month's rent). This sum covers any possible damage and will be returned to you without interest upon satisfactory completion of your rental agreement at the end of the academic year.

- **Utilities**

If utility costs are not included with your rent, you will be asked to pay an advance fee of €100 a month towards utility costs. Utility bills are issued every two or three months, depending on the service. However, bills are not based on what you consume during the period covered but on an **estimated consumption based on previous years**. In order to avoid problems of overlapping bills (periods before and after your stay), exact utility costs will be calculated by the housing consultants based on the readings of the meters. If at the end of the academic year you have paid more than the actual consumption costs, the difference will be refunded to you, and vice versa. This adjustment is known as *conguaglio* in Italian.

In order to avoid misunderstandings regarding utility costs, the housing consultants will give you an information sheet with your apartment keys. The sheet will indicate the current readings of the utility meters. At any time during the year you can check the meters. Gas and water meters are usually located inside your apartment. Electricity meters are located in the entrance hall of the building.

- **Additional Expenses**

Rent is calculated from the date you are given the keys of the apartment. If you move in during the course of a month, rent will be calculated for the days remaining in the month (monthly rent is divided by the number of days in the month).

- **Other one-time expenses** required when you move into your apartment are (per person): finder fee - €100; final cleaning expenses - €100; garbage tax - €100; condominium fee - €200.

These charges are estimates as of March 2017 and may vary depending on rent, size of apartment, and number of occupants, and utility costs changes.

SAIS Europe cannot assume responsibility for your relations with your landlord or your roommates, although you may discuss any such problems with Mr. Gambilonghi and/or Mr. La Ferlita.