Congratulations on your decision to intern this summer! We have no doubt that it will be a life-changing adventure. We're glad to have you with us.

Here you will find more details about your program and find out what you need to do next. You should also begin filling out your online predeparture forms that are accessible in your MyIESabroad account.

Feeling lost? Your IES Internships Advisor is here to help. Just call 800.995.2300 or email internships@IESabroad.org.

How will this experience redefine you? We can't wait to find out!
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Getting Started

WHAT YOU NEED TO DO

Confirm your Place in the Program
Submit the Confirmation Form.

Check, Renew, or Apply for your Passport
If you do not have a valid passport, renew or apply for one immediately.

Read Your Predeparture Information and Student Handbook
Navigate through this Predeparture Information using the tabs above.

Submit your Online Forms
Pro tip: Keep this window open to refer to the detailed Predeparture Information while you complete your forms. Be sure you meet the forms deadlines!

Register for the required Internship Seminar
Submit the Internship Seminar Registration Form to select the required 1- or 6-credit Seminar as soon as you have received more detailed instructions from us. Be sure to meet with your home school advisor to get courses approved.

Plan a Budget
Understand how to pay your bill by reading the "Tuition & Financial Aid" section under the Your Program tab above and talking to your home school study abroad office. Be sure to check out IES Internships' scholarship and aid options.

WHAT YOU CAN EXPECT TO RECEIVE FROM US

Housing Assignments
If you submit your Housing Form and Medical Report on time, you will receive your housing
assignment and the program participants list at least three weeks before the program begins.

**Final Email with Arrival Information**

Before you go, you'll receive an email from us that will include emergency contact information and final arrival instructions.

**HOW TO CONNECT WITH OTHER STUDENTS**

Like our Rome Facebook Page and our main IES Abroad page.

Follow us on Instagram at [@iesabroad](https://www.instagram.com/iesabroad/).

Read student blogs.

Contact a past participant.
Plan Travel

We recommend reading this section of your Predeparture Information first to make sure you know right away:

- How to obtain any necessary travel documents
- Which dates to use when booking your flights
- What to do once you land in your host city, and who to call if you run into bumps along the way

Passport & Visa

Passport

If you have not already done so and plan to attend an international program, apply for your passport immediately!

You must have a valid passport before you can apply for any other required travel documents. Your passport must be valid for at least six months beyond the end date of your program.

The U.S. Passport Application Process

The current passport application process requires:

- A passport application
- A true certified copy of your birth certificate
- Two identical passport photos
- An application fee
- A personal ID
- A photocopy of your ID

Processing your passport application can take up to six weeks. You can expedite this process by paying an additional fee.

For further instructions on obtaining a passport, visit travel.state.gov or call the National Passport Information Center at 877.487.2778. You can also call your local post office to locate passport agencies in your area.

Passports for Non-U.S. Citizens

If you are a non-U.S. citizen, follow your government’s procedures for obtaining a passport. If you are not currently in your home country and you need to renew your passport, contact your country’s nearest
To obtain consulate phone numbers, please refer to www.state.gov/s/cpr/rls/fco.

Caring for your Passport

- Sign your passport as soon as you receive it.
- Keep a photocopy of your passport with you at all times, preferably in a money belt or similar carrier that can be concealed underneath your clothing.
- Leave copies of the identification page of your passport and any other governmental travel documents with a responsible third party or saved online in case your documents are lost or stolen.
- Do not carry your passport or wallet in a backpack. These are easy targets for thieves, especially in crowded areas.

Entry Documents

The visa is an official authorization affixed to your passport which provides proof that you have the permission of the Italian government to enter Italy and study for the allotted time.

U.S. AND EU CITIZENS
U.S. citizens are not required to have a visa to study on all IES Abroad Summer programs in Italy. A visa may be required, however, if you plan on extending your stay in Italy beyond 90 days. Check the visa requirements with your Consulate if this applies to you.

NON-U.S. CITIZENS
If you will enter Italy on a non-U.S. passport, you may be required to obtain a visa prior to your arrival in Italy. You should determine your specific visa requirements as soon as possible by contacting your Italian Embassy or Consulate directly. Also, if you plan on traveling to other countries while you are abroad, you may need an additional visa. Please contact the embassy for the country to which you intend to visit.

Things to Keep in Mind
IES Abroad advises on Student Visa procedures for travel requirements relevant to the IES Abroad program. IES Abroad is not responsible for advising students on visa issues related to traveling to Italy early, staying late, or visiting other countries not required by the program. For that information, please contact the embassy of the country you intend to
Travel Dates

Book your flight according to these official program dates:

Consult your IES pre-departure guide in IES Portal

Program Calendar

As soon as a preliminary program calendar is available (at least a few weeks before the program starts), it will appear above. However, this calendar is subject to change. Please do not make independent travel arrangements (including visits from family or friends) before you arrive on-site, receive any calendar updates from the IES Abroad Center staff during orientation, and finalize your course registration. Remember that you will not be excused from academic obligations, including final exams or required IES Abroad events nor from your internship placement, in order to travel independently. You can easily make personal travel plans once on-site!

Booking your Flight

These discount student travel websites may offer tickets with flexible return dates, usually for a fee:

- www.STAtravel.com
- www.StudentUniverse.com

Here are a few other travel websites that may have competitive fares:

- www.Kayak.com
- www.Expedia.com
- www.Orbitz.com
IES Abroad does not endorse and cannot be held liable for any of these travel companies.

**Early Arrival Policy**

You may not move in to your IES Abroad housing early. If you arrive before the official arrival date, you are responsible for your accommodations until you move in to your IES Abroad housing on the first day of the program.

If you plan to arrive early or stay beyond the program end date in an international location, we recommend that you purchase additional health insurance coverage through Cultural Insurance Services International (CISI), your IES Abroad health insurance provider during the duration of your program. See the IES Abroad *Student Handbook* for more information.

If you must leave the United States more than one day prior to the program start date, you need to:

- Notify your IES Abroad Advisor of your plans.
- Provide IES Abroad with the details of your plans in your online *Arrival Form*.

You will be responsible for arranging and paying for your own accommodations until the official arrival date. We suggest that you consult one of the numerous student travel publications such as *Let’s Go Italy* or *Lonely Planet Italy* for information about low-cost hotels, *pensioni*, and youth hostels. You can also search for accommodation options on hostelworld.com or tripadvisor.com. Many places recommended in these guides speak English. Since hotels in Rome fill up quickly, we recommend that you make reservations before you leave the United States (you can often do this via the Internet).

**If you arrive in Rome early, please be sure to come to the IES Abroad Center by 5:30 p.m. on the official arrival date in order to**
Late Arrival Policy

Late arrivals are not permitted unless warranted by a documented medical or family emergency and approved by IES Abroad.

If you are delayed due to flight cancellations or delays before you arrive in your host city, please contact IES Abroad Chicago (800.995.2300 during business hours; 800.766.7793 emergency phone after hours). Our staff will communicate the details of your delayed arrival to the on-site Center staff.

If you arrive between 5:30 p.m. and 10 p.m., you should contact the IES Abroad Rome Center’s emergency phone number listed in the Contact Us section for instructions on how to reach your housing. If you arrive after 10 p.m., you are responsible for your first night of housing in Rome. You should go to the Center the following morning after the Center opens at 9:30 a.m.

Early Departure Policy

Early departures are not permitted unless warranted by a documented medical or family emergency and approved by IES Abroad.

It is not possible to reschedule a final exam or paper deadline or miss time at your internship placement in order to accommodate early departure for personal travel, including plans to attend events back home like a friend or relative’s wedding, a family reunion, or a graduation ceremony.
Arrival

Arrival

Updates
This document will provide all the information you need for your first 24 hours: your time traveling, first arriving in Italy, and when you first arrive in Rome. Print off a copy and bring it with you!

- Arrival Packet - Coming Soon!

Rome is served by two airports. You will likely arrive at the main one, Fiumicino/Leonardo da Vinci Airport, which is used by most carriers and for nearly all intercontinental flights. The second one, Roma Ciampino Airport, is mainly served by intra-European and low-cost carriers such as Ryanair and Easy Jet.

All students must arrive in Rome by the program arrival date and are required to stay through the official end date of the program.

Airport Arrival
Fiumicino Airport Greeter
If you arrive at Fiumicino airport between 8:30 a.m. and 5:30 p.m., you will be greeted by an IES Abroad staff member holding an IES Abroad sign in the arrivals area. If you do not see a representative right away, please stay in the main area and look for someone with an IES Abroad sign. The representative might be helping another student, but they will come back to the main area to meet you! If you still do not see anyone, please find a phone and call the emergency number for emergency instructions. Please do not leave the airport without either meeting a representative or speaking to a staff member by calling the emergency line. If you do not have a cell phone with you, purchase a phone card at any of the newsstands in the airport (ask for a Scheda Telefonica), then find a pay phone (located throughout the airport), and insert the phone card into the appropriate slot (since the card is new, you need to first break off the perforated corner on the card – you must do this or the phone will not accept the card!).

Once you find the IES Abroad representative, you will be provided with a welcome packet containing information for the orientation period and instructions on how to reach your housing by public transportation. You will also have the option of taking the recommended CTP shuttle (€15.00) which is less expensive than a taxi (€48.00). You are
responsible for paying for your transportation to your housing assignment. We recommend, therefore, that you either exchange money at the airport or at your bank before you leave the U.S.. Be prepared with up to 20 euros for your transportation to your first location.

