

# ROME

## SITE- SPECIFIC GUIDE



ACADEMIC  
STUDIES  
ABROAD

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# Pre-Departure

Please see our Pre-Departure Guide for All Programs for additional important pre-departure information!

Please add the important numbers to your phone

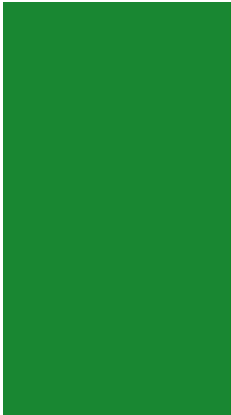
<p>ASA Office in Boston, MA Academic Studies Abroad 72 River Park Street, Suite 104 Needham, MA 02494 Tel: 617-327-9388 24-hour Emergency Cell: 857-366-6821 Email: <a href="mailto:hello@academicstudies.com">hello@academicstudies.com</a> Web: <a href="http://www.academicstudies.com">www.academicstudies.com</a></p>	<p><b><u>John Cabot University</u></b> Guarini Campus (Main) Via della Lungara, 233 00165 Rome</p> <p>Tiber Campus Lungotevere Raffaello Sanzio, 12 00153 Rome</p> <p>Caroline Critelli Guarini Campus Piazza Giuseppe Giochino Bello, 11 00153 Rome</p> <p>TEL: +39 066 819 1200 Website: <a href="https://www.johncabot.edu/">https://www.johncabot.edu/</a></p> <p><b><u>ASA Site Director:</u></b> <b>Maria Martinez:</b> TEL: +39 33 33 89 15 21 EMAIL: <a href="mailto:maria71mart@yahoo.it">maria71mart@yahoo.it</a></p>
<p><b>US Embassy in Rome</b> <u>Website</u> via Vittorio Veneto, 121 00187 Roma Tel: +39 06 46741</p>	<p>Local Emergency Numbers (Local numbers, as dialed in Italy) <b>Police:</b> 112 or 113 <b>Ambulance:</b> 118 <b>Fire:</b> 115</p>

In an emergency, please contact your ASA Site Director immediately.  
It is of utmost importance that you notify your Site Director of any problems, issues, or concerns that you encounter while you're abroad.

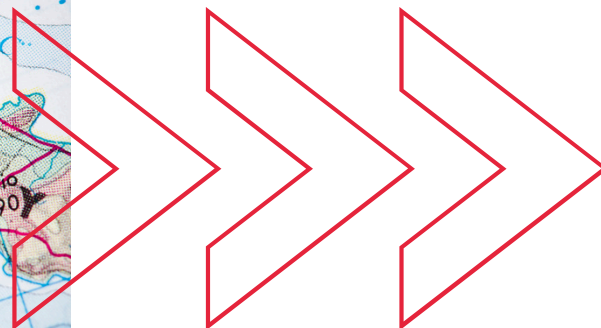
011 = International Dialing Code

39= Italy Country Code

# International Dialing Instructions



- Within Italy: Dial the local number as is. For example, if the number is 328 052 9335 (dial 328 052 9335)
- How to Call Italy from the U.S.: Dial 011 plus 39 plus the local number. For example, if the number you're trying to call is 328 052 9335, you would dial 011 39 328 052 9335.
- How to Call the U.S. from Italy: 011 + area code and number



# Passport & Visa

All students must have a passport that is valid for at least 6 months beyond the day you plan to return to the U.S.

**IF YOU DON'T HAVE A U.S. PASSPORT, PLEASE NOTIFY ASA IMMEDIATELY!**

Non-U.S. citizens may have a different visa process than described below, that requires steps to be taken in the U.S. or your home country before you arrive in Italy.

**What should I do if I lose my passport?**

Contact the local police, the U.S. Embassy, and your Site Director immediately. Having a photocopy of your passport on hand will make it MUCH easier to have it replaced.

It is essential that you always carry a photocopy of your passport with you, as Italian police have the right to require you to identify yourself. In extreme cases, the police can arrest an unidentified person until that person is positively identified.

## Permit of Stay (Semester Students)

1. To legalize your stay in Italy, you will need to apply for a Permit of Stay by registering at the local post office in Rome within 10 days of arrival (cost: approximately \$250 paid via credit card/debit card prior to arrival). Per Italian law, obtaining the Permit of Stay is MANDATORY for all semester and academic year students. The staff at John Cabot University and ASA site directors will help everyone through this process and accompany you to the post office.
2. There are steps that need to be taken prior to arrival through your JCU MyOrientation Portal. JCU will send detailed instructions on this process. You will need to upload the following to your portal:
  - Photocopy of your Passport–Picture page&signature page.
  - Photocopy of your Visa–This will be affixed to your passport on one of the pages.
  - Medical Insurance Card–Sent to you by ASA prior to departure
  - Proof of Funds–This can be the same document that you used to apply for your visa.



