

SORRENTO

SITE-
SPECIFIC
GUIDE



ACADEMIC
STUDIES
ABROAD

Table of Contents

01	Pre-Departure.....	Page 3
02	Arrival.....	Page 9
03	Academics.....	Page 10
04	Everyday Life.....	Page 13
05	Staying In Touch.....	Page 19

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

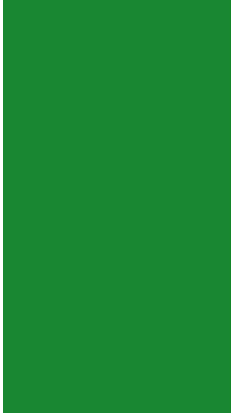
<p>ASA Office in Boston, MA Academic Studies Abroad 1329 Highland Avenue - Suite 1 Needham, MA 02492</p> <p>Tel: 617-327-9388 24-hour Emergency Cell: 857-366-6821 Email: hello@academicstudies.com Web: www.academicstudies.com</p>	<p>Sant'Anna Institute Via Marina Grande, 16 80067 (NA) Sorrento ITALY Tel: 081 878 4470 or 081 878 5599 Website: https://santannainstitute.com</p> <p>Annalisa Barile ASA Site Director annalisa.barile@yahoo.it Tel: +39 334929 1260</p> <p>Gabriella Russo Sant'Anna Advisor gabriella.russo@santannainstitute.com</p> <p>Serena Vacca Sant'Anna Advisor serena.vacca@santannainstitute.com</p>
<p>US Consulate in Naples <u>Website</u> Piazza della Repubblica 2, 80122 Napoli NA, Italy Tel: +39 081 583 8111</p>	<p>Local Emergency Numbers (Local numbers, as dialed in Italy)</p> <p>Police: 112 or 113 Ambulance: 118 Fire: 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.

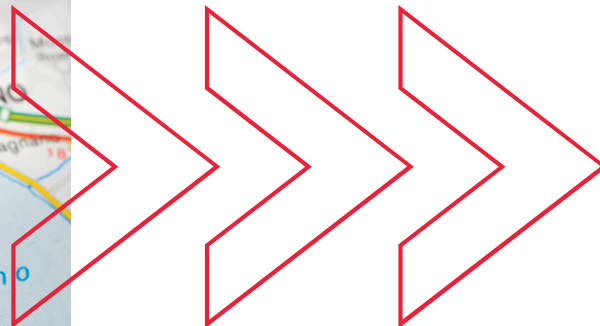
011 = International Dialing Code

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 ONLY)

To legalize your stay in Italy, you will need to apply for a Permit of Stay by registering at the local post office in Naples within 10 days of arrival (cost: approximately \$350 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 Sant'Anna and ASA site directors will help everyone through this process and accompany you to the immigration office in Naples.



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.

EES: Europe's Biometric Entry/Exit System

Overview of EES:

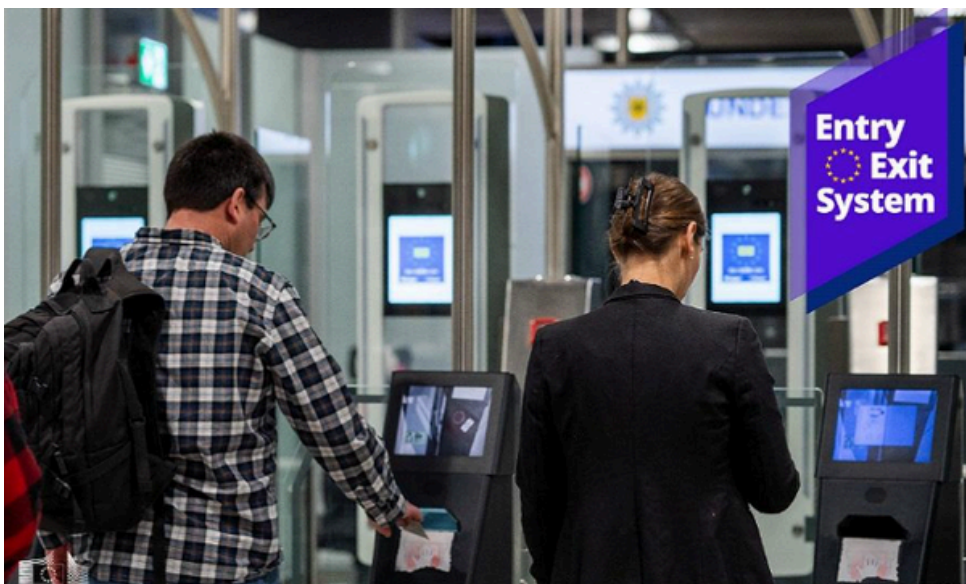
- **Purpose:** EES is a digital system that tracks border crossings for non-EU nationals by collecting passport scans, facial photos, and fingerprints, replacing traditional passport stamps. This system replaces passport stamps with biometrics (fingerprints).
- **Cost:** The system is free; travelers should avoid any services or apps that charge fees.
- **Registration:** Initial registration occurs upon the first entry, after which the registration remains valid for up to 3 years. Subsequent entries utilize "EES READY" lanes for faster processing.

Who Must Use EES:

- US and other non-EU nationals who do not possess a long-stay visa, including those on programs lasting under 90 days.
- Travelers entering or moving through these countries before their long-stay visa or residence permit begins, or after it expires.
- Students arriving in The Netherlands who have not yet been issued their residence permit.
- **Note:** Travelers must monitor their travel dates to avoid exceeding the 90-day limit, as overstaying may lead to fines, deportation, or future travel bans.

EES Guidance:

- Please review the [EES Guidance document](#) that ASA has put together.
- If you have any questions, contact your Program Manager before departure.



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** \$300 per semester/\$100 per summer. 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. **Damage Deposit** \$250 Paid 30 days prior to departure for incidentals in your housing. You will receive the damage deposit back at the end of the program if there are no damages to your room.
3. **Permit of Stay** \$350 (estimate) Semester Students ONLY. To Legalize your stay in Italy. More info on page 3.
4. **Cell phone** Budget US\$400 per semester/\$75 per summer
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** \$60
8. **Have at least \$1,000 in savings for emergencies**

Arrival

What should I do when I get off the plane at Naples-Capodichino (IATA: NAP, ICAO: LIRN) international 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 representatives from Sant'Anna--they will be holding a sign.

- Once you locate the SASL staff, the SASL shuttle bus will take you to Sorrento, where you will either: 1) be dropped off at your Italian host's address, OR 2) You will be dropped off the Sant'anna institute residence hall.
- If you are having trouble finding a SASL staff member, inquire within the WhatsApp group chat that each student will be invited to prior to departure.

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 ASA 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:

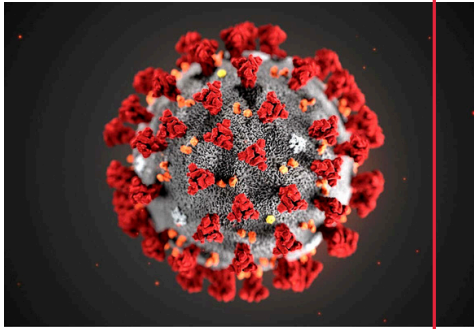
Your Name
c/o Sant'Anna Institute
Via Marina Grande, 16
80067 (NA) Sorrento

Academics

Sant'Anna Institute

Via Marina Grande, 16, 80067 Sorrento NA, Italy

Website: <https://www.santannainstitute.com/>



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.



Courses Taught in English

All Sant'Anna Institute courses are taught in English, except Italian language and any other courses which indicate that they are taught in Italian.



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).

Orientation

Upon arrival, you will have a mandatory orientation with the staff at Sant'Anna Institute. This will be incredibly helpful for you in adjusting to life in Sorrento! You'll have the opportunity to meet fellow students.

You will need to bring your passport to orientation so photocopies can be made.

