

C.V. Starr~Middlebury School in Italy

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Sede opens Sept. 1, 2008 [Fall Term]
Monday-Thursday: Morning: 9:00-13:00, Afternoon: 14:00-18:00
Friday: Morning: 9:00-13:00, Afternoon: 14:00-16:00

Sede opens January 12, 2009 [Spring Term]
Monday-Thursday: Morning: 9:00-13:00, Afternoon: 14:00-18:00
Friday: Morning: 9:00-13:00, Afternoon: 14:00-16:00

International Programs and Off-Campus Study

Sunderland Language Center
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Please note that information in this Handbook is subject to change.

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Welcome to Italy, and welcome to the *Sede Giugni* in **Florence** located in the historical Palazzo Giugni, on Via degli Alfani. Middlebury 's *Sede* or main offices are located in a Renaissance building designed by Bartolomeo Ammannati, the celebrated 16th century architect and sculptor. Palazzo Giugni is situated in a neighborhood that might be considered the heart of the University of Florence. The neighborhood is full of small cafés, shops, and services essential to university life such as copy centers and internet points. The area is bustling with students and is vibrant and vivacious. Here you will find authentic Italian student life.

Florence is a special place, rich in history and in cultural opportunities. You are strongly encouraged to take full advantage of the museums, galleries, theater, music, lectures, and the many exhibitions that are offered each year. Participating as much as possible in the activities of this cosmopolitan city will greatly enhance your overall Italian experience.

The student who chooses to study for either an academic year or a semester abroad in **Ferrara** will discover a charming university town filled with history and culture. The greatest advantage of studying in Ferrara is that students are directly enrolled in the University; thus immersed immediately into *Ferrarese* daily life.

Along with its benefits, however, life in Italy can present challenges. It requires independence, maturity, and a sense of humor that will enable you to accept the inevitable difficulties and frustrations that go along with living in a different culture. For example, be prepared to change some of your study habits since libraries in Italy have limited hours and generally close by 6 or 7 p.m., and to adjust to an environment that will seem less structured and efficient than the one you are used to.

The School in Italy staff will make every effort to help you get settled in Italy and will advise and assist you with any problems you might have during the course of the program. Ultimately, however, it will be up to you to make the most of your experience abroad.

We hope that you will find this year in Italy, and your studies at the School in Italy, to be stimulating, enjoyable and very worthwhile.

Rosa Cuda

Associate Professor and Director, C.V. Starr-Middlebury School in Italy

PRE~DEPARTURE

APPROXIMATE PROGRAM COSTS

The following is an estimate of program costs for full and semester students as of March 2008. Please remember that Middlebury College only bills you for the tuition portion (and the \$1,050 per semester study abroad fee for Middlebury College students); the remaining expenses will be out-of-pocket. Amounts that you will pay in the U.S. are given in dollars; expenses you will incur while in Italy are given in Euro. Figures may vary depending on individual lifestyles and situations. Please note that the “personal” figure covers only some basic necessities and is not intended to include students’ discretionary spending (e.g. travel through Europe). For financial aid budgeting purposes, the exchange rate is 1€ = \$1.50. Fluctuating exchange rates make advanced planning of costs challenging. We advise that you overestimate your costs to accommodate these fluctuations.

<u>*Full Year</u>	<u>Florence</u>	<u>Ferrara</u>
Tuition	\$17,900	\$17,900
Room/Board	€ 9,100	€ 7,100
Books/Supplies	€ 330	€ 330
Personal	€ 3,300	€ 3,300
Travel from NY	\$1,200	\$1,200
Residency Permit	\$ 260	\$ 260
Study Abroad Fee (Midd only)	\$2,100	\$2,100
Approximate Total	~\$40,555	~\$37,555

<u>*One Semester</u>	<u>Florence</u>	<u>Ferrara</u>
Tuition	\$8,950	\$8,950
Room/Board	€ 4,550	€ 3,550
Books/Supplies	€ 165	€ 165
Personal	€ 1,650	€ 1,650
Travel from NY	\$1,200	\$1,200
Residency Permit	\$185	\$ 185
Study Abroad Fee (Midd Only)	\$1,050	\$1,050
Approximate Total	~\$20,933	~\$19,433

*Middlebury College will bill for the **bolded** figures only. All others will be paid out-of-pocket by the student.

EXPENSES

Keep in mind that the amount of money you spend ultimately depends on the lifestyle you choose. Remember to budget extra if you are planning to travel before or after your program. Travel during the course of the semester is not recommended and not always possible due to course schedules and make-up classes. However, train travel and the appearance of low cost airlines like RyanAir and EasyJet have kept traveling relatively inexpensive and attractive to students. Be aware however that the cost of these trips can add up quickly.

If you are a big spender in the U.S., bringing more money would be a good idea. Students who plan on regularly sampling the nightlife of their cities should budget extra money for taxis to take them safely home as buses usually stop running by 1 am. See Appendix D for a sample budget worksheet.

STUDENT VISA/UNIV. REGISTRATION

A student visa gives you permission to study in Italy and is required of all students (unless you have an EU passport). Middlebury College will apply for your student visa on your behalf through the Italian Consulate of Boston. As a study abroad program provider, we can follow an abbreviated application process which currently requires the following items:

1. Visa application form completed and signed (must be double-sided)
2. One (1) passport-sized photo
3. Passport valid six months beyond the projected last day of stay in Italy [+ 1 copy of the identification and signature pages] Non-U.S. citizens must provide a copy of their green card, or I-20 and F-1 visa. **Please be certain your passport is signed.** If you will not have your passport before our deadline, please let International Programs and Off-Campus Study know immediately.

4. Flight itinerary showing your name, the exact dates of entry and exit from Italy. The full city names must be listed on your itinerary (not just airport codes). Your itinerary must also indicate the border of entry into Italy (i.e., the city in Italy where you are arriving first) [+ 1 copy] One-way tickets are not acceptable.

Additionally, Middlebury College will submit the materials on your behalf to the Boston Consulate to process your university registration for Italy (this applies to all students, even those with EU passports):

1. Al Magnifico Rettore
2. Attestato (must be typed)
3. Informazione Personale
4. Passport copy
5. Four (4) passport-sized photos, with your signature along the right-hand side (on your picture)

If you are unable to have Middlebury apply for your student visa, either because you have not renewed your passport in time or because you will need your passport to travel while we are processing your visa, let the Vermont office know **immediately**. We will provide you with a program enrollment letter that will be required as part of the regular student visa application. If choose to apply on your own for a visa, it will be your responsibility to gather all of the remaining materials and apply through the Italian Consulate with jurisdiction over your permanent residence.

EU Citizens

Students with EU (European Union) member passports do not need a student visa. They will be issued a *Carta di Soggiorno* (Residence Permit) after arrival in Italy. The School in Italy staff will assist with this process. EU citizens must supply the *Sede* with the affidavit of support (see Appendix A) and letter of support from the bank (see Appendix C) (both notarized), as well as proof of health insurance and registration at an Italian university through the Boston Consulate (*attestato consolare*).

Italian Citizens

A student with an Italian passport enrolled in the Middlebury College School in Italy program is required to obtain from the Italian consulate in the district of residence in the U.S. a certificate (**written in Italian with the seal of the consulate**) attesting to the student's Italian citizenship and his/her permanent residence/address in the United States. Upon arrival in Florence, this document must be given to the secretary at the *Sede*.

ITALIAN EMBASSIES AND CONSULATES IN THE U.S.

The following list is current to the best of our knowledge at the time of printing.

Washington, DC

For the States of Maryland (Montgomery and Prince George's Counties), Virginia (Arlington and Fairfax Counties only)

Italian Embassy
3000 Whitehaven Street, NW
Washington, DC 20008
Tel: (202) 612-4400
Fax: (202) 518-2154
www.ambwashingtondc.esteri.it
visti.washington@esteri.it

Boston

For the States of Maine, New Hampshire, Massachusetts, Rhode Island, and Vermont

Consulate General
600 Atlantic Avenue
Boston, MA 02210
Tel.: (617) 722-9204
Fax: (617) 722-9407
www.consbronston.esteri.it
visti.boston@esteri.it

Chicago

For the States of Illinois, Iowa, Minnesota, Missouri, North Dakota, South Dakota, Wisconsin, Colorado, Kansas, Nebraska, and Wyoming
500 North Michigan Avenue
Suite 1850
Chicago, IL 60611

Tel: (312) 467-1550/1/2
Fax: (312) 467-1335
www.conschiicago.esteri.it
visti.chicago@esteri.it

Detroit

For the States of Ohio, Michigan, Kentucky, Tennessee, and Indiana
535 Griswold- Buhl Building
Suite 1840
Detroit, MI 48226
Tel: (313) 963-8560 ext. 12
Fax: (313) 963-8180
www.consdetroit.esteri.it
visa.detroit@esteri.it

Houston

For the States of Arkansas, Louisiana, Texas, and Oklahoma
Italian Consulate General
1300 Post Oak Blvd., Suite 660
Houston, TX 77056
Tel: (713) 850-7520
Fax: (713) 850-9113
www.conshouston.esteri.it
visas.houston@esteri.it

Los Angeles

For the States of New Mexico, Nevada, and Arizona and the following counties of the State of California: San Luis Obispo, Kern, San Bernardino, Santa Barbara, Ventura, Los Angeles, Riverside, San Diego, Imperial Valley, and Orange
12400 Wilshire Blvd., Suite 300
Los Angeles, CA 90025
Tel: (310) 820-0622
Fax: (310) 820-0727
www.conslosangeles.esteri.it
visas@cglainfo

