



PANTHEON INSTITUTE

Study Abroad Programs in Rome

PRE-DEPARTURE GUIDE

Member of the Association of American College and University Programs in Italy (AACUPI)

Registered with the Ministry of Education in Italy as an Institution of Higher Learning

Dear Student,

We are pleased to welcome you to our program at the Pantheon Institute and we hope that you will find your time in Rome to be rewarding and unforgettable.

All of us at the Pantheon Institute want to help make your study abroad transition as easy as possible. This handbook is a reference guide meant to make your preparations easier, so please read it carefully and note the following:

- Some pre-departure requirements (such as getting a passport, visa, prescriptions, etc.) may take a few weeks, so begin to prepare as soon as possible.
- This handbook contains special information for your family regarding emergency contacts and mailing/ shipping information. Please give them the opportunity to read this information carefully.
- Once in Rome, you will receive additional information on our academic policies and procedures, life in Rome, and program closure information.

If you have any questions or concerns prior to departure do not hesitate to get in touch with us. We look forward to welcoming each one of you in person when you join us in Rome.

Buon Viaggio!

The Staff and Faculty at the **Pantheon Institute** Rome, Italy
<http://pantheon-institute.com>

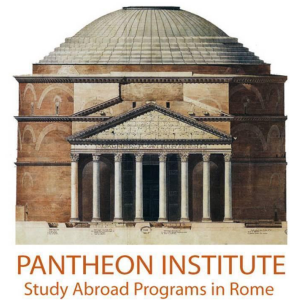


Table of Contents

EXPECTATIONS FOR A SEMESTER ABROAD	5
PRE-ARRIVAL	5
Passport.....	5
Study Visa	5
The Pantheon Institute Student Portal	5
PACKING TIPS	6
Lost Luggage	6
Luggage Size and Weight	7
Carry-on Essentials:.....	7
Clothing	7
Medication.....	7
Storage of Personal Documents	8
Electricity in Italy	8
What Not To Bring.....	8
Clothes Washing	9
ARRIVAL IN ITALY	9
Personal Arrival Details.....	9
Arrival Day Airport Shuttle	9
Missed or Delayed Flight	9
Lost/Delayed Luggage	9
Taxis at the Airport	10
Housing Check-In.....	10
Registration with Local Authorities	10
SAFETY	10
Pantheon Institute Staff.....	10
Public Emergency Services	10
Pantheon Institute Emergency Phone.....	10
Pantheon Institute Emergency Notification WhatsApp Group Chat	11
U.S. State Department Step Program.....	11
Family Notification.....	11
U.S. Embassy	11

Public Announcements/Travel Warnings.....	11
Pantheon Student Handbook	12
Passport Copies.....	12
HEALTH AND WELLBEING	12
Medical Services in Rome	12
Pharmacies and Medication.....	12
Medical Accommodations	12
<i>MAIL & PACKAGES</i>	<i>13</i>
<i>STUDENT HOUSING.....</i>	<i>13</i>
Apartment Amenities	14
Maintenance	14
<i>TRAVEL</i>	<i>14</i>
Academic Field Trips	14
Train Travel.....	14
Plane Travel.....	15
<i>BUDGETING.....</i>	<i>15</i>
Expenses Included in the Program Fee	15
Expenses Not Included in the Program Fee	15
Course Fees.....	15
Food and Cooking.....	15
The Euro	15
ATM Bank/Debit card.....	16
Credit Cards	16
Cash.....	16
Not Recommended	16
General Monthly Living Expenses	17
<i>PRE-DEPARTURE CHECKLIST.....</i>	<i>17</i>

EXPECTATIONS FOR A SEMESTER ABROAD

- **Keep an open mind** – In all respects, things in Italy will rarely happen exactly the way you expect them to. Many practical matters take longer or require extra steps that would be considered superfluous in the U.S. Realize that you must be flexible and patient in order to get the most out of your study abroad experience.
- **Homesickness and Culture Shock** – It takes time to adapt to a new environment and during your first few days (or even weeks) in Italy, you may feel homesick or frustrated with your inability to adjust to being away from home. This is not uncommon, and it is a large part of what studying abroad is about. Be patient and give yourself a chance. Almost every student overcomes the initial uncomfortable feelings in a short period.
- **Internet** – All Pantheon Institute housing and studio / classroom buildings are equipped with Wi-Fi for student use. However, internet speeds in Italy are generally slower and Wi-Fi less effective than in the US. Be prepared to make very limited use of streaming and large downloads or uploads.



