Introduction

1. This manual is intended as a reference to help you with travel and cultural issues for the study abroad program in Rome, Italy. Print and keep a copy of this manual with you as a reference.

2. Fees and Student Accounts. The fees for the Summer in Rome program are $6,700 for 2014. A $1,250 down payment is due by January 31, 2014. Please deliver a check payable to the University of Notre Dame to Ms. Michelle Kovacs in the Engineering Dean’s Office, 257 Fitzpatrick Hall. The Office of Student Accounts will bill you for the $5,450 balance for the summer in May or June, when the other Summer Session bills are mailed. This bill will come to your IrishPay account.

3. **You must have a passport to enter Italy.** You will not be allowed to board your plane without showing it. When in Italy, have your passport with you at all times. If you don’t have a passport, get one now, as it can take a few months to obtain a passport.

4. It is your responsibility to keep track of your passport and other identification while in Italy, and to obtain replacements if the originals are lost. You would be wise to photocopy your passport and carry the copy separate from the passport itself.  

**Please give to Mike Kitz a legible copy of your passport as soon as possible.**

5. US citizens do not need a visa for travel in Italy or Western Europe. Citizens of other nations may need a visa to travel in Italy. It is your responsibility to obtain all required visas.

6. Check the State Department travel warnings at [http://travel.state.gov/travel](http://travel.state.gov/travel) before departing.

7. **It is advisable for you to maintain a list of telephone numbers for the banks issuing your credit cards, so that you can contact your bank and obtain replacement cards if necessary.**
8. Before you leave for Italy, call all of the Banks, Credit Unions, etc. to tell them you will be traveling in Europe, or they may stop honoring your cards.

9. If you are not traveling with the Notre Dame group, you must get approval of your travel itinerary by Mike Kitz, and you must make certain you will be in Rome for the start of the program.

10. Plastic is accepted worldwide! You will find a Visa or a Master Card very useful. They are accepted almost everywhere; American Express and Diner’s Card are not. You will receive the best exchange rate on credit card purchases. Some credit cards charge a foreign transaction fee, some do not. Check with your credit card provider: Not all shops in Italy accept credit cards.

11. Meal expenses are what you make them. Apartments have kitchens. The hotel has breakfast included. The Rome Center has 3 large kitchens, and spaces for food storage including refrigerators. There is a grocery store a block away. ND students on other ND programs in Rome use the Center’s kitchen for breakfast, lunch and dinner. Typically, groups of 5-8 students get together and make meals for the group.

12. The current bank-to-bank exchange rate is about 1.37 dollars per euro. The rate changes from day to day. The rate at which the bank sells euros is generally five to ten cents per euro above the foreign exchange rate published in the papers. Usually there is a commission fee as well. You get the best exchange rate at an ATM machine; second best is a bank or at American Express. (If you have an American Express card as identification, you can write a check on your U.S. bank in dollars and receive euros at an American Express office with no commission charge.) American Express charges no commission when exchanging American Express Traveler’s Cheques. You get a better exchange rate for checks and Traveler’s Cheques than for cash. It is extremely difficult and expensive to have money sent to you from the U.S. while you are in Italy.

13. Health Insurance. The program will supply Health Insurance for you that will cover you for the 6 weeks of the program. Provider will be HTH Worldwide, http://www.hthworldwide.com/
14. Medication. If you take prescription medication regularly, bring enough to cover your stay. Be sure it is properly labeled and in their original containers, or that you have a physician’s letter directing its use. It would also be prudent to carry a copy of any prescriptions, both for medication and for eyeglasses.

15. Telephones. If you plan to telephone back to the US, the best bet is via SKYPE. Each student will be provided with a “pay as you go” mobile phone that will work all over Europe. Your number will be assigned when you arrive and again you should notify your family of that number. These phones must be returned in working order the day before departure or you will be charged for damage. The least expensive way to communicate is by text messaging; teach your parents.