Outside of Greeter Hours
If you do not arrive at Fiumicino Airport between 8:30 a.m. and 5:30 p.m., you should plan to go directly to the IES Abroad Center anytime between 9:30 a.m. and 5:30 p.m. to check in. The IES Abroad Center is located in central Rome along the Tiber River and directly across from the Castel Sant’Angelo. Staff members at the Center will give you a welcome packet that includes orientation information and directions to your housing.

Getting from the Airport to Stazione Termini
Although you are free to arrive at the Center any way you wish, we recommend the following options:

From Fiumicino Airport
You can board the Leonardo Express train found inside the airport, one floor above the arrivals area. Be sure to purchase your ticket (about €14) at one of the counters in the train station and validate it by stamping it in one of the machines near the beginning of the track. The Leonardo Express leaves every 30 minutes from Fiumicino and the trip will take approximately 35 minutes. Get off at the "Stazione Termini" train station, the final stop in downtown Rome. Once at the Stazione Termini, please follow the directions below.

From Ciampino Airport
You can board the Terravision Shuttle or Sitbus Shuttle from the airport (outside the arrivals area) to the "Stazione Termini" train station. From there, please follow the directions below. The cost of the shuttle is approximately €8 one way.

Getting from Stazione Termini to the Center
Once you have arrived at the Stazione Termini, you have two transportation options to arrive at the IES Abroad Center:

- As you exit the Stazione Termini train station, you will see signs indicating taxis. The taxi ride to the Center, which is twenty minutes away, should cost around €20 (it is not customary to tip taxi drivers in Italy).
- From Stazione Termini train station, take bus 40 Express for six stops, and get off at the Ponte Vittorio Emanuele stop. Turn right
on Lungotevere Tor di Nona and walk for approximately five minutes to arrive at the Center.

Orientation

The day after the official arrival date, the IES Abroad program will begin with a mandatory two day orientation program in Rome. During orientation, you will become familiar with the IES Abroad staff, your peers, and the city of Rome. You will receive detailed information about transportation, official course registration, apartment living, personal health and safety, field trips, and other aspects of the program. If you are interested in the optional language class, you will take a language placement exam.

During orientation, you will also meet with the Internship Coordinator who will give you all the necessary details to start your internship in Rome. Language classes and seminars will begin immediately following the orientation period.
My Program

In this section of your Predeparture Information, it’s time to dive into the nitty-gritty. There’s a lot to do to get ready, and this section will guide you through:

- Packing—with suggestions from IES Abroad & Internships alumni
- Learning about and requesting housing
- Requesting courses from the specific academic offerings at your Center
- Calculating your program fee, learning about payment options, and making a personal budget
- Exploring the optional field trips offered at your Center and whether you need to sign up in advance or pay an additional fee
- Completing your IES Abroad Medical Report, learning about health insurance coverage abroad, and planning for things like vaccinations and prescriptions

Each page contains a lot of useful information, so be sure to read them thoroughly! You’ll be glad you did.

Packing

Packing and Luggage

- Pack light! Students rarely complain about taking too little, but many have said that they packed too much.
- Bring clothes you can mix and match.
- Leave room for additional possessions you acquire while on your program.
- Prepare for closets and storage spaces which are generally much smaller than they might be at home.
- Be able to carry your luggage up a flight of stairs on your own.
- Make sure your luggage will fit inside the trunk of a small taxi.
- Be aware of airlines’ limits to the weight and number of bags.
- Do not pack your passport or travel documents in your checked luggage. You will need it when you embark and disembark.
- In case your checked luggage is lost or delayed, bring a carry-on bag that includes bare essentials like toiletries, any necessary medications, and a change of clothes.
• Take your laptop on the plane with you as carry-on luggage to avoid damage and customs fees.

**Packing Tips**
Check out these packing tips from former IES Abroad students.

https://www.iesabroad.org/files/Rome_0.pdf


Rome has a typical Mediterranean climate, and can be very hot in the summer months. Keep in mind that IES Abroad apartments are **not** equipped with air-conditioning units. It is advisable to bring an umbrella, a light jacket, and comfortable walking shoes.

Italians are conscious of fashion. You will find styles of dress to be somewhat different than in the U.S., and Italian students dress less casually than Americans. The dress code for Rome’s opera house and symphony halls has become more lenient and evening dresses are no longer required. Male students should bring a sport coat and tie if planning to attend such events.

In many places in Italy, tradition holds that women's shoulders be covered at all times in churches. It is a good idea to carry a light scarf or jacket when sight-seeing. Shorts and short skirts are also not permitted in churches.

Also, be sure to bring professional or business casual attire that is appropriate for your internship. Once you've been accepted to the internship program and have a placement secured, you'll be given more detail about what kind of attire is appropriate for your particular placement.

**Shipping & Storing Luggage**
Please do not ship luggage to the IES Abroad Center. A customs fee needs to be paid upon receipt, and the Center will not sign or pay for shipped luggage.
IES Abroad Rome cannot store luggage before or after the program. Center staff members can provide recommendations on places to store luggage if needed.

**Voltage and Adapters**

Italian electricity operates at 220 volts, which means you will need to purchase a voltage converter ($30-$40) and an adaptor in the United States in order to use major electrical appliances you bring from home. It is best to keep appliances to a minimum. You may want to consider purchasing a hair dryer in Europe; you will find it easier to use without having to use the adapter and you will be able to pack it on future European trips. For other appliances, such as chargers for electronic devices, you will need plug adapters to plug dual-voltage appliances into wall outlets; you will find these for approximately $4 in a local U.S. hardware or travel store. We urge you to conduct some research on adaptors, converters, and transformers for Italy to find out what you need before you leave.

Energy is very expensive in Italy, and people have adapted their lifestyles by implementing energy-saving habits into their daily lives. Laundry dryers are very uncommon, refrigerators will be smaller than you are used to, and water consumption is minimized. Please consider these habits and opportunity to create a more sustainable lifestyle.

**Housing**

**How to Request Housing**

- Check with your study abroad coordinator at your home school for requirements related to your housing placement abroad before you submit your *Housing Form*. We are not responsible for administering your home school’s policy on housing placements abroad.
- Submit the *Housing Form, Form of Agreement and Waiver,*
and *IES Abroad Medical Report* in your *MyIESabroad account* as early as possible.

- We must receive all three documents before we can finalize housing arrangements on your behalf and release your housing assignment to you.
- It is in your best interest to be honest in filling out these documents.

Please be aware that some housing options carry an additional housing fee that will be billed after you arrive at your program location. Be certain to review all costs associated with your housing in advance of making your request.

We will try to meet your preference(s), but cannot guarantee that you will receive your first choice of housing or a housing assignment that meets all of your preferences.

Your specific housing assignment will be sent to you via email approximately three weeks before the program start date, provided you have submitted all three forms.

**Housing Expectations**

We find housing for our students that reflects typical student accommodations in the host city. You will have the best housing experience if you are open to adapting to your accommodations and trying to understand and respect the cultural context in which you are living.

**Changing Your Housing On-Site**

To give you time to adjust to your housing, we will not relocate you into a different housing assignment during the first two weeks of the program.

After two weeks, requests to be relocated will be reviewed by the on-site housing coordinator based on availability and valid reason for change.

You should be aware that substantial financial costs can be encumbered by requesting different housing.

**Apartment**

Student apartments are furnished, single-sex, and generally house four
to seven students, with two to three IES Abroad students sharing a bedroom. Apartment amenities include wireless Internet access.

When assigning students to apartments, we try to keep in mind the information you provide. Please be aware, however, that we cannot guarantee that all of your preferences and requests will be met; we will do our best! Many students ask for non-smoking roommates. If you have a special need because of allergies or respiratory problems, it is important for you to indicate your allergies on your Housing Form and Medical Report.

When choosing apartments, we look for roommates who share points of common interest. This does not mean that we can guarantee that you and your roommates will become close friends, especially since we arrange housing long before we get to know you personally. Your relationship with your roommates will depend largely on how open you are to understanding others and your efforts to develop a relationship.

**Italian Student Companions (ISC)**

When you fill out your Housing Form, you can request to live with an Italian Student Companion (ISC.) ISCs are college students from Roma Tre University who live with IES students and serve as liaisons to the intricacies of the Italian culture. ISCs are carefully chosen by IES Rome Staff to ensure that they are responsible, open students who are willing to help you immerse yourself in the culture, and they are in contact with IES Rome Staff throughout the semester to ensure the semester is going smoothly and that there are ample opportunities for you to get involved in the IES Abroad and the Roman community.

Italian Student Companions serve as a close, direct connection to Italian culture and function as cultural mediators. They can help you overcome the difficulties related to cultural differences and with simple “urban survival” (getting to know the city, public transportation, shopping hours, post office, etc.) ISCs work as advisors to their roommates and an assistant in the general management of the apartment. ISCs help develop a residential community in the apartment through a variety of activities and programs. These activities usually including cooking and eating together, going out together to museums, events and different Roman neighborhoods, watching typical Italian films and much more. All these activities are intended to introduce students to Italian culture while building a tight-knit apartment and IES Abroad community.

*What is the ISC Advantage?*
Benefit from quick and reliable answers about local culture, food, events, transportation, language, etc
Gain insight into Italian culture through a firsthand source
Enhance your cultural immersion with Italian university students
Create long lasting friendships

Feedback from Past Students Includes...