# STEP & ETA

## STEP: Safe Traveler Enrollment Program

STEP registration is MANDATORY to complete before departure. This free service, offered by the US Department of State, enables the DOS to quickly contact US citizens abroad during emergencies, such as natural disaster, civil unrest, or a family emergency. By registering, you also get real time updates about safety, security, health, and weather in country. Click this link to complete your STEP registration before departure: <https://mytravel.state.gov/s/step>

**MANDATORY:**

**IF A US CITIZEN, YOU  
MUST ENROLL IN STEP**

## ETA: For visiting & transiting through England, Scotland, Wales & Northern Ireland

### WHO:

For United States (US) passport holders, the ETA is required for anyone traveling through the UK for study, visit, or transit through (layover), via any method of transportation (e.g. plane, train, boat). If you are traveling on a non-US passport, first check to see if you can apply for an ETA [here](#). If your country is not yet approved for the ETA, notify your ASA Program Manager immediately (617-327-9388) for next steps.

### WHAT:

The Electronic Travel Authorization (ETA) is a permission to travel for those who do not currently need to obtain a visa or do not have a United Kingdom (England, Scotland, Wales, and Northern Ireland) immigration status. **The ETA is valid for two (2) years from date of issue, or until passport expires, whichever is sooner.** It is valid for multiple journeys and must be valid for the entirety of your stay. It cannot be extended.

The ETA is digitally linked to your passport. There is no physical component. While you are not required to show a paper copy, we highly recommend saving a screenshot and/or printing your ETA approval email and adding it to your acceptance documents for your records. You are required to send a copy of your ETA approval email to your ASA Program Manager. To see how to apply, read on.

### HOW:

Students apply for the ETA electronically via the [UK ETA app](#).

Application Steps:

1. Watch the short "Getting Started: Applying for the UK ETA" video.
2. Gather information for the ETA application (contact information, physical valid U.S. passport in hand, recent photo or headshot, method of payment). Your flight itinerary is not required to apply.
3. Follow the instructions on the app or the UK GOV website. We recommend applying and getting approval at least 1 week prior to arrival in the UK.
4. Once received, **SAVE** your UK ETA approval email as a pdf or jpeg. Be sure that it is legible and email a copy to your ASA Program Manager. This is a critical step, as we must ensure you are complying with immigration requirements.

# Budgeting for Study Abroad

The EURO (€) became the official currency of Italy in 1999. Bills come in denominations of €5, €10, €20, €50, €100, €200, and €500. Coins come in denominations of €2, €1, 50 cents, 20 cents, 10 cents, 5 cents, and 1 cent.

Exchange rates fluctuate, so check <http://www.xe.com/ucc/convert.cgi> for today's exchange rate.

## How much money should I bring?

US\$250-300 per week of your stay

*Please note that these are general guidelines based on what past students have reported spending. Some students spend less and others more. The above figures do not allow for traveling every weekend, eating out a lot, or shopping every day.*

## What expenses should I budget for?

Please note: *Housing, medical insurance, and all other ASA services are not included during the break between semesters or terms.*

1. **Books & Materials** \$500 per semester. Just like here in the U.S., professors require students to have reading material / supplies for class. It is best to wait until you arrive to get any books for your semester.
2. **Permit of Stay** \$250 (estimate). To Legalize your stay in Italy. More info on page 3.
3. **Cell phone** Budget US\$400 per semester
4. **Meals for semester** Recommended budget of \$2700-2800
5. **Spending money / Personal expenses** Entertainment, shopping, souvenirs, dining out, travel, haircuts, toothpaste, etc. This is accounted for in our weekly money recommendation.
6. **Meals on excursions** (Accounted for in weekly recommendation above).
7. **Transportation back to the airport at the end of the program** \$40
8. **Have at least \$1,000 in savings for emergencies**

# Arrival

What should I do when I get off the plane at Rome (FCO) airport?

## 01 Passport Control/Immigration

After you de-plane, you will go through Passport Control (also called Immigration) and Customs. It may take up to an hour to pass through immigration due to long lines. After Passport Control and Customs, follow signs to baggage claim.

## 02 Baggage Claim

After Passport Control, follow signs to baggage claim. Delayed baggage must be reported to your airline's lost luggage counter before exiting the baggage claim area. Staff cannot meet you at Baggage Claim.

## 03 Meet ASA Staff

After claiming your bags, exit into the airport lobby and look for a sign. Your ASA Site Director will be waiting for you in the lobby.