Miami

For the States of Alabama, Florida, Georgia, Mississippi, and South Carolina, as well as Puerto Rico and the U.S. and British Virgin Islands, the Bahamas, Cayman Islands, Turks and Caicos and the islands of Saba, St. Maarten and St. Eustatius
4000 Ponce de Leon, Suite 590

Coral Gables, FL 33146
Tel: (305) 374-6322
Fax: (305) 374-7945
www.consmiami.esteri.it
visa.miami@esteri.it

New York

For the States of New York, Connecticut, New Jersey (counties: Bergen, Essex, Hudson, Middlesex, Monmouth, Morris, Passaic, Sussex, Union, Warren), and Bermuda
690 Park Avenue
New York, NY 10065
Tel: (212) 439-8607
Fax: (212) 249-4945
www.consnewyork.esteri.it
visas.newyork@esteri.it

Philadelphia

For the States of Pennsylvania, Delaware, New Jersey (western part), Maryland (except Montgomery and Prince George Counties), Virginia (except for Arlington and Fairfax Counties), West Virginia, North Carolina
1026 Public Ledger Building
150 South Independence Mall West
Philadelphia, PA 19106
Tel:(215) 279-9566/9573
Fax:(215) 592-9808
www.consiladelfia.esteri.it
visti.filadelfia@esteri.it

San Francisco

For the States of Alaska, Idaho, Montana, Nevada, Utah, Oregon, California (except the counties under the jurisdiction of Los Angeles), Washington, Hawaii, American Territories of Samoa, Guam, the Marshall Islands, the Caroline Yap Islands, and the Marianna Islands
2590 Webster Street
San Francisco, CA 94115
Tel:(415) 931-4924
Fax: (415) 931-7205
www.conssanfrancisco.esteri.it
visti.sanfrancisco@esteri.it

REGISTERING WITH THE U.S. EMBASSY

In addition to securing a visa, all U.S. students are required advised to register themselves with the U.S. Embassy in France before departure from the U.S. In the event of an international, political, or family emergency, or in the event that a passport is lost or stolen, the U.S. Embassy will be much better able to assist registered students. Please visit the Department of State's website and follow the links to register:

<https://travelregistration.state.gov/ibrs/>

Registration is fast and costs nothing. Please print the confirmation page after you have registered; leave one copy at home and take one with you. Students of other nationalities should check to see if it is possible to register with their own embassy in Italy.

MEDICAL / ACCIDENT INSURANCE

All students must have U.S. medical insurance which covers you in Italy. Additionally, students are **required** to purchase a secondary health insurance policy once in Italy from an Italian government-sponsored insurance company (INA-ASSITALIA) to supplement their own U.S. policy. This is not in lieu of a primary insurance policy and cannot be substituted as such.

The cost of the policy is about €50 for six months or about €100 for one year. This insurance covers only hospital care in Italy, but will be convenient if you need urgent tests or surgery. ASSITALIA will cover 100% of emergency expenses. This insurance will not cover you when traveling outside of Italy.

Enrollment in the ASSITALIA insurance plan is done when you arrive in Italy. Information and forms for the postal money order (*Conto Corrente Postale*) payable to Account no. 71270003 in the name of INA-ASSITALIA, Agenzia Generale di Roma will be available from the staff of the School in Italy. As part of the visa application process you may have to sign an affidavit agreeing to purchase this insurance upon arrival in Italy.

For evacuation and repatriation insurance, we suggest that you purchase the ISIC card (International Student I.D. card) on-line through their website www.isic.org. At the time of this printing, they offered up to \$300,000 for evacuation (see website for terms restrictions). The card costs \$22 and can also be used to purchase discount airline tickets.

TRAVEL TO ITALY

TSA Regulations (formerly FAA)

The Transportation Security Administration regulates what items may be carried aboard aircrafts and these regulations are subject to change. Therefore, you should consult their website close to your date of departure:

www.tsa.gov/travelers/airtravel

N.B. Possessing certain items while going through security may result in fines of \$250 - \$1,500 or, in the case of firearms, may be considered a criminal offense.

Airline Luggage Regulations

Students should contact their airline to confirm exact luggage allowances. We strongly suggest you stick to these guidelines, or be prepared to pay excess baggage fees, which can be quite expensive. We also suggest that you consider insuring your luggage through a comprehensive travel insurance policy. For a list of providers please see:

www.insuremytrip.com

Travel Arrangements

Students are responsible for their own travel arrangements. We recommend using a student travel agency for flexibility and the best rates:

- www.studentuniverse.com
- www.statravel.com
- www.travelcuts.com

Please consult the School in Italy calendars on the web before planning your travel dates. We recommend that you arrive in Florence/Ferrara a few days before the start

of orientation in order to become familiar with and adjust to your surroundings.

We further recommend that your travel plans allow you to arrive during the daytime so you will be able to find your way around and visit stores, etc. if necessary.

It is especially important that you **not** plan your return to the United States or travel to another destination **before the date of the last scheduled final exam. Exam dates cannot be changed to accommodate students' travel plans. No exceptions will be made so please don't ask.**

IMPORTANT MATERIALS TO BRING ABROAD

- Schools Abroad General Handbook
- This Handbook**
- Passport/visa and supporting documents provided by the Consulate [+ 1 copy]
- Airline ticket/electronic ticket information [+ 1 copy]
- Letter from U.S. insurance company
- Extra passport photos
- Insurance claim forms
- Debit/Credit cards
- Certified copy of original birth certificate (in case your passport is lost or stolen)
- Medications in original containers and copies of prescriptions
- International Student Identity Card (www.isic.org)

GENERAL PACKING SUGGESTIONS

Plan carefully what to bring, keeping in mind that you will have to carry all of your own luggage while traveling. This means TRAVEL LIGHTLY. We cannot emphasize this strongly enough! Choose each item carefully and avoid duplication.

Consider what you will use for luggage. As you pack for the flight over, also keep in mind that when you travel you will be carrying this same luggage by yourself, sometimes over great distances or on crowded trains. Take things that are easy to manage and avoid over-packing. One rule of thumb is to pack your bags and

walk around the block with them three times; then re-pack.

Although most U.S. brands are sold in Italy, you may find them costly. If you cannot do without certain items or if you are not willing to experiment with local products, take a sufficient supply with you.

Clothing

Winter in Italy can be cold and damp, and has a penetrating chill. The weather in Ferrara can also be quite foggy. Heating in Italy is not always adequate, so you will need warm woolen clothing, including a heavy winter coat or a down jacket. The best idea is to bring clothing that you can layer, so, as the seasons progress, you can dress accordingly.

Gifts

If you are planning to live with a host family, you may wish to present them with a token gift. Choose a gift that has some significance to you and is packable and light. Consider the following gifts:

- Books - with lots of photos
- CDs of current American music and your favorite songs/artists
- Small souvenirs of the U.S.: postcards, buttons, pins, stickers, stamps, small handicrafts
- Items representative of where you are from (e.g., maple syrup, saltwater taffy)

DON'T FORGET PHOTOS! Your friends will be interested in where you come from: your family, town, friends, and school. Take pictures that help explain parts of your life in the U.S.

Bed and Bath Linens

We **do not** recommend that you bring sheets, blankets, or pillows with you. They are too heavy and take up too much space in your luggage. These items are also costly to ship in advance and can be easily purchased once you arrive in Italy. If you are going to be living with a host family, sheets and blankets will be provided. You may want to consider bringing one hand towel and one bath towel with you, which should suffice until you determine whether you will need to purchase more. In Ferrara,

sheets, blankets, and towels are rarely provided.

Electrical Appliances

The electrical current in Europe is 220 volts/50 cycles rather than the 110 volts/60 cycles found in the United States. You should make sure that any appliance you bring is 110/220 compatible. Transformers and adapter plugs are available in Italy, but it is best to buy them in the U.S. before you leave since American transformers are lighter and cost less.

Occasionally, even though a transformer is used, an appliance may not work properly. Because of this difficulty and because of their weight and bulk, you may want to leave most electrical appliances at home and buy those that you find absolutely necessary after you arrive in Italy. Some electrical appliances (e.g. hair dryers) can be bought inexpensively in Italy.

Computers

Students should be aware that **computer resources in Italy are more limited than in the U.S.** If you have your own laptop, and rely on it heavily, it is strongly recommended that you bring it with you, as the hours during which computers are available are limited. Look at your power cord to determine whether your laptop has dual voltage (110/220). Most, if not all, new models are equipped with self-setting transformers; printers may or may not be.

The *Sede* is equipped with several computers available for student use (one Mac and eleven PCs), wireless internet, and a laser printer (for academic use only). These resources are only available **during the *Sede* office hours** (see inside front cover).

The University of Ferrara provides computer access to students, but keep in mind that the student/computer ratio is much lower than you may be used to in the U.S. Wireless points are also being installed in certain areas of the university; consider bringing a laptop.

Toiletries

Toiletries are expensive throughout most of Italy, though readily available. If you are particular about brands, you may want to pack an appropriate supply of the articles you regularly use.

Prescriptions

If you are taking any medication that requires a prescription you should bring a full supply of what you will need during your entire stay in Italy with you on the plane. It is advisable to bring all the original prescription forms and/or a note from your doctor to avoid possible questioning. Mailing medicines across international borders is extremely complex, expensive, and often impossible. Prescription medicines should be left in their original containers. Please also note that in the event that a prescription must be replaced in Italy, you should have the **GENERIC NAME** of your medication on the prescription, in addition to the American 'brand' name.