PRE-ARRIVAL

Passport

All students must have a passport. **Your passport must be valid for at least 120 days beyond your return date.** If you have a European passport, please plan to use it during your study abroad.

Study Visa

You may also require a visa for participation. Check with your home institution about visa procedures. Once you are officially accepted into the Pantheon Institute program, you will receive additional information from Pantheon Institute staff regarding visa acquisition. For more information regarding Passport and visa requirements for US citizens in the European Union (Schengen area), please check the following websites from the United States Department of State: <http://travel.state.gov/content/passports/english/go/schengen-fact-sheet.html> - FAQ and Italian Ministry of Foreign Affairs: <http://vistoperitalia.esteri.it/home/en>

The Pantheon Institute Student Portal

Pantheon Institute will set up a student account for you in our student portal and send you log-in information for your account. This account contains Pantheon Institute documents and reference material, such as our handbooks and pre-arrival forms you need to review and fill-out prior to coming to Italy. Additionally, you will need to upload digital copies of important documents, such

as your passport and visa, to your file. It is essential that you review and complete all required document review and submission PRIOR to coming to Rome.

Items initially included in your Pantheon Institute Student Portal Account:

- Program Application Form
- Arrival Information Form
- Behavior Contract & Waiver of Liability Form
- GDPR Photo Waiver
- Housing Information Form
- Housing Contract
- Housing and Student Handbooks
- Visa Letter (you will use this letter during your visa application process at your local Italian Embassy/Consulate. Penn State University students should consult with their study abroad office regarding the processing of their vis.

In addition to the above forms, you will need to upload certain personal documentation to your account, which are: Scan of Passport (ID Photo Page with birth info etc.)

- Scan of Visa Page (in Passport)
- Scan of Passport Information Page
- A passport-sized photo headshot photo
- Your Health Insurance Card and Letter
- Acceptance/Visa Letter is uploaded by PI Staff

Please fill-out these above forms, review all handbooks, and upload the required personal documents at least two weeks prior to arrival. Failure to do so will delay your check-in process.

PACKING TIPS

Lost Luggage

When packing be sure to clearly label your checked luggage and carry on with your name and the address of your destination:

**The Pantheon Institute
Attn: (your name)
Vicolo del Canale, 14
00153 Rome, Italy**

****The Vicolo del Canale address is only to be used for the delivery of lost luggage.** For all other mailing needs, you must give the Main Office Pantheon Institute Address at:

**The Pantheon Institute
Attn: (student name)
Via del Pantheon, 57
00186 Rome, Italy**



Luggage Size and Weight

It is essential that you check your airline's baggage size and weight requirements before flying in order to avoid paying extra baggage fees. Also be aware that low-cost airlines (Ryanair, Easyjet, etc.) maintain very strict regulations regarding baggage and carry-on weight and size, and levy large fines.

Do not bring two or three GIANT SUITECASES filled to the brim! Try to limit packing to the essentials and remember, you may want to purchase items abroad to take home. Try to limit your packing to one large suitcase and one cabin-sized carryon.

Carry-on Essentials:

- One change of clothing
- Laptop or tablet if you have one (charged, as you may have to turn it on at Security)
- Travel documents, medication, jewelry and other valuables
- One photocopy of your passport photo page
- Pantheon Institute address and contact information
- Toiletries within regulation standards (check with your airline)
- An extra pair of contacts and/or glasses, if you wear them
- Documents for first orientation meeting (as per email instructions, if any)
- Proof of health insurance

Clothing

- When visiting churches in Italy, both on excursions and course-related field trips, keep in mind that shorts, sleeveless tops, midriff baring tops and short skirts are prohibited. On the same note, you will be walking much more during the next few months than you normally do so be prepared to bring or buy comfortable walking shoes.

Medication

- **Prescription Medications: If you require prescription medication, please bring an adequate supply for the entire duration of your time in Rome. Shipping medication to Italy is almost impossible and incurs a heavy duty fee for even over-the-counter products, such as vitamins and ibuprofen.** If you need to fill prescription while abroad, you will need to work with a local doctor to get an Italian prescription. Therefore, if you cannot bring enough medicinal supply for the entire semester, please contact MedInAction (<https://www.medinaction.com/>) to discuss how to obtain medical supplies, such as insulin or specific prescriptions, while in Italy.
- **Over-the-counter Medications:** Should you become ill in Italy there are doctors and pharmacies which carry equivalents but the cost is higher in Italy, compared to the U.S., for items like Tylenol, Ibuprofen, and Aspirin.