### If my flight is delayed, will you still pick me up at the airport?

If you will not be arriving as scheduled, it is YOUR responsibility to notify the emergency contact person indicated on your Last-Minute Checklist. They will let you know if you will still be picked up at the airport. We will make every effort to pick you up.

#### HELPFUL TIPS

Address for delivery of  
delayed luggage:

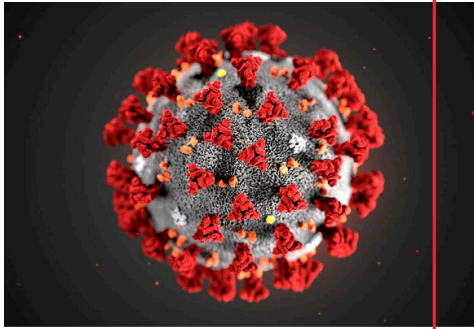
**Your Name**  
**c/o John Cabot**  
**University**  
**Guarini Campus**  
**Via della Lungara 233**  
**00165 ROMA**



# Academics

JCU Main Website: <https://www.johncabot.edu>

- Guarini Campus (JCU Main Campus) Via della Lungara, 233
- Tiber Campus – Lungotevere Raffaello Sanzio 12
- Caroline Critelli Guarini Campus – Piazza Giuseppe Giochino Belli, 11



## COVID-19

Your host university may have COVID-19 protocols you must follow, such as sanitizing your desk after class, not congregating indoors, wearing a mask, sanitizing hands, and others. Please follow accordingly.



## Contacts at JCU

**Academic Office:**

[academicsuccess@johncabot.edu](mailto:academicsuccess@johncabot.edu)

**Registrar:**

[Registrar@johncabot.edu](mailto:Registrar@johncabot.edu)

**Student Services Office:**

[studentservices@johncabot.edu](mailto:studentservices@johncabot.edu)

**Study Abroad Office:**

[studyabroad@johncabot.edu](mailto:studyabroad@johncabot.edu)



## Academic Calendar

A detailed Calendar of Events, including orientation and excursion dates & locations, will be emailed to you about 2 weeks before your program starts. Calendar is subject to change. Click [here](#) to view the general Academic Calendar for your upcoming program (which includes dates of any breaks).

## Receiving Packages at JCU

Each student is assigned a mailbox number. Students receive this number via email sometime during the week of Orientation. All mailboxes are located in the Student Lounge at the Guarini Campus.

Students are able to receive mail at the Guarini Campus using this address:

*Student name*

*John Cabot University*

*Via della Lungara, 233*

*00165 Rome, Italy*

For reasons of space and security, JCU will only accept packages that are no bigger than the size of a shoebox. All packages that are bigger than the appropriate size will be refused and returned to the sender.

## Withdrawing Money from JCU

Students have the option to deposit money directly to the accounts receivable office at John Cabot University and withdraw cash. This would be an alternate to students using an ATM within the city. Here is how it works:

Deposit the funds to the JCU student account one of these ways:

1. Use a credit/debit card through the JCU online payment portal (they accept VISA, Mastercard, Discover, and AMEX): the minimum amount to deposit is \$200/€200 and they apply a 3% commission fee. This option has a 24-hour waiting period before students can withdraw cash from the accounts receivable office.
2. Using a credit/debit card directly at the Business Office. The transaction will be in euros and the minimum withdrawal is €200. They apply a 3% commission fee for this transaction but there is no 24-hour waiting period.
3. Send JCU a check or make a wire transfer—there is no commission fee—send an email to [accountsreceivable@johncabot.edu](mailto:accountsreceivable@johncabot.edu) to collect the bank transfer/address details.

The business office is located in the Critelli Campus and are open Mon–Thur 9:00am– 6:00pm and Fri 9:00am–5:00pm.



## Academic Policies

All JCU courses are taught in English, except Italian language and any other courses which indicate that they are taught in Italian.

Course Numbering System - *All of the undergraduate courses are numbered in the following manner:*

100-299 lower division courses

300-399 Upper division courses

400-499 Senior level / thesis courses

The first 2 alpha characters designate the “school” within the PALAZZI institutional system: for example: AH 141(1) Word Art 1: Visual Culture the Ancient World

AH: Art History

141: Lower division course (1): Section 1

## Add/Drop Procedures

During the Fall and Spring semesters, the Drop/Add period lasts until the Monday of the second week of classes. The specific deadline for Drop/Add period is posted on the Academic Calendar. Courses may be added or dropped freely, subject to availability, during this period. Degree seeking and Study Abroad students follow the online procedures. After the Drop/Add period, no courses may be added and withdrawal penalties will apply (see Withdrawal from a Course). No refunds will be issued for courses dropped after the Drop/Add period. A student who for any reason does not wish to attend a course for which he/she has registered must follow the usual Drop/Add or withdrawal procedures.

