

**BOOKING  
REQUEST****HOUSING on CAMPUS**

PLEASE COMPLETE THIS FORM AND SEND IT TO:  
[apartment@ist.ac.at](mailto:apartment@ist.ac.at) or [guesthouse@ist.ac.at](mailto:guesthouse@ist.ac.at)

EMPLOYEE of  
IST AUSTRIA:

YES

NO

I would like to request the following reservation:

ARRIVAL DATE:		DEPARTURE DATE:			
GUESTHOUSE	SINGLE room:	<input type="checkbox"/>	BREAKFAST (€ 8,00 per person/day)	YES <input type="checkbox"/>	NO: <input type="checkbox"/>
	DOUBLE room:	<input type="checkbox"/>	ARRIVAL after 4 pm (key-box):	YES: <input type="checkbox"/>	
APARTMENT:	SMALL Apt:	<input type="checkbox"/>	Apt OLD: <input type="checkbox"/>	Apt NEW: <input type="checkbox"/>	
	LARGE Apt:	<input type="checkbox"/>	ARRIVAL after 4pm (key-box):	YES <input type="checkbox"/>	

OTHERS:

Reception – is open: MONDAY to THURSDAY, 8am-4pm and FRIDAY from 8am-2pm

A booking confirmation will be sent by mail.

GUEST NAME:	FAMILY NAME:	FIRST NAME:
ADDRESS:	CITY / STREET	
NATIONALITY:		

The invoice should be settled by the following Cost Center: \_\_\_\_\_

or will be paid directly  . **NO REIMBURSEMENT THROUGH IST AUSTRIA**

**PAYMENT:**

- The payment of the accommodation charges can be paid for arrival or at the latest directly on arrival.
- Payment has to be settled at the guesthouse-reception desk (I01) during the hours of operation (MON-THU: 8am-4pm and FRI: 8am-2pm).
- Payment is possible either by bank transfer, cash, credit card or ATM. Bank transfer fees are not included.

AUTHORIZED GUEST SIGNATURE	SIGNATURE PERSON RESPONSIBLE FOR COSTCENTER
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Should you have any inquiry regarding the reservation, please feel free to contact us: [guesthouse@ist.ac.at](mailto:guesthouse@ist.ac.at) / [apartment@ist.ac.at](mailto:apartment@ist.ac.at)

**Kontoinhaber:** IST Austria **BLZ:** 31000(Raiffeisen Zentralbank)  
**IBAN:** AT55 3100 0001 0407 9273 **BIC:** RZBAATWW **UID-Number:** ATU64938189

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