If you are under a doctor's care for a specific condition, you may want to bring a copy of your medical history with you or sign a release form with your doctor in case your medical history needs to be sent to a doctor in Italy.

CUSTOMS

If you plan to bring any new, non-U.S.-made articles of value, such as cameras, MP3 players, computers, bicycles, or jewelry that are **LESS THAN 6 MONTHS OLD**, you should register them with U.S. Customs and Border Protection before departure (CBP Form 4457). Alternatively, you can carry your original sales receipts to prove that you purchased them in the U.S. This avoids your having to pay a duty upon your return. Customs regulations vary from country to country; there are usually limitations on liquor, cigarettes, and other goods.

INTERNATIONAL STUDENTS

International students should meet with the international student advising staff at your home institution as early as possible to discuss how study abroad may affect your international student status in the United States and the ways it may affect your future plans.

The U.S. Citizenship and Immigration Services (USCIS) require re-entry documents for some foreign nationals. If you are living in the U.S. but are a citizen of another country, check with the USCIS to determine the regulations that apply to you and be sure to obtain all necessary re-entry documents before you leave the United States.

ARRIVAL IN ITALY

HOW TO GET TO YOUR HOST CITY

Florence

Students studying in Florence should fly into Florence's small, but efficient, airport (FLR) or the next closest one in Pisa (PSA), about 40 miles away. Cabs from the Florence airport to the city center will cost around 20€ with extra charges added for each piece of luggage. There is also a bus service, *Volainbus*, from the airport to the Santa Maria Novella train station. The bus runs every ½ hour on the hour and the cost of a one-way ticket is €4.50: www.ataf.net

For students arriving at Pisa-Galilei airport, a train leaves from inside the airport and takes you all the way to Santa Maria Novella, the principal railway station of Florence (1 hour); the trip costs approximately €5.40. From the train station, take a taxi to your final destination. Note that a supplement is charged for each piece of luggage.

For more information please check the website of the airport you will be flying into:

Florence (FLR): www.aeroporto.firenze.it

Pisa (PSA): www.pisa-airport.com

Ferrara

The airport nearest to Ferrara is the G. Marconi Airport in Bologna (BLQ) about 30 miles away. Once you arrive at the airport, we suggest that you either take a taxi or AEROBUS shuttle service to the main train station (Bologna Centrale).

The Aerobus shuttle from the airport to the train station departs every 15-30 minutes (depending on the time of day) from 6:00 until 23:40. The ride is approx. 20 minutes long and costs €5. For more information, visit their website at: www.bologna.airport.it

A taxi from the airport to Bologna Centrale will also take about 20 minutes and will cost roughly €15. Note that a supplement is charged for each piece of luggage, and

other charges are added for night pick-ups at the airport.

From Bologna Centrale station, you can then take a train to Ferrara. The train ride from Bologna to Ferrara lasts approximately 30 minutes and costs up to €15 for a seat in second class.

From the train station, take a taxi to your final destination. Note that a supplement is charged for each piece of luggage.

TEMPORARY ACCOMMODATIONS

Florence

Students who have not pre-arranged housing should make hotel/hostel reservations for the first week. Because August and September are still peak tourist periods in Italy, it is VERY DIFFICULT to find rooms in reasonably-priced *pensioni* and hotels upon arrival. Therefore, please reserve a room in advance before you leave for Italy. Below is a list of hotels that students have used in the past.

Ostello Santa Monaca

Independent Youth Hostel
Via Santa Monaca, 6
50124 Florence
Tel: 055 239 6704, 055 268 338
www.ostello.it

Hotel Firenze

Piazza Donati, 4
50122 Florence
Tel. 055 214 203, 055 268 301
www.firenzehotel.org

Hotel Loggiato dei Serviti ***

Piazza Santissima Annunziata, 3
50100 Florence
Tel. 055 289 592
www.loggiatodeiservitihotel.it

Hotel Le Due Fontane ***

Piazza Santissima Annunziata, 14
50122 Florence
Tel. 055 210 185
www.leduefontane.it

If for some unforeseeable reason you are not able to make a reservation in advance of your arrival, the Hotel Information Service just outside the main railway station (Florence Santa Maria Novella - open 9:00-8:00pm; tel. 055 282 893) is very helpful in finding accommodations for a reasonable service charge. Please keep in mind that single rooms are hard to come by, and therefore we recommend that you travel with someone with whom you may wish to share a room.

Ferrara

Students who have not pre-arranged housing should make hotel/hostel reservations for the first week. You may find it beneficial to purchase *Let's Go Italy* www.lets-go.com or *The Lonely Planet Guide to Italy* www.lonelyplanet.com before you leave the U.S. These guidebooks provide information on good, inexpensive food and accommodations and are updated annually by the publishers.

Hotel San Girolamo dei Gesuati

Via Madama, 40/A
44100 Ferrara
Tel. 0532 207 448
www.sangirolamodeigesuati.com

Hotel De Prati

Via Padiglioni, 5
44100 Ferrara
Tel. 0532 241 905
www.hoteldeprati.com

Hotel Casa degli Artisti *

Via Vittoria, 66
44100 Ferrara
Tel. 0532 761 038

Estense City Hostel – Ostello della Gioventù

Corso Biagio Rossetti, 24
44100 Ferrara
Tel. 0532 201 158

ORIENTATION

Your first week in Italy will be dedicated to several **required** orientation meetings, during which practical help will be given to assist students in finding permanent accommodations and adjusting to the new environment. Students will also have a series of personal interviews with the Director, devoted primarily to academic matters.

Permit of Stay (*Permesso Di Soggiorno*)

Upon arrival in Italy, students must apply for a permit of stay. If local authorities permit it, the School in Italy will handle the process for you. If not, students will receive instructions on how to register themselves. This information will be available at the on-site orientation.

Regardless of who files the paperwork for a permit of stay, the following must be provided and should be brought to orientation meetings in country.

All students will need:

1. Documents issued by their Italian Consulate, duly stamped (see section: Student Visas) [**VERY IMPORTANT**]
2. Your passport and student visa
3. Four passport-sized photos
4. Italian Insurance (obligatory for all students), available from the School in Italy after your arrival. For more information see section: Medical and Accident Insurance
5. €74 to cover the cost of the *Permesso di Soggiorno*.

Students with an **Italian passport** are **not** required to apply for the *Permesso di Soggiorno*, but it is necessary to arrive in Italy with a certificate of residency in the U.S (see Student Visa section).

Students who remain in Italy without a Permit of Stay are in violation of Italian law, and the School in Italy is not responsible in this situation.

ACADEMIC & ADMINISTRATIVE MATTERS

ACADEMIC CALENDAR

Students should consult the calendar of the School in Italy (both for the Sede and the universities of Florence and Ferrara) on our website, as the dates may change after the publication of this handbook www.middlebury.edu/academics/sa/italy/calendar. Please keep in mind that dates may change even after your arrival in Italy.

Important: All students must remain in Italy until they have taken their final exams within the university's official exam period. Students who choose to leave before the exam period may forfeit credit for the entire semester. Students from universities other than Middlebury College should take careful note that the fall semester exam sessions in Florence typically end in mid-January while exams in Ferrara last until the end of January.

CREDIT

All Undergraduates

A student's workload must be approved by the Director of the School in Italy. *Students are not permitted to take lighter loads, nor will they receive additional credit for heavier loads.* Because an undergraduate student's home institution determines the number of credits awarded for work abroad, students are urged to consult with their advisers well ahead of time. Middlebury College considers a semester/academic year abroad equivalent to a semester/academic year in the United States.

Middlebury Undergraduates

Middlebury College students receive four units of credit for the fall or spring semesters, five units of credit for the fall/winter semester and nine units of credit for the academic year. Where J-term equivalency credit is awarded, reduced course loads result in the loss of this credit as well.

The duration of the program will vary by site. Mainstream courses at the University

of Florence *typically* end in late December, with exams usually being held from late December through mid-January. Fall semester Florence students whose exams officially end in December (usually only *Facoltà di Scienze Politiche*) will be permitted to return to Middlebury for J-term. Ferrara students' fall semester ends in late January while the spring term ends in late June. Exam dates at both universities are subject to change based on the individual academic department and course so **students must be prepared to stay into January.**

Depending on which semester a Middlebury undergraduate enrolls in the School in Italy, only a specific number of units will be accepted toward the Italian major. Please consult the general college catalog or department chair with any questions.

When registering for your classes abroad, the Italian Department wants you to keep the following in mind:

1) The Italian major consists of a body of courses whose content relates to Italian literature and culture. To consider courses for the major or minor, at least half of their content has to be directly related to Italian culture, broadly defined. Courses in Italian that do not follow this description will not receive Italian credit. For instance, a course like *Letteratura angloamericana*, although in Italian, will not count.

2) To get major credit for courses taken abroad, we suggest you bring the following information back with you as proof of the content of the course and the work you did for it:

- a) Course Information Sheet (completed abroad)
- b) Course syllabi
- c) Course work
- d) Any other material you think will be useful in determining the course content

3) Italian majors/minors should take an Italian literature course each semester they are abroad.

ITALIAN UNIVERSITY COURSES

Students in Ferrara will take all of their courses at the University of Ferrara, including a required Italian language course. Students in Florence will take a minimum of one course at the University of Florence and the rest at the *Sede*.