## Academic Honesty & Behavior Policy

During orientation students are required to sign an agreement regarding academic honesty and rules of behavior.

## Academic Fees

Some JCU classes have activity fees that cover required academic field trips, which are not included in the ASA program price. If a course carries an activity fee, it will be shown at the Course Offerings link on ASA's website. Students are responsible for paying these activity fees themselves after the add/drop session. JCU will send you a bill.

# Academics

## Attendance Policy

Academic integrity and mutual respect between instructor and student are the foundation of any academic institution. This is reflected in the attendance policy. Specific requirements for attendance in any given course, except as described below, are the prerogative of the instructor and will be stated in the course syllabus distributed by the instructor at the beginning of the term. The Dean's Office may grant exemptions from specific attendance policies in the case of a chronic medical condition or other serious problem or in the case of exceptional students pursuing high-level activities in such areas as competitive sports, chess or artistic performance. Students seeking such an exemption must ask a Dean as soon as they are aware of a situation impeding their required attendance. Students who cannot meet the attendance requirements for a particular class may be advised to withdraw from it.

**Absences from Major Exams** require a Dean's Office excuse, insofar as the student may seek to take a make-up exam, submit a make-up assignment, or have the weight of the missed exam shifted to another assessment. Likewise, students need the permission of the Dean's office in order to take exams early or reschedule them in any way. The Dean's Office will only excuse such absences when they are caused by serious impediments, such as a student's own illness, hospitalization or death in the immediate family (in which the student is attending the funeral) or other situations of similar gravity. Absences or rescheduling requests due to other meaningful conflicts, such as job interviews, family celebrations, travel difficulties, student misunderstandings or personal convenience, will not be excused. Students seeking such an excuse must notify their instructor and the Dean's Office, as soon as possible, and no later than the beginning of the exam.

**Absences from class due to the observance of a religious holiday** will normally be excused. Individual students who will have to miss class to observe a religious holiday must notify their instructors by the end of the Add/Drop period (during the first week of classes). Students missing a class for this reason also must make prior arrangements with their instructor to make up any work missed.

## Grading Policies

You must check with your home institution to ensure you understand:

- The minimum grade you need to earn to receive transfer credit. Typically you need to earn a C or C+, but this can vary by institution. **Check with your home institution to ensure you understand their requirements!**
- Will your grades impact your GPA? Every institution handles this differently! Some institutions transfer in study abroad grades and it impacts your gpa. Some transfer in the grades and it doesn't impact your gpa. Others transfer in study abroad grades as pass/fail. Be sure you understand how your institution handles this.

You must check with your host institution or ASA Site Director upon arrival to ensure you understand:

- The deadline to change or drop classes. Classes dropped after your host institution's add/drop deadline will appear on your final transcript with a failing grade.
- What is your host institution's attendance policy? Absences from class will affect your grade and can result in a failing grade. Many institutions only allow a couple of absences a semester and only for valid reasons such as medical. Travel or family/friend visit is NOT ever an excused absence.

## Grades

A Excellent 4.00	A- 3.67	B+ 3.33	B Good 3.00	B- 2.67	C+ 2.33
C Satisfactory 2.00	C- 1.67	D+ Poor but passing 1.33	D 1.00	D- 0.67	F 0.00

These are suggested grade equivalencies provided by the host institution and are SUBJECT TO CHANGE. Your home institution may use a different set of equivalencies. Your HOME INSTITUTION will ultimately determine your final grade and credit equivalencies.

The following interpretations and numerical equivalents are associated with each letter grade. The grade F means failing work.

The grade of INC (Incomplete) may be assigned only in cases where illnesses, hospitalization, death in the family, or other situations of similar gravity temporarily prevent completion of the required course work. Grades of INC will normally be granted only to students who have completed the majority of the course work with a grade of C- or better.

Students seeking an INC must contact the Dean's Office, which will decide whether an INC would be appropriate in the particular case. If so, the Dean's Office will then ask the instructor to submit an INC form, describing the reasons for the non-completion and the work remaining to be completed, signed by the student, to the Registrar.

Incomplete work must be completed by the end of the first regular semester (excluding summer sessions) immediately following that in which the INC was assigned. After that time, the grade will be administratively converted to an F.

Students who withdraw by the withdrawal deadline (and after the Add\Drop period) will have a W recorded on their transcript. This does not affect their GPA.

## Exams, Absences & Makeups

Instructors may, at their discretion, allow students to make-up missed quizzes or other, less important, graded work to students absent without an official excuse. Major examinations (midterms, finals) may only be re-administered, or otherwise excused or accommodated, with the permission of the Dean's Office.