Storage of Personal Documents

It is strongly recommended that you keep a record of all your personal information in an easily accessible online drive, such as a google drive folder or in your personal email. Having your credit card, passport, visa, and other essential information accessible electronically will help you should you become the victim of theft while traveling and you need to produce personal documentation to the police or Embassy/Consulate.

Electricity in Italy

To operate a U.S. electrical product in Italy you will need to use a **PLUG ADAPTER FOR ITALY**. The plug adapter converts the U.S. plug to a European plug.

Based on the kind of electrical item you are using, you may also need an ELECTRICAL CURRENTY CONVERTER. Electricity in Italy, and the rest of continental Europe, operates at 220 volts. In the US, electricity operates at 110 volts. The voltages, frequencies, and the sockets themselves are different in Italy than in the U.S. Almost all modern electronic devices are dual voltage and they will usually be marked 110-220V somewhere on the device or charger. Some items, like a laptop, have a built-in currency converter built into the electrical plug.

This is not true of most hair dryers, hair straighteners and curling irons!

Hair dryers are provided in our dormitories, so you do not need to bring this item. Please check if these items are marked as being compatible with 220V electricity and see if they have a **manual switch** that needs to be changed from 110 to 220 before you plug them in. These items are extremely high current devices: combined with the high voltage, they use a lot of power. If you want to use these devices in Italy you'll need to either bring a large power converter or power transformer to convert Italy's higher voltage to the lower American voltage or buy these devices in Italy to avoid blowing a fuse, ruining your straightener/dryer/curling iron, burning your hair or all of these!

What Not To Bring

- Cooking or kitchen equipment (residences/apartments are equipped with fully-functional kitchens);
- Large amounts (over €300) of cash or any large bills (nothing over €200! €500 notes are almost impossible to use). You can use your U.S. credit cards and ATM cards in Italy (make sure you alert your bank to your upcoming international travel before using your cards abroad);
- Library cards, department store credit cards, membership cards or any other non-essential wallet items you won't use overseas;
- Controlled substances (always travel with your original doctor's prescription if you are bringing prescription medication with you);
- Bedding or towels (1 set of bedsheets, bath towel and hand towel are supplied at housing);
- Weapons or any items considered to be dangerous.
 - Any type of firearm, including tasers/stun guns, paint ball, airsoft, pellets, air, and BB.
 - Any type of knife, including pocket, switch blade, and butterfly. Italy bans the possession and use of knives for personal protection.
 - Clubs, brass knuckles, mace, and other items considered to be dangerous.

Remember never to pack any prohibited items such as nail files, nail clippers, small cuticle scissors, nail polish remover, Swiss Army knives, or cigarette lighter fluid refills in hand luggage.

Clothes Washing

All student housing is equipped with a washing machine and a drying rack. Clothes dryers are very uncommon except in Laundromats.

ARRIVAL IN ITALY

Personal Arrival Details

Please book your flight to arrive exactly on your program start date. You must communicate your arrival info to your program coordinator, if applicable, and directly to the Pantheon Institute via the **Arrivals Form** in your PI student account. We need this information to coordinate your pick-up and transportation from the airport to your PI assigned housing.



Arrival Day Airport Shuttle

Pantheon Institute provides transportation from the FCO Rome airport to your assigned PI housing, but **ONLY** for official PI semester/summer programs and **ONLY IF** you clearly communicate your arrival details on the Arrivals Form in your PI student account. Failure to provide us your arrival information may exclude you from the airport shuttle. **The Airport Shuttle is only scheduled on the designated Program Arrival Day (see Academic Calendar for details).** You will receive advanced notification from PI staff if you do qualify for the airport shuttle service.

Please note that it is not possible to check into housing prior to your program start date.

Missed or Delayed Flight

If you miss your flight please notify the Pantheon Institute as soon as possible, and keep us informed if you make other arrangements to arrive in Italy. To notify us, **phone/text/WhatsApp the PI Emergency Phone at +39 375 588 2923 OR email segreteria@pantheon-institute.com**

Lost/Delayed Luggage

If the airline has misplaced your luggage, you must complete lost baggage forms with your airline at the airport. **You must complete these forms before you exit the customs area.** This is not uncommon and most bags arrive in a day or so. Please note, however, that you *must* complete the lost baggage forms before you leave the airport.

