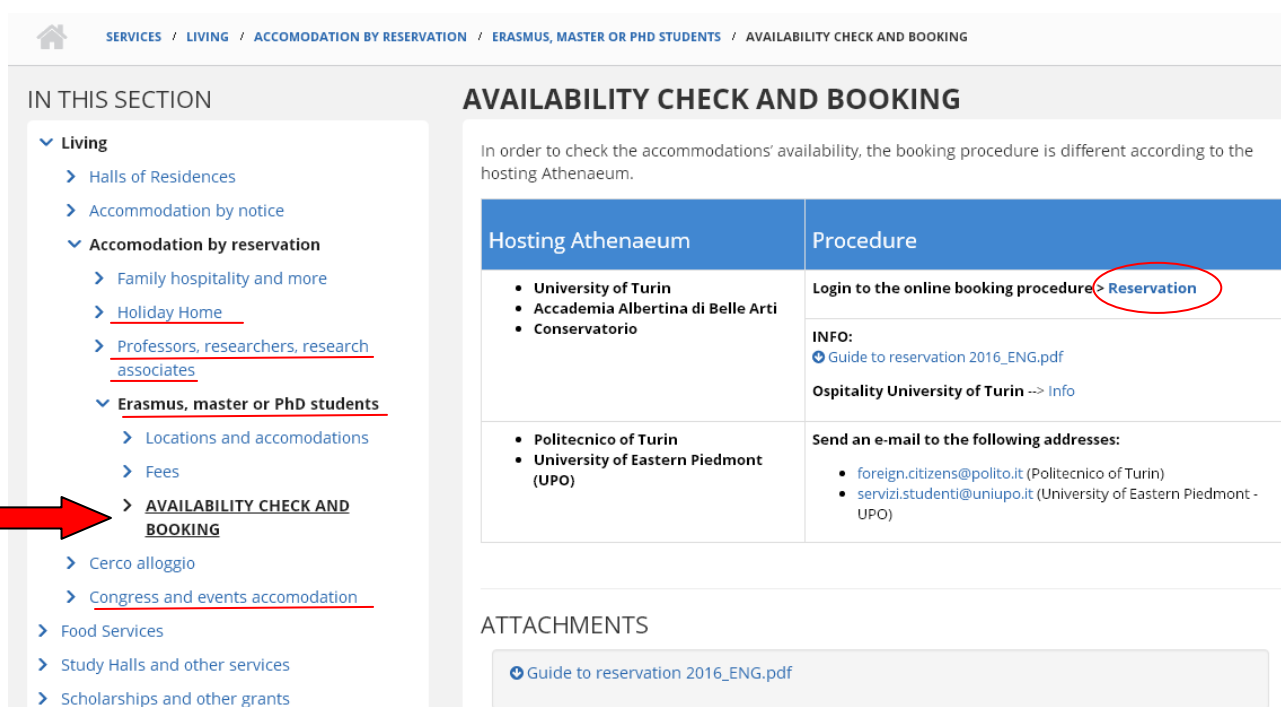


Accommodation by reservation EDISU Piemonte

Guide to reservation online

HOW TO BOOK

In the section **LIVING** of the website www.edisu.piemonte.it, in **Accommodation by reservation**, select your category (Professors, Researchers, Research Associates; Erasmus, Master Or Phd Students; Holiday Home; Congress and events accommodation) and then click on **Availability check and booking**. Click on “Reservation” in the box on top.



The screenshot shows the website's navigation structure. On the left, under 'IN THIS SECTION', the 'Living' menu is expanded to show 'Availability check and booking', which is highlighted with a red arrow. The main content area is titled 'AVAILABILITY CHECK AND BOOKING' and contains a table with two columns: 'Hosting Athenaeum' and 'Procedure'. The 'Procedure' column for the first row includes a link to 'Reservation' circled in red. Below the table, there is an 'ATTACHMENTS' section with a link to 'Guide to reservation 2016_ENG.pdf'.