ITALIAN-STYLE EDUCATION

Studying in an academic culture different from their own allows students to develop new skills and new work methods. “In my fourth-year seminars and courses, I can tell when students have studied in Europe,” a Middlebury College professor said. “The European system teaches them to become more independent and self-directed, and greatly improves their intellectual curiosity.”

Enrolling in regular courses at an Italian university alongside Italian students offers a unique opportunity for deepening students’ intellectual and linguistic growth as well as providing additional opportunities for social immersion. Students enrolled in “mainstream” courses (regular university courses) are subject to both the privileges and restrictions established by the university administration.

Course Format

It is important to note that a course in an Italian university is usually a series of lectures, presentations or seminars designed to guide students in their study and preparation for a final oral examination. Lectures are meant to help students approach an immense body of knowledge from a more informed viewpoint. After taking detailed notes in class, it is up to the student to pursue their own further investigation of the subject matter. Good note-taking is absolutely crucial in the Italian system. Certain courses may also require a paper or a written exam in addition. A typical university course is made up of academic sections called *moduli*. Courses at the university entail classroom instruction and

independent preparation by the student of critical readings, texts, etc. assigned by the *docente*, who plays a very important part in the final exam. Students strive to follow the professor who leads them, but does not necessarily tell them where they are going. This may explain why syllabi and assignments are not organized as they are in the U.S.

Most courses meet either two or three times a week for 2 hours. Professors usually provide extensive bibliographies and expect students to work “judiciously”.

Academic Expectations

Professors will probably not distribute any handouts or syllabi for the course. **Students should not take this to mean that their professors do not expect them to work.** Professors assume that students will do large amounts of reading and research outside of class. In the Italian system, telling someone what and when to read is insulting to their intelligence as adults. Students must organize themselves to complete the bibliography handed out by the professor over the course of the semester. They are expected to read the material and be prepared to answer questions at the final exam on what was presented at the lectures, information found solely in the texts indicated by the professor or, a combination of both. Some students (Italian and foreign) choose to do the minimum. In the end, they can only blame themselves if they do not receive the grade they desire. **In both Florence and Ferrara, tutorials will be organized for University classes in order to help students prepare for the final exam. Students can decide whether to avail themselves of this extra support.**

The Italian university system has its own rhetoric and codes that students (including foreign students) should learn. It includes acquiring a new vocabulary, way of thinking, and style.

Most Italian professors understand that foreign students temporarily registered at the University will not have the same preparation and methodology of study as local students. Still, they expect that all

students make an effort to acquire the most from their class and to put in the time that is needed for the preparation of the final exam.

N.B. Students enrolling in a course/courses at the University of Florence course must first pass an oral examination administered by a professor from the university. Normally, the examination consists of a conversation on a variety of topics. This will take place during on-site orientation in Italy.

Florence

Single Semester Undergraduates

In the fall or spring semester, students enroll in a maximum of three courses at the *Sede*: language, literature, history, art history, social science, or cinema, as well as a minimum of one course from the regular course offerings at the University of Florence.

Full-Year Undergraduates

Each semester students enroll in a maximum of three courses at the *Sede*: language, literature, history, art history, social science, or cinema, as well as a minimum of one course from the regular course offerings at the University of Florence

Ferrara

Single Semester Undergraduates

Students arriving directly in Ferrara from the U.S. in either semester will be required to take a preparatory course organized by the School in Italy. Single semester undergraduates will enroll in three additional courses at the university for a total of four courses.

Full-Year Undergraduates

Students in the full-year undergraduate program normally take seven university courses for the academic year in Italy plus the preparatory course during their first semester for a total of eight courses.

The Italian University system is undergoing many reforms during this period; any new information regarding courses will be given at orientation.

GRADE EQUIVALENCY

Grades received at Italian universities will be evaluated by the Director of the School in Italy and converted to U.S. grades. The following is an **approximate** conversion table. This may be modified according to the course taken and the work required. The conversion takes into account the difficulties inherent in studying within a different university system. Due to the late reporting of grades by the individual universities, students should understand that they will not receive their grades until a few months after the end of the semester.

<u>Italy</u>	<u>U.S.</u>
30-30+	A
28 - 29	A-
27	B+
26	B
24 - 25	B-
22 - 23	C+
20 - 21	C
19	C-
18	D
0 - 17	F

LEARNING OUTSIDE THE CLASSROOM

Internships

Undergraduates in Florence have the opportunity to gain practical experience as part of their education in Italy. Through a ten-to-fifteen hour per week internship in a host organization, they will gain more in-depth experience and exposure to the host culture and work environment while enhancing and strengthening their language skills. This experience will also provide students with new knowledge and skills that may lead to greater opportunities in the future. Students will earn one course unit for the internship on a Pass/Fail basis. Students who seek a graded credit must arrange supervision by a Middlebury College professor in advance and submit a substantial academic project at the conclusion of the internship for a final grade.

Internships are not guaranteed for any participant. They are granted on a competitive basis and subject to the agreement of the school abroad and the prospective employer. Placements are dependent on availability, previous experience, qualifications, and the language ability of each student.

Students who agree to pursue internships are expected to follow through with their commitment until the end of the semester. Students who withdraw from a credit-bearing internship after the drop/add period will earn an "F" and will be ineligible to enroll in another course.

Volunteer Work

Volunteer work is not easy to find but is available to students staying in Italy. Students may have to take a short course before beginning any volunteer work.

Students should think hard before taking a volunteer job because it is necessary to maintain it for the time they are in Italy, and often the initial enthusiasm wanes after the first few weeks. Talk with the staff at the *Sede* for more information.

Museum Entrance Fees

The School in Italy will pay for museum visits taken as a group and field trips in conjunction with course work during the academic year. Students are responsible for these expenses when visiting museums independently. Museums in Florence and all over Italy cost between €5-12. Churches are often free, but those with important works of art may charge €2.60-5. Students enrolled in art history courses at the University of Florence may be eligible for a special card that allows free entrance to state-run museums.

LIVING IN ITALY

HOUSING

Students are responsible for choosing and paying for their own housing following the rules of the School in Italy. The School in Italy will assist students in finding housing, but students must realize that the process can be time consuming and requires patience. Remember that the universities of Florence and Ferrara do not provide autonomous campus centers as do American colleges and universities. You may find housing a considerable distance from both the *Sede* and/or the university buildings where you will be taking your courses.

Students will have the option of securing their housing a few months prior to arrival or searching for housing upon arrival. By pre-selecting housing, students alleviate the stress of searching for housing during the first weeks of the program. Students who choose to pre-select housing should expect to pay the equivalent of one or two month's rent in advance to reserve the housing. This deposit will be kept as security against damage or outstanding bills until you leave. This deposit may not be applied as payment for the first or last month's rent. Be prepared to pay the first month's rent upon your arrival. Note that rent is paid monthly at the beginning of the month.

While Middlebury is not contractually responsible for housing arrangements and does not have authority over any lodgings, students should be confident that they will find housing that suits their needs and means, particularly since the host families proposed by the School in Italy have been lodging our students for several years now.

If you choose to wait until you arrive in Italy to arrange your own housing, you will be given a map of your host city along with a list of accommodations not already selected (by our program students or those on other programs) and ideas on where to look for additional options. You should consider various options and several

different places before deciding where to live.

Before choosing any housing option, it is the student's responsibility to **READ ALL CONTRACTS CAREFULLY AND UNDERSTAND THE TERMS, CONDITIONS, AND "FINE PRINT"**. Middlebury does not have any authority to make agreements concerning lodging with Italian hosts and/or landlords; however, students should not hesitate to ask for assistance if something is unclear.

If you choose not to pre-select housing, we suggest you arrive early and have a lot of patience.

HOUSING OPTIONS

There are generally three types of housing arrangements in Italy: 1)home stays, 2)private student residence halls, or 3)apartments. N.B.: NOT ALL OPTIONS ARE AVAILABLE OR PERMISSIBLE FOR ALL STUDENTS AT ALL SITES. SEE "HOUSING POLICIES" SECTION FOR RULES.

(1) ITALIAN HOMES

There is no doubt that living in an Italian home can be a rewarding experience for a study abroad student who is willing to adapt to a different culture and lifestyle. The use of Italian in the home and contact with Italians in their daily routine are among the advantages of this experience. Nevertheless, students must be aware that their integration into the Italian home is gradual and that many things taken for granted in our own homes are often viewed from a different perspective in an Italian household. If the student wishes to feel like part of the household and have a more active participation in the Italian way of life, he/she should seriously consider having one meal (usually dinner) a day (*mezza pensione*) with them. Dinner then, becomes the time to enjoy a relaxed atmosphere and to better familiarize oneself with the Italian way of life and improve Italian language skills.

Although living with an Italian host may sound ideal, you should also be aware:

- privacy may be relatively limited;
- while a “home stay” may involve cultural exchange, it is also a **business agreement** in which each party has particular rules by which to abide;
- it is unlikely that a host will allow you to have overnight guests;
- utilities in Italy are costly; guests (even paying guests) should be careful to turn lights off when leaving a room, keep showers short and minimize hot water use. If you have phone privileges, keep calls short and to a minimum;
- kitchen privileges may or may not be granted;
- if you commit to a home stay, you are financially obligated for a minimum of two months’ rent. Breaking a verbal or written agreement will jeopardize future students’ ability to stay with these hosts. The School in Italy has developed special relationships with these families, who trust that our students will be responsible for fulfilling their obligations.

