WELCOME TO PROLAW!

FROM THE JOHN FELICE ROME CENTER, ITALY

Congratulations on your admission to the LLM program in Rule of Law for Development! I am very pleased to welcome you to the Loyola University Chicago School of Law and the John Felice Rome Centre on behalf of everyone. My name is Helena Lundgren Doyle, Associate Program Director for the PROLAW Program, and I work with Karen Shaw, Director of the Office of Graduate Legal Studies, to offer student services and to help make your stay in Rome memorable. This letter will give you pertinent information to help you prepare for your trip and the start of the program. In addition, do review the resources available for admitted students on our website.

1. DATES TO REMEMBER

Students are expected to arrive in Rome by September 10, 2015, to attend the Orientation Program on September 11, 2015. Do note that attendance is mandatory as the orientation program will contain crucial information for your academic studies as well as immigration registration procedures that are required by law. Final departures from Rome will take place after the course work part in Rome is finalized on April 15, 2015. You may access the PROLAW academic calendar by clicking on this link. Please note that the finalization of your Master’s Thesis work will be undertaken after your departure from Italy through online communication with your supervisor. You are expected to submit your thesis by July 31, 2016.
2. FINANCIAL AID

There are a number of options to support you financially during your studies.

A. If you are a US citizen or applying from the US
   All applicants who wish to apply for any financial aid must file the Free Application for Federal Student Aid (FAFSA). The FAFSA Federal School Code is 001710. See www.fafsa.gov. You may want to refer to Loyola's Financial Aid Checklist for additional information on getting started. Please see the LUC Financial Aid Office website for further details.

B. Non-US applicants
   Non-US applicants are not eligible for financial aid from the US government. For information on financial support, see the PROLAW website: http://www.luc.edu/prolaw/admission/financialsupport/.

3. VISA APPLICATION

All international students will require a study visa for Italy unless you are an EU citizen, possessing a valid passport from that country. We recommend that you book an appointment with the relevant Italian Consulate as soon as we have sent you a copy of the necessary visa support letter since it may take several weeks to receive an appointment. Note that most Italian consulates are closed for holiday during a large part of August, so you should aim to have your appointment by July at the very latest.

Below is a list of procedure for the visa application:

i. Visit the The Italian Ministry of Foreign Affairs visa information website for details of your country, including the location of your relevant Italian Consulate, the application form as well as a list of the supporting documents that are required for the application and the potential fee for the visa application (free in most countries). On this site, you will need to enter the following information:
   a. your nationality
   b. your country of residence
   c. length of your stay: choose “more than 90 days”
   d. reasons for your stay: choose: “STUDY: POST-LAUREA”

ii. Send an email to prolaw@luc.edu confirming the address of the Italian consulate where you will apply. We will then contact you with a request for information on sufficient funds for attending the program, if required. When satisfactory documentation has been received, we will send you the necessary visa support letter that certifies enrolment, lodging, and potential scholarship support. This letter will be separately emailed to the Italian Consulate that you have indicated for your application. You will also receive a hard copy of this document in the mail.

iii. Book an appointment with your Italian Consulate for the visa application as soon as you receive an electronic copy of the visa letter.

iv. Prepare the supporting documentation for the application. Do check directly with your local Consulate what you will need, but the required minimum will be:
   a. visa application form (online form available on MOFA’s page or consulate’s own website)
b. recent passport-style photo

c. passport or travel document valid for at least three months after visa expiry date

d. Loyola admission letter

e. Scholarship letter, if applicable

f. Loyola visa letter

g. CISI insurance letter

h. proof of sufficient funds to cover living expenses as well as tuition and fees. The Italian Ministry of Interior has set a standard amount for living costs of €27.89 per day plus a fixed cost of €206.58 for this purpose (see the Ministry of Interior Directive 1.3.2000). For the duration of the stay in Rome of 7.5 months, the standard living costs will amount to about €6,500 (ca $7,500).

i. declaration of the funds necessary for repatriation, possibly to be demonstrated in the form of a return airline ticket

v. Send an e-mail confirmation to prolaw@luc.edu upon receipt of your visa along with a scanned copy of your passport (photo page) and visa.

Travel visas to other countries whilst studying in Rome:
If you are planning to travel outside of Italy during your study period, you will not need a tourist visa for other Schengen area countries. For countries outside of the Schengen area, a tourist visa will be required that may be obtained from the local consulate in Rome (although it may be easier for students to obtain from their home country before departure).

4. HEALTH INSURANCE

All PROLAW students are required to have adequate health insurance coverage for their entire study period when arriving in Rome.