You will be given practical advice on how to get around, the best places to visit, where to eat, housing policies, safety advice, and of course, Q&A. Some of the topics include:

- Meet the Sant'Anna Institute staff members
- Orientation tour of Sorrento town
- Code of Conduct
- Academic Rules and Regulations
- Introduction to Italian Culture
- Housing procedures
- Banking
- Sending mail
- And much MORE!

Attendance Policy

You are allowed TWO unexcused absences. Documentation for any other absence MUST be produced and APPROVED by the professor or the Institute Director. For absences due to illness, please: 1) inform your professor and the Institute staff the first day you are sick, and 2) when you return to class, provide the professor with a doctor's note. Each unexcused absence after the second will reduce your grade by 3 percentage points!

Grading System

The syllabus for each of your courses will tell you what your grade is based on – i.e. attendance, participation, papers, exams, etc. If you do not receive this on your first day of class, ask the professor or the institute staff for a copy.

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.

Academics

Grades

A Exceptional 4.0	A- Excellent 3.67	B+ Good 3.33	B Good 3.00	B- Good 2.67
C+ Satisfactory 2.33	C Satisfactory 2.00	C- Passing 1.67	D+ Passing 1.33	D Passing 1.00
D- Passing .67	F Failure 0.00	S Satisfactory Not in GPA	U Unsatisfactory Not in GPA	I Incomplete Not in GPA

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.

Midterm and Final Exams

All students must take all quizzes, midterm exams and final exams at the established exam time and date indicated in the course syllabus. Quizzes, midterm exams and final exams cannot be rescheduled under any circumstance.



Housing

Students will complete a Housing Questionnaire after being accepted to the program where they can rank housing in order of preference. Most of the time, we're able to place students in their first choice housing option, but due to limited space in certain options, we can't guarantee all preferences will be met.

All ASA housing includes Internet access and is located in safe neighborhoods within a reasonable distance from school.

Homestay:

Double occupancy rooms; Includes breakfast and dinner.

On-Campus Residence Hall:

Double, triple, or quadruple bedrooms. Meals are not included but there is a shared kitchen available for use. Residence hall is part of the Sant'Anna Institute building, thus you are ensured a quick walk to class and beautiful ocean view.

Shared Apartment:

Double, triple, or quadruple occupancy rooms. Meals are not included but students are provided a stocked kitchen. Apartments are located throughout Sorrento.

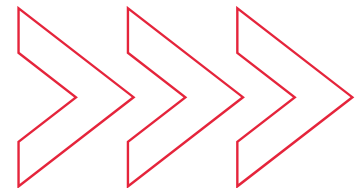
Off-Campus Residence Hall:

Double or triple rooms; On-site cafeteria/restaurant where breakfast and dinner are served. Students receive a fixed number of meal vouchers for use in the cafeteria, equivalent to approximately 30% of meals. The building has a rooftop with swimming pool & sun beds; Located in the Santa Lucia Neighborhood, just 15-20 minutes walking from campus.

Laundry

Reservations are required to use the coin-operated washers and dryers located in the Residence Hall Laundry Room. Students must empty the washer and dryer immediately at the end of the washing and drying cycle. Each student is responsible for the cleaning of his or her own items. Towels and sheets will be changed weekly and professionally cleaned by an external laundry service.

Everyday Life

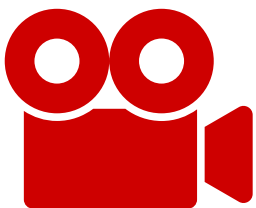


Housing-Living with a Host Family

All host families are carefully screened by the Institute staff. Most of them have been hosting foreign students for several years, so they are accustomed to the needs of students. Homestays are usually located a 15-30 minute walk from school. Some, but not all, meals are included. Students are not allowed to cook in the host family's kitchen but may be able to keep some things in the refrigerator.