(2) APARTMENTS SHARED WITH ITALIANS

There are two main advantages to finding housing with Italian university students: you will be immersed in the language and Italian students usually pay less compared to students in the U.S. (although apartments are often not centrally located and are of lower standards), so you will be able to save money. However, there are difficulties in finding this kind of accommodation:

- Most Florentine and Ferrarese students still live with their families, and those from other towns and cities often arrange to live together far in advance. It is not always easy for Americans to break into Italian social circles and find housing with those students who do live in apartments;
- Because Italian students sometimes have to pay for the whole year (12 months’ rent), they tend to prefer persons who will stay (and pay) for the

months of June, July, and August. On the other hand, there are students in residence year-round who may be looking for roommates at anytime of year;

- Academic year students usually have a better chance of finding Italian students as roommates by either accepting a living situation for one semester and then moving in with Italian friends for second semester, or by arriving early and pursuing many apartment leads from the university or local papers; however, you may have difficulty changing housing mid-year without breaching an existing contract or alienating friends with whom prior agreements have been made.

(3) APARTMENTS SHARED WITH AMERICANS

For academic-year students **only** who wish to look for an apartment with other program participants, we suggest you arrange for your roommate(s) before you leave for Italy. You will be provided with a list of program participants well in advance. Having your roommates set gives you a built-in support network when you look at apartments and interview with your potential Italian roommates in that week-long period. Before choosing your accommodation, together you can set priorities and limits on price, location, and amenities (as outlined below) and narrow down the search.

For most of you, obtaining and maintaining an apartment are experiences you have not had before. It requires an initiative that, in most cases, has up to now been the responsibility of your parents, guardians, or college housing officials:

- Utilities are not usually included in the rent, and certain house repairs (leaking faucets, appliance malfunction, etc.) are expected to be paid for by the tenant. Students are advised to obtain in writing what responsibilities they have for making repairs to major appliances.
- **Tenants must conform to anti-terrorism laws** by informing the landlord of the number of people actually living in the apartment. (This includes friends and relatives staying for more than two or three days.)

HOUSING POLICIES

Failure to adhere to the housing policies will result in students being required to change their residence, even when it means that students will lose rental deposits or payments.

Florence

- *Single semester students MUST live with Italians and may NOT live solely with other Americans or on their own unless no other form of integrated housing is available, and then only with prior approval from the Director of the School in Italy.*
- *Academic year students may live with other program students. However, most academic year students tend to move during the fall or between semesters after they have found housing with Italians.*

1. Italian Homes: Although the number of Italian hosts willing to accept paying guests in their homes has notably diminished in recent years, Middlebury will do what it can to assist students in finding an appropriate arrangement. If you commit to a home, your financial obligation to your host equals at least one month's rent.

Many students prefer to pre-select a housing option before traveling to Italy. International Programs and Off-Campus Study will send a list of available housing options with descriptions in June (for Fall/Year students) and in late November (for Spring students). Students who wish to commit to one of these arrangements will be required to submit a deposit (equal to one month's rent) to the Housing Coordinator in Italy to hold the space. **When making a commitment prior to arrival in Italy, students must understand that they will be required to give at least one month's notice to the landlord/lady should they decide to move out. This means that a student is obligated to the host for at least one month's rent in any and all cases.**

2. Apartments: While not ideal, living with other program students can be an option for students spending the academic year in Florence, since most eventually arrange to move out and share with Italians. This option is NOT available to single-semester students unless no other form of integrated housing is available, and then only with prior approval from the Director of the School in Italy.

In the last few years, finding an apartment in Florence has become much easier because landlords frequently prefer to rent to foreign tenants. Indeed, rental prices for housing for temporary residents may be raised as the market allows, while for Italian citizens certain rent-control laws are still in effect. As a result, there is a good selection of apartments available to foreigners, with competitive rents for an important international center such as Florence. Current prices are comparable to those of accommodations in most U.S. cities. Keep in mind that prices are higher near the much-favored downtown area.

All things considered, sharing an apartment with a program participant can be the most economical housing solution within the limitations of program requirements. Simply put, learning Italian is not a passive enterprise but an active and social one, requiring involvement on your part in both real life and academic situations. Living with program participants need not erode your ability and desire to speak only Italian. Students have agreed to speak only Italian, and when they need the support of friends, the possibility of speaking English when necessary has been welcome.

Ferrara

1. Dormitory: Depending on the semester, private dormitory spaces may be available for students enrolled in the School in Italy. Students will be notified of availability closer to the start of the semester.
2. Apartments: Rental prices for housing for temporary residents may be raised as the market allows. Current prices are comparable to those of accommodations in smaller U.S. cities. One must also bear in mind that prices are higher near the much-favored downtown areas. All things considered, sharing an apartment can be the most economical housing solution given the program requirements.
3. Italian Homes: As a relatively new program, School in Italy students in Ferrara have not yet had the opportunity to experience life with Italian host families. We are always searching for this option and will try our best to accommodate students who may be interested.

DEPOSITS

In renting an apartment, or other lodging, it is common practice for the landlord to request a security deposit for up to three months' rent in advance. This deposit may be used to cover any damage incurred during your stay or to reimburse the landlord or host in the case of your leaving prior to the termination of the lease or date agreed upon. Italian hosts also expect that the first month's rent will be paid upon arrival. Therefore, we strongly urge that all students come with enough money to meet all their expenses at the beginning of their stay in Italy.

LIVING EXPENSES

Please consult the estimated expenses at the front of this handbook for the financial aid figures relating to living costs in Italy. Additionally, a sample budget worksheet is provided in the appendix for students who need help developing a budget. The following costs are a breakdown of estimated living expenses.

Florence

Pensione/Hotel: A double room with bath will cost an average of €80 per day. If breakfast is not included in the price of your room, you will find it cheaper and better at any local bar. Please remember that if one sits down at a bar, the bill immediately doubles.

Furnished apartments shared with Italians per month:

- €500/600 single room
- €50 electricity, gas, heating, water
- €350 groceries [students enrolled at the University of Florence can eat at the cafeteria (*mensa*) for approximately €3/meal]
- €360 miscellaneous
- **€1,260 total est. monthly costs**

Italian Home stay costs per month:

1. €500/600 – Room (no meals included)
2. €850/900 – Room, breakfast plus one full meal per day (*mezza pensione*)

Ferrara

Furnished apartments shared with Italians per month:

- €250/300 single room
- €50 electricity, gas, heating, water
- €350 groceries
- €360 miscellaneous
- **€1,010 total est. monthly costs**

RESOURCES FOR FINDING HOUSING

Florence

- *Sede* - After your arrival, a listing of available housing will be posted (those options that were not taken in the pre-selection round and/or newly found).
- *La Pulce* - magazine available at any newspaper stand Monday, Wednesday, and Friday.
- *La Facoltà di Lettere*, Piazza Brunelleschi – Italian student ads posted on bulletin boards

Ferrara

- School in Italy staff - Upon arriving in Ferrara, students will be put in touch with the Housing Coordinator who will aid in finding housing. Keep in mind there is no *Sede* in Ferrara; therefore, all necessary information will be given during the orientation.
- Bulletin Boards at the various faculties: this is the method most Italian university students adopt in order to find lodging. Students who are seeking roommates will post announcements stating the type of accommodation that is available, the price, and the location.
- *Il Fè* – local classified newspaper, issued bi-weekly, available at any newsstand (specify that you would like the issue on housing rentals) or see: www.ilfe.it
- Former students have recommended using the Internet to search for accommodation in Ferrara; *appartamenti studenti Ferrara*.

Real Estate Agencies

There are real estate agencies you can hire to assist you in finding apartments in Florence and Ferrara. If you choose to use an agency:

- Find out the agency's commission (from 7% of the total rent up).
- Read and understand the contract provided by the agency and the contract for the apartment. If you have any questions bring it to the Director or staff before signing.
- Make sure you understand the policy regarding the deposits.
- Inquire as to exactly what services are offered by the agency, which may act as a sort of intermediary between the client and the landlord.
- Students who have studied in Ferrara suggest using Nuovo Mondo or Bussola agencies.

ON~SITE MONEY MATTERS

CURRENCY EXCHANGE

At the time this handbook went to press the exchange rate was €1.00=\$1.50. However, the exchange rate may fluctuate between now and when you arrive in Italy. The easiest way to know the current exchange rate is to check on this website:
www.xe.com

MONEY AND BANKING

You should make arrangements for your travel funds early. For your initial expenses, you should have immediate access to approximately €1,500/2,000. This will cover your first month's rent, book purchases, personal expenditures, as well as allow for unanticipated expenses. We also advise you to change \$200 into Euros before arrival or at the airport. ATM machines are readily available at airports and around town but check with your bank for information on transaction fees before leaving.

Nowadays a **credit/debit card** is probably the most reliable method for changing money in Italy. Visa and Mastercard, along with traveler's checks, are also a reliable way of handling money and both forms give you the opportunity to change money as you need it.

Students should be aware that it is difficult to cash personal checks in Italy (except traveler's checks), especially for large sums of money.

You may choose to open a checking account in Euros or in USD (dollars) in one of several banks in Florence or Ferrara. You will receive information about banking during orientation week. When at the bank, ask for detailed information about costs and service charges. A letter of introduction from the School in Italy and a copy of your financial guarantee (see the **Student Visa** section) are needed to verify your enrollment in the program. **All banks require a *Codice Fiscale* (Fiscal Code) which can be easily obtained at the Ufficio**

Imposte Dirette at Via S. Caterina d'Alessandria, 23 in Florence or at Via Cassoli, 56 in Ferrara.