SERVICES / LIVING / ACCOMODATION BY RESERVATION / ERASMUS, MASTER OR PHD STUDENTS / AVAILABILITY CHECK AND BOOKING

IN THIS SECTION

- Living
 - Halls of Residences
 - Accommodation by notice
 - Accommodation by reservation
 - Family hospitality and more
 - Holiday Home
 - Professors, researchers, research associates
 - Erasmus, master or PhD students
 - Locations and accommodations
 - Fees
 - AVAILABILITY CHECK AND BOOKING**
 - Cerco alloggio
 - Congress and events accommodation
 - Food Services
 - Study Halls and other services
 - Scholarships and other grants

AVAILABILITY CHECK AND BOOKING

In order to check the accommodations' availability, the booking procedure is different according to the hosting Athenaeum.

Hosting Athenaeum	Procedure
<ul style="list-style-type: none">University of TurinAccademia Albertina di Belle ArtiConservatorio	Login to the online booking procedure > Reservation INFO: Guide to reservation 2016_ENG.pdf Ospitality University of Turin --> Info
<ul style="list-style-type: none">Politecnico of TurinUniversity of Eastern Piedmont (UPO)	Send an e-mail to the following addresses: <ul style="list-style-type: none">foreign.citizens@polito.it (Politecnico of Turin)servizi.studenti@uniupo.it (University of Eastern Piedmont - UPO)

ATTACHMENTS

- [Guide to reservation 2016_ENG.pdf](#)

ONLINE BOOKING

You have to insert your ID code. In order to obtain it, you have to register to EDISU booking service. Click on **Register here**.



Ente Regionale per il diritto
allo Studio Universitario del Piemonte

OnLine Booking

How to log in

If you already have your ID code (i.e.: 181219) type it in the code box:

Have you forgotten/not received your ID code? [help](#)

Have you forgotten your password? [help](#)

Code Control:

Code	Password
<input type="text"/>	<input type="text"/>

[LOG IN](#)

If you do not have your ID code and you wish to log in [Register here](#)

[Back to EDISU homepage](#)

WARNING: For a correct display and to benefit from all the program functions, make sure that Acrobat Reader is installed in your PC (for free download, [click here](#))

Scegli ora la tua lingua di compilazione

EDISU | ENTE REGIONALE PER IL DIRITTO ALLO STUDIO UNIVERSITARIO DEL PIEMONTE

PERSONAL DATA TREATMENT

Accept the personal data treatment (read the code on personal data first), and click on "CONTINUE".



Ente Regionale per il diritto
allo Studio Universitario del Piemonte

Dear guest,
this registration allows you to access the online booking service.

In the next page you will be asked to type in:

- your personal data
- your e-mail address, corresponding to a mailbox registered to you
- you will choose a password composed of at least 5 characters (pay attention to the use of special characters, of BLOCK and small letters)

If the typed-in data are formally correct, you will receive your ID code at the specified e-mail address within 6 hours. Through this code you will be able to access the service.

Before proceeding please read the
[INFORMATION IN COMPLIANCE WITH ART. 13, D.LGS 30/06/2003 N.196 "CODE ON PERSONAL DATA"](#)

I read the information about personal data treatment
 I did not read the information about personal data treatment

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YOUR PROFILE

Fill in all the fields. If you come from a foreign country, select “Outside Italy” in the *birth country* field. Insert your email and create a **log-in password** for your future accesses, then click on “SAVE AND CONTINUE”.



Ente Regionale per il diritto
allo Studio Universitario del Piemonte

Nationality

Family name First name

Gender M F Birth date

For guests born outside Italy, please choose "OUTSIDE ITALY (STATO ESTERO)"

Birth Country Birth country

E-mail

Password Confirm password

Passwords must be composed of at least 5 characters; they can be both letters and digits, but not blanks or special characters such as ' # + * ? etc.

EDISU | ENTE REGIONALE PER IL DIRITTO ALLO STUDIO UNIVERSITARIO DEL PIEMONTE

After saving, a message will be displayed:

WITHIN 6 HOURS YOU WILL RECEIVE YOUR ID CODE AT THE SPECIFICATED E-MAIL ADDRESS.

