

## TRANSFER REQUEST FORM

### THE UNDERSIGNED

Surname \_\_\_\_\_ Name \_\_\_\_\_

Housed in \_\_\_\_\_

Via \_\_\_\_\_ no. \_\_\_\_\_ int. \_\_\_\_\_ room no. \_\_\_\_\_

Telephone number \_\_\_\_\_ e-mail \_\_\_\_\_

**ASKS TO BE TRANSFERRED TO** \_\_\_\_\_

Reasons for the transfer request:

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Accommodation is allocated by the Accommodation Office upon submission of a request by the concerned student, subject to availability and depending on the location of the faculty/department at which he/she is studying.

In case of health problems, please attach a certificate from a specialist physician, referring to the current academic year.

With the exception of urgent cases, the Accommodation Office, in co-operation with the Mediation Office, shall examine transfer requests, subject to availability of accommodation, three times a year: **by the end of December for requests submitted from September to December, by the end of April for requests submitted from January to April, and by the end of July for requests submitted from May to July.**

If the request is accepted by the Accommodation Office, the assignee shall pay € 50.00 to Opera Universitaria, to cover average expenses incurred by the Authority to carry out the transfer procedure, plus the final check-out costs (€ 40.00) set out in art. 4 of **RULES AND REGULATIONS GOVERNING THE USE OF OPERA UNIVERSITARIA ACCOMMODATION FACILITIES.**

Pursuant to art. 13 of EU Reg. 2016/679 "Regulation on the processing of personal data", we inform you that:

- the data provided will be processed in compliance with art. 5 of EU Reg. and exclusively with reference to the procedure connected to this documentation, through paper and/or computer support;
- the provision of the requested data is obligatory in order to carry out the procedure;
- the Data Controller is Opera Universitaria di Trento (via della Malpensada 82/A - 38123 Trento - 0461217411);
- you may exercise your rights against the data controller at any time, in accordance with Articles 15-22 of EU Reg. 2016/679.

For further details, you can consult the complete information at [www.operauni.tn.it](http://www.operauni.tn.it) - "privacy policy" section.

Having read the above information, the undersigned consents to the processing of personal data in accordance with Article 13 of EU Regulation 2016/679.

Place and date

Signature

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