At the end of your stay in Italy, **remember to close your account** if you opened one. You should be certain to follow the bank's procedures, which involve not using your account several days prior to the official closing of the account. Violation of these procedures will jeopardize the possibility for future students to open accounts. In addition, if you do not close your account, the next time you return to Italy, you may find you owe the bank for their services in your absence.

Some Italian banks discourage USD accounts by requiring a substantial initial deposit, a minimum balance, and a letter of introduction from your bank in the United States. The Banca Toscana (Piazza della Signoria, 22/R) offers special conditions to students enrolled in the School in Italy in Florence.

If you choose to open an account in Italy, you can arrange to have money transferred directly from your bank in the U.S. You will be asked the account number and routing number of your home bank (found at the bottom of a personal check next to the account number). It takes approximately five business days (depending on your bank) for a transfer to clear. Of course, there is a service charge. For those students who plan to receive money orders, we recommend that they have them sent via Federal Express, which takes about two working days. The American Express office in Florence also accepts wires transfers.

Every bank in Italy has an ATM that can be used to obtain cash advances in *euros* from credit card accounts or to withdraw money directly from American banks connected to Cirrus, Plus, or other networks. Past Florence students have pointed out the convenience of an American Express Card. With this card, a student can cash checks

against a checking account in the U.S. (in the student's name) at the American Express office in Florence or Bologna at a favorable exchange rate. If you plan to obtain cash in this manner, bring a sufficient number of checks. There is also an American Express ATM (of course, you should not carry your card and your personal identification number together). For more information, contact American Express.

Banking hours in Italy are normally 8:20 to 13:20, Monday through Friday. There is also an afternoon opening hour, which varies from bank to bank (usually from 14:45 to 15:45).

Florence

The following banks have handled accounts for School in Italy students in Florence:

American Express,
Via Dante Alighieri 14/r
Tel. 055 50 981

Banca Toscana
Agenzia no. 1
Piazza Signoria, 22/r
Tel. 055 216 906

Ferrara

The following banks can handle accounts for School in Italy students in Ferrara:

Banca Intesa
Corso Porta Reno, 44
Tel: 0532 294111

Banca Unicredit
Corso. Martiri Libertà, 51
Tel: 0532 218511

Banca Nazionale del Lavoro

Corso Porta Reno, 19
Tel: 0532 781611

EMERGENCY CASH

BEFORE you leave the U.S., you should discuss with family and friends a plan for getting more money during the program. Check Western Union details and service fees, credit cards, and ATM daily limits and availability.

CREDIT AND DEBIT CARDS

Throughout Italy and Europe it is possible to use credit and debit cards to get cash from a bank during business hours or from ATMs. Students should make sure their cards are valid for international cash advances and be certain to get the valid PIN (call all of your banks prior to leaving for Italy). Also check what the daily (and in some cases weekly) limit is for withdrawing funds, as well as the bank fee charged per withdrawal.

WORKING IN ITALY

It is usually very difficult for Americans to find a job in Italy, whether professional, clerical, skilled, unskilled, full- or part-time, primarily because there are more job-seekers than there are jobs. Furthermore, a non-European citizen may not work in Italy without a work visa, and ordinarily a work permit is not issued by the Italian government in any instance when a foreigner is seeking to fill a position for which Italian citizens are qualified and available. In view of this, **students are urged not to come to Italy with the hope of finding work.**

COMMUNICATION WITH HOME & FRIENDS

COMMUNICATION AND IMMERSION

Students who seek maximum immersion should note that regular communication with home can significantly hinder their language progress and their adjustment to the new culture. If your goal is maximum immersion, you should prepare your family and friends for the reality that you may be difficult to contact and that, even when possible, regular calling or e-mailing may interfere with your language acquisition. If something has gone wrong, your family will learn about it immediately. Otherwise, you can remind them that no news is good news.

An informal journal can be kept by recounting your activities in letters home and requesting that your friends and relatives keep the letters for you. You may want to number your letters so that all letters can be tracked, and the people receiving them will know when one has been delayed or lost.

Blogging can also be a great way of updating all of your friends and relatives at the same time while keeping a record of your experiences.

MAIL

For security reasons, the School in Italy cannot accept mail or packages addressed to students. Please have all of your mail sent to your personal address in Florence or Ferrara.

We recommend that any letters containing important information be sent by certified mail or by a courier service (e.g., Fed Ex, DHL). With the recent increase of internet sales and packages arriving from overseas, expect that a package will arrive in 15-30 days. There is no specific method to avoid paying Italian customs charges on packages sent from the U.S. It is important that the sender be accurate when describing the contents and their value. It cannot hurt to write the contents in Italian too. It is

unadvisable to write “gift” on the package as this may delay it at Italian customs. If a package arrives when you are not home, the mail carrier will leave a receipt for the package that you can then pick up at the post office. When you collect your package, remember to bring a passport or other form of identification, as well as money to cover the Italian customs tax that will be charged.

E~MAIL

Florence

Students have access to Internet and e-mail at the *Sede* when it is open. WiFi is also available. Florence has a large number of Internet cafes, many of which remain open until midnight every day of the week.

Ferrara

There are several computer labs at the University of Ferrara but they can be very crowded. There are various points throughout the university where students may have access to computers. This access is not as widespread as students are used to at their home institutions. The University of Ferrara has begun installing wireless connection points, so you should consider bringing a laptop. Ferrara has a small number of internet cafes.

TELEPHONE AND FAX

The telephone and fax at the *Sede* are for the use of the Director and staff only. Students may not receive telephone calls at the *Sede*, except in the case of an emergency. Many copy centers and Internet cafes have fax machines. Fax service is also available in the larger post offices.

As long-distance calling charges are rather costly, we caution students to be very careful in making long distance calls from telephones from which they receive bills; splitting telephone bills is not always easy. Disagreements on how to divide phone bills can generate serious friction among housemates. To reduce telephone bills, we

suggest that students and their families find a mutually-agreeable time during which your family will call you. Students who hope to use U.S. calling cards or international 800 numbers while in Italy should contact their U.S. phone company before they leave and receive detailed information about how to use their services in Italy. Calling card services are available through most major U.S. phone companies (AT&T, MCI, and Sprint).

The telephone directory lists tariffs, time differences, and emergency numbers such as the Police Department, Fire Department, etc. Supplements to the telephone directory called "*Tutto Città*" and "*Pagine gialle*" provide a wealth of information including maps of the bus lines, a complete list of street names, museums, restaurants, hospitals, etc.

Overseas calls can be made from any telephone booth (the country code for the U.S. is 001). However, there are several telephone centers in the city which offer privacy when making your call. It is possible to dial direct and the connections are generally excellent.

Local and long-distance calls within Italy may be made at phone booths and bars that display a sign with a red telephone. Instructions for telephone use are written clearly in English on the phone itself. Public phones also offer the convenience of using plastic *carte telefoniche* (magnetic telephone credit cards), which may be purchased at most *bar-tabacchi* and newsstands (*edicole*) There is a wide selection of companies that offer discounted pre-paid long distance calling cards, for sale in bars and at *edicole*, which may be used with both public and private phones.

These companies offer competitive rates for calling cards such as 250 minutes to the USA for €5 if calling from a landline or public phone.

CELL PHONES

The use of cell phones in Italy is common. The most widely used option is to "pay-as-you-go". It is the simplest and most economical for making and receiving cell phone calls while in Italy since you are always in control of how much you spend and you do not have to sign a contract or service agreement. Prepaid phone cards have a predetermined amount of call credit and can be easily recharged. There are three main cell phone companies: TIM, VODAFONE, and WIND. You should consider carefully which one best meets your needs before you commit to a plan. A basic cell phone will cost you about €100 and can be easily purchased in any of the many phone retailers in Italy.

PHOTOCOPYING

Florence

The School in Italy's photocopier is for office use only. Please note that any photocopying required for coursework is considered the responsibility of the student. The school photocopier cannot be used for such purposes. There are several *copisterie* located near the *Sede* where you can have photocopies made or make them yourself.

Ferrara

Throughout the city, and particularly within close proximity to the university, there are many *copisterie* that students can use to photocopy papers and lecture notes.

LOCAL INFORMATION

FLORENCE

Emergencies

Students will receive a card with *numeri utili* during the on-site orientation, which they should carry on their person at all times. In addition, students should memorize the following emergency numbers:

- 112 Carabinieri
- 113 Police
- 115 Fire Department
- 118 Medical Emergency

U.S. Consulate in Florence

Lungarno Vespucci, 38
50123 Firenze
Tel. 055 266 951

Hotels

The Hotel Information Service just outside the main railway station in Florence (Santa Maria Novella - open 9:00-20:00; tel. 055 282 893) is very helpful in finding accommodations for a reasonable service charge. Please keep in mind that single rooms are hard to come by, and therefore, we recommend that you travel with someone with whom you may wish to share a room.