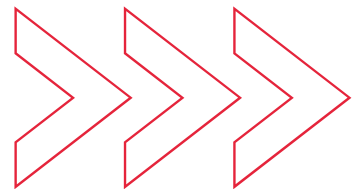
Please be aware that living arrangements and composition of each family varies. Most families live in a flat, as actual houses are uncommon in urban areas in Europe. The term "family" should not be interrupted too narrowly. Some host families are traditional families with a father, mother, and children, while other may consist of a widow whose children still live at home, or no longer live at home. Increasingly, about 50% of the host families are childless couples or divorced women with or without children who enjoy having a student living with them.

Italian homes do not have the same amount of space that Americans are accustomed to. You will not find large bedrooms or walk-in closets. Italians enjoy socializing with their friends, but do so outside of the home, in the local cafes. For this reason, you will not find many big screen televisions, hi-tech sound systems, or expensive home entertainment centers. Visitors in the home are rare, so you must ask permission before you invite someone over. You will be given your own key, but if it is lost or stolen, you will have to pay to replace the family's locks. You will not have a curfew, but please be considerate of your family and let them know of your whereabouts and when you expect to return.



Watch this short [video](#) about what it's like to live with a host family!

Everyday Life



Rules for Living with a Host Family

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 ASA housing will be responsible for finding his/her own housing and will not receive a refund.

Overnight guests are not allowed under any circumstance. Do not bring over guests of any kind without permission. Your host family will be upset if they find you have brought guests over while they're not home.

Drug use and alcohol abuse are strictly prohibited and may lead to you being removed from your housing and/or the program. Being drunk is considered alcohol abuse.

Students are not permitted to cook in the host family's kitchen, but you should be able to store small items in the refrigerator. Do not take food from the kitchen or refrigerator without permission.

You will be responsible for doing your own laundry.

Let your family know if you're going to miss a meal so they won't go to the trouble of making one for you!

Let your family know if you'll be staying out late or spending the night elsewhere, so they won't worry about you. If you're traveling, let your host family know if you're leaving and when you plan to return.

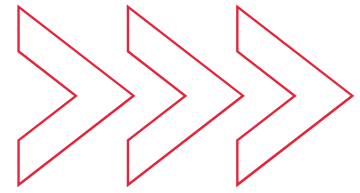
Keep your room tidy and remember it is a home not a hotel!

Be quiet and courteous when returning home late at night.

Internet

You will have internet access in either housing option you choose.

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

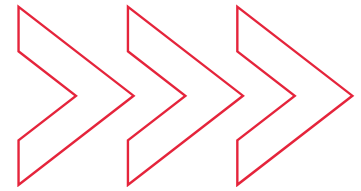
Throughout Italy, most people seem reluctant to stand in line. They often crowd around bank teller windows, ticket booths, food stands and cashiers with little respect for the fact that somebody else arrived there first. This can be a nerve-racking cultural experience for most Americans who are used 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.

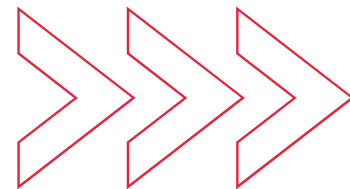
It is true that wine is considered an integral part of the cuisine, but the expectation is that you drink a glass or two with a meal. The law does not tolerate public drunkenness either; as well as presenting a “brutta figura” (a bad impression), you can be arrested and incarcerated. In Italy being drunk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

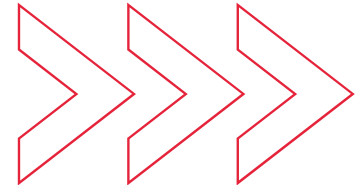
Fall – Be prepared for possible hot and humid summer temperatures upon arrival for the Fall semester that may last until mid-September. In October it will begin to cool down, and typically there are rain showers as the Winter temperatures arrive. From the beginning of November, the weather may become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

Spring – In January and February, Sorrento 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	52-67° F	11-15
April - May	59-79° F	8-11
June - Sept	73-93° F	4-9
Oct - Dec	54-78° F	11-15

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 Sorrento 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