16. VAT. The Value Added Tax is a major source of governmental revenue in Europe. In Italy the rate on most items is 16%. The VAT is included in the price of the item. If you are not a citizen of a country in the European Community you are entitled to a partial refund of this tax on leaving Europe to return home. The store at which you make the purchase must fill out the refund forms for you. You must have the forms stamped at the Madrid airport after you enter the departure lounge. The goods must be in your carry-on luggage, available for inspection. They usually don’t ask to see the items, but Murphy’s Law applies. If you put the goods in your checked baggage, the tax folk will inevitably ask to see them!

17. Helpful contact information:

(a) Mike Kitz, Director of the Notre Dame International Summer Programs, (574) 631-2950, mkitz@nd.edu.
(b) Prof. Samuel Paolucci, 366 Fitzpatrick Hall, 574-631-8110, paolucci@nd.edu
(c) Prof. Peter Bauer, 269 Fitzpatrick Hall, 574-631-8015, pbauer@nd.edu
(d) Anthony Travel, ND Representatives: Janice Camparone, (800) 366-3772 or (574) 631-7080, janicecamparone@anthonytravel.com.

In Italy: (When calling from the USA, add 011 39 prior to the 9 digit number)
(a) U.S. Embassy
Via Vittorio Veneto, 119a, 00187 Roma, Italy
+39 06 46741iii.
(b) ND Italy contact. Pamela Canavacci. Pamela.Canavacci.1@nd.edu
00393483822360

Flight Information:

**ALITALIA AIRLINES: Group Departure**

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1. Arrangements for connecting flights to and from Chicago, if necessary, should be made with our travel agent, Janice Camparone, Anthony Travel (LaFortune Student Center, PO Box 1086, Notre Dame, IN 46556, (574) 631-7080, 1-800-366-3772, Fax (574) 631 8504, janicecamparone@anthonytravel.com). She will be able to give you a connecting fare which will be less than purchasing a separate ticket elsewhere. eTickets will be issued for your flights.

2. If you wish to make your own flight arrangements to Italy we will credit your account $1000, and your net fee for the summer will be $5,700. If you wish to make your own flight arrangements, inform Mike Kitz by February 18th. If you are making your own flight arrangements and still want to take advantage of the bus from the airport with the rest of the students, please advise Mike Kitz before you leave for Italy.

3. Any changes made to your itinerary after tickets have been issued will incur an airline imposed change fee and is subject to flight availability.

**Italy and Rome**
Italy is a modern country, with shopping centers, widespread internet access, reliable cell phone service and banking. Italy’s currency is the euro. Automated bank machines are very common. There is no need to carry large amounts of cash while in Italy.

Electricity in Italy is 220 volt, 50 cycles per second, with European Continental-type plugs. In order to use American appliances, including computers, an adaptor is needed. These can be easily obtained at a local Radio Shack or Wal-Mart.

The Italians are very tolerant of foreigners and their different ways, but it is important to always act with courtesy. Use common sense regarding etiquette and behavior. For example, it's unlikely you’d be welcome in a restaurant in the U.S. wearing only a bathing suit, so expect the same in Italy. Be respectful in churches, just as you would be in the Basilica of the Sacred Heart. Even to tour a church, you must be wearing long pants or a knee length skirt and your shirt/top must cover your shoulders.

2. Classrooms. Classes are held at the Notre Dame Center in Rome, on the Via Ostilia in the San Giovanni neighborhood. This is one block from the Coliseum.
Getting to and from Rome

Travel to Rome from the United States was covered earlier. This chapter addresses travel from Rome during your free time, including your free weekends.

- Before you take a trip, inform your RAs of your intended itinerary. Any travel difficulties can be identified and alternatives planned. You must also indicate your intended return date and time.
- Rome has regular train service and two airports.
- Rome has a local bus service. Routes and schedules can be obtained at your dormitory.