Hospitals and Medical Services

Ospedale Santa Maria Nuova
Pronto soccorso
(The only emergency service in the center of Florence)
Piazza Santa Maria Nuova, 1
Tel. 055 27581

Ospedale Generale di Careggi
Pronto soccorso
Viale Pieraccini, 17
Tel. 055 794111

Ospedale Specializzato Regionale
Pronto soccorso
C.T.O. - Centro Traumatologico Ortopedico (Orthopedic surgery)
Largo P. Palagi, 1
Tel. 055 794 8077

Ospedale Generale Santa Maria
Annunziata/Ponte a Niccheri
Pronto soccorso
Via dell'Antella, 58, Antella (Firenze)
Tel. 055 24 961

Ospedale Generale Nuovo San Giovanni di Dio
Pronto soccorso
Via Torregalli, 1
Tel. 055 71 921

Ambulatorio della Misericordia
(specialized medical service – by appointment only)
Tel: 848 812221
Vicolo degli Adimari, 1
Viale dei Mille, 32
Via del Sansovino, 172

24 hour Medical Service in English

Via Lorenzo il Magnifico, 59
Tel. 055 475 411

Buses

The public bus system in Florence is called A.T.A.F. and has orange buses; it is convenient and efficient. You may find it crowded at rush hour. Service begins at 6:00 and continues uninterrupted until midnight. The main A.T.A.F. office is near the side entrance of the Santa Maria Novella train station. There you can find maps, specific routes of buses, and tickets, or you can also visit the web site: www.ataf.net. Tickets should be purchased in advance and can be obtained at most *bar-tabacchi*, at some newsstands, and automatic ticket machines. Bus drivers sell tickets for a fee of €2 (pay in exact change), but sometimes do not have any available. Be sure to carry extra tickets with you because you may find it difficult to purchase one after 19:30. Tickets must be validated upon boarding at one of the two validators located in the front and back of the bus. Bus passengers en route are periodically checked by A.T.A.F. *controllori*, and if you are **traveling without a ticket, or**

without having punched your ticket, you will be subject to a fine of up to €240.

There are several types of tickets available which reduce the normal fare:

1) A ticket valid for riding any bus in the city within a 70-minute period can be purchased for €1.20. A 24-hour ticket costs €5

2) The 4x70 ticket has 4-trip tickets at 70 minutes each for €4.50.

3) Monthly bus passes (€34) are available at the A.T.A.F. office in Piazza della Stazione (just outside the main railway station, open Mon - Fri from 7:15 - 13:15; and 13:45 - 19:45; Saturday from 7:15 - 13:15).

4) Student monthly bus passes (€23) are available to students under 26 who are enrolled at the University of Florence. Instructions on how to obtain one are available at the Sede.

5) The *Carta Agile* is an electronic card with a memory of 10 (€10) or 21 (€20) 70 minute tickets. It is convenient if you use the bus, but not every day. It expires 12 months after first validation.

The above rates are subject to change.

Tourist Information Offices

Azienda Promozione Turistica (A.P.T.)
Tel. 055 233 20, Fax 055 234 6286
apt@firenzeturismo.it
www.firenzeturismo.it

Firenze - Via Cavour, 1/r
Tel. 055 290 832
Mon-Sat 8:30-18:30;
Sun 8:30-13:30

Firenze – Piazza Stazione, 4/a
Tel. 055212245
Mon-Sat 8:30-19:00;
Sun 8:30-14:00

Firenze – Borgo Santa Croce, 29/r
Tel. 0552340444
Mon-Sat 9:00-19:00;
(Nov-Mar 9:00-17:00)
Sun 9:00-14:00

Student Point – via San Gallo, 25
Tel: 055 282770
Mon-Fri 9:00-14:00

Firenze – Aeorporto Vespucci
Via del Termine, 1
Tel. 055 315 874
Daily 8:30-20:30

Fiesole - Via Portigiani, 3/5
Tel. 055 598 720/055 597 8373

Informagiovani – Punto Giovani
Via degli Alfani, 54
Tel. 055 218 310
<http://portalegiovani.comune.fi.it/puntogio@comune.firenze.it>

Università Degli Studi di Firenze Facoltà di Lettere e Filosofia

Piazza Brunelleschi, 4 (main building)

- Lettere, Lingue, Letterature Straniere, Storia
- Main Library
- Dipartimenti di Linguistica, Scienze dell'Antichità, Studi sul Medioevo e il Rinascimento, Istituto di Lingue e Letterature Germaniche, Slave, Ugrofinniche
- Aule B, 4/b, Aula Magna, Anfiteatro, Quadrilatero, 3/b, Laboratorio Moda

Via degli Alfani, 56/b e 58

- Aule 1 - 23
- Aule di Storia dell'Arte

Via Gino Capponi, 7-9

- Dipartimento di Storia della Arti e dello Spettacolo
- Library

Via San Gallo, 10

- Dipartimenti di Storia e Studi Geografici, Istituto di Lingua Inglese e Nordamericana
- Aule
- Library

Piazza Savonarola, 1

- Dipartimento di Italianistica

Via Santa Reparata, 93-95

- Dipartimento di Lingue e Letterature Neolatine & Filologia Moderna
- Aule

Facoltà di Scienze Politiche “Cesare Alfieri”

Via Delle Pandette, 21

- Polo Scienze Sociali
- Library

Mensa Universitaria (Open Sept - July)

Via San Gallo, 25a

See the School in Italy staff for further information and hours.

Libraries

The small Sede library is open during regular Sede hours (see inside front cover). When checking out books (2500 volumes plus videos/DVDs) it is necessary to register the book into the new computerized catalogue system, which will be done by the administrative assistant. You can take out a maximum of five books for two weeks. You will also want to take advantage of Florence's many public libraries as well as the outstanding libraries at the University of Florence.

Biblioteca Comunale Centrale

Via Sant' Egidio, 21

Tel. 055 2616512

Hours: Mon-Wed-Thur 8:30-18:30

Tues-Fri 8:30-22:15

Saturday 8:30-13:30

Biblioteca Nazionale Centrale

(only for books that cannot be found elsewhere—requires introduction letter)

Piazza Cavalleggeri, 1

Tel. 055 24 919 280/055 249 191

Hours: Mon-Fri 8:15-19:00

Saturday 8:15-13:30

Biblioteca Marucelliana

Via Cavour, 43-45

Tel. 055 210 602 /055 216 243

Hours: Mon-Fri 8:30-19:00

Saturday 9:30-13:45

Gabinetto Scientifico Letterario G.P.

Viesusseux

Piazza Strozzi, 1

Tel. 055 288 342

Reading rooms open to the public

Hours: Mon-Wed-Fri 9:00-13:30

Tues-Thur 9:00-18:00

Saturday closed

There are many other smaller libraries in the center of the city. Information on libraries in general is available at the *Sede*. A letter of introduction from the *Sede* is usually requested.

Specialized Libraries

Harvard University - Berenson Library

Center for Renaissance Studies

Villa I Tatti

Via di Vincigliata, 26

Fiesole

Tel. 055 603 251

Hours: Mon-Fri 9:00-18:00

(A letter of introduction is required.)

Istituto Nazionale di Studi sul Rinascimento
(Art and History)

Piazza Strozzi, 1

Tel. 055 287 728

Hours: Mon-Fri 9:00-17:15

Istituto Olandese Universitario di Storia
dell'Arte

Viale Torricelli, 5

Tel. 055 221 612

Hours: Mon-Fri 9:00-13:00, 14:00-18:00

LOCAL INFORMATION

FERRARA

Students will receive a card with *numeri utili* during the on-site orientation, which they should carry on their person at all times. In addition, students should memorize the following emergency numbers:

- 112 Carabinieri
- 113 Police
- 115 Fire Department
- 118 Medical Emergency

Università Degli Studi di Ferrara

Contact Information

Giuseppina Antolini
Ufficio Relazioni Internazionali
Via Savonarola, 9
44100 Ferrara ITALY
Tel: (from the US) 011-39-0532-293200
Fax: (from the US) 011-39-0532-293203

Faculties

Facoltà di Architettura

Via Quartieri, 8
Tel: 0532 293600

Facoltà di Economia

Corso Ercole I D'Este, 44
Tel: 0532 455 006

Facoltà di Farmacia

Via Fossato di Mortara, 17/19
Tel: 0532 291265

Facoltà di Giurisprudenza

Corso Ercole I d'Este, 37
Tel: 0532 455 651

Facoltà di Lettere e Filosofia

Via Savonarola, 27
Tel. 0532 293 416

Facoltà di Ingegneria

Via Saragat, 1
Tel: 0532 974 800

Facoltà di Medicina e chirurgia

Via Fossato di Mortara, 66
Tel: 0532 455 545

Facoltà di Scienze matematiche, fisiche e naturali

Corso Ercole I d'Este, 32
Tel: 0532 293 79495

Libraries

Facoltà di Architettura

Via Quartieri, 8
Tel: 0532 293 628
Fax: 0532 761 241
E-mail baf@unife.it
www.unife.it/sba/biblioteche/archi

Facoltà di Lettere e Filosofia

Via Savonarola, 27
Tel: 0532 29 3417
Fax: 0532 20 3099
E-mail bfl@unife.it
www.unife.it/sba/biblioteche/lette

Facoltà di Economia

via Voltapaletto, 11
Tel: 0532 191 3458
E-mail rita.tognoli@economia.unife.it
www.unife.it/facolta/economia/

Dipartimento di Fisica

Polo Scientifico e Tecnologico - Edificio C
via Saragat, 1
Tel: 0532 974211
Fax: 0532 974210
www.fe.infn.it/

Facoltà di Giurisprudenza

Corso Ercole I d'Este, 37
Tel: 0532 29 1651
Fax: 0532 200 188
E-mail infogiur@unife.it
www.unife.it/sba/biblioteche/giuri

Dipartimento di Matematica

Via Machiavelli, 35
Tel: 0532 974047
E-mail biblio@dm.unife.it
www.unife.it/sba/biblioteche/mate