A student absent from a major examination, who wishes to make-up that exam or be otherwise accommodated, must ask the Dean's Office for an official excuse. Such absence will be excused only if the student:

1. has notified the Dean's Office or his or her instructor of his or her inability to attend before the beginning of the class meeting in which the examination was scheduled
2. presents the Dean's Office with documented evidence of a serious difficulty preventing attendance.

A serious difficulty entitling a student to be excused from a major exam includes a student's own illness, hospitalization or death in the immediate family (in which the student is attending the funeral) or other situations of similar gravity. Missed exams owing to other meaningful conflicts, such as job interviews, family celebrations, travel plans or difficulties, student misunderstandings, alarm clock failure, or personal convenience, will not be excused.

## Final Exams

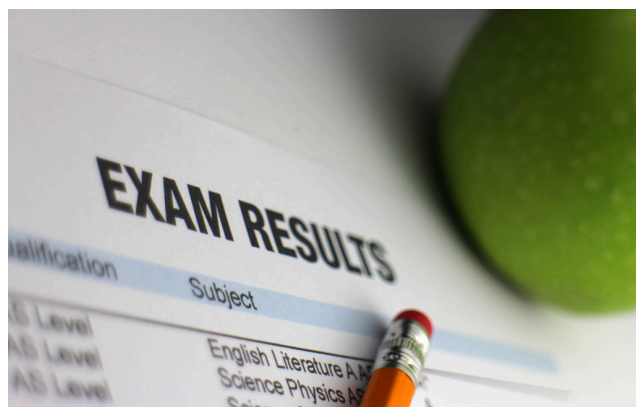
Students with more than two final exams scheduled on the same day during the final exam period may submit the Request for a Make-Up Final Exam Form, available in the Registrar's Office or on the MyJCU Intranet Resources Students' page, to Assistant Dean Andrea Lanzone by the course withdrawal deadline found on the JCU Academic Calendar. Requests received after the deadline may not be honored.

Until the final exam schedule is posted, students should assume that they may have exams as late as the last exam period and not make other plans.

The University will not reschedule final exams to accommodate travel plans or anything less than a serious difficulty preventing attendance.

## Non-Discrimination Policy

Institutional policy prohibits discrimination against current or prospective students and employees on the basis of race, color, sex, religion, national origin, age, disability, sexual orientation or any other legally protected characteristic.





## Student Services Office

John Cabot University offers a robust network of student support services and extracurricular activities to promote cultural awareness and leadership opportunities. Participation in JCU programs and activities is contingent upon the student's compliance with immigration regulations, health insurance subscription, and respect for community and academic standards.

**Student Service Office organizes extracurricular activities and offers support services such as:**

- Athletics: classes and equipment offered at the student gym (*Fitness Center at the Gianicolo Residence*) and Intramural Tournaments
- Clubs and organizations
- Community service
- Orientation leadership program
- Student government
- Center for career service
- Computer labs
- Frohring Library
- Student ID cards

The JCU Student Services Office also organizes reasonably priced activities and trips around Italy (both day and overnight), some of which you must buy tickets for when registering for them.



## COVID-19 In Country

You are responsible for complying with all COVID-19 protocols and recommendations throughout your journey. COVID-19 protocols will vary based on the city where you are studying. Once you arrive, our Site Director(s) will educate you on the COVID-19 protocols you need to follow on site. PROTOCOLS ARE SUBJECT TO CHANGE WITHOUT NOTICE! Local officials make changes to protocols based on case data, which may become stricter or more relaxed at any time.

Your housing and host institution may have their own COVID-19 protocols you must follow as well. Once again, these are subject to change without notice.

## Housing

ASA will email you your housing assignment approximately 1-2 weeks before your program start date.

**Semester students will live in a fully furnished shared apartment** with anywhere from 2 to 8 occupants. Bedrooms are usually double occupancy; a small number are triple or single occupancy. You are responsible for your own meals and laundry. The apartments are usually located a 10-20-minute walk from campus.

**Bedding and towels are provided for the student apartments.**

All apartments are NON-SMOKING.

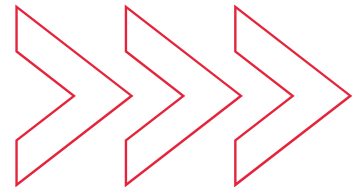
**We cannot guarantee one standard of housing. Every apartment/room is different** in size, structure, number of rooms, size of rooms, room composition, etc. Bedrooms may be shared OR individual. In Italy, it is very common for apartments NOT to have separate living room and dining room. In many Italian homes, the living room and dining room are one combined room.

**Internet is provided.**

All students must abide by the ASA Code of Conduct that they signed prior to departure. Violating the Code of Conduct may lead to expulsion from your housing and/or from the ASA program. Any student removed from housing will be responsible for finding his/her own housing and will not receive a refund.



