WELCOME TO PROLAW®!

Master of Laws (LL.M.) in Rule of Law for Development / PROLAW®

FROM THE JOHN FELICE ROME CENTER, ITALY

Congratulations on your admission to the LL.M. program in Rule of Law for Development! I am very pleased to welcome you to the Loyola University Chicago School of Law and the John Felice Rome Centre on behalf of everyone. My name is Helena Lundgren Doyle, Associate Program Director for the PROLAW Program, and I work with Francesca Bruzzese, Program Assistant, to offer student services and to help make your stay in Rome memorable.

This letter will give you pertinent information to help you prepare for your trip and the start of the program.

1. DATES TO REMEMBER

Students are expected to arrive in Rome between September 10-11, 2014, to attend the orientation program on September 12, 2014. Do note that attendance is mandatory as the orientation program will contain crucial information for your academic studies as well as immigration registration procedures that are required by law. Final departures from Rome will take place on April 18/19, 2015. You may access the PROLAW academic calendar by clicking on this link. Please note that the finalization of your Master’s Thesis work will be undertaken after your departure from Italy through online communication with your supervisor. You are expected to submit your thesis by the end of July 31, 2015.

2. FINANCIAL AID

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

A. If you are a US citizen or applying from the US

If you need financial aid you must complete the Free Application for Federal Student Aid (FAFSA) form, following this link. After the form is submitted, Loyola will follow up with assistance. You may want to refer to Loyola's Financial Aid Checklist for additional information on getting started. Please see the LUC Financial Aid Office website for further details.
B. **Non-US applicants: Scholarships**

Admitted students are encouraged to actively seek financial support from external sources such as their home countries, philanthropic organizations and employers since Loyola University Chicago School of Law has limited funds for scholarships. PROLAW offers some full and partial scholarships to exceptionally qualified students, however, who are likely to excel in their studies, add to the diversity of our student body and who are likely to make a sustained impact on rule of law initiatives in developing countries through their work. Students should send an email hlundgrendoyle@luc.edu detailing their financial needs.

3. **VISA APPLICATION**

All international students will require a study visa for Italy unless you are an EU citizen, possessing a valid passport from that country. Failure to secure a study visa prior to your departure to Italy will mean dismissal from the Program. Please note that students applying for an Italian study visa must show sufficient funds for education and personal expenses for the duration of the stay in Italy before the university will issue the necessary immigration letter. Do start the visa application process as soon as possible. Note that most Italian consulates are closed for holiday in August, so you should aim to have your visa finalized by July 2014 at the latest.

**Italian study visa procedure:**

i. Please visit [The Italian Ministry of Foreign Affairs (MoFA) visa information website](http://www.vfsitalia.com) for the specific requirements and details of your country, including the location of your relevant Italian Consulate, the application form as well as a list of the supporting documents that are required for the application. On this site, you will need to enter the following information:
   a. your nationality
   b. your residence
   c. duration of stay: choose “over 90 days”
   d. reason for visit: choose: STUDY: Technical and professional instruction beyond the level of compulsory education”

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

iii. Book an appointment with your local consulate representative for the visa application. Do this as soon as possible because it can take a long time to receive an appointment. In addition, call the consulate to confirm which documents are required for the visa application.

iv. Prepare the supporting documentation, the required minimum documentation will be:

- a. visa application form (online form available on MOFA’s page or consulate’s own website)
- b. recent passport-style photo
- c. passport or travel document valid for at least three months after visa expiry date
- d. LUC admission letter
- e. LUC scholarship letter, if applicable
- f. LUC visa letter
- g. proof of sufficient funds to cover living expenses as well as tuition and fees. The Italian Ministry of Interior has set a standard amount for living costs of €27.89 per day plus a fixed cost of €206.58 for this purpose (see the Ministry of Interior [Directive 1.3.2000](http://www.legispru.it/isenze/iselva/isi500001500000.htm)). For the duration of the stay in Rome according to the PROLAW academic calendar [PROLAW Academic Calendar](http://www.prolaw.edu/prolaw/academic_cal/) the standard living costs will amount to about €6,500. Different consulates will have...
varied requirements for proof of these funds (e.g. bank statements, scholarship awards, etc.), so it is worth enquiring at your consulate before your appointment.

h. declaration of the funds necessary for repatriation, possibly to be demonstrated in the form of a return airline ticket
i. LUC/CISI insurance letter (see 4 below)
j. Call the consulate to enquire if further documentation is required

v. Send an e-mail confirmation to prolaw@luc.edu upon receipt of your visa.