- “Having an ISC definitely shaped my study abroad experience! It was great having someone to help with everyday things that would have been difficult to figure out on my own & Carolina is the BEST! She made my semester AMAZING!”
- “My friend on a different program was jealous she didn’t have the option to live with an ISC. Great idea and experience.”
- “I was recommended to have an ISC and it was the best decision. It was very positive. I made a lifelong friend.”
- “It was wonderful, I would definitely recommend it. It helped me assimilate, feel at home, and gain a great friend.”

Many past IES students have said that their relationship with their ISC was the defining factor in their experience abroad. If you are interested in an apartment placement with an ISC, you should indicate your interest on the Housing Form. Please note that even if you are not placed in an apartment with an ISC, you will still have access to the ISCs and are welcome to join in any of the activities they organize.

Commuting & Public Transportation
As a large, metropolitan city of almost four million inhabitants, Rome is not a “university town” in the sense that student life is clustered around the university. Rather, Italian university students typically live in apartment buildings located throughout the city. For this reason, IES Abroad students living in the student apartments should expect to have a commute time of 30-45 minutes by public transportation to the IES Abroad Rome Center. Commute times could be higher during peak traffic hours or other interruptions, such as transportation strikes or inclement weather. When looking for appropriate placements, the staff takes into consideration the commute time and the apartment's proximity to public transportation.

Towels, Sheets, & Laundry
One set of pillows, sheets, and blankets are provided by IES Abroad. The Housing Coordinator will arrange to have these linens washed periodically. You will be responsible to remove the linens from your bed and place them in a designated location in order for them to be picked
up, washed, and a fresh set delivered to you. You will learn more about this process once on-site in Rome.

Towels and wash cloths are not provided. Since these items are cumbersome, you may wish to purchase them in Italy at a discount department store such as Oviesse and UPIM.

All apartments have a washing machine and racks for line-drying clothing. Dry-cleaners are available, but expensive.

**Quiet Hours**
IES Abroad does not establish an official curfew at student apartments. However, you are expected to be considerate of your roommates’, neighbors’, and/or host’s quiet hours and to keep noise levels to a minimum, especially after 10 p.m. and before 7 a.m. Students who wish to listen to music should use headphones so that the noise does not disturb the neighbors. The IES Abroad Housing Coordinator will be notified if your neighbors are concerned or dissatisfied with your behavior, and measures will be taken to rectify the situation.

Students are not permitted to have parties in their apartments. You must remember that you are living as a mature member of a working community in a foreign country, and your task is to learn and adapt to the social circumstances that prevail in that community. IES Abroad will not be expected to apologize on behalf of students who cannot live up to the behavioral standards of the local environment. You also should realize that your roommates or ISCs feel responsible for your general health and safety if you stay out late.

**No Guest Policy**
IES Abroad Rome housing options do not permit overnight guests. Hosting overnight guests is considered a violation of IES Abroad policy. If family members or friends are planning to visit, the IES Abroad Rome staff will provide a list of accommodations that past visitors have recommended. Students who violate this policy will be subject to IES Abroad administrative review procedures.

**Housing Calendar**
Housing is provided according to the official program dates. You are responsible for your own accommodations during the periods not covered by IES Abroad housing.

**Housing Etiquette**
You are expected to be very respectful of your neighbors and
roommates and responsible in the maintenance of your apartment. All students will be held responsible for any physical damage to the apartment and/or any bills left unpaid. Students will be billed for extra expenses such as extra cleaning costs, expensive bills and damages.

**Italian Apartments & Room Sizes**

Living spaces are generally much smaller than in American homes. Less space creates a greater need for tidiness and cleanliness. Although you may not feel that a mess in your room will disturb anyone else, please be considerate to your roommates. You will be charged the cost of cleaning services if the staff deems it necessary.

**Visiting Hours**

Check with your roommates before inviting guests. Italians socialize outside of the home. Be aware that you are living with people who have to get up early. A frequent source of tension occurs when friends visit. Overnight guests are absolutely not permitted.

**IES Abroad Staff Visits**

The staff will do its best not to intrude upon your privacy. However, since IES Abroad Rome is the actual lessee of the apartment and is legally responsible for its upkeep, you must allow IES Abroad staff to visit your apartment upon request. On these occasions, the IES Abroad staff will contact you by phone or send you a text message or email to let you know when they will visit.

**Greeting Neighbors**

Apartment living in Italy is not as anonymous as in the United States. Italians living in the same apartment building greet each other and you will be considered rude if you do not reciprocate.

**Air Conditioning**

In spite of the summer heat, most apartments in Rome do NOT have air conditioning units, so do not expect your IES Abroad student apartment to include an air conditioning unit.

**Meals & Cuisine**

Meals are not provided for students living in the student apartments, and they must rely on their own resources for meals. All apartments have cooking facilities, although not necessarily an oven and range combination. The stove may be smaller with two gas burners. You will want to discuss cooking arrangements with your roommates. Pots, pans, dishes and utensils are available in all apartments. Many students prefer to cook at home or eat dinner in inexpensive local restaurants.
Reasonable meals are available at local bars (equivalent to cafés in the United States), paninoteche (sandwich shops) and pizzerie (restaurants that primarily serve pizza). In Italy, menus are posted in the windows of most restaurants so that you may get an idea of the price range. Wine or water is usually ordered with a meal, and you will be charged for each. Servers will not bring the check until you ask for it. The server's tip is included in the bill, called the coperto, although it is customary to leave a tip of 2 or 3 euros. At many bars, there is also a cover charge for sitting down of about €2 per person. This is why you will find many people drinking while standing at the counter.

Italian cooking is excellent, and the Italian diet provides for a wide range of foods. Breakfast generally consists of coffee (cappuccino, caffe latte, espresso), and a roll with jam or pastry. It is often eaten standing up at the counter of a café or bar. Italians eat lunch around 1:30 p.m.; this can be a full meal or just a snack. Dinner is eaten around 8:30 p.m. and has become the Roman’s primary meal. Dinner may be followed by a trip to one of Rome's excellent ice cream parlors (gelaterie.)

**Dietary Considerations**
Perhaps due to the fact that Italians eat less meat than Americans in general, and rely on seafood for much of their protein, there are very few vegetarians in Italy. People may be surprised if you tell them that you are vegan or vegetarian as most Italians consider some meat an important part of a balanced diet. Italian cuisine, however, is very rich in terms of fruits, vegetables, and foods that do not utilize any animal meats or byproducts. If you are vegetarian, you should not have difficulties finding foods that cater to your eating habits. This issue only becomes difficult when traveling as a large IES Abroad group when a fixed menu must be ordered. The IES Abroad Rome staff will do their best to provide you with healthy, adequate meals while participating in IES Abroad-sponsored trips.

**Please remember:** IES Abroad tries to accommodate housing preferences but cannot guarantee that all requests will be met.

**Internet Access**

Wireless internet access is available in student apartments.

**Independent Housing**

With approval from your home school study abroad office, you may choose to arrange independent housing, subject to the deadlines and
other conditions set forth in the IES Abroad Student Handbook. Please note that, for safety reasons, independent housing is not recommended unless you are living with family or friends. Further, IES Abroad will not be available to assist you in any way with securing independent housing. If you choose independent housing, you must accept all associated risks and you are responsible for all expenses and arrangements. We discourage you from trying to sublet apartments using public matching websites due to the high risk of fraudulent postings. If you pay online, be sure that it is a secure site (https).

In order to be eligible for a housing credit, you must submit the Housing Form by the due date and indicate that you would like to live in independent housing. Late independent housing requests will incur a $100 fee, plus any non-recoverable housing costs.

Academics

Academic Overview

Internship Program
Practical experience in the workplace is an invaluable addition to classroom learning. An internship provides vital insights into a career field, experience in the global workplace, practical exposure to the demands of specific jobs, and development of professional and personal skills. As well as developing your CV, an internship will give you the opportunity to directly experience the many cultures and people who make up Italy. Participating in the IES Abroad Internship Program offers you a unique opportunity to step outside your educational environment and experience the Italian at work. Please note that all internships are unpaid. The IES Internship Program consists of a practical component and a reflective academic element. It requires a significant personal and professional commitment from you. You need to balance the time you devote to your internship each week with a mandatory IES Abroad internship seminar.

Internship Placements
We have established good working relationships with many organizations in Rome who participate in our internship program. Internships are offered in the arts, business, education, media, museums, politics, and theater to give a few examples. Your ability to secure an internship depends upon your self-motivation, ability to meet deadlines, maturity, previous work experience, and flexibility regarding
organizations and work projects. We work with you to perfect your resume and hone your interviewing skills so that you are well-prepared for your internship interviews and the local work environment. The amount of time you spend at your internship placement will vary depending on the number of credit hours for which you are enrolled. In general, students with the 3-credit option can expect to spend a minimum of 200 hours working at their placement site.

The IES Abroad Internship Program seeks to mirror the world of work and therefore securing an internship is a competitive process in the same way securing a job would be. The internship is the best match between the skills you offer and what the organization is seeking. Companies and organizations are sent a selection of interns' CVs. From these they choose which students they would like to interview. Your ability to secure interviews will depend upon the quality of your CV so it is important to work closely with the Internship Coordinator at the local IES Abroad Center.

If you have some understanding of the local language, you will have a wider array of internship opportunities available to you so we encourage you to develop your language skills as much as possible prior to departure. Internship placements are also available if you do not speak the local language, although you may need to be flexible in what types of placements are available. Internships are routinely and formally monitored and all companies/organizations have been vetted by our internship coordinators.