Your RA’s will be able to help with trip planning

Schedule

The schedule has been planned so that you can maximize your time in Italy; courses are finished by the early afternoon, two free four-day weekend and three day weekend are available for you to make trips on your own if you wish and free two-day weekends are available for shorter trips. However, it is important to note that the schedule is preliminary, and a final schedule will be provided to you before departure.

1. EG xxx The Mechanics of Sports, taught by Dr. Samuel Paolucci of the University of Notre Dame.

2. EG xxx Future Vehicle Concepts, taught by Dr. Peter Bauer of the University of Notre Dame.

Normal lectures are two hours in length per class, or four hours per lecture day.
You need to pre-register for the classes as Summer Session courses during the advance registration period beginning Wednesday, March 18.

Texts:

TBD

The books are available on Amazon. You need to purchase them here and bring them with you to Italy.

Personal Safety During Study Abroad

In order to prevent/cope with the problem of theft, assault, and sexual harassment, the following suggestions might be helpful.

General Advice
1. Don’t take for granted that people are friendly and can be trusted.
   (a) Be wary of new acquaintances here just as you would be in the USA.
   (b) Be wary of people who rush to approach you or shower you with compliments.
   (c) Recognize that in any country there can be both sincere and insincere people.

2. Take your time.
   (a) Establish relationships slowly.
   (b) Don't feel that you must be liked by everyone you meet.

3. Remember, it is often our own attitudes and fears that can pre-condition a situation or outcome. Don’t wait until something happens to think about it. Discuss your concerns with other students and local support staff.

4. If something happens, as difficult as it may be, try to remain calm/clear-headed. Anger or yelling only seems to exacerbate a problem.

General Safety Precautions

1. Don’t bring/carry unnecessary items, which can be stolen.
2. Don't flaunt smart phones, cameras, etc., both where you live and while traveling.
3. Don’t place articles near a window where they can be tempting or easily taken.
4. Don’t lend money—you probably won’t see it again.
5. Put valuables in the hotel safe or in the Program lock box if one is available. Smart phones, cameras, and money have been stolen from locked hotel rooms.
6. Wear a money belt. It is most secure when concealed inside clothing. This is also handy for travel to the country as well as post-Program travels.
7. Don't tell strangers where you live. It's a good idea to be very vague with strangers in general (e.g. give only the area name where you stay; or if asked where your house or hotel is, say “down the hill,” “with my family,” etc.)

Traveling

1. Carrying excess baggage is an invitation to be ripped-off. Don’t carry valuables, even in a backpack or in locked luggage.
   (a) If you must carry smart phones, cameras, radios, etc., don’t leave them unattended. Backpacks and other large pieces of luggage are commonly put on the roof of the bus. Many have been stolen.
   (b) We suggest that you keep valuables with you in a small bag or day-pack.

2. Avoid dark, unsafe places and walking alone.
   (a) At night in the city, try to walk in groups—even if you don’t know the other people.
   (b) Beware of people bumping and pushing you.
   (c) Beware of tactics used by cons, money changers, and scams—talk to Program staff.

Personal Safety

1. Safety Precaution: Most large cities suffer from common crimes. Use the same precautions you would in any other metropolitan area: don’t carry valuables, don’t wear expensive clothing or jewelry, and avoid questionable parts of the city, especially at night and when alone.
2. Special Note for Female Students: Women may experience some difficulties while abroad. American women have acquired a reputation for enjoying a type of lifestyle which contrasts with more traditional behavior in many countries. U.S. students may encounter people who do not understand that their familiar way with strangers is a gesture of friendship. Even a smile to a stranger may be misunderstood. Firmly say “no” to any invitation you don’t want, and give your address only to people you know and trust. Be cautious until you know and understand local values and customs. Learning to respect the local social rules will facilitate your relationships with host nationals immensely.

3. Theft: You are responsible for your own personal property. Living abroad should be no more safe or dangerous than living in the U.S. You can safeguard your personal items from damage or theft by locking your room, and securing your money, travelers checks, jewelry, passport, and other personal possessions.

