WELCOME TO PROLAW!

FROM THE JOHN FELICE ROME CENTER, ITALY

Congratulations on your admission to the Master of Laws (LLM) or Master of Jurisprudence (MJ) in Rule of Law for Development – referred to as the PROLAW programs. 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 Director for the Institute and PROLAW programs. I work with Vanessa Caruso to offer student services and to help make your stay in Rome memorable. These guidelines have been drafted to facilitate the preparation of your forthcoming stay in Rome. In addition, do review the resources available for admitted students on our website.

1. ACADEMIC SCHEDULE

Students are expected to arrive in Rome by 9 September, 2017, to attend the program that starts on 10 September, 2018. Do note that attendance is mandatory as of the first day of the program as it will contain crucial information for your academic studies as well as immigration registration procedures that are required by law.

The key dates for the program are detailed can be found on our website: PROLAW Academic Calendar. You should plan to be in Rome during all days of the calendar except for the fixed fall, winter and spring breaks, as class hours are, at all times, subject to revision and can change on short notice. Details on class times and locations will be available on the online PROLAW TeamUp Calendar. This online calendar (mobile app also available) will have all classroom and miscellaneous event details scheduled throughout the academic year.

Final departures from Rome will take place after the course work portion in Rome is finalized on 26 April, 2019. The finalization of your capstone project will be undertaken, after your departure from Italy, through online communication with your supervisor. You are expected to submit your final capstone project by 30 June, 2019.

2. 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. You should book an appointment with your relevant Italian Consulate as soon as you have received a copy of the Loyola visa support letter. Keep in mind that it may take several weeks to receive an
appointment and most Italian Consulates are closed for holiday during a large part of the month of August. Please note that issuance of a visa is at the sole discretion of the Italian diplomatic authorities.

This is the procedure for the visa application:

1. Visit the [Italian Ministry of Foreign Affairs visa information website](https://www.esteri.it/esteri/it/paesi-Continenti-e-Regioni/Continenti-e-Fasci/Asia/Algeria) for details of your country, including the location of the relevant Italian Embassy/Consulate for your visa application, the application form as well as a list of the required supporting documents and any potential fee for the visa application. On this site, you will need to enter the following information:
   a. your nationality
   b. your country of residence
   c. length of your stay: choose “more than 90 days”
   d. reasons for your stay: choose: “STUDY - POSTGRADUATE”

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

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

4. Prepare the supporting documentation for the application. Do check directly with your local Consulate what you will need, but the required minimum will include:
   a. visa application form  
   b. recent passport-style photo (30x40mm)  
   c. passport or travel document valid for at least three months after visa expiry date  
   d. Loyola admission letter  
   e. Loyola scholarship letter, if applicable  
   f. Loyola visa support letter  
   g. CISI insurance letter  
   h. Proof of sufficient funds to cover living expenses as well as tuition and fees. The Italian Ministry of Interior has set a standard amount for living costs for this purpose (see the Ministry of Interior Directive 1.3.2000). For the duration of the stay in Rome of 8 months, the standard living costs will amount to about €7,000 (ca $8,600).  
   i. declaration of the funds necessary for repatriation, possibly to be demonstrated in the form of a return airline ticket.

   Note that for bank statements used as proof of sufficient funds, we recommend that the amount in the account is higher than the above minimum requirement in order to be successful in the visa application.

5. During your visa appointment, you will need to request to be registered for a **Tax Code for non-resident individuals** (‘Codice Fiscale’). The tax code is issued by the Consulate through the computerized link with the Italian Revenue Agency and a certificate is given to the applicant. This tax code is necessary for setting up a bank account in Italy and may be requested for apartment rental and mobile phone contracts.

6. Send an e-mail confirmation to prolaw@luc.edu upon receipt of your visa with the following attachments:
   a. a scanned copy of your passport (photo page);  
   b. a scanned copy of your visa in the passport; and  
   c. a scanned copy of your Italian Tax Code card (‘Codice Fiscale’).

**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 or in your home country.
3. HEALTH INSURANCE

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

A. Non-EU citizens

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

You will receive a CISI insurance letter from PROLAW 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 it and keep it with you in a safe place.

B. EU citizens

If you are an EU citizen, you are not required to purchase the CISI health insurance if you bring a valid EU health insurance card which can be obtained from your local health insurance authority. Note that you will need to register with the local authorities for a stay longer than three months. You may however consider a more extensive insurance covering private medical visits, loss of personal items and third party liability. These policies are typically available from a provider in your home country, or you can choose to purchase the CISI insurance.

4. IMMIGRATION/ PERMIT TO STAY

If you are a non-EU citizen, students will be required to apply for a residence permit within eight days of arrival in Italy. PROLAW will assist all students with the process of registration for the permit to stay. The process occurs in several steps:

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

- **STEP 2:** A group appointment will be taken to register the permit to stay application at the national post office: Poste Italiane. By registering the application at Poste Italiane, individual appointments will automatically be scheduled at Italian Immigration Office, usually late October/early November.

- **STEP 3:** The PROLAW staff will organize the logistical details to comply with the Italian Immigration appointments in which the students will be interviewed and fingerprinted.

- **STEP 3:** Students can pick up their permit to stay at the local police station in Balduina - December/January (Via Alessi Guido, 19).

NOTE: Students that arrive much earlier than 9 September, 2018, are required to apply for the residence permit on their own, within eight days of their arrival. EU citizens are required to register at their local municipality within 3 months of arrival.
5. BOOKING YOUR FLIGHTS

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

6. HOUSING

Students are responsible for their own accommodation arrangements in Rome. PROLAW provides assistance by suggesting possible contacts but does not take any commitment in this regard. No advance payment or guarantee can be made by PROLAW on behalf of students. Refer to information and a list of accommodation sent to you from the PROLAW office.

