



**GUIDE FOR SUBMITTING A PAID ACCOMMODATION
CONTRACT FOR OFF-SITE STUDENTS A.Y. 2024/2025**

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IF YOU ARE AN OFF-SITE STUDENT AND HAVE NOT REQUESTED A BED IN THE UNIVERSITY DORMITORIES, YOU MUST SUBMIT A PAID RENTAL CONTRACT TO A.Di.S.U. OTHERWISE, YOU WILL RECEIVE A REDUCED SCHOLARSHIP AMOUNT AS INDICATED IN ART. 30, PARAGRAPH 3 OF THE A.Y. 2024/2025 COMPETITION NOTICE.

1. WHAT TYPE OF CONTRACT SHOULD BE SUBMITTED TO BE CONSIDERED COMPLIANT?

The rental contract must:

- Relate to accommodation located in the municipality where the course of study is held or another municipality considered as on-site;
- Be signed and registered in the student's name;
- Have a minimum duration of 10 months between October 1, 2024, and September 30, 2025, or, for students applying for a semester scholarship, 5 months between October 1, 2024, and March 31, 2025;
- Be registered with the Revenue Agency.

2. HOW TO SEND THE RENTAL CONTRACT?

The contract must be uploaded by accessing the A.Di.S.U. portal at www.adisu.umbria.it, Student Area – Student Reserved Area – Submission of paid accommodation documentation. The following documentation must be submitted:

- A readable copy of the contract in all its parts;
- The receipt of the contract registration issued by the Revenue Agency indicating: the registration date, the stipulation date, the duration, the series, the contract identification code, the full address of the property, and the student's tax code.

3. WHEN TO SEND THE RENTAL CONTRACT?

The rental contract must be sent by the strict deadline of November 7, 2024, at 12:00 PM, except as provided for the student categories indicated in Art. 29, paragraph 4, letter b, and Art. 31, paragraph 6 of the Notice.

4. WHAT TO DO IF THE CONTRACT EXPIRES BEFORE NOVEMBER 7, 2024?

Sending a contract that expires before November 7, 2024, is equivalent to not sending it at all. The landlord must register the contract extension in time, and you must submit the following documentation to A.Di.S.U.:

- a) A copy of the receipt of the registered extension showing:
 - The date of communication of the extension;
 - The expiration date of the extension;
 - The student's tax code;
 - The registration date, series, and identification code of the original contract;
- b) A readable copy of the original contract in all its parts;
- c) The receipt of the original contract registration issued by the Revenue Agency, indicating: the registration date, the stipulation date, the duration, the series, the contract identification code, the full address of the property, and the student's tax code.
 - **Note:** From the date of the extension registration to the contract's expiration date, the minimum duration outlined in point 1, letter c, must be ensured.

5. WHAT TO DO IF THE CONTRACT EXPIRES BEFORE NOVEMBER 7, 2024, AND IS TACITLY RENEWED?

Sending a contract that expires before November 7, 2024, and is tacitly renewed without the receipt of the renewal/extension registration is equivalent to not sending it at all. The extension of

the rental contract, even if it occurs tacitly (i.e., with automatic renewal), must be communicated to the Revenue Agency. You must submit the documentation as indicated in point 4.

6. What to do if the contract expires after November 7, 2024, and does not cover the minimum duration required by the notice?

If the contract expires after November 7, 2024, and does not cover the minimum duration required by the notice, even in the case of tacit renewal, the contract will be rejected. You must terminate it and enter into another one that meets all the requirements listed in point 1.

7. WHAT TO DO IF YOU TAKE OVER A CONTRACT SIGNED BY OTHERS?

If you take over a contract signed by others, the landlord must register your takeover in time, and you must submit the following documentation to A.Di.S.U.:

- a) A copy of the receipt of the registered takeover indicating:
 - The date of communication of your takeover;
 - The expiration date of the extension;
 - The registration date, series, and identification code of the original contract;
- b) A readable copy of the original contract in all its parts;
- c) The receipt of the original contract registration issued by the Revenue Agency, indicating: the registration date, the stipulation date, the duration, the series, the contract identification code, the full address of the property.
 - **Note:** From the date of the takeover registration to the contract's expiration date, the minimum duration outlined in point 1 must be ensured.

8. WHAT TO DO IF YOU STAY IN A B&B/VACATION HOME/HOSTEL?

If you stay in non-hotel accommodations (or any furnished property managed for tourist rentals), you must present a contract in the form indicated in point 1.

9. WHAT TO DO IF YOU STAY IN A BOARDING SCHOOL/DORMITORY?

If you stay in a public or private boarding school/dormitory managed by public entities, associations, or religious organizations operating non-profit for cultural, charitable, religious, and social purposes, you must provide an accommodation contract in the student's name valid for a period conforming to point 1, letter c, related to accommodation located in the municipality where the course of study is held or another municipality considered as on-site, containing the clauses that regulate hospitality and the signatures of the parties. This type of contract is not subject to registration with the Revenue Agency.

10. WHAT DOCUMENTATION TO SUBMIT IF YOU PARTICIPATE IN AN INTERNATIONAL MOBILITY PROGRAM IN THE A.Y. 2024/2025?

If you participate in an international mobility program in the A.Y. 2024/2025, you must provide the rental contract for accommodation in the municipality where the course of study is held in Umbria and/or the contract or other equivalent documentation attesting to the paid accommodation in the host country. Any additional documentation signed after November 7, 2024, necessary to cover the minimum duration to be certified as indicated in point 1 must be sent by email to sportello@adis.umbria.it with the subject "Supplementary rental contract documentation for off-site students in international mobility." Until the complete submission of the documentation certifying the minimum duration, if you are a beneficiary, you will receive the scholarship amount provided for off-site students assigned a bed. The supplement of the due amount will be paid within 60 days from the date of submission of the documentation.