Travel visas to other countries whilst studying in Rome
If you are planning to travel outside of Italy during your study period, you will not need a tourist visa for other Schengen area countries. For countries outside of the Schengen area, a tourist visa will be required that may be obtained from the local consulates in Rome.

4. HEALTH INSURANCE

All PROLAW students are required to have adequate health insurance coverage for their entire study period when arriving in Rome. You will need to include copies of your insurance policy with your visa application.

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

B. Non-EU citizens
   If you are a non-EU citizen, you will be required to purchase the mandatory LUC/CISI health insurance developed for Loyola’s study abroad programs. LUC/CISI is an international health and emergency services plan developed for the LUC community (students, faculty and staff) and the policy is available as a separate document to this bulletin. The insurance will provide coverage in Italy as well as for travel outside of Italy during the study period (with a limited coverage in your home country and the U.S., see policy for details). Note that the LUC/CISI insurance plan does not cover pre-existing conditions and that students are strongly advised to purchase additional insurance coverage for the potential treatment of pre-existing conditions during the duration of the program in Rome.

   Do not enroll online for the insurance since we will register you for the insurance for the 8 months in Rome and bill your LOCUS student account or scholarship grant, respectively ($336 for the eight months). You will receive a LUC/CISI Insurance letter from us to include in your visa application that certifies your coverage. As soon as you have booked your flight to Rome, we can issue your insurance card. Please send a copy of your flight booking to prolaw@luc.edu and you will receive in return your CISI ID card. Print, sign and keep it with you in a safe place.

5. IMMIGRATION AND BANK ACCOUNT

We use the services of a company called EduServices to help all non–EU students with the registration for the required Italian Permit to Stay. EU citizens are only required to register at their local municipality within 3 months of arrival.

If you are a non-EU citizen, you will be required to apply for a residence permit within eight days of arrival in Italy. You should start the process at once by registering and following all the instructions at this link. Do note that if for some reason you arrive much earlier or later than September 10-11, it is your responsibility to apply for the residence permit on your own.

EduServices will carry out the initial registration process during the orientation program. Please bring the following documents for this session:

- passport plus 1 copy of the passport photo page
1 copy of the Visa page from the passport
1 copy of the Loyola visa letter
1 copy of the CISI Card
4 passport photo size pictures in color

EduServices will also assist in the setup of an Italian student bank account, which you will receive on the first day of the orientation. Please register at this link here before arriving in Rome. There are no additional charges for the bank account.

6. BOOKING YOUR FLIGHTS

Loyola has no special student discount fares. All students are responsible for reserving and paying for their own flights.

7. HOUSING

PROLAW students will not be offered housing on campus, but will be free to select accommodation of their choice and personal budget. The area of Rome where the University is located is called Balduina and most PROLAW students prefer to live at one of the residences or rent a private room close to campus. Please refer to the PROLAW Housing Listing on www.luc.edu/prolaw/bulletin for a detailed list of available apartments/rooms and residences close to campus. Your Loyola visa letter will mention the address of the University as your lodging address in Rome, but that is only to facilitate the visa process in case you have not settled your accommodation before the visa appointment. **Do note that it is your own responsibility to book and pay for your housing, and that you must have either a hotel or an apartment booked upon your arrival in Rome – the John Felice Rome Center cannot accommodate you under any circumstances.**

8. REGISTERING FOR COURSES

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

Enrolling in classes at Loyola through LOCUS is very easy. On the bottom left-hand side of the LOCUS home page, you will find a Help Menu Box. There you will find easy to follow guides and videos for registering for classes. The term number for Fall 2014 is 1146, and the class numbers are 3439 (PLAW 101/Comparative and Ethical Lawyering for the Rule of Law) 3440 (PLAW 102/History, Theory and Practice of Law for Development) 3441 (PLAW 103/Theory and Practice of Needs Assessment in Rule of Law Advising) and 4020 (PLAW 250/Legal Research and Writing.)

9. ATTENDANCE POLICY

All classes and lectures scheduled are part of the PROLAW Program curriculum and oblige mandatory student attendance. This includes all course classes, visiting lectures (VLS series) and database/library sessions scheduled. The American Bar Association requires member schools to ensure regular and punctual attendance by students. In addition, the American law school model relies on class discussion and participation, whereby class attendance is paramount.

Students are therefore permitted one unexcused absence for each course for every regularly paced course taken each semester, and will be docked one full grade for each additional unexcused absence. In the case of the intensive full-day courses, students are not permitted any unexcused absences, and will be docked one full grade for each unexcused absence. Students should request approval for absence by e-mailing the instructor well in advance of the class. Failure to attend class regularly and punctually may be considered grounds for refusal to allow a student to continue in a class or to take an examination, which will result in a grade of “WF” (withdrawal failing) and possible dismissal from the program. Students are also expected to arrive punctually
and seated in the classroom at the time of the start of the class. Do note that being tardy twice for a course will count as one unexcused absence.