Use the ID code sent to your e-mail and your chosen password to LOG IN.

LOG IN

Go back to the first page, clicking on “Back”, and insert your ID code and password. Then click on “LOG-IN”.



Ente Regionale per il diritto
allo Studio Universitario del Piemonte

OnLine Booking

How to log in

If you already have your ID code (i.e.: 181219) type it in the code box:

Have you forgotten/not received your ID code? [help](#)

Have you forgotten your password? [help](#)

Code Control:

Code	Password
<input type="text"/>	<input type="text"/>

[LOG IN](#)

If you do not have your ID code and wish to log in [Register here](#)

[Back to EDISU homepage](#)

WARNING: For a complete stay and to benefit from all the program functions, make sure that Acrobat Reader is installed in your PC (for download, [click here](#))

EDISU | ENTE REGIONALE PER IL DIRITTO ALLO STUDIO UNIVERSITARIO DEL PIEMONTE

BOOKING SERVICE

a) USERS RELATED TO ACEDEMIA.

Click on “New single booking” or “New group booking” in the first section, “Università degli studi accommodation”.

Online Service

Personal Page of:

Born on

Taxpayer ID no.

booking state

Università degli Studi accommodation

can access this service users related to academia. [Info](#)

New booking



New single booking

*Iniziare questa procedura se si intende prenotare una sola camera, singola o doppia
Iniziare questa procedura se si intende prenotare più di una camera*

New group booking

U1300289: 13/11/2017 - 14/11/2017

Check booking

Completed

Congress accommodation

can access this service participants in conferences and events organized in collaboration with EDISU. [Info](#)

Holidays house

can access this service users related to academia. [Info](#)

CASA PER FERIE / HOLIDAY HOME

: - 0

Check booking

Delete

To be completed

BACK

b) PARTICIPANTS IN CONFERENCES AND EVENTS

In the second section, “Congress accomodation”, research the name of the conference/event you are going to attend, then click on “New booking”.

The screenshot shows a web interface titled "Online Service". At the top left, there are fields for "Personal Page of:", "Born on", and "Taxpayer ID no.". On the right side, there is a "booking state" label. The main content area is divided into three sections:

- Università degli Studi di Torino accommodation:** Includes a "New booking" link and two buttons: "New single booking" and "New group booking".
- Congress accomodation:** Includes "IGEL New booking" and "ECA New booking" links. The "ECA New booking" link is circled in red, with a red arrow pointing to it from the left. To the right of these links are two "New booking" buttons, with a red arrow pointing to the bottom one from the right.
- Holidays house:** Includes "CASA PER FERIE - RESIDENZE EDISU PIEMONTE New booking" link and a "New booking" button.

At the bottom left, there is a "BACK" button.

c) USERS NOT RELATED TO ACADEMIA

In the third section, "Holidays house", click on "New booking".

Online Service

Personal Page of:

Born on

Taxpayer ID no.

booking state

Università degli Studi accommodation

can access this service users related to academia. [Info](#)

New booking

New single booking

*Iniziare questa procedura se si intende prenotare una sola camera, singola o doppia
Iniziare questa procedura se si intende prenotare più di una camera*

New group booking

U1300289: 13/11/2017 - 14/11/2017

Check booking

Completed

Congress accommodation

can access this service participants in conferences and events organized in collaboration with EDISU. [Info](#)

Holidays house

can access this service users related to academia. [Info](#)

CASA PER FERIE / HOLIDAY HOME

: - 0

Check booking

New booking

BACK

INFORMATIONAL NOTE

Category (a) users will display this note. Read it and then click on “CONTINUE”.



Ente Regionale per il diritto
allo Studio Universitario del Piemonte

Ref: 2013.A.2

OnLine Booking

This page is intended for Professors, Researchers, PhD students, Research fellows, research grant holders, master students, university staff taking part to activities, projects and exchange initiatives promoted by Università degli Studi di Torino.

Criteria to accept the inquiries

Once all the fields of the online inquiry have been filled in, Edisu will answer to it within 3 working days from the receipt, by sending either a cost quote or a communication about the lack of availability.