# Everyday Life



## Drug & Alcohol Policy

Drug use and alcohol abuse AT ANY TIME, ANYWHERE WHILE THE PROGRAM IS IN SESSION is strictly prohibited and may lead to you being removed from your housing and/or the program. Being drunk is considered abuse of alcohol.

## Guests

OVERNIGHT GUESTS OF ANY KIND ARE NOT ALLOWED UNDER ANY CIRCUMSTANCE, PER ITALIAN LAW! BY LAW, ONLY PEOPLE REGISTERED AS LIVING IN A RESIDENCE MAY STAY THERE. SUBLETTING IS NOT PERMITTED UNDER ANY CIRCUMSTANCE. If overnight guests are caught in your apartment, you could also be fined or be prosecuted under Italian law. Your neighbors will call the police if there is too much traffic in and out of your apartment. Repeat violators will be removed from ASA housing with no refund. You may have guests in your apartment during the day, as long as they are accompanied by you, but by law, they must leave by 11pm.

Please remember that YOU are responsible for your guests' behavior. NEVER invite casual acquaintances or new friends who you have just met to your apartment!

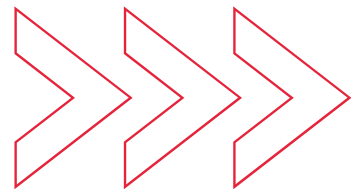
## Maintenance

Rome's sewage system has been around since the Renaissance, so be gentle with the plumbing! The toilet and drains are not a garbage disposal – do NOT flush things like food, hair, sanitary items, cotton balls, dental floss, or the like. Only liquids should go down drains. You will be charged for plumbing fees due to misuse.

Students are responsible for daily maintenance, including cleaning the apartment, taking out the garbage DAILY (this is standard practice in Europe), washing your sheets and towels, reporting maintenance issues (e.g. clogged drain) to your ASA Site Directors, changing light bulbs, and other such tasks.

You must keep your living area clean and organized at all times. Do not leave trash lying around the apartment or in the stairwells, as this could interfere with maintenance.

You will be charged for any damages, as well as utility overages, when you leave your apartment. (During your orientation in Rome, your ASA Site Director will talk about how to conserve utility usage so you don't have overages. In addition, a section on Conserving Utility Usage can be found below.)



## Conduct

**Living in Italy means that you are subject to Italian laws and standards of living! These laws are quite different from what you are accustomed to in the U.S. In addition, it is important to appreciate that your apartment building houses Rome residents and families who permanently live and work in Rome. You will be living as GUESTS among these families.**

Be friendly when you encounter people in your building! It can only benefit you to create goodwill with your neighbors!

Students must remember that they are NOT living in a dormitory or residence hall or on a U.S. campus. You are living IN THE CITY, among permanent residents. You must conduct yourself as a responsible adult and observe certain housing policies and safety procedures, such as:

- Not accommodating overnight guests.
- Keeping noise to a minimum.
- Conserving utility usage. (Utilities in Europe are much more expensive.)
- Keep your apartment door locked AT ALL TIMES, even while you are at home.
- Make sure the front door to your building locks behind you EACH time you enter. Don't let the door swing shut – always TURN AROUND and make sure it locks.
- Never hold the door for someone unless you are SURE they live in your building. This is a common way for thieves to get in a building and rob people. Do not worry that you are being rude! Your neighbors will appreciate that you are being careful!
- Flexibility and consideration for your housemates and neighbors are essential to a successful and rewarding experience.

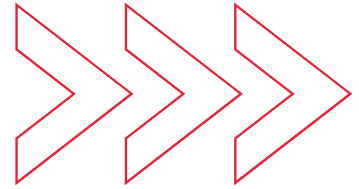
## National Quiet Hour Laws & Noise Advisories

In Italy, there are national “quiet hour” laws that must be observed after 11 pm every night until 9 am. Excessive noise made between 11pm and 9am could result in arrest and a misdemeanor charge. Italian laws concerning cases of disturbing the peace are very strict. If you make excess noise and the police are summoned, heavy fines will be levied. Repeated problems of this nature can lead to removal from ASA housing and/or the ASA program.

Loud music, loud talking and shouting are not permitted in ASA housing. You will not have a curfew, but please be considerate of your roommates and especially of other people in your building by being EXTRA quiet when returning home late at night. Be sure to take off your shoes as soon as you enter your apartment (even during the day), because shoes, and especially shoes with heels, will produce loud noise in your downstairs neighbor's apartment.

**Parties are NOT permitted.** Your neighbors will not hesitate to call the police at the slightest disturbance after hours!