10. PAYMENT OF TUITION AND OTHER STUDENT FEES

The tuition for academic year 2014–2015 is US$38,070 (US$16,920 for the fall 2014 semester and US$21,150 for spring 2015). Courses are charged at US$1,410 per credit rate and the PROLAW program consists of 27 credits. Upon course registration, your LOCUS account will generate a bill. Your bill will be adjusted accordingly each semester to reflect any potential award received. For the fall semester, any potential tuition awards will be posted to your LOCUS account by the end of August. Please disregard tuition bill notices that you may have received or receive before these adjustments are made. Late payment fees will be waived should you receive them before tuition awards have been adjusted to your account.

In addition, all non-EU students will be charged non-tuition student fees of US$1,195. These fees include a development fee of US$158 per semester, a technology fee of US$115 per semester and an immigration fee (‘permesso di soggiorno’ fee) of US $313. EU students would not incur the immigration and CISI health insurance fees. The student fees will be billed to your LOCUS student account or scholarship grant, respectively.

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

11. DAY OF ARRIVAL

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

Upon arrival, you may need a trolley for your luggage. Please be aware that you will need a 1-euro coin to get one (there is a coin machine for Euro notes). From the airport you should take a taxi or train to your selected lodging. Taxis from the Leonardo da Vinci-Fiumicino Airport to Rome will cost about €45 with extra luggage charges (approx. US$60). To get to Balduina from Fiumicino you can take a bus to the Termini train station, which is also a metro stop. You will see by clicking on the link provided above that there are various different buses you can take—Terravision, SitBusShuttle and Atral are best, as they will bring you directly to Termini train and metro station. The ticket will cost you 4 euro for Terravision, 5 euro for SitBusShuttle and Atral. The buses generally leave every half hour but do check the website before arriving in Rome so that you can be sure you have current information. Once you get off the bus at Termini follow the red “M” signs in the station to get to the entrance of the metro stop. You can take the metro (take the red line—Rome has two lines, red and blue) and get off at Cipro, which is the stop in Balduina. Alternatively, you can take a train. You will have to buy your ticket before boarding and validate it at one of the yellow machines provided. Buy your ticket at the train station of Fiumicino for €8 (US$11) for Balduina. Take the FR1 train to Rome Trastevere and change to the FR3 towards Cesano or Viterbo. Get off at Balduina, but then you will need to walk with your luggage, unless you manage to find a bus or taxi. Further information is available at www.trenitalia.it (trains) and www.atac.roma.it (buses/metro).

We would recommend that you take advantage of our airport pick-up service which costs €50 (approx US$65). The driver will wait for you at arrivals hall’s Meeting Point, holding a sign with your name. Please pay the driver directly.

Please e-mail prolaw@luc.edu with the details of your arrival (airport terminal, arrival date and time and flight number). In addition, indicate in this e-mail if you would like to use our pick-up service.

12. NEW STUDENT ORIENTATION

The new student orientation will be held on campus on September 12 at 9:30 a.m. There will be a signboard at the reception informing you of the specific room. Please allow yourself plenty of time in case of traffic jams.
The program is mandatory and will include essential information about registering for your residence permit. Bus information is available at ATAC's website, which is also available in English.

13. SOCIAL MEDIA

Please take a moment to find us on Facebook, Twitter, or Linkedin, filled with interesting photos and details about this year of PROLAW.

Summary Checklist: Preparing for Your Arrival in Rome

If you have not already done, please confirm your attendance in the PROLAW program as soon as possible. To do so, please send an email to gradapp@luc.edu stating your intention to attend the program in September 2014.

Please note that you are responsible for arranging and paying, where relevant, for the following:

- Visa application: send an e-mail to prolaw@luc.edu confirming the address of your relevant Italian Consulate for your visa application. Send prolaw@luc.edu funding source documentation as required. Make an appointment with the Consulate and gather your visa application documents. Ensure that you have received the LUC admission letter, LUC visa support letter and LUC/CISI insurance letter.
- Register online with EduServices for the permit to stay and student bank account (links to be provided.)
- Confirm your health insurance plan to prolaw@luc.edu (CISI or other)
- Book your flights to Rome. Send an e-mail to prolaw@luc.edu confirming the arrival and departure details and if you want to use the airport pick-up service
- Book your accommodation in Rome
- Familiarize yourself with LOCUS and register for courses

If you have any questions, don’t hesitate to send an e-mail to prolaw@luc.edu.

We look forward to seeing you here in the Eternal City very soon.

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