The amount of time you spend in the internship seminar will vary depending on the number of credit hours for which you are enrolled. The number of hours you'll spend at your internship placement will be 25 hours at your placement site per week.

Our Guarantee
We guarantee you a placement in your field of choice, as indicated on the personal statement you submitted with your application. Your internship guarantee can be found online here: http://www.iesabroad.org/study-abroad/internships/guarantee

Required IES Abroad Internship Seminar
The required IES Abroad course, IN 395 Leading across Cultures Internship Seminar provides an introduction to the cultural context for the internship placement by examining cultural issues in the workplace with a particular focus on preparation for entering the work environment. Writing and discussion topics also introduce the concept of skill-building
in cross-cultural competencies including communication, teamwork, and conflict mediation. The course consists of two parts: online pre-departure modules that prepare you for culturally appropriate résumé development and interviewing skills to facilitate proper placements, and on-site classroom discussions to enable you to fully appreciate what you are learning at the internship host organization.

Seminar topics include:

- Resume Writing & Interview Coaching
- Communicating Across Cultures
- Global Leadership Competencies
- Building Trust & Teamwork
- Networking
- Conflict Negotiation & Mediation
- Stereotypes & Cultural Differences
- International Careers & Job Search Preparation

This course is available as either a 3-credit or 6-credit option. The 3-credit course has five online modules and five class meetings on-site. The 6-credit course has five online modules and meets twice per week on-site. All students will meet together for the 3-credit seminar, and then the 6-credit internship students will have supplemental seminar hours as well. You will need to complete a predeparture Internship Seminar Form on your MyIESabroad account to select either the 3- or 6-credit option.

Based on the academic and practical component, your grade is awarded and will be recorded on your IES Abroad transcript. Classes are scheduled to have minimum disruption for host organizations’ work schedules and to facilitate attendance of all students. Attendance at each class session is mandatory. The syllabus for this course is available on the IES Abroad website. You may also have the opportunity to participate in optional field trips to complement your internship program for an additional fee.

Optional Language Courses
You may enroll in an optional 3-credit Italian language course at no additional charge. Doing so may affect the number of hours per week you are available to work at your internship placement as you will need to attend class regularly. You will need to complete the Language Course Questionnaire in your MyIESabroad account if you choose to take the language course or not. If you do choose to take a language class, you will be required to complete a Language Placement Assessment.
Credit Transfer

How to Verify Credit Transfer with Your Home School
You are responsible for having your courses approved by your home institution. Prior to your departure, verify the transfer of credits (either as general credit or for your major and/or minor) with your home institution by conferring with your academic advisor and study abroad coordinator about which courses you should take while on the program.

We are not responsible if your courses are not approved. See your IES Abroad Student Handbook for important Academic Policy Guidelines.

You may be asked to provide a course description, syllabus, reading lists, written assignments, and other supporting materials from your courses upon returning to your home school; therefore, it is important to keep copies of all such documents. Please note that syllabi for both the required internship seminar, IN 395 - Leading Across cultures, and optional language course (where applicable) are available for download from each location's program page on the IES Internships website.

Transcripts & Grades

Viewing Your Grades
Final grades are posted online via your MyIESabroad account.

- IES Abroad grades are typically posted online within six to eight weeks of the final day of the program and are made available for approximately 6 months.
- Grades can be viewed regardless of having a financial hold.
- Non-reported “NR” grades indicate that your professor has not yet reported your grades.

Obtaining Your IES Abroad Transcript

- After all of your grades are reported, an official IES Abroad transcript will automatically be sent to your home school if there
is no financial hold on your account. A financial hold will be placed if there are any outstanding charges, some of which may be placed at the end of the term.

- Normally, we send your transcript to your home school approximately six to eight weeks after the end of each program.

If you have any questions about your transcript after your program ends, email Steven Schuler, Assistant to the Registrar at sschuler@IESabroad.org.

**School of Record**

For the purpose of transferring credit, you are required to confirm with your school whether they accept the IES Abroad transcript or if they require a School of Record transcript. If your school accepts the IES Abroad transcript, no further action is needed. To request a School of Record transcript, complete the *School of Record Form* in your MyIESabroad account.

IES Abroad grades are posted within 6 to 8 weeks of the end of term. Once your financial account is clear, your official IES Abroad transcript will be sent directly to the University of Rochester for processing which takes approximately 3 weeks. Once the University of Rochester has processed your transcript, they will automatically send it to your home college using the address that was provided on this form.

The deadline for submitting these forms are as follows:

- July 1st for fall semester and academic year
- December 15th for spring semester/calendar year
- April 20th for summer

The fee for a School of Record transcript is $375 and is non-refundable.

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**Tuition & Financial Aid**

**Paying IES Abroad Directly vs. Paying Your Home School**

Whether you pay IES Abroad program fees directly (including the $500 non-refundable confirmation deposit) or pay program fees to your
university is based on your home school’s policies. Ask your home school’s study abroad and financial aid offices how this is managed.

**Confirmation Deposit**
Depending on your home school’s policies, you will either pay the confirmation deposit to IES Abroad or to your home school.

The form in your account reflects your school’s policy on deposits. Note that the $500 is not refundable if you withdraw from participation, regardless of whether this amount is paid directly to IES Abroad or to your home school.

What you should know about confirming your place in our program:

- To secure your place, submit the Confirmation Form with your $500 non-refundable deposit.
- This form is due within three weeks of your acceptance to the program or by three weeks after the application deadline passes, whichever comes first.
- The due date is listed next to the form in your account.
- Contact your IES Internships Program Advisor to discuss your options if you are unable to meet the stated deadline for any reason.
- If you decide to defer your enrollment in the program after paying the deposit, we will hold it for up to one calendar year. After one calendar year, you will need to pay a new $500 deposit to confirm your place on a future IES Abroad or Internships program.

**IES Abroad Financial Aid**
We offer $2.5 million in IES Abroad scholarships and aid to our students each year, including:

- Need-Based Aid
- Merit-Based Scholarships
- Public University Grants
- Diversity Scholarships
- Boren and Gilman Scholarship Support Grants
- Donor-Funded Scholarships
- Disability Grants
- Other Study Abroad Scholarships & Aid

Visit www.iesabroad.org/study-abroad/scholarships to learn about our eligibility requirements and application deadlines.
Consult your home school study abroad coordinator and financial aid officer to determine in advance how your school handles IES Abroad aid.

As the recipient of any IES Abroad aid, it is your responsibility to determine how this award might affect any other aid you receive.

- All IES Abroad financial aid will be applied as a credit to your program fees.
- If you pay your home school for your study abroad program, the aid will appear as a credit on the invoice we send to your school.
- If you are billed directly by IES Abroad, funds will be applied to your portion of the program fee as a credit on the invoice mailed to your home address.
- IES Abroad aid cannot be deferred to a future term, but you may reapply for IES Abroad financial aid for a future term if you defer your enrollment.

**Home School Financial Aid**

If you plan to use financial aid from your home institution to pay for part or all of your IES Abroad program fees, send us an award letter stating how much aid will be awarded for the program and when it will be disbursed. Email your letter to our Accounting Department at accountsreceivable@IESabroad.org, or send a fax to 312.944.1448.

We understand that financial aid is often not disbursed until after the term begins. Once we receive your award letter, we will defer the amount you will be receiving in financial aid until disbursement is made. Upon receipt of your invoice, you are responsible for paying the amount not covered by aid before your program begins.

Before leaving for your program, make a plan for paying the remainder of your balance once the funds are released, using one of the options below. If your home school will not send the funds directly to IES Abroad, make sure someone has the ability to pay the balance due on your account once you are on-site.

**Consortium Agreements**

If your home school requires a consortium agreement or other documentation to release financial aid funds to IES Abroad, send these documents to our Enrollment Management Department at enrollments@IESabroad.org.

We will complete and return these documents to your home school’s
financial aid office along with a copy of the fee sheet for your IES Internships program.

**Enrollment Certification**
If you need letters certifying proof of enrollment in an IES Internships program for any reason (scholarship, medical prescription, etc.), email your request to registrar@IESabroad.org.

**Paying your IES Abroad Program Invoice**
IES Abroad Program Invoices for program fees (tuition, housing, and health insurance) are generated on the following schedule:

- Summer and early-starting Fall programs: mid-April
- Fall programs: mid-June
- Spring, January Term, and Winter Quarter programs: mid-November

If we are billing you directly for your program fees, a paper invoice will be mailed to the permanent home address you indicated on your application. An up-to-date version of your IES Abroad Program Invoice is also available in the Optional Forms section of your MyIESabroad account throughout your experience with us.

Keep in mind that charges may be incurred before you leave, while on your program, and after you have returned. See “Fees Incurred On-Site” below for examples of the type of charges you may incur. Your invoice will be updated as charges are added, and a new paper version will be mailed each time this occurs.

You can submit full or partial payment via the following options.

**Online Payment Options**

- **Direct Account Debit** (also known as e-check or ACH) - submit a payment directly from your checking or savings account (includes 1% additional fee).
- **Credit Card** – submit a payment with a credit card (includes 2.5% additional fee).