# Everyday Life



## Keys

You will receive ONE set of keys. It is forbidden to make copies of these keys or lend them to anyone. Be careful not to lose them! If you lose your keys, you will be responsible for the cost of changing the locks for your apartment AND the building front door, and issuing brand new keys for everyone.

## Move-Out

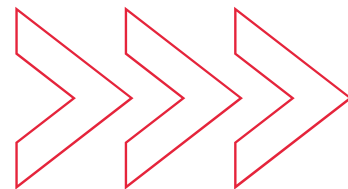
When you vacate your apartment at the end of the semester, all personal items, including trash, toiletries, food, etc. must be removed from the apartment. Everything that was present in the apartment at check-in must be present and in good condition. You must leave the apartment clean, remove all food and personal items, return all furniture to its original position, wash your dishes, take out the garbage, turn off the gas and all appliances and lights, close all windows and wash all linens.

## Conserving Utility Usage

**Utilities such as water, electricity, and gas (heat) are much more expensive in Europe than they are in the U.S. In Italy, the heat may only turn on at certain times of the day, by Italian law.**

Here are some tips to conserve energy:

- Avoid taking more than one or long showers – otherwise your roommates might have ice-cold showers!
- Washing machines are MUCH smaller than you are used to, and the cycle takes nearly an hour, so don't be afraid to re-wear your clothes! Re-wearing clothes will reduce the amount of laundry you do (and water and electricity you use). Use 50-60° water for whites and 30° for dark colors. If you don't have enough for a full load, consider hand washing. Always wash delicate items by hand (i.e. sweaters, undergarments), as the washing machines can be hard on delicates. YOU WILL NOT HAVE A CLOTHES DRYER – this is not standard in Italian homes. You will need to hang dry your clothes (try putting them near the heater). Your apartment will have a clothesline or drying rack for clothes. Or, you can take your wet clothes to a Laundromat – they have dryers there.
- Rome is an ancient city, so the buildings are very old. Having the washing machine, hair dryer, and all the lights on will blow the fuses. If you TURN OFF / UNPLUG all appliances and devices when not in use, you will not only save utilities but you'll also avoid blowing the fuses. If you do blow the fuses, it's easy to fix, but you need to know where the circuit breakers are. You can avoid this problem by only using what you need. Turn off the lights when leaving a room to save electricity. If you go away for the weekend, be sure not to leave any lights on!



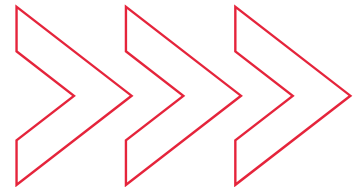
# Everyday Life

## Conserving Utility Usage continued...

- Stoves and ovens are generally gas operated. You may have a switch or valve to turn on the gas and then have to light the burners on the stove with a match or a sparker, which you can buy at the supermarket. You may also have a water heater in the kitchen that you must turn on in order to have hot water. This is a common misunderstanding when students first move in – if you don't have hot water, it's probably because you have to turn on the water heater. It is usually located in the kitchen. Finally, turn off the gas if everyone will be out of town.
- When it turns cold, DO NOT run the heat all night. Warm up the apartment before bed and then turn it down. The warmth will last through the night. As a general rule, homes in Europe are not heated as well as homes here – and since utilities are cheaper here, we are more likely to crank up the heat, whereas a European would instead put on a sweater. You may need to reverse your thinking about that. For students abroad during colder months, bring warm pajamas and socks and clothes you can layer when you're at home.
- Your apartment will NOT be air conditioned. The best way to keep your apartment cool in the summer is to keep it dark. Close the outside shutters during the hottest part of the day, and your apartment will feel air-conditioned. You'll also be provided with a fan.



# Everyday Life: Culture Tips



## Italian Manners

When you enter a store, restaurant, coffee bar, or if you encounter the residents in your building, it is polite to greet them. In the morning, you would say, “buon giorno” and after lunch, “buona sera”. Upon leaving, you would say “arrivederLa” or “arrivederci” for the people with whom you are more familiar.

Upon entering a private home or office, one asks permission, “permesso?” Never touch items in a shop or in a market unless you ask “posso” (“may I?”).

Italians do not consider a door to be “closed” unless it is locked – as in restroom doors.

## How to Dress in Italy

Neatness is an Italian virtue. You should expect to dress more formally in Italy and you must be aware that you are not on a U.S. college campus.

Example: You may walk into a local bar wearing flip-flops and a college t-shirt in February and ask for a can of coca-cola at 10am. Immediately, you will notice that you are the only one in the bar with open-toed shoes, a short-sleeved shirt, no jacket and drinking a Coke. The rest of the patrons of the bar will be “dressed up” wearing coats, jackets, closed-toe shoes or boots and ordering a coffee.

