

**Fact sheet of the online form
“Request for admission into a student hall”
(academic year 2018/2019)**

We inform that:

The present fact sheet has exclusively the purpose to support the completion of the request. In case there are differences between this sheet and the form, the text in the online form is decisive.

Personal data

Mandatory field	Field	Answer	Comment
yes	Declaration of responsibility as per article 76 of the D.P.R. nr. 445/2000	Acceptation – to select by clicking	
yes	The applicant	Please insert name, surname, address, postcode, city/town of residence, Country and place of birth	
yes	Date of birth	The date of birth is to be inserted in the indicated format (dd/mm/yyyy).	The date can be inserted using a calendar sheet or by typing it directly: <u>Using a calendar sheet:</u> by clicking on the month at the top, the year and month can be selected more rapidly. <u>By typing:</u> first of all, select the date inserted automatically and then type the date, sticking exactly to the indicated format, otherwise the date will not be registered correctly!
yes	Gender	Female or male – select by clicking	
yes	Telephone number	Insert the telephone number (mobile or landline)	Only numbers can be inserted, white spaces or special characters are not admitted. Start international prefix numbers with „00“ instead of „+“
yes	E-mail	Insert the e-mail address	An active e-mail address has to be inserted: The format is checked and the submission of the form is not possible if for example the sign „@“ is missing or a space has been typed. The assignment of a place in a student hall is announced by the indicated e-mail.
yes	Declaration of the intention to use the indicated e-mail address for the transmission of all the messages.	Acceptation – to select by clicking	

yes	Upload identity card	Upload - one file containing front and rear of the document or - two files containing one the front and one the rear	Admissible formats: PNG, PDF or JPEG. Admissible size: max. 2048 KB each. If using mobile devices the documents can be photographed using the camera and don't need to be already saved on the device.
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Studies

Mandatory field	Field	Answer	Comment
yes	University	It is possible to select one of the following options by clicking: - Free University of Bozen-Bolzano Campus in Bozen-Bolzano - Free University of Bozen-Bolzano Campus in Brixen-Bressanone - „C. Monteverdi“ Conservatory Bozen-Bolzano - Philosophical-theological Academy Brixen-Bressanone - Free University of Bozen-Bolzano Campus in Bruneck-Brunico	Selecting the university /the campus, in the section „student hall“ the student halls in the respective city.
yes	Study course	It is possible to select one of the following options by clicking: - bachelor - master - one-cycle master	
yes	Date of first matriculation into the actual course or date of future matriculation if not already done	The date is to be inserted in the indicated format (mm/yyyy)	The date can be inserted using a calendar sheet or by typing it directly: By typing: first of all, select the date inserted automatically and then type the date, sticking exactly to the indicated format, otherwise the date will not be registered correctly!
yes	Year of study which you are enrolled to as regular student in the Academic Year 2018/2019	The year has to be selected from the drop-down-menu. The years from 1 to 6 are available.	
Only if the studies have	Study achievements	The number of ECTS which have been achieved from the	Only numbers can be inserted, white spaces or special characters, with

already been started		beginning of the studies until the day of submission of the request have to be inserted.	exception of the “comma”, are not admitted. This field is <u>not</u> to be completed from students who will start their studies in the academic year 2018/2019. For students who are in the first or a following year at the moment of the request, it is <u>mandatory</u> to insert the study achievements.
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Student Hall

Mandatory field	Field	Answer	Comment
no	Indication of the preferences	<p>The following choices are available:</p> <p>Bozen - Bolzano</p> <ul style="list-style-type: none"> - Collegium - Deutschhaus - Marianum (only single room) - Dante - Kleinwohnungen (only double room) - Haus St. Benedikt (only single room) - Kolpinghaus (only single room) - Studentenheim Peter Rigler (only single room) - Rainerum single room - Rainerum double room - Univercity (only single room) <p>Brixen - Bressanone</p> <ul style="list-style-type: none"> - Casa della Gioventù single room - Casa della Gioventù double room - Haus St. Michael (only single room) - Kolpinghaus (only single room) - Priesterseminar (only single room) <p>Bruneck - Brunico</p> <ul style="list-style-type: none"> - Ursulinenheim single room - Ursulinenheim double room <p>The student halls have to be moved in the box on the right side using</p>	<p>Only student halls of Bozen/Bolzano, Brixen/Bressanone or Bruneck/Brunico are visible, depending on the choice of the university made in the section “Study course”.</p> <p>If you are pre-enrolled in more than one campus, it is necessary to fill and submit one file for every city.</p> <p>A maximum of 3 student halls can be chosen and ordered according to preference. The student hall on the top right corresponds to the first choice, the one at the third position is the last choice.</p>

		double-click or drag-and-drop.	
yes	Period: I ask for admission from	<p>It is possible to select one of the following options by clicking:</p> <ul style="list-style-type: none"> - from september 2018 - from october 2018 - other period: choosing this option, another field will open. There, you can type the month and year the student hall is needed from. 	<ul style="list-style-type: none"> - By selecting „from september“ the entrance in the student hall and the beginning of the contract can be arranged during the month of september. - By selecting „from october“ the 1st of october the contract will start from this day, even if the student will enter the student hall later.