**Alternative Payment Options**

- **Phone** - call the IES Abroad Billing Assistant at 800-995-2300 to pay by direct account debit (includes 1% additional fee) or credit card (includes 2.5% additional fee).
• **Wire Transfer** - transfer funds to:

**Account name:** Institute for the International Education of Students  
**Account No:** 886-079-151  
**Bank:** JP Morgan Chase Bank N.A.  
**ABA:** 071000013  
**SWIFT:** CHASUS33  
**Address:** 10 S Dearborn, Chicago, IL 60603

• **Mail** - send a personal check, certified check, or money order to our office in Chicago. Checks must be in U.S. dollars, drawn from a U.S.-based branch, and made out to “IES Abroad” or “The Institute for the International Education of Students.” Note the student name and invoice number on the check. Send your payment to:

IES Abroad - attn: Billing  
33 West Monroe Street, Suite 2300  
Chicago, IL 60603-5405

**Fees Incurred On-Site**  
Additional invoices may be generated after your arrival on-site. Charges may include, but are not limited to:

- Optional field trips  
- Housing options carrying an additional fee  
- Course readers and copyrights  
- Cell phones and/or SIM cards  
- Failure to return library resources upon departure  
- Housing damage  
- Failure to return keys

You may pay these fees by the same methods described above.

**Refund Policy**

**Confirmation Deposit**  
The $500 confirmation deposit is not refundable. Confirmation deposits can be deferred for up to one calendar year. After one calendar year, the deposit is forfeited and must be made again for any future enrollment with IES Abroad.

**Withdrawal or Deferral Before the Program Begins**  
We make significant financial commitments on behalf of students well
before the start of each IES Internships program. Students who withdraw or defer to a future term after the issuance of the initial IES Abroad Program Invoice but before the program start date are responsible for payment of unrecoverable costs incurred by IES Abroad. A refund is issued only on recoverable costs and only after notice of withdrawal or deferral is received in the Chicago office.

Withdrawal After the Program Begins
On or after the published arrival date no refunds will be issued. Appeals for partial refunds will be considered only in cases of serious illness or emergency requiring a student’s withdrawal and in consultation with the Chicago office. The amount of any possible refund will be determined individually on recoverable costs, and will be made at the sole discretion of IES Abroad at the time of withdrawal. Please note that these costs vary considerably and cannot be determined in advance.

Any student who is dismissed after beginning any IES Internships program for any reason forfeits the possibility of any refund for used or unused expenses as well as the comprehensive fee.

Field Trips

IES Abroad organizes field trips to places of historical and cultural interest during the summer program. In the past, two-day trips have been organized to sites such as Naples, Capri, and the Amalfi Coast. SAMPLE field trips can be found below. The final trips will be announced a few weeks before the program start.

For internship students, any and all field trips offered by IES Abroad are optional and any additional cost associated with a field trip is the student's responsibility. Internship students will be able to participate on field trips as long as you work with your internship placement host to make up any missed hours.

You'll be able to preregister for the field trips in your MyIESabroad account at around the same time that you preregister for courses. You'll be notified by email with the Field Trip Preregistration Form is available online. By preregistering for a trip, you are confirming that the IES Abroad staff will make reservations on your behalf and you agree to pay the related cost. Any additional fees for field trips will be billed to your account. All Field Trip Preregistration Forms are considered on a first-
Field trip locations are subject to change. Final fees and trip durations are available on the IES Abroad Rome Costs page. IES Abroad students are prohibited from bringing guests on IES Abroad-sponsored field trips.

Rome Internship - Pompeii & the Amalfi Coast - Summer 2016

Known for limoncello and terraced gardens, the Amalfi Coast, a length of coastline following the Sorrentine Peninsula, is one of the most picturesque destinations in Italy. Trace Greek and Roman ruins from Sorrento to Paestum along this steep and glittering coast, a UNESCO World Heritage Site and a stunning landscape.

Check out some of what past Rome students have experiences on this trip and shared in their blog posts:

- "Amalfi Coast"
- "The Italian Coast"
- "Along the Amalfi Coast"

The trip will begin with a true Italian experience as you will learn about and taste typical, local wine and organic products at a farmhouse located on the slopes of Mount Vesuvius. Our group will then move on to the Amalfi Coast, a breathtaking coastline dotted with small picturesque villages and towns stacked precariously on steep, pale, rocky cliffs plunging sheer into the Mediterranean Sea. The group will travel along the Amalfi Coast with a guided visit of the towns of Sorrento, Positano and Amalfi—the birthplace of Italian navigation and a commercial center whose merchants dominated Mediterranean and Italian trade for centuries.
Rome Internship - Hidden Italy: Marche - Summer 2016

Come explore the beautiful Marche region, a part of Italy off the beaten track full of beautiful towns and breathtaking natural landscapes. The Marche region is in central Italy, borders the Adriatic Sea, and is referred to as "Italy's Gateway to the East."

The trip may include a visit to the Grotte di Frasassi, a system of caves featuring a room so large that Milan's Duomo could fit inside it, a crystallized lake and a "Grand Canyon." The group may then travel on to the town of Fabriano, one of two cities in Italy to have been designated as a UNESCO city for its tradition of craftsmanship. The group may stay overnight at the Abbadia di Fiastra, an abbey and its surrounding buildings situated within a nature reserve and may continue on to visit Villa Buonaccorsi, a 16th century villa, for a tour of the beautiful Italian gardens and a lunch of local products. The final stop of the trip may be to the factory where Lattanzi shoes are produced, where the owner of the company, who has opened stores in New York, Shanghai and other cities, will explain the importance of artisan craftsmanship in the shoe industry and take us through the process of making these handmade leather shoes. And of course, no trip about craftsmanship is complete without some true Italian shopping before heading back to Rome!

Trip Length: 2 days Trip fee: Additional costs apply, approximately 200 Euros.

- Fees for optional field trips cover transportation, accommodations, tours and entrance fees, and some meals.
- Field trip enrollment may incur a non-refundable charge which you must pay even if you do not attend the trip.
- All field trip locations are subject to change.
- You are prohibited from bringing guests on IES Abroad-sponsored field trips.
Health & Safety

Safety

Visit the State Department's Italy Information page here for detailed information about safety abroad:
http://travel.state.gov/content/passports/english/country/italy.html.

Health Insurance

Your health and safety abroad are our highest priority, therefore we require all students to be adequately covered by our prearranged comprehensive international student health insurance plan. Once you have confirmed your place on the program, we will automatically enroll you in the required Cultural Insurance Services International (CISI) international health insurance on your behalf. The mandatory insurance is included in your program cost and cannot be waived.

You will receive an insurance confirmation/registration email prior to departure. The insurance plan is intended to cover all IES Abroad participants while abroad, but certain limits apply. The plan is not intended to replace your existing plan.

More information about your insurance:

- After completing the online insurance registration, you can print your insurance cards and brochures.
- IES Abroad Center staff will provide you with information on local hospitals and doctors during orientation.
- Your coverage will begin on the first day of your program and expire on the last day of your program.
- On-site staff will provide additional information regarding the in-country health insurance plans during orientation.

Students studying in Auckland, Christchurch, Nagoya, Sydney, Istanbul, or Tokyo will be enrolled with the CISI Australia/New Zealand/Japan/Turkey plan (Policy #: GLM N04964998). Students attending programs at all other centers will be enrolled with the CISI standard plan (Policy #: GLM N04964986). This information can also be
Students studying for a semester or academic year in Australia, Ecuador, New Zealand, Turkey, or Japan will also be enrolled in mandatory in-country health insurance plans in addition to the CISI plan above. Detailed information about these in-country plans can be found in the IES Abroad Student Handbook. IES Abroad Center staff will provide additional information regarding the in-country health insurance plans during orientation.

The CISI standard plan policy number is GLM N04964986.

**Prescription Drugs**

If you plan on taking any type of medicine or prescription drug while abroad, we strongly advise you to consult with your physician prior to departure regarding any need for monitoring.

You may also consult with your doctor regarding on-site referrals, though the IES Abroad Center staff will have a list of physicians available for consultation as well.

It is important that you disclose any health conditions and note any medications on your IES Abroad Medical Report so that we can support you as best we can.

In addition:

- We recommend bringing enough medication to last the duration of your stay.
- If you plan to purchase a particular medication while abroad, you should make certain that it is available in country. If so, you will need to see a local physician to obtain a new prescription.
- Do not mail medicines or vitamins; they will be held up in customs, and a prescription from a local doctor must be shown to pick them up.
- Always carry prescription drugs in a drug store bottle with a label showing your name, the generic name, the dosage of the drug, and instructions for use.
Vaccinations

We recommend that you speak with your doctor and/or consult the Centers for Disease Control’s international travelers’ hotline to review up-to-date vaccination requirements for any region or country you select.

Contact the CDC at 800.232.4636 or visit www.cdc.gov.

Travel Safety

Cell Phones & TravelTracker™
Our longstanding commitment to student safety means we work very hard to establish and maintain avenues of communication and information tracking between students and staff.

We require you to have a cell phone during your time abroad to encourage and simplify communications with both the IES Abroad Center and your parents in the event of an emergency.

You will be required to provide your Center with your cell phone number and to keep your phone turned on and charged at all times for the duration of enrollment.

You are also required to submit an electronic independent travel itinerary through TravelTracker™ and/or a paper independent travel itinerary form to Center staff any time you are away overnight.

This information is vital in the event of an emergency and students need to be reached when their cell phones are not functioning.

Travel Tips
When planning travel during your time abroad, be sure to keep the following basic health and safety provisions in mind. We recommend that you:

- Travel with a companion whenever possible and avoid walking alone at night, even if you are familiar with the area.
- Stay alert, confident, and aware of your surroundings. Walk purposefully and make eye contact with people around you. Trust
your instincts.