4. Personal Note: It is very important to keep in mind that you are a foreigner while you are abroad. Do not become involved in the country’s internal affairs. If you should get into any kind of difficulty, the American Embassy will aid you in any way possible, but you are subject to the laws of the country while you are there.

**Final Checklists**

**Before You Leave**

**Do’s**
1. Make a photo-copy of your passport and credit cards numbers and keep them separate from your passport and credit cards - give a copy to your family.
2. Bring your prescription drugs with you in their original containers - don’t pack them in your check-in luggage. Also bring additional contacts/glasses or your corrective lens prescription with you.
3. If you require medicine containing habit-forming substances carry a doctor’s certificate attesting to this fact.
5. Only take the credit card(s) you need - you will not need all those other cards that you generally carry in the States, like your drivers license.
6. Mark all of your bags inside and out with your name and address.
7. Bring two passport size photos and a photocopy of birth certificate and/or baptismal certificate, just in case you lose your passport.
8. Make a photo-copy of your flight tickets or your itinerary - keep separate.
9. We will give you a wallet size card with important phone numbers on it - keep that with you at all times. Give an electronic copy to your family.

10. Review the information at the ND Abroad website; http://nd.edu/~ndabroad/Welcome.htm

Don'ts

1. You do not have to worry about special immunizations; they are not required for entry into Italy.
2. You do not need a VISA to travel to Italy if you are an U.S. citizen.
3. Do not pack your essential documents or medicines in checked baggage - luggage gets lost.
4. Do not bring expensive jewelry with you.

In Italy

Do's
1. Remain what you are: friendly, courteous, polite and dignified.
2. Travel in small groups - three to five persons with both genders present if possible.
3. Bring a book to read on the train or on the bus, you will not be the only person reading, and it is an easy way to fit in.
4. Carry some identification - a tag, bracelet, or card - if you have a medical condition
5. Dial 112 for fire, police, and or medical emergencies.
6. If you see an unattended package, get away and call the police.
7. Avoid protest group activities and other potential volatile situations.
8. Keep abreast of local and international news that might tell you of potential civil unrest.
9. Check the US Embassy web pages for travel advisories.
10. Ask permission before photographing strangers who you find “interesting”.
11. Use common sense.
Don’ts

1. Do not become the “ugly American stereotype” - loud and/or boorish. Here are some positive and negative stereotypes associated with Americans:
   (a) Outgoing and friendly
   (b) Informal
   (c) Loud, rude, boorish
   (d) Immature
   (e) Hard working
   (f) Extravagant
   (g) Sure they have all the answers
   (h) Disrespectful of authority
   (i) Generous
   Pick out those characteristics that you would like to be remembered by, and avoid the others.
2. Avoid attracting attention to you. That is, avoid traveling alone or in a large group of a dozen or more.
3. Do not expect eye contact on the streets of major cities - indeed, in some locations this may result in “unexpected or unwanted” invitations.
4. Never, ever leave your room unlocked.
5. Do not draw attention to yourself when you are returning to your room late at night - be courteous of the other students living in the dormitory.
7. Remember NO non-Notre Dame people are allowed into your room without prior approval of the RAs and there are NO over night guests ever allowed.
8. Most places are safe in Italy, BUT don’t wander down dark alleys or into areas that are known to be high risk.
9. Avoid baggage tags that would clearly identify you as an American.
10. Do not impair your judgment with excessive consumption of alcohol.
11. Women are sometimes targets of harassment - don’t become a target: dress conservatively, travel with some men if possible, and NEVER agree to meet strangers in non-public places.
12. Don’t let your “natural friendliness” be mistaken for flirtations.
13. Do not lose your passport, it will not be the end of the world, but it may seem like it is.
14. Do not joke about bombs or about smuggled items - airport authorities will not find that funny, nor will you.