A. Non-EU citizens

If you are a non-EU citizen, Loyola will register you for the mandatory CISI international health and emergency services plan developed for the Loyola community. The insurance will provide coverage in Italy as well as for travel outside of Italy during the study period (with a limited coverage in your home country and the U.S., see the plan for details). Note that the insurance plan does not cover pre-existing conditions and that students are strongly advised to purchase additional insurance coverage for the potential treatment of pre-existing conditions during the duration of the program in Rome.

You will receive a CISI Insurance letter from us to include in your visa application that certifies your coverage. As soon as you have booked your flight to Rome, we can issue your insurance card. Please send a copy of your flight booking to prolaw@luc.edu and you will receive in return your CISI ID card. Print, sign and keep it with you in a safe place.

B. EU citizens

If you are an EU citizen, you are not required to purchase the CISI health insurance if you bring a valid EU health insurance card which can be obtained from your local health insurance authority. You may however consider a more extensive insurance covering private medical visits, loss of personal items and third party liability. These policies are typically available from a provider in your home country, or you can choose to purchase the CISI insurance.
5. IMMIGRATION/ PERMIT TO STAY

If you are a non-EU citizen, students will be required to apply for a residence permit within eight days of arrival in Italy. PROLAW uses the services of an external agent, EduServices, to help all students with the process of registration for the permit to stay. The process is in several steps:

- **STEP 1:** before July 30: register and follow the instructions here: [PERMIT TO STAY REGISTRATION LINK](#);

- **STEP 2:** documentation registration during the Orientation Program in Rome. For this appointment, students are required to bring the following items (prepare before departure from home):
  - passport plus 1 copy of the passport photo page
  - 1 copy of the Visa page from the passport
  - 1 copy of the Loyola visa letter
  - 1 copy of the CISI Card
  - 4 passport photo size pictures in color

- **STEP 3:** Final appointment at Italian Immigration Office in October (joint appointment for all students set up by EduServices); and

- **STEP 4:** Students can pick up their permit to stay at local police station in Balduina in November.

NOTE: Students that arrive much earlier than September 10, 2015, are required to apply for the residence permit on their own within eight days of arrival.

EU citizens are required to register at their local municipality within 3 months of arrival.

6. LOCAL BANK ACCOUNT

PROLAW and EduServices will also assist you to set-up of a bank account with an Italian bank. For this process we require you to send a copy of your passport (the page with the picture) and a scanned copy of your visa to prolaw@luc.edu.

In addition, before your departure you will need to register at the following link: [http://secure.edu-services.org/LUC/BA](http://secure.edu-services.org/LUC/BA)

7. BOOKING YOUR FLIGHTS

Loyola has no special student discount fares. All students are responsible for booking and paying for their own flights. Note that it may be more economical to book a return trip than two one-way tickets since the airfares out of Rome may be more expensive.

8. HOUSING

Refer to information and a list of accommodation alternatives on the PROLAW website for admitted students.
9. E-MAIL AND LOCUS ACCOUNT AND REGISTERING FOR COURSES

A few days after you accept Loyola’s admission offer, you will receive a Loyola Universal ID and password from our Graduate and Professional Enrolment Office that gives you access to the Loyola e-mail system and to LOCUS, Loyola’s Online Connection to University Services. You will find the link to LOCUS on the main Loyola website, in the far right upper corner. In LOCUS you can register for classes, check your grades, pay your tuition and student fees bills, and manage other items regarding your student account.

Enrolling in classes at Loyola through LOCUS is very easy. Under the Help Menu of the LOCUS home page, you will find easy to follow guides and videos for registering for classes. The term number for Fall 2015 is 1156, and the class numbers are 3208 for PLAW 101/Comparative and Ethical Lawyering for the Rule of Law, 3209 for PLAW 102/History, Theory and Practice of Law for Development, 3210 for PLAW 103/Theory and Practice of Needs Assessment in Rule of Law Advising, and 6337 (PLAW 250/Legal Research and Writing.)

10. PAYMENT OF TUITION AND OTHER STUDENT FEES

The tuition for academic year 2015–2016 is $1,445 per credit hour - $17,340 for the fall 2015 semester (12 credits) and $21,675 for spring 2016 semester (15 credits). Upon course registration, your LOCUS account will generate a bill. Your bill will be adjusted accordingly each semester to reflect any potential award received. For the fall semester, any potential tuition awards will be posted to your LOCUS account by the end of August. Please disregard tuition bill notices that you may have received or receive before these adjustments are made. Late payment fees will be waived should you receive them before tuition awards have been adjusted to your account.