- Use helmets, seat belts, life jackets, and other relevant safety devices.
- Always keep your door locked in any facility where you are staying.
- Investigate what emergency medical services are available in the region or country where you will be traveling.
- Choose safe, reliable transportation.
- Don’t rent or buy a motorized vehicle.
- Don’t swim after drinking alcohol.
- Pack a basic first aid kit.
- Leave jewelry and expensive watches at home.
- Carry money, tickets, and passport in body pouches; do not leave them in your hotel room or luggage.
- Carry photocopies of passport, credit cards, and airline tickets.
- Make sure luggage has identification inside and out.
- Keep luggage locked and securely stored.
- Be mindful when withdrawing money from an ATM when you are alone.
- Keep a low profile in public areas. Avoid displaying any object of value (jewelry, cameras, cell phones, electronic devices) that could attract the attention of bag snatchers and pickpockets.
- In addition, you must have your cell phone turned on and with you at all times so that you can be contacted in case of an emergency. You should also inform yourself of any unique situations in specific countries that might necessitate taking additional special precautions.
- When traveling outside of your host country, in addition to leaving an itinerary with your Center, we encourage you to register with the U.S. Embassies/Consulates (or the Embassy/Consulate of the country whose passport you are carrying) in each of the countries you are visiting. In the event of an emergency, disaster or crisis in a country you are visiting, local consular officials will be better able to locate you if you register with them in advance. It is especially important for you to register if you are visiting a country “that is experiencing civil unrest, has an unstable political climate, or is undergoing a natural disaster, such as an earthquake or a hurricane.” As you make travel plans, you can easily register online at step.state.gov/step. Consular registration information is kept private and is not released to anyone without required permissions.
Daily Life

This section of your Predeparture Information delves into what daily life will be like for you in your host city.

This section will answer questions like:

- How will I communicate with my family and friends back home?
- What's the feel of the city and what are the best ways to meet locals?
- How diverse is my host city and how can my needs be accommodated?
- What are some of the expectations of me as an IES Internships student?

Be sure to read through this entire section of your Predeparture Information so you feel as prepared as possible when you first step foot in your host city!

Center

Center Overview

Situated in the heart of Rome along the Tiber River across from the Castel Sant’ Angelo, the IES Abroad Rome Center is a newly renovated 1920s-era building within walking distance of the Piazza Navona, the Pantheon, and the Vatican.

Features include:

- Multi-media academic facilities
- Auditoriums used for conferences and guest lectures
- Rooftop terrace with city views
- High-speed Internet and wireless printer access
- Comfortable student lounge

Library

The IES Abroad Reading Room is open from 9:30 a.m. to 5:30 p.m.
Monday through Thursday and Friday from 9:30 am to 3:30 pm. The Reading Room houses a small collection of readings that are required or recommended for IES Abroad courses. A limited number of computers are available for research purposes. The IES Abroad Center also has a wireless Internet connection and online research database access.

IES Abroad students have access to the university libraries in Rome as well as several American-style libraries. Libraries in Italy rarely open their stacks. Rather than browsing through rows of books, students determine the needed title, fill out a form, and wait in line for a clerk to bring the book. This system tends to make research more time consuming than in American libraries.

Dott. Gianni Ponti
Center Director

Dott. Ponti is an archaeologist specialized in Imperial Roman architecture. After earning a BA in Classics from the University of North Carolina at Chapel Hill, Dott. Ponti obtained a Laurea in archaeology from the University of Rome. He has worked on a number of archaeological excavations in the Mediterranean, including Troy, Aphrodisias and Leptis Magna. His studies and research focus on the use of marble in Roman construction, the ancient marble trade, quarrying and carving techniques. Dott. Ponti has worked on a number of excavations in Rome, including the Palatine Hill and the Imperial Fora. He has done research for the Department of Antiquities on a number of conservation projects including the Ara Pacis, the Column of Trajan and the Arch of Constantine. He is currently directing an excavation at the Villa of Maxentius on the Via Appia, as well as conducting architectural studies at Leptis Magna, Libya, with the Università di Rome Tre. Dott.
Ponti has taught at the Istituto Centrale del Restauro of the Department of Antiquities and is currently Archaeology Advisor of the American Academy in Rome. He has been teaching archaeology courses at IES Abroad Rome since 2004.

Staff

IES Abroad Rome Staff

Simona Di Giustino  
*Academic & Internship Coordinator*

Valeria De Mori  
*Academic Assistant and Moodle Project Manager*

Loredana De Santis  
*Administrative Assistant*

Arianna Gaffi  
*Student Services & Housing Coordinator*

Silvana Sodini  
*Health & Safety Advisor*

Luisa Taffara  
*Center Manager & Administrator*

Communications

Keeping in Touch Online

Internet-based communication is an easy and free way to maintain contact with family and friends back home and abroad. Check out:

- Skype for free internet-based audio and video calling and messaging
• Viber for audio calling and messaging
• Whatsapp for messaging
• Google Hangouts for audio and video calling and messaging

Even if you purchase a basic cell phone if abroad, you can use your smartphone’s Internet-based communications when you are connected to WiFi.

Be sure to check with your cellular provider to ensure that you may access the Internet on your phone without incurring mobile data costs. You’ll probably want to set your phone to Airplane Mode or turn Mobile Data OFF.

Keep in mind that high bandwidth services like Skype may not function as expected in areas with slow Internet connections.

Laptops

We strongly encourage you to bring your laptop computer to access the Internet and to complete coursework. Don’t forget to insure it!

Technical Support
Our on-site staff is not trained to offer technical support for personal laptops or to assist with hardware or software malfunctions or incompatibilities, though we will be able to direct you to local resources.

We cannot guarantee or support Internet in your housing, but Internet access is available at the IES Abroad Center and we will help you find convenient places that do provide Internet.

Data Usage
We do our best to maintain enough bandwidth for everyone at the Center to complete their academic work. We thank you in advance for limiting your internet data usage while at the Center and your housing, especially in regards to downloading non-academic files such as movies and music since this type of usage compromises the ability of other students to complete their online academic work. If you have questions about appropriate internet usage, the Center staff will gladly assist you.
Internet Access

The IES Abroad Rome Center is equipped with Wi-Fi. The Reading Room is open Monday through Thursday 9:30 a.m. to 5:30 p.m. and Fridays from 9:30 am to 3:30 p.m. and has some computers for research purposes, printing capabilities, and a photocopy machine for student use at a nominal cost. IES Abroad students also have limited access to university computer labs and can take advantage of the city’s Internet cafés.

As IES Abroad Rome does not have an expansive student computer lab; you are required to bring your laptop computer with you to Rome. You should insure it against damage, loss, and theft before arriving in Rome. The Rome Center provides student lockers where you can store your laptop during class or while you’re on a field study.

Internet access is available in the reading room and student lounge, as well as in IES Abroad housing, including homestays and student apartments. All students are required to bring a laptop. Lockers will be made available to students at the IES Abroad Rome Center so that they can store their laptops during class or field study activities. A limited number of computers will be available to students in the reading room for academic work.

You will need to purchase a wireless Internet access card if your laptop is not already equipped with one. Be aware that Italy is mostly a PC country and that Mac users may encounter some compatibility issues. IES Abroad does not offer technical support for personal laptops and cannot assist with hardware or software malfunctions or incompatibilities. More information will be provided, including locations, hours, and pricing, during your on-site orientation.

Email is the official way for the staff to contact you. You are, therefore, expected to regularly check the email account that you provide to the staff and be sure the spam filters do not block messages from IES Abroad.

Mail
All mail should be clearly addressed to you c/o IES Abroad Rome and sent to the IES Abroad Rome Center:

Your Name  
c/o IES Abroad Rome  
Lungotevere Tor di Nona, 7  
00186 Rome, Italy

Mailboxes will be assigned to each apartment or homestay at the IES Abroad Rome Center, which helps avoid complications that arise with mailbox keys at your residence and delivery of packages, registered letters, and letters with postage due. For this reason, mail should never be sent to your housing placement.

Your first and last name should be clearly marked on all mail. Airmail from the U.S. to Italy usually takes one to two weeks. Special delivery airmail takes about 10 days. Sending mail or packages by private carrier is more expensive but more convenient and can take only two days if sent express. Where possible, we suggest that you have important documentation sent by private carrier (for example, FedEx.)

We strongly encourage you not to ship excess baggage; you will likely encounter delays due to customs clearance. If you must ship baggage, you must wait until you have arrived in Rome to have items sent to you. The most inexpensive way of getting these items to Europe is to ship them in sturdy cardboard boxes through the post office. Surface mail takes 2 to 4 weeks. We recommend that each box's weight be no more than what one person can reasonably carry since you will likely have to transport your packages to your residence alone.

It is best to mark all contents as “USED” and indicate "Value = $0" when shipping packages and filling out the customs forms. Otherwise, you will have to clear everything with the Italian customs agency. Be careful when declaring the value of packages; Italian duty officers will charge 30% or more of the declared value before releasing the package to you! IES Abroad is not responsible for customs fees on items shipped. Do not have medications mailed to you, including contacts or eyeglasses, by friends or family, they will be stopped in customs due to regulations by the Italian Ministry of Health.

IES Abroad is not responsible for returning packages and/or correspondence to you or to the sender if mail arrives for you after you have departed your IES Abroad program. Please notify friends/family to factor in shipping time as well as your program departure date to ensure
that mail does not arrive for you after you have departed.