7. E-MAIL AND LOCUS ACCOUNT AND REGISTERING FOR COURSES

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

Enrolling in classes at Loyola through LOCUS is very easy. Under the Help Menu of the LOCUS home page, you will find easy to follow guides and videos for registering for classes.

The term number for the Fall 2018 semester is 1186.

8. PAYMENT OF TUITION AND STUDENT FEES

The tuition and fees for the programs can be found on our website: LLM program tuition and fees and MJ program tuition and fees.

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 or fee awards will be posted to your LOCUS account by the end of August. Note that The Office of the Bursar maintains the right to assess a late payment fee of 1.5% to any past due balances on a student's account. Please refer to the website of the Office of the Bursar for any details of how to pay your tuition and student fee bills.

9. DAY OF ARRIVAL

We recommend bringing travellers’ checks and some Euro cash with you to sustain you in the first few days. Some taxis and most shops accept major credit cards such as Visa and Master Card, but Italy is still very much a cash transaction based country. Please be aware of pickpockets; keep your valuables hidden and close to your body at all times.

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

- Take a taxi. Taxis from the Leonardo da Vinci-Fiumicino Airport to Rome will cost about €48 with extra luggage charges (approx. $55). Ensure that you take a licenced taxi only. Note that there will be people in the airport and at the exits offering taxi rides - do not accept these rides. Official licensed Roman taxis are white, with a sign on the roof and the driver's license information on the door. For more information please visit this site: http://www.turismoroma.it/info_viaggio/taxi?lang=en
• Take a bus to Balduina (where the campus is located and where your lodging will likely be located). From Fiumicino airport, you can take a bus to the Termini train station, which is also a subway stop. Click [here](#) to see the various buses you can take and their times of departure. We recommend SitBusShuttle or Atral, as they will bring you directly to Termini and cost 4-5 euros per ride. Once the bus arrives at Termini, follow the red “M” signs in the station to get to the entrance of the subway stop. You can take the subway (take the red line—Rome has two lines, red (A) and blue (B)) and get off at CiPro, which is the stop closest to the Balduina area.

• Take a train to Balduina. You will have to buy your ticket before boarding and validate it at one of the yellow machines provided. Buy your ticket at the train station of Fiumicino for €8 ($10) for Balduina. Take the FR1 train to Rome Trastevere and change to the FR3 towards Cesano or Viterbo. Get off at the Balduina stop. Note, however, that you will need to walk with your luggage, unless you manage to find a bus or taxi. Further information is available at [www.trenitalia.com](http://www.trenitalia.com) (trains) and [www.atac.roma.it](http://www.atac.roma.it) (buses/metro).

• Take a private car. PROLAW works with Mr. Renzo Bernacchia, who offers a car service that costs EUR 55 per ride during the hours of 7am and 9pm. The ride costs EUR 65 before or after these hours. Please note that the payment must be made in cash (a payment by credit card will cost more). You can email Mr. Bernacchia directly at renzobernacchia@libero.it with your name, date of arrival, address that you need to go to, and flight details to arrange for pick up. Mention the fact that you are a Loyola/PROLAW student. He or one of his drivers will wait for you at the airport gate exit, holding a sign with your name.

Please e-mail [prolaw@luc.edu](mailto:prolaw@luc.edu) with the address of your lodging in Rome and your landlord’s contact details.

**10. SUPPLIES FOR ROME**

You will find that having your own laptop with any MS Office compatible software and internet access will be indispensable for successful course work. We recommend that you purchase a laptop in your home country before travelling due to the long waiting time for an order of a laptop with English language operating system and software in Rome. If a purchase in Rome is required, however, we recommend the computer shop Bagnetti at Piazza Gentile da Fabriano, 4, 00196 Roma. Their website gives an indication of available models and prices: [http://www.bagnetti.it/](http://www.bagnetti.it/). Do mention that you are a student of Loyola University Chicago and ask for a potential Loyola student discount (they have offered 3% in the past).

The weather in Rome is changeable and you will experience both hot and cold weather during the period from September to April. Average temperatures during this period will range between 8°C to 20°C. Do bring winter clothing, as the temperature can drop below zero during the winter months of January and February.

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

1) Send an email to gradapp@luc.edu stating your intention to attend the PROLAW program in September 2018
2) Confirm the address of the Italian Embassy/Consulate for your visa application in an email to prolaw@luc.edu
3) Make a visa appointment with the Italian Embassy/Consulate as soon as you have received a copy of the visa support letter
4) Send a copy of your passport (photo page) and visa, as well as your Italian Tax Code to prolaw@luc.edu in order to register for the bank account
5) Book your flight to Rome and send the booking confirmation to prolaw@luc.edu in order to receive your CISI health insurance card
6) Book your accommodation in Rome and confirm via e-mail to prolaw@luc.edu the address of your lodging in Rome and your landlord’s contact details
7) Ensure you are able to log into Loyola e-mail and LOCUS and register for the fall term courses

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

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

Helena Lundgren Doyle
Associate Director, Rule of Law for Development Institute

Rule of Law for Development Institute
Loyola University Chicago
John Felice Rome Center
Via Massimi, 114A
00136 Rome, Italy
Tel: +39 06 355 881
Fax: +39 06 35588352
E-mail: prolaw@luc.edu
www.luc.edu/prolaw

Office of Graduate Legal Studies (GLS)
Loyola University Chicago School of Law
Philip H. Corboy Law Center
25 East Pearson Street
Chicago, IL 60611
Tel: 312.915.7161
Fax: 312.915.7201
E-mail: Law-GLS@luc.edu
www.luc.edu/llm