Inquiries will be processed on a first come, first served basis, granting a preference to long-term stays (at least one/two months). The quote sent by Edisu has to be considered as an option on the accommodation which has to be confirmed either by the guest (by undersigning the quote for acceptance) or by the university (by issuing an order form or other valid written commitment) within the deadline written at the bottom of the quote itself. Should the undersigned quote or the order form not be received by Edisu within the deadline, the booking will be cancelled without further notice. Otherwise Edisu will send proper booking confirmation.

In case of short-term stays (from few days to some weeks) the booking inquiry can be submitted 30 days before arrival only and the option has to be confirmed within 48 hours from receipt of the quote.

In the assignment of the residence hall, Edisu will consider the proximity to the place where the academic activity will be carried out.

CONTINUE

INQUIRY STATE

Before going any further, **check carefully what documents you will need.** On “Guest’s personal data” page, click on “online service”, on the top-left corner, and then on “Check booking”.

Università degli Studi accommodation

can access this service users related to *academia*. [Info](#)

U1300289: 13/11/2017 - 14/11/2017

Check booking	Completed
Check booking	To be completed
Delete	

You will be led to “Inquiry state” page, that you can check any time you need to verify your booking procedure’s status. All the documents you need are displayed under “Before filling in it is advisable send the following documents”.

Inquiry State

Booking code
Period -
State To be completed
the filling in of the inquiry is not complete

Before filling in it is advisable send the following documents:

- For **UE citizens** : self-declaration certifying your university category and the reason for your stay in Torino
DOWNLOAD FORM SELF
(download self-declaration module)
- For **extra UE citizens** : letter of invitation from the University of Turin, or statement of Professor of Reference, attesting their academic category and the reason for the stay in Torino

All **documents** should be sent to Edisu electronically to the following email address ospitalita@edisu-piemonte.it or by fax to 0039 011 6531161 and the University of Torino at relint@unito.it

Warning!
Your inquiry will not be processed until Edisu receives the required documents.

Start of the filling in
To start your filling in, click "PERSONAL DATA" (top left-hand of this page).
To proceed with the filling in of the following section click the "SAVE AND CONTINUE" button (bottom right-hand of the page).

[INFORMATION IN COMPLIANCE WITH ART. 13, D.LGS. 30/06/2003 N.196 "CODE ON PERSONAL DATA"](#)

KEY TO STATES OF YOUR INQUIRY
To be completed: the filling in of the inquiry is not complete
Completed: all inquiry sections have been filled in
Sent to Edisu: your inquiry has been sent to Edisu, send the required documents
Quote sent: the booking office has sent the quote and waits for your answer

Go back to your booking procedure clicking on “Personal data” in the box on the left.

GUEST'S PERSONAL DATA AND RESIDENCE

Fill in with your personal data and then click on "SAVE AND CONTINUE".



Ente Regionale per il diritto
allo Studio Universitario del Piemonte

Rel: 2013.A.2

Guest's personal data

> [ONLINE SERVICE](#)
> [INFORMATION](#)
> [PERSONAL DATA](#)
> [ACADEMICAL DATA](#)
> [STAY](#)
> [PAYMENT](#)
> [LOGOUT](#)

Nationality

Family name First name

Gender M F Birth date
(dd/mm/yyyy)

Birth County Birth country

Residence

Residence county *

Comune residenza PV ZIP code

Residence country *

Indirizzo Address *

Town

Telefono/Cellulare Phone no./Mobile no * Telefono/Cellulare Phone no./Mobile no


E-mail *

* (Campi obbligatori)

SAVE AND CONTINUE

ACADEMICAL DATA

If you belong to (a) category, “Users related to academia”, this page will display. Fill in with your datas, then click on “SAVE AND CONTINUE”.



Ente Regionale per il diritto
allo Studio Universitario del Piemonte

Ret: 2013 A.2

Academical data

University category *

Reason for your stay *

Contact person in Torino

University * Faculty/Department *

Family name * First name *

Phone no. * EMail *

* (Campi obbligatori)

DATA ABOUT YOUR STAY

Fill in the required datas about your stay in EDISU Residences. This page can be different in base of guest's category. Read carefully the conditions of stay and then click on "Accept". Then "SAVE AND CONTINUE".