**Biblioteca del Dipartimento di Risorse
Naturali e Culturali**

Corso Ercole I d'Este, 32

Tel: 0532 293 712

E-mail: renzo.ferri@unife.it

**Biblioteca didattica di Medicina
Santa Maria della Consolazione**

Via Mortara, 94

Tel: 0532 291 336

E-mail biblio.didmed@unife.it

www.unife.it/sba/biblioteche/dmed

Biblioteca Santa Maria delle Grazie

Via Fossato di Mortara, 15/19

Tel: 0532 29 1301

Fax: 0532 29 1317

E-mail smg@unife.it

**Centro di documentazioni e studi sulle
Comunità europee**

Corso Ercole I d'Este, 44

Tel/Fax: 0532 29 1960

E-mail cde@economia.unife.it

<http://cde.economia.unife.it/>

Biblioteca Scientifico-Tecnologica

Via Saragat, 1

Tel: 0532 1912116

Fax: 0532 974854

E-mail biblioteca.st@unife.it

www.unife.it/sba/biblioteche/st

Public Libraries

Biblioteca Comunale Ariostea

Via delle Scienze, 17

Tel: 0532 418200

Biblioteca Comunale Giorgio Bassani

Via Grosoli, 42

Tel: 0532 797414

Istituto di Studi Rinascimentali

Via Boccaleone, 19

Tel: 0532 760002

Extracurricular Activities Information

Agenzia Informagiovani

via A. Lollo, 15

Tel: 0532 210408/211108

Fax: 0532 202488

E-mail informagiovani@comune.fe.it

www.informagiovani.fe.it

APPENDIX A:

Sample Affidavit of Support

I, the undersigned, _____, as mother/father of _____ will take full responsibility for my son/daughter's entire stay in Italy, as well as responsibility to cover any unforeseen expenses he/she may incur while studying in Italy from _____ to _____.

As proof of my ability to do so, I attach a copy of a bank letter.

Date _____

(Signature)

Io sottoscritto/a _____, assumo piena responsabilità per il mantenimento di mio figlio/mia figlia, _____, per il periodo del suo soggiorno in Italia.

(firma)

Notary Public Seal and Signature

[N.B. The above statement is essential in obtaining a student visa if you are applying on your own rather than through International Programs and Off-Campus Study (See section: Student Visas) and for EU citizens.]

APPENDIX B:

Sample Affidavit of Insurance

AFFIDAVIT OF INSURANCE
(must be completed by student)

I, _____

Born in _____ on _____

BEING FIRST DULY SWORN ON OATH, DEPOSE AND SAY:

That within 8 (eight) days of my arrival in Italy I will report to the local Police Headquarters (“Questura”) for the issuance of my Permit of Stay (“Permesso di Soggiorno), as required by the Italian Law of all foreigners residing in Italy for an extended period of time.

That prior to appearing at the “Questura” I will have purchased an Italian insurance policy, such as that issued by I.N.A Assitalia or comparable insurance carrier, conforming to Italian standards.

That the above mentioned insurance coverage will be effective for my entire stay in Italy and that I will be responsible for any other expense of this nature that I may incur in Italy.

Signature of the Notary Public

Signature of the Applicant

Seal of the Notary Public

APPENDIX C: Sample Letter from Bank

To whom it may concern:

We hereby certify that Mr./Ms. _____
resident of _____
has been a client of this institution since _____.
Mr./Ms. _____ has sufficient funds in his/her account to support
his/her son/daughter, _____, during this period that s/he will be
studying in Florence, Italy.

(Signature)

A chi di ragione:

Si certifica che il/la signor/a _____,
residente a _____,
è cliente di questa banca dal _____.
Il/la signor/a _____ ha in questa banca i fondi necessari
per il mantenimento del/della figlio/a, _____, durante il
periodo che questi/a trascorrerà a Firenze, Italia.

(firma)

[N.B. The above statement is essential in obtaining a student visa if you are applying on your own rather than through International Programs Off-Campus Study (See section: Student Visas) and for EU citizens.]

APPENDIX D:

Sample Monthly Budget Worksheet for Study Abroad Students

For many students, studying and living abroad will be the first time that you will be responsible for managing your own expenses. Creating a budget is a good way to keep your costs in check and to avoid “running out” of money at the end of your stay. Of course, individual circumstances vary greatly. Experience has shown that college students are not always familiar with managing and/or budgeting money. Please use the estimated costs at the front of this handbook (page 1) to help fill in the fields. **Not all of the items listed below are or will become costs to you. This is a sample exercise to get you thinking about your budget.**

Housing				
	Rent			
	Gas/Electricity			
	Water			
	Internet access			
	Land-line			
	Cell Phone			
			Total Housing	
Food				
	Groceries			
	Eating Out			
	Other			
			Total Food	
Personal Care				
	Toiletries			
	Cosmetics			
	Pharmacy			
	Doctor visits			
	Health Club			
	Other			
			Total Personal Care	
Transportation				
	Public transit pass			
	Bike maintenance			
	Train			
	Other (taxi)			
			Total transportation	

Clothing				
	New clothes			
	Dry Cleaning			
	Laundry			
			Total Clothing	
Entertainment				
	Movies			
	Entrance Fees			
	Personal Travel			
	Extra-curricular clubs			
			Total Entertainment	
Miscellaneous				
	Postage/ mailing			
	Souvenirs/ gifts			
	Books/ art supplies			
			Total Misc.	
University				
	Photocopies			
	Pens/ notebooks/ paper			
	Subsidized class trips			
			Total University	

Total Monthly Expenses

Start up costs: The following are start up costs that should be one-time expenditures:			
Kitchen supplies			
Bedding/towels			
residency permits			
Local insurance (renters', etc)			

FLORENCE
Academic Year 2008-2009

*N.B. Exam dates will not be changed to accommodate students' travel plans.
No exceptions will be made.*

Full Year Junior Program

First group meeting with students	September 8 (10:00 a.m.)
Orientation	September 8-12
Fall term classes begin (Sede)	September 15
Fall term final exams (Sede)	December 15-19
Fall term final exams end (<i>Scienze Politiche</i>)	December (exact date TBD)
Fall term final exams end (<i>Lettere e Filosofia</i>)	January 31
Christmas vacation	December 20 - January 9
Classes resume (Sede)	February 16
Classes resume (<i>Lettere e Filosofia</i>)	February (exact date TBD)
Classes resume (<i>Scienze Politiche</i>)	February (exact date TBD)
Spring term final exams (Sede)	May 25-29
Spring term final exams end (<i>Lettere e Filosofia</i>)	June 30
Spring term final exams end (<i>Scienze Politiche</i>)	June 30
End date of program	June 30

Fall Term Junior Program

First group meeting with students	September 8 (10:00 a.m.)
Orientation	September 8-12
Fall term classes begin (Sede)	September 15
Fall term final exams (Sede)	December 15-19
Fall term final exams end (<i>Scienze Politiche</i>)	December (exact date TBD)
Fall term final exams end (<i>Lettere e Filosofia</i>)	January 31

Spring Term Junior Program

First group meeting with students	February 9 (10:00am)
Orientation	February 9-13
Spring term classes begin (Sede)	February 16
Classes resume (<i>Lettere e Filosofia</i>)	February (exact date TBD)
Classes resume (<i>Scienze Politiche</i>)	February (exact date TBD)
Spring term final exams (Sede)	May 25-29
Spring term final exams end (<i>Lettere e Filosofia</i>)	June 30
Spring term final exams end (<i>Scienze Politiche</i>)	June 30
End date of program	June 30

Holidays

November 1	All Saints Day
November 27-28	Thanksgiving Holiday (Sede only)
December 8	<i>Immacolata Concezione</i>
December 25	Christmas Day
December 26	St. Stephens Day
January 1	New Year's Day
January 6	Epiphany
April 14	Easter Monday
April 25	Anniversary of the Liberation
May 1	Labor Day
June 2	Foundation of the Italian Republic
June 24	St. John's Day (Florence: Feast of the Patron Saint)

N.B. This calendar is subject to change

UNIVERSITY OF FERRARA
Academic Year 2008-2009

*Important: Exam dates will not be changed to accommodate students' travel plans.
No exceptions will be made.*

Full Year Junior Program

First group meeting with students	September 15 (10:00 am) (via Savonarola, 9— entrance)
Orientation	September 15 - 19
<i>Centro d'Ateneo Linguistico</i> begins	September 15
Fall University classes end	December 19
Fall University final exams end	January 30
Spring University classes begin	February 9
Spring University classes end	May 22
Spring University final exams end	June 30

Fall Term Junior Program

First group meeting with students	September 15 (10:00 am) (via Savonarola, 9— entrance)
Orientation	September 15 - 19
<i>Centro d'Ateneo Linguistico</i> begins	September 15
Fall University classes end	December 19
Fall University final exams end	January 30

Spring Term Junior Program

First group meeting with students	February 2 at 10:00 am (via Savonarola, 9— entrance)
Orientation	February 2 - 6
<i>Centro d'Ateneo Linguistico</i> begins	February 2
Spring University classes begin	February 9
Spring University classes end	May 22
Spring University final exams end	June 30

<u>National Holidays</u>		<u>University Holidays</u>	
November 1	<i>Ognissanti</i>	TBA	Inauguration of Academic Year
December 8	<i>Immacolata Concezione</i>	February 3	<i>Martedì Grasso</i>
December 25	Christmas Day	April 23	Feast of San Giorgio
December 26	St. Stephens Day	August 1-31	Summer closure
January 1	New Year's Day		
January 6	Epiphany		
April 14	Easter Monday		
April 25	Anniversary of the Liberation		
May 1	Labor Day		
June 2	Foundation of the Italian Republic		

N.B. This calendar is subject to change