**Customs**


**Shipping Precautions**

- Shipping can be very expensive.
- Packages aren’t guaranteed to arrive, and IES Abroad cannot influence local custom rules.
- As fun as it may be to get packages from home, be prepared for potentially restrictive foreign customs and long delays.
- If friends and family want to send you packages, we recommend they use online retailers that deliver to your host city. For example, Teleflora and FTD both have international flower delivery options.
- If someone sends you a personal care package from the U.S. or elsewhere, they should indicate that the contents are “used personal items” and give them a low customs value to reduce the risk of high customs fees, though fees are always possible and often unpredictable.
- Most students find it’s easier to take everything they’ll need for their term with them, or plan to buy items they need while on the program.

**Items Often Seized by Customs**

We do not recommend shipping the following items because they are often seized by customs:

- Prescription items, including medications, glasses, and contact lenses
- Toiletries
- Electronics, including parts and accessories
- Homemade food items

**Mailing Replacement Credit/Debit/ATM Cards**
• Replacement credit/debit/ATM cards should be sent in a flat envelope delivered by a private carrier like FedEx or DHL.
• Do not include a replacement credit/debit/ATM card in a care package with other items. We don’t recommend one carrier over another—as long as the envelope is sent with a tracking number, the delivery should occur without significant problems or delays, though you may have to pay a customs fee.

Life in your City

City and Culture

Rome is arguably one of the most beautiful cities in the world. The city’s famed seven hills offer sweeping vistas of the city. The Tiber (Tevere), Rome’s famous river, offers romantic promenades and this Italian hub has been an important city for close to 2,500 years. The city’s long history is visible on many of its streets and by-ways and is a modern, vibrant city, the seat of the Italian government, and a popular location for international meetings. As an important cultural and artistic center today, Rome has a wealth of cultural treasures.

• Take a tour around the cultural sites in Rome with this interactive map of Rome. Just look for the Castel St. Angelo and the IES Abroad Rome Center is right across the river!

At the heart of Italy, Rome was also featured in the New York Times video series, "36 Hours." Check out this video for a peek at life in this classic city!

Numerous distinguished art museums, historic churches and basilicas, and ancient monuments are found throughout the city along with many options for cinema, theater, music, and dance. Rome’s location is also ideal for those who wish to get to know Italy. It is a hub for trains leading to all major Italian cities and regions, and the city is close to Mediterranean beaches and the scenic mountains of central Italy.

IES Abroad bloggers Elisabeth Hawthorne and Killian Gilvary describe daily life in Rome and the details they love most about the city in their blog posts:

• "We Are All Pilgrims Who Seek Italy" (video blog)
Intercultural Competence

What you gain on your program will likely go beyond friendships, travel savvy, and academic achievement.

A global internship also provides you the unique opportunity to develop intercultural competence, the set of skills required to work and communicate successfully and appropriately with people from other cultures.

Here are a few ways you can develop intercultural competence.

- Be aware of your own cultural orientation and how it impacts your experience of and behavior in your new surroundings.
- Pay attention to the people in your host city, and try to recognize how their cultures impact their behaviors, communication styles, and reactions.
- As you get to know people in your new environment, ask them about behaviors and language that are appropriate in various situations.

Gaining intercultural knowledge and skills can help you to solve everyday problems more easily, to develop a deeper understanding and appreciation for your experience while you’re there, and to interact with
diverse groups of people after you return home.

**Culture Shock**
As you know by now, this experience is extremely rewarding, but it can also be emotionally, psychologically, and even physically challenging. To help you navigate your experience, it may be helpful to familiarize yourself with the stages of culture shock that you may experience and reverse culture shock that you may experience after your return home as seen here: www.iesabroad.org/study-abroad/alumni/re-entry

**CORE**
Developing intercultural competence is not always easy, but we are here to support you! After you arrive, IES Abroad staff will help you to set appropriate goals for intercultural learning through our Comprehensive Orientation and Re-Entry Experience (CORE), which starts during on-site orientation. Take advantage of CORE to debrief the experiences you have in your new environment, and to learn from our staff and from other students about ways to engage the cultures that you encounter.

**Meeting the Locals**
Making friends in the local community is often a main priority for students. It’s not always easy to meet people, especially people your own age—doing so will likely require initiative on your part and also courage and perseverance. Never hesitate to ask the staff at the Center for guidance—they will be glad to help you!

Think about how you get involved at your home campus and seek out opportunities to do something similar while abroad—this is just one ways you might meet people.

The first step to meeting local students is to remain flexible and try not to make face-value judgments. You will most likely have to take the first step in meeting Italians at the local universities, as they may not approach you. You must be willing to take risks and overcome shyness. Students who have succeeded in meeting Italians in the past did so at cafés, at outside universities and through extracurricular activities and clubs.

Here are some examples of how previous students got involved in the local community:
- Ask the ISCs what events they are going to attend. Tag along!
- Take a sport or dance class.
- Join a faith community.
- Attend a local club or society that aligns with your interests.
- Participate in a community music group.

Where to find or research opportunities for involvement:

- Ask the Center Staff
- Ask an Ambassador (past participant)
- Ask students at the local university
- Go to the club/society fair on the local university campus
- Online research

**Public Transportation**

Rome’s public transportation system, called the ATAC (Agenzia per la Mobilità del Comune di Roma), consists of three metro lines and an extensive bus network. Due to the limited underground transportation options, you will find that traveling by bus may be the easiest option. Please remember that, like any big city, Rome has problems with traffic and smog. Commuting is a part of daily life in Rome, and by commuting to and from your housing placement, you will experience life as a Roman.

The ATAC monthly pass is relatively inexpensive and gives access to all forms of public transportation. Bus tickets cannot be purchased onboard a bus and must be bought in advance. Tickets are available at newsstands, subway stations, and Tabaccherie, all-purpose stores that also sell stamps and cigarettes and which are easily recognized by the large “T” sign outside. The price for one bus/metro ticket is €1.50. Regulators travel the buses and trains and issue fines to anyone who has not purchased and/or stamped a ticket. For more information, consult www.atac.roma.it.

The average cost of a monthly public transportation pass is €35.

**Italian Trains**

Train travel in Italy is inexpensive because it is heavily subsidized. If you are going on a long trip, a first class ticket is sometimes not too expensive and ensures a seat (some trains are so crowded that you have to stand). You may also buy a reservation (prenotazione) for a second class seat on rapid trains (EuroStar Italia) or a sleeping car. This
must be purchased at the train station in advance.

Currency

The Italian monetary unit is the euro (€). Consult the European Commission website for more information on the euro and related topics. To check current exchange rates, consult the business section of a large newspaper or www.xe.com.

Handling Money Abroad

Before departing for Italy, you should exchange between U.S. $200 and U.S. $300 into Euros in order to cover incidental expenses during your first few days in Italy. Euros can be purchased at large U.S. banks, American Express offices, and at most international airports in the U.S. and abroad.

We do not recommend opening a bank account in Italy, even for academic-year students. The amount of documentation and fees required to open an account is not worth the trouble. Unlike the U.S., Italy does not have a centralized banking system, and all banks do not perform all functions.

It is essential that you and your parents realize that financial responsibilities above and beyond those outlined in the Form of Agreement and Waiver are your responsibility, and that IES Abroad's general policy is not to provide students with personal loans. However, in case of emergencies (e.g., accidents, hospitalization) we can make cash advances or payments on your behalf. The Center staff is also glad to provide financial counseling or advice.

Do not send checks, cash, or endorsed traveler’s checks through the mail.

During your time abroad, you should plan to obtain local currency primarily using an ATM card linked to your home bank account. In case of an emergency, however, you should have more than one way to access funds. The following guidelines will help you plan for financial
management abroad.

**Chip & Pin System**
European banks, ATMs, and credit card reads operate on the chip & pin system where credit card machines read a small microchip embedded in a credit card, along with a PIN number, to complete a purchase. We recommend bringing a chip & PIN card with you. You can read more about this type of card on the U.S. News & World Report website. You can ask your bank to provide you with a credit card that contains a microchip for the European system. Otherwise, you can generally withdrawal cash from an ATM with a standard American credit or debit card.

**ATM (Best option!)**
When accessing a bank account through an ATM card, we recommend the following:

- Before departing for Italy, notify your bank that you will be using the card for an extended period of time abroad, and inquire about usage fees and any special procedures that may be necessary to use your card abroad;
- If obtaining a new card, test your PIN number before departing;
- Give a family member access to the account in case of access problems abroad;
- Make sure the card is linked to a checking rather than a savings account; and
- Bring a duplicate card in case the card gets damaged, lost, or stolen.

**Credit Card**
You may also make purchases and obtain cash advances using a credit card. VISA and MasterCard are the two credit cards most widely accepted internationally. Keep in mind the following in terms of using credit cards abroad:

- Before departing for Italy, notify your bank that you will be using your card for an extended period of time abroad, and inquire about any additional fees that may be associated with using your card abroad;
- Although accepted in many places, credit cards are not used as frequently in other countries as they are in the U.S.;
- Arrange for someone at home to pay your monthly balance; and
- Using your credit card for a cash advance generally requires you to pay a finance charge and interest on the amount you
withdrawal, making a cash advance costly.

Please note: The first thing you should do if your ATM or credit cards are lost or stolen is to block others from being able to use them. Contact the card providers before you leave your home country to obtain the telephone numbers to call from abroad in case of lost or stolen cards. These numbers should not be kept in your wallet together with the cards.