Example of (a) category's page:

Ente Regionale per il diritto
allo Studio Universitario del Piemonte

Ref:2013 A.2

Data about your stay ☺

Preferred residence hall *

[Show on Google maps](#)

Room type *

Booking period Arrival date * Departure date *

(dd/mm/yyyy) (dd/mm/yyyy)

I wish to share the room with: for twin rooms only
(should the preference not be indicated, the assignment will be carried by the booking office with another guest of your same gender)

Specifications, stay requests, various comments

Do you need a room equipped for the disabled? Yes No

Need of the letter for the visa? Sì No

Example of (b) and (c) categories' page:

Ente Regionale per il diritto
allo Studio Universitario del Piemonte

Ret.2013.A.2

Data about your stay

[help to fill](#)

Reservation on behalf of

Choose the residence preferred

Arrival date [dd/mm/yyyy] Departure date [dd/mm/yyyy]

Booking period [dd/mm/yyyy]

Asked rooms: 0

Adults	Children	Room type	Arrival	Departure	Additional services
No data to display					

Specifications, stay requests, various comments

Before proceeding, please read carefully and accept the [stay conditions](#)

I accept
 I do not accept

In this case, a new page will display, "Room details", in which you have to add data about your stay. Please, tell us if you need a kitchen kit or if you are only booking for your stay. Then click on "SAVE AND CONTINUE".


PAYMENT

If you belong to (a) category, “Users related to academia”, you will see this page, in which data about the payment are requested. Select if the one in charge for it will be the **Guest** or the **Ateneo**, then add the data related to your selection. At the end, click on “SAVE AND CONTINUE”.

Ente Regionale per il diritto
allo Studio Universitario del Piemonte

Rel: 2013.A.2

Data about payment

The payment will be carried out by: *  Guest Ateneo

If you chose 'guest', specify here the email address to send the quote to

If you chose 'Ateneo', specify here the details of the person in charge of the payment at University

Department

Family name First name

Phone no. EMail

WARNING!
Should the payment be at 'Ateneo', your inquiry cannot be processed until Edisu receives a written confirmation by the Institution designed for the above-mentioned payment.

Other services - Restaurant card
During your stay you can benefit from the meals in Edisu's university restaurants at the price of Euro 7,00 for the full meal and Euro 5,00 for the mini-meal by paying directly at the cash desk.
The proper magnetic cards to access the restaurants are available at the reception desk of any residence hall.
The card issue request can as well be submitted during your stay.

I wish to collect the restaurant card upon arrival: Yes No

Your procedure should now appear like in the example:

Ente Regionale per il diritto
allo Studio Universitario del Piemonte

Ref: 2013A.2

Inquiry State

Booking code	U1301418
Period	06/11/2017 - 08/11/2017
State	Completed

the inquiry is complete. To end the reservation, click on the button "Invia a Edisu". Recall that the request can not be handled until receipt by the required documentation Edisu

SEND to EDISU

Before filling in it is advisable send the following documents:

- For **UE citizens** : self-declaration certifying your university category and the reason for your stay in Torino

DOWNLOAD FORM SELF
(download self-declaration module)

- For **extra UE citizens** : letter of invitation from the University of Turin, or statement of Professor of Reference, attesting their academic category and the reason for the stay in Torino

All **documents** should be sent to Edisu electronically to the following email address ospitalita@edisu-piemonte.it or by fax to 0039 011 6531161 and the University of Torino at relint@unito.it

Warning!

Your inquiry will not be processed until Edisu receives the required documents.

Start of the filling in

In order to complete your request of stay, it's important to click on "SEND to EDISU".

This message will show: "Registration completed successfully: you will receive a quote by e-mail". Please remember to send us all the documents needed, to the e-mail ospitalita@edisu.piemonte.it. We will take charge of your request and send you a booking quote (see the next page). Click on "CONTINUE".