Be sure to give the following delivery address for your delayed luggage:

The Pantheon Institute
Attn: *Student Name*
Vicolo del Canale, 14 00153 Roma, Italia

Phone: +39 06 9453 9142 or +39 06 839 197 88 (housing office) or PI Emergency Phone at +39 375 588 2923; segreteria@pantheon-institute.com

Taxis at the Airport

Taxis in Rome are white and are run privately. You can find a taxi stand outside the airport upon your arrival, and throughout the city. ***Do not leave with anyone who approaches you inside or outside of the airport offering you a taxi.*** Official white taxis line up outside of the arrivals terminal and you should approach the first car in line. **The standard cost of a taxi from FCO airport to the center of Rome is between 60-70 euros. Please remember that you will be charged extra for your luggage.**

Housing Check-In

Upon arrival to your PI assigned housing, you will undergo a short housing check-in presentation about PI housing policies and will sign to receive your PI housing keys. A more detailed Student Orientation will be provided the following day.

Attendance at all housing check-in and orientation meetings, events, and activities is mandatory.

Registration with Local Authorities

In compliance with Italian Law, you will be appropriately registered with the local authorities as living and studying in Rome.

SAFETY

Pantheon Institute Staff

The Pantheon Institute staff is happy to help with students' questions and concerns. The staff is on-site during office hours (business days 9 AM – 5 PM) and available to help with questions regarding the academic program, life in Rome, travel, and health and safety needs. You can reach our offices at +39 06 9453 9142 or +39 06 839 197 88 and at segreteria@pantheon-institute.com.

Public Emergency Services

In case of emergencies, **please dial 112**; this is Italy's equivalent of the US emergency number 911, and you can be transferred to an English-speaking operator upon request. PI staff collaborates with local emergency services, such as police, EMTs, firefighters, and Carabinieri (military police) in the event of an emergency situation.

Pantheon Institute Emergency Phone

Emergencies should be reported to the PI Emergency Phone at **+39 347 668 6443**

An emergency qualifies as a situation in which any PI student, staff member, property or program is at risk for serious harm, necessitating immediate intervention. Examples include serious student injury or severe illness, an act of violence towards a student or vandalism to PI property, natural disasters, or serious criminal actions such as a break-in. In the event of an incident, AFTER dialing 112 to alert the public authorities, you can call the PI emergency number to alert the staff. Students can call, text, or WhatsApp the PI Emergency Phone.

Pantheon Institute Emergency Notification WhatsApp Group Chat

This chat will be operated by PI staff and used only to communicate with PI students, as a group, for major emergency issues that may imminently impede or threaten general PI operations or student safety during the program. These safety and security concerns relate to Trastevere, Rome, Italy, and any area in Europe it could be possible/probable PI students may be traveling to during the Semester.

For all other non-urgent concerns, please contact segreteria@pantheon-institute.com



U.S. State Department Step Program

We strongly suggest that all students participating in our program enroll in the **US Department of State's Smart Traveler Enrollment Program** [here](#). The Smart Traveler Enrollment Program (STEP) is a free service that allows U.S. citizens and nationals traveling abroad to register their trip with the nearest U.S. Embassy or Consulate. Registered individuals automatically receive notification of threats or potential threats via text and e-mail and are asked to verify their safety in the event of an emergency. These status updates are then automatically forwarded to contacts provided by the enrolled individual.

Family Notification

We encourage students and their families to discuss and establish a contact system that can be used in the event of a crisis. The Institute does its best to know where students are, but it is the responsibility of the students to inform the Institute and their families of their travel destinations and their contact information.

U.S. Embassy

The Pantheon Institute is a member of AACUPI - the American Association of College and University Programs in Italy - and maintains regular contact with the US Embassy and Consulate General in Rome, Italy. The Pantheon Institute is also on the list of schools in Italy registered with the US Embassy.

Public Announcements/Travel Warnings

The U.S. government issues announcements based on intelligence information regarding possible terrorist activity or other global conflicts. Travel Warnings are issued when the Department of State recommends that Americans defer travel to specific countries. You can access Consular Information Sheets, Travel Warnings, Public Announcements and other helpful safety information by visiting www.travel.state.gov or by calling (202) 647-5225.