When visiting churches in Italy on excursions, keep in mind that shorts, sleeveless tops, midriff blouses and short skirts are prohibited. Baseball hats are seldom worn by the locals.

## Standing in Line

Throughout Italy, most people seem reluctant to stand in line. They often crowd around bank teller windows, ticket booths, food stands and cashiers with little respect for the fact that somebody else arrived there first. This can be a nerve-racking cultural experience for most Americans who are used to an orderly line. It is something that takes time to get used to and might require you to be more assertive. Just understand that this is a cultural difference, and not a display of mean-spirited behavior.

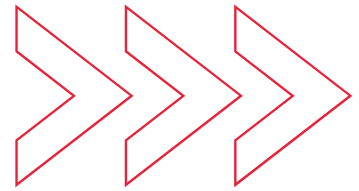
## Ordering, Paying & Tipping

You always have to ask for the bill (“Conto”) in a restaurant. The bill is a restaurant can confuse non-italians. You will see a charge for “servizio” or “coperto”. This is a general charge for the table service, and means that you only need to leave a minimal tip, €0.50 per person is okay. In a coffee bar, you usually have to pay first, then take the receipt “scontrino” to the bar and request your “caffè” or other beverage. In most coffee bars, you will be asked to pay more to take your food to a table. When you pay they will ask you, “a tavola?” or “al bar?”

You don’t always need to tip a fixed percentage like in the U.S. It’s more of an individual choice.



# Everyday Life: Culture Tips



## Drinking

Italians have certain expectations about drinking. Disregarding these standards can lead to uncomfortable or dangerous moments. Italians seldom drink alcohol other than with meals. “Going out drinking” is not an Italian activity.

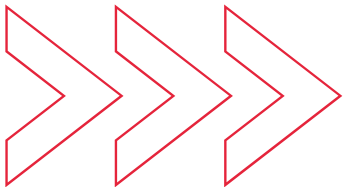
It is true that wine is considered an integral part of the cuisine, but the expectation is that you drink a glass or two with a meal. The law does not tolerate public drunkenness either; as well as presenting a “brutta figura” (a bad impression), you can be arrested and incarcerated. In Italy being drunk is itself an offense.

## Pharmacies

Pharmacies are marked with a red or green neon cross. They are generally open from 8:30am to 1pm and then from 4pm to 8pm. In Italian pharmacies, you can find over-the-counter medicine for minor illnesses like colds, allergies, etc.



# Everyday Life



## Weather

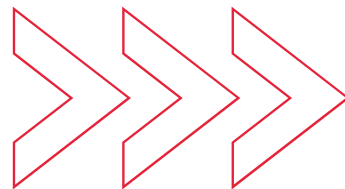
Fall – Be prepared for possible hot and humid summer temperatures upon arrival for the Fall semester that may last until mid-September. In October it will begin to cool down, and typically there are rain showers as the Winter temperatures arrive. From the beginning of November, the weather may become quite cold, and December is usually cold and wet.

Spring – In January and February, Rome is at its coldest. Prepare for short days and cold temperatures, with sundown between 5-6pm. You will need to pack warm winter clothing that you can layer and a water resistant jacket and umbrella. There will be wet, windy and wintry days until mid-March, when it will start to warm up.

Summer – Warm weather (highs in the 70s-90s). Still, it could get chilly at night or even rain, so bring a sweater/jacket.

Months	Temperature	Rainy Days/Month
Jan - March	45-52° F	6-7
April - May	56-65° F	6-8
June - Sept	70-77° F	3-4
Oct - Dec	43-62° F	6-9

# Everyday Life



## National Holidays

January 1 New Year's Day

January 6 Epiphany

Easter Sunday

Easter Monday

April 25 Liberation Day

May 1 Labor Day

June 2 Italian National Holiday/Republic Day

August 15 Assumption Day

November 1 All Saints' Day

December 8 Immaculate Conception

December 25 Christmas Day

December 26 Saint Stephen's Day

# Staying In Touch

## Cell Phones

For information about cell phones abroad, please see the ASA PRE-DEPARTURE GUIDE FOR ALL PROGRAMS

## Time Difference

The following are the number of hours BEHIND Rome each region is:

Pacific	Mountain	Central	Eastern
9 hours	8 hours	7 hours	6 hours

For date and time around the world, to help schedule meetings, sunrise and sunset, use the [Time and Date](#) website.

## Computers & Internet

Should I bring a laptop? Yes! All accommodation rooms and campus buildings have Wi-Fi.

### HELPFUL TIPS

For information about using a plug adapter with your laptop,  
see PRE-DEPARTURE GUIDE FOR ALL PROGRAMS