Your request is now over!

BOOKING QUOTE

In order to confirm your reservation, send us a signed copy of the quote WITHIN THE INDICATED DATE to: ospitalita@edisu.piemonte.it.

Your booking will be confirmed only after we will receive the signed copy of the quote. The payment for your stay should be done in the Residence, at the arrival.

Example of quote:

Logo of EDISU PIEMONTE (Ente Regionale Istituito allo Studio Universitario del Piemonte) and date: venerdì 28 luglio 2017

Preventivo per servizi di residenzialità/Quote for university residences

N° Preventivo/Quote N° N° Richiesta/Request N° Data inserimento/Request date

Ospite/Guest

RESIDENZA / RESIDENCE	Tipologia di camera/Room type	Soggiorno/Stay period
Servizio offerto/Service	N° persone/Person N°	Importo/Amount

Totale preventivo (IVA 10% inclusa) / Total amount

Il preventivo deve essere confermato entro il: / The quote has to be confirmed by:

Condizioni generali
Tale preventivo è da considerarsi un'opzione sulla camera che deve essere confermata a EDISU via e-mail a: ospitalita@edisu-piemonte.it o via fax al n.+390116531161 entro la data sopra indicata, firmando il preventivo stesso.
In caso di cancellazioni o di richieste di modifiche, esse andranno comunicate prima della data di scadenza del preventivo.
Per ogni prenotazione si richiede un deposito cauzionale tramite carta di credito. Non sarà effettuato nessun addebito al momento della prenotazione; il numero di carta di credito servirà solo per garantire la prenotazione. È pertanto indispensabile essere titolari di carta di credito. Accettate Visa e MasterCard.
Il preventivo è stato calcolato sulla base delle tariffe in vigore e potrebbe subire variazioni. EDISU NON EFFETTUA RIMBORSI.
Il pagamento di eventuali servizi supplementari durante il soggiorno dovrà avvenire alla reception al momento della richiesta.
Tutti gli ospiti delle residenze EDISU sono tenuti a rispettare il regolamento dell'ospitalità scaricabile dal sito www.edisu-piemonte.it ed attenersi alle condizioni del soggiorno.

General conditions
This estimate is considered to be an option for the room that needs to be confirmed in EDISU via e-mail at ospitalita@edisu-piemonte.it or by fax n.+390116531161 by the date indicated above, signing the current quote.
In case of cancellation or change requests, they should be provided prior to the expiration date of the quote.
For every reservation, a deposit is required by credit card. There is no charge at the time of booking; the credit card number will only serve to secure the booking. It is therefore essential to be credit card holders. Visa and MasterCard are accepted.
The estimate was calculated based on the rates in force and can be subjected to change. EDISU NOT MAKE REFUNDS.
The payment of any additional services required during the stay must be made at the reception upon request.
All guests of EDISU residences are required to comply with the rules of hospitality www.edisu-piemonte.it downloaded from the website and follow the conditions of stay.

Per confermare la prenotazione è necessario inserire il n. della sua carta di credito. Accettate Visa e MasterCard. / In order to confirm your reservation you have to indicate your credit card number. Visa and Mastercard accepted

Per confermare la prenotazione è necessario inserire il n. della sua carta di credito. Accettate Visa e MasterCard.
In order to confirm your reservation you have to indicate your credit card number. Visa and Mastercard accepted

Titolare carta di credito / Credit Card Holder _____
N° carta di credito / No. Credit Card _____
Scadenza / Expiry date _____

DICHIARO/DECLARE

Io sottoscritto/a - I hereby Sesso - Gender
nato/a a - born in II - On

di accettare il suddetto preventivo e le condizioni di soggiorno in esso contenute
to accept the above quote and the stay conditions stated in the quote

Data/Date _____ Firma/Signature _____

EDISU | ENTE REGIONALE ISTITUITO ALLO STUDIO UNIVERSITARIO DEL PIEMONTE | Via Madama Cristina n. 83 - 10126 Torino | ospitalita@edisu-piemonte.it