**Emergency Funds: Western Union**

In worst case scenarios, Western Union offers a money transfer service. For the Western Union location nearest to your home in the U.S., call 800.325.6000, or check their website. Refer to Western Union’s website for locations in Italy.

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### Estimated on-site expenses

<table>
<thead>
<tr>
<th><strong>Food &amp; Drink</strong></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Groceries per week, if you cook every meal at home</td>
<td>€50-100</td>
</tr>
<tr>
<td>Breakfast pastry</td>
<td>€2.50</td>
</tr>
<tr>
<td>Lunch at a cafe or sandwich shop</td>
<td>€5-20</td>
</tr>
<tr>
<td>Dinner at a restaurant</td>
<td>€15-35</td>
</tr>
<tr>
<td>Soft drink</td>
<td>€3</td>
</tr>
<tr>
<td>Coffee</td>
<td>€1</td>
</tr>
<tr>
<td>Meal at a university dining facility</td>
<td>€3-7</td>
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<thead>
<tr>
<th><strong>Housing</strong></th>
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<tbody>
<tr>
<td>Linens (if not included in housing option)</td>
<td>€15-35</td>
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<tr>
<th><strong>Personal Necessity</strong></th>
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<tbody>
<tr>
<td>Toiletries per week</td>
<td>€7</td>
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<tr>
<th><strong>Social Activity &amp; Entertainment</strong></th>
<th></th>
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<tbody>
<tr>
<td>Movie</td>
<td>€8.50</td>
</tr>
<tr>
<td>Theater performance</td>
<td>€20-40</td>
</tr>
<tr>
<td>Museum entry fee</td>
<td>€7-15</td>
</tr>
<tr>
<td>Fitness club membership per week</td>
<td>€25</td>
</tr>
<tr>
<td>Dance club cover charge</td>
<td>€15</td>
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<tr>
<th><strong>Communication</strong></th>
<th></th>
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<tbody>
<tr>
<td>Internet use at a cyber café per hour</td>
<td>€5</td>
</tr>
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</tr>
<tr>
<td>Pre-paid International calling card</td>
<td>€10</td>
</tr>
<tr>
<td><strong>Transportation</strong></td>
<td></td>
</tr>
<tr>
<td>Monthly public transportation pass</td>
<td>€35</td>
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**Sports & Fitness**

Sports facilities are not as common in Europe as in the United States. Workout clubs/gyms are available in Rome but tend to be expensive and facilities tend to be smaller than in the U.S. The staff will provide recommendations during orientation. Past students have also visited a number of locations in the city where you can walk, jog, rent bikes, and play soccer.

Rome has a large number of professional teams for all sports. The IES Abroad staff can suggest when and where to buy tickets for various events.

**Diversity**

**Initiative to Diversify Education Abroad (IDEA)**

Our Initiative to Diversify Education Abroad (IDEA) strives to make studying abroad a learning experience accessible to all students, creating a student body that reflects the diversity of both the U.S. and U.S. college students.

We define a diverse student as someone who identifies as a racial/ethnic minority, first-generation college student, economically needy, LGBTQ, and/or is a student who has demonstrated a history of overcoming adversity (a physical or learning disability, for example). We hope the information here will answer some of the questions or concerns you might have.
If you have any questions or concerns, please feel free to contact our Diversity Director at 800.995.2300 or diversitydirector@iesabroad.org.

We are here to help you have the most enriching experience possible.

**Diversity Abroad**

There are few places where most of the population comes from one national, religious, or ethnic group. At IES Abroad, our faculty, staff, and programs are committed to recognizing and acquainting students with the diversity that exists within Italy. IES Abroad students are continually provided with opportunities to explore the cultural richness of their host environment and to learn about the economic, social and political status of local populations.

**Minority Students**

Students considered racial and ethnic minorities in the U.S. will still likely be part of a minority population in Italy. According to CIA’s World Fact Book, several backgrounds comprise today’s contemporary Italian population. These include Italians of German, French, Albanian, and Greek descent.

Italy, however, has an increasing immigrant population. According to Cultural Policies and Trends in Europe research, Italy is now devising strategies to address the influx and integration of its new immigrants, many of whom are from the Philippines, China, India, Tunisia, Morocco, Peru, Ecuador, and other Eastern European countries like Romania, Macedonia, and Serbia. Recently, there has been an overwhelming migration of Roma people, a group discriminated against because of their nomadic lifestyle and whose presence is associated with increased crime. IES Abroad staff can provide information on support groups and cultural or social organizations in local ethnic communities.

**Sexual Orientation & Gender Identity**

Italy as a country demonstrates mixed attitudes towards its LGBTQ population. In larger urban areas like Milan and Rome there is a visible and open LGBTQ and LGBTQ-friendly community. However, this may not be the case in smaller towns or regions.

Before leaving, it is important to reflect on the culturally-based ideas and definitions of sexual identity, and consider how your sexual orientation
and gender identity may affect your relationships with residents of your host country. Furthermore, IES Abroad staff can provide resources to LGBTQ students about support networks and events in your city.

**Religious Issues**  
Italy, while predominantly Catholic with a small, but visible, Jewish community, is also experiencing increasing growth among its Muslim population. All of these identities contribute to the religious mosaic that reflects Italy’s growing diversity. IES Abroad staff can assist you in finding an appropriate local place of worship.

**Physical Disabilities**  
Although Italy is not fully accessible, it does offer many accommodations for accessibility. Hotels, restaurants, and airlines can be made more accessible with advance notice. To a limited degree, public transportation is accessible as well. For more information about accessibility in Italy, please contact the Dean of Students Office.

**Student Conduct**

**Code of Student Responsibility**

The *IES Abroad Code of Student Responsibility* is based on the premise that our students are guests abroad. IES Abroad students are expected to abide by the customs of the country in which they are studying and are legally subject to the same laws that govern local students. Students who participate in IES Abroad programs are representatives of IES Abroad at all times for the duration of their enrollment. Any student who violates any policy outlined in the Code will be subject to administrative review and possible sanctions up to and including dismissal from the program. There are four parts to the *Code of Student Responsibility*: the Academic Integrity Code, the Academic Integrity Code Violation Review Process, the Student Code of Conduct, and Judicial Procedures. Systems for dealing with violations of these policies are outlined in detail in the online IES Abroad *Student Handbook*. It is in the best interest of all students to read and become familiar with these policies. The Code of Student Responsibility, the IT Policy, the Alcohol and Other Drug Policy, and the Student Sexual Harassment Policy can be found in your IES Abroad *Student Handbook*.

**IES Abroad Alcohol and Other Drug Policy**
The use of illegal drugs and the abuse of alcohol are seriously detrimental to one's health and well-being. IES Abroad allows for the consumption of alcohol, within reasonable limits, by students who are of legal age in their host countries. Students who choose to consume alcohol do so with the knowledge that they remain responsible for their actions at all times and are expected to drink responsibly. IES Abroad does not encourage the use of alcohol or condone any drinking patterns or behaviors that are detrimental to the health and welfare of the individual, IES Abroad, or the community. The possession, use, or distribution of any drugs that are considered by host country law to be illicit or illegal drugs or controlled substances is prohibited. Students are cautioned that ANY ALCOHOL OR OTHER DRUG INFRACTION WILL BE CONSIDERED A GRAVE VIOLATION OF POLICY AND WILL RESULT IN SERIOUS SANCTIONS THAT MAY INCLUDE DISMISSAL FROM THE PROGRAM. The complete Alcohol and Other Drug Policy can be found in the IES Abroad Student Handbook.
Contact Us

This section of your predeparture information gives detailed contact info for your IES Abroad Center and the IES Abroad Chicago office.

Chicago Contact Information

Who to Contact at IES Abroad
Your main contact at IES Internships before your program begins is your Program Advisor. You can reach your advisor at:

- internships@IESabroad.org
- 800.995.2300 or 312.944.1750

For questions about disability accommodations or medical concerns, contact the Dean of Students office at:

- studentaffairs2@IESabroad.org
- 800.995.2300 or 312.944.1750

Email application documents for IES Abroad scholarships to:

- scholarships@IESabroad.org

Chicago Office Hours
8:30 a.m.-4:30 p.m. U.S. Central Time, Monday-Friday

Chicago Office Address
IES Abroad
33 W. Monroe St., Suite 2300
Chicago, IL 60603 USA

Fax Number
312.944.1448

After-Hours Emergency Numbers
If you have an emergency before you depart for the program, call 800.766.7793 or 817.871.4100 to reach a Program Advisor at home. This number should also be used to report flight delays before you arrive in your host city.
If an emergency occurs after you arrive in your host city, your family can call 800.953.0171 or 812.355.3099 to reach a Program Dean at home.

**Center Contact Information**

**Center Address**
Lungotevere Tor di Nona, 7
00186 Rome, Italy

**Center Phone Number**

<table>
<thead>
<tr>
<th>Calling from the U.S.</th>
<th>(011.39) 06.68.82.91</th>
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<tbody>
<tr>
<td>From outside of Italy</td>
<td>39.06.68.82.91</td>
</tr>
<tr>
<td>From Italy</td>
<td>06.68.82.91</td>
</tr>
</tbody>
</table>

**Center Fax Number**
From U.S.: 011.39.06.6880.8874

**Center Hours**
9:30 a.m.-5:30 p.m. (Central European Time) Monday–Thursday
9:30 a.m.-3:30 p.m. Friday

**Center Emergency Contacts**

This is a personal cell phone number and should be used in cases of emergency only. Keep in mind the time difference between the U.S. and Italy.