

October 8, 2009

Dear Parents:

Greetings from the Cornell in Rome program office in Ithaca. We are looking forward to having your son or daughter join us during the Spring 2010 semester in Rome. We will have 60-64 students in Rome in the spring, and preparations for their studies abroad are well underway. Student excitement seems particularly early and high with this group!

I wanted to write to give you some general information about the program, and also to ask for your assistance completing our required paperwork. Please review the attached documents and submit all requested information directly to the Rome Program Office at 149 East Sibley Hall, Cornell University, Ithaca, New York 14853, by **November 4**. If you need additional information, or have any questions between now and their departure in January, please call (607) 255-6807, or e-mail romeprogram@cornell.edu, and we will be happy to speak with you.

I met with the students several weeks ago, and am regularly sending email to them regarding the housing assignments, group flight, pre-registration process, etc. The students have received instructions on the visa process as well. **All students, except those who have European Union passports, need to apply for a study visa from the Italian Consulate. All but visiting students and international students should apply for this through the program; visiting and international students are required by the consulate to apply on their own through the consulate servicing their hometown or school (this means that parents of visiting and international students should not mail any of the required visa documents here).**

The students are responsible for most of the paperwork required to study abroad, with the exception of the two documents needed for their visa application (attached). **They will need to submit their actual passport with their visa application as well, so please be sure they have this in Ithaca with them by November 4.** Note that the requested emergency contact information and parent signature on the attached Agreement Release form is for program use only (not for the visa), so all must submit this to us. We cannot accept any electronic documents (originals are required by the consulate).

As you may know, Cornell in Rome is housed in the beautiful quarters of the 17th century Palazzo Lazzaroni, located in the historic center. Classroom and studio space is provided here for our three college programs in architecture, art, and planning, and our furnished student apartments are nearby, within easy walking distance of the palazzo. These are equipped with kitchens, washing machine and dryer, and range in size from four to nine persons, with a limited number of single rooms available. There are no meal plans provided, but we are in the middle of the historic center, surrounded by markets and restaurants. (You'll be happy to know many of our students learn to cook while in Rome!) We also have a very extraordinary staff at the palazzo that will help the students as they transition into Italian culture (teach them how to make ravioli!), and remain available to assist throughout the semester with any medical needs or other issues that may arise.

Housing costs range from approx. \$4,200 (double) - \$4,600 (single) for the semester, and this is an amount which is bursar-billed, along with an \$1,800 field trip fee (which covers transportation, hotels, and entrance fees for approx. 15 days of travel over the course of the semester), and a \$500 deposit (which covers anticipated miscellaneous expenses such as the required Italian residency permit and mandatory emergency Italian state health insurance, course packets, special course activities, etc.). Charges for printing and photocopying will be billed at the end of the term. Any unused amount of the \$500 will be credited to the student's

bursar account at the end of the Spring 2010 semester. Any balance due will appear on that bill as well.

All program charges and the \$300 tuition deposit made in February, (unless a tuition deposit waiver was granted), will appear on your December 2009 bill. If you are participating in the installment plan and have not already made plans for your payments to incorporate the Rome Program **bursar-billed** fees, please contact the Installment Plan office directly to request an adjustment (607-255-2336). **Parents of visiting students should check now with your child's home school to clarify payment procedures and timelines (some schools pay Cornell directly; others require you to pay Cornell directly. Note that Cornell does not issue paper bills any longer; check the bursar's website for info.)**

The enclosed budget outline includes all anticipated Rome program costs, (including those that the student pays directly, not through the Bursar), with the exception of miscellaneous course or architecture department fees. When the students are not traveling, food costs vary from approximately \$75 – \$125 per week with the current dollar/euro exchange (also depending on the student's habits), and that includes some cooking and some dining out. While traveling, food costs can be more.

With regard to arrival and return dates: if your son/daughter is planning to study Beginning or Intermediate Italian or take our non-credit two week Italian course in Rome, they must be ready to start classes on Monday, January 11. If they are not taking the first or second term of Italian (or non-credit Italian), they can arrive in Rome any time between January 8 and 21, but not later than this. We do encourage students to arrive early to participate in orientation walks and to get acquainted with the city before the start of all their classes. There will be official mandatory orientation sessions on January 22 and 23.

We have secured a group reservation through the company Student Flights for a departure from JFK; details are available at this site: <http://www.mystudentflights.com/index.php?flightid=44>.

The price is \$840 round trip including taxes and it is non-stop. There are just a few seats left; if interested, contact them directly on line or by phone. Students are also free to make their own flight arrangements if preferred. All students must move out of the Cornell apartments by May 21.

Please review the following attachments and submit the requested information directly to the Rome Program office in Ithaca (**not** to the Italian Consulate) by **November 4**.

1. The **Agreement Release Form** is a basic medical release form that allows us to obtain medical care for your child in the event of an emergency. Please provide the necessary insurance, medical, and emergency information (including a daytime contact number). *The students have their own copy of this form, so don't worry about obtaining their signature on it before submitting it.* If your child has particular medical needs that we should be aware of, please contact me. *Note that some prescription drugs available here for depression and attention deficit disorder are not available or legal in Italy. Please contact me with any questions.*
2. **Visa documents.** Enclosed are two sample documents to verify your financial support for your child's semester abroad. Please include all the information as delineated in the examples to avoid processing problems. **Ask your bank to follow the letter exactly; it will not be accepted unless it is on bank letterhead and signed.** The bank cannot insert the information onto this sample. If your bank's letterhead does not include its specific branch address and contact info, please attach a business card for a contact person at that branch. If you have any questions regarding proof of resources, feel free to give me a call. If savings and/or checking accounts do not indicate a reserve of \$5,000 (for

students staying one semester only), proof of retirement accounts may also be used. Letters from foreign banks are not accepted.

3. The **anticipated budget** for a semester in Rome (for your review only). A new financial aid award letter (adjusted for the additional Rome costs) will be sent from Financial Aid this term.
4. The **academic calendar**. (The field trip details will be added as soon as they are finalized).
5. Your child's **travel plan**.

Thank you for your assistance, particularly with the visa application. Please call with any questions. I realize this is very detailed. If you follow the sample documents, it should go easily.

Please check our website now and throughout next term. You may especially enjoy our student blog: www.rome.cornell.edu!

Best Regards,
Margherita Fabrizio, Administrative Director
Cornell in Rome, Ithaca campus