In addition, all students will be charged non-tuition student fees of $1,282. These fees include a development fee of $163 per semester, a technology fee of $118 per semester, a permit to stay/’permesso di soggiorno’ fee of $320 and a health insurance fee of $400. EU students would not incur the immigration and CISI health insurance fees.

Please refer to the website of the Office of the Bursar for any details of how to pay your tuition and student fee bills.

11. DAY OF ARRIVAL

We recommend bringing travellers’ checks and some Euro cash with you to sustain you in the beginning. Some taxis and most shops accept major credit cards such as Visa and Master Card. Please be aware of pickpockets; keep your valuables hidden and close to your body at all times.

Upon arrival, you may need a trolley for your luggage. Please be aware that you will need a 1-euro coin to get one (there is a coin machine for Euro notes). To arrive at your selected lodging from the airport, you can:

- Take a taxi. Taxis from the Leonardo da Vinci-Fiumicino Airport to Rome will cost about €45 with extra luggage charges (approx. $55).
- Take a bus to get to Balduina (where the campus is located and where your lodging will likely be located). From Fiumicino airport, you can take a bus to the Termini train station, which is also a subway stop. Click here to see the various buses you can take and their times of departure. We recommend SitBusShuttle or Atral, as they will bring you directly to Termini and cost 4-5 euros per ride. Once the bus arrives at Termini, follow the red “M” signs in the
station to get to the entrance of the subway stop. You can take the subway (take the red line—Rome has two lines, red and blue) and get off at Cipro, which is the stop in Balduina.

- Take a train to Balduina. You will have to buy your ticket before boarding and validate it at one of the yellow machines provided. Buy your ticket at the train station of Fiumincino for €8 ($10) for Balduina. Take the FR1 train to Rome Trastevere and change to the FR3 towards Cesano or Viterbo. Get off at the Balduina stop. Note however that you will need to walk with your luggage, unless you manage to find a bus or taxi. Further information is available at www.trenitalia.it (trains) and www.atac.roma.it (buses/metro).
- Take a private car. PROLAW works with Mr. Renzo Bernacchia, who offers a car service that costs EUR 50 per ride during the hours of 7am and 9pm. The ride costs EUR 60 before or after these hours. You can email Mr. Bernacchia directly at renzobernacchia@libero.it with your name, date of arrival, address that you need to go to, and flight details to arrange for pick up. Mention the fact that you are a Loyola/PROLAW student. He or one of his drivers will wait for you at the airport gate exit, holding a sign with your name.

Please e-mail prolaw@luc.edu with the address of your lodging in Rome (for the first few days if you have not yet found an apartment) and your landlord’s contact details.

12. NEW STUDENT ORIENTATION

The new student orientation will be held on campus on September 11, 2015 at 9:30 a.m. There will be a signboard at the reception informing you of the specific room. Please allow yourself plenty of time in case of traffic issues. The program is mandatory and will include essential information about registering for your residence permit. Bus information is available at ATAC's website, which is also available in English.

13. SUPPLIES FOR ROME

Although computers are available on campus, students will find that having their own laptop with any MS Office compatible software, as well as internet access, will be indispensable for successful course work. Students should plan to bring their laptops with them from home since it may take time to purchase a laptop with English-language operating system and software in Italy.

The weather in Rome is changeable and you will experience both hot and cold weather during the period of stay from September to April. Do bring winter clothing.

Do note that it is illegal to have medication mailed to you in Italy from abroad and it will be stopped at customs. This is also true for contact lenses, over-the-counter medicines and vitamins. We recommend that you bring with you all medication that you are likely to need for the eight months.
SUMMARY CHECKLIST: PREPARING FOR YOUR ARRIVAL IN ROME

1) Send an email to gradapp@luc.edu stating your intention to attend the PROLAW program in September 2015

2) Confirm the address of the Italian Consulate for your visa application in an email to prolaw@luc.edu

3) Make a visa appointment with Italian Consulate as soon as you have received a copy of the visa letter

4) Register online with EduServices for the permit to stay

5) Send a copy of your passport (photo page) and visa (when received) to prolaw@luc.edu in order to register for the bank account

6) Book your flight to Rome and send the booking confirmation to prolaw@luc.edu in order to receive your CISI health insurance card

7) Book your accommodation in Rome and confirm via e-mail to prolaw@luc.edu the address of your lodging in Rome and your landlord’s contact details

8) Ensure you are able to log into Loyola e-mail and LOCUS and register for fall term courses

If you have any questions, don’t hesitate to send an e-mail to prolaw@luc.edu. We look forward to seeing you here in the Eternal City very soon!

Helena Lundgren Doyle
Associate Program Director, PROLAW