Pantheon Student Handbook

Detailed information on how to handle an emergency is discussed at length at Orientation and is provided in the PI Student Handbook, which you can find in your PI Student Portal Account.

Passport Copies

We recommend that students make three photocopies of their passport photo page, carry one copy with them at all times and place the extra copies inside luggage when traveling. You must carry your original passport while traveling. While in Rome, your passport should be kept hidden in a safe place. If your passport is lost or stolen you must notify the appropriate Consulate immediately.

HEALTH AND WELLBEING

Medical Services in Rome

The Pantheon Institute has special arrangements with local physicians to handle non-emergency situations such as colds, fevers, etc in students' apartments. Appointments with English speaking doctors can be made quite easily and cost between €80-€140 euros per visit. The doctor can prescribe medications as needed, which can be found at a nearby pharmacy.

Pharmacies and Medication

Prescriptions may be filled at any local pharmacy. In most cases, if the ailment is not serious enough to warrant a visit to the doctor, you may go directly to a pharmacy and obtain medicine prescribed by the pharmacist. It is also advisable to bring some over-the-counter medications to Italy with you.

The Italian government considers certain drugs (including Ritalin, Cylert, Adderall, Wellbutrin, Prozac, Paxil and Zoloft) illegal. Anyone found with these medications **without a current prescription** can be prosecuted. Contact the Italian Consulate in your jurisdiction for additional information.

It is imperative that if at all possible, you bring with you to Italy an adequate supply of any prescription medication you are taking. It should be enough to last you for the duration of the semester. This includes cosmetics and contact lenses.

Special Medical Needs

If you have any medical or psychological condition that may require attention from a physician, psychiatrist, or psychologist during your stay in Italy, **please be sure to prepare an adequate summary of the details so that you can be properly treated while in Rome.** One copy of this summary should be carried with you to Italy; one copy should be left with a parent or guardian.

Medical Accommodations

We invite you to disclose to us of any other special needs, including dietary restrictions or preferences, physical concerns or learning disabilities, allergies and strict religious observances before your arrival. It is much easier for us to help you if we know about your special needs ahead of time. If you are currently undergoing treatment for physical or mental health issues and wish to have access to similar services in Italy, please contact the Pantheon Institute staff. Students who require academic assistance will need to provide documentation to the Pantheon Institute staff.

This information will be treated confidentially and will remain in the files at the Institute until you complete the program.

MAIL & PACKAGES

Student mail is collected daily and kept at the main office.

All student mail should be addressed as follows:

The Pantheon Institute
Attn: (student name)
Via del Pantheon, 57
Rome, Italy 00186



Given the fact that mail in Italy is slow and customs charges are high, **we kindly ask that family and friends refrain from sending non-essential packages to students during their time abroad.** We cannot ensure that food items, medications or cosmetics shipped to students from the United States will arrive in a timely fashion or at all due to legal and bureaucratic hurdles beyond our control. It is, therefore, imperative that students bring with them to Rome an **adequate supply of all necessary medications and cosmetics.**

Should a package need to be sent to a student, please note that declaring the contents of a package to be **FOR PERSONAL USE** can help negate high customs taxes **which will be the responsibility of the student alone.** Please also be aware that students will be taxed upon delivery of any items based on the dollar amount given at the time of shipment – and couriers **ONLY** accept cash on delivery; be extremely judicious when shipping used goods!

It is not uncommon for the customs tax to be higher than the value of the item you have shipped (for example, €70 euros for a bottle of eye contact lens solution sent from the USA).

Finally, please note that with very few exceptions most items which can be bought in the United States can also be bought in Italy.

Priority mail vs Regular mail

“Overnight” from the U.S. does not mean overnight into Italy. If a family member or friend sends an overnight document, it will arrive in Rome in approximately three days. For urgent documents (e.g. ATM cards and other important letters) use a reliable courier service, like Federal Express. The U.S. postal priority mail service is reliable but when it enters Italy, it is placed in the Italian postal system, which delays its arrival to the Institute. Please remember that there is no way to track regular mail in Italy just as it cannot be tracked in the US.

STUDENT HOUSING

Pantheon Institute students will be housed in fully furnished apartments in the historic center with fellow PI students as roommates. In order to get the most out of your experience it is fundamental

that you keep an open mind: standards of comfort in Italy differ from those in the United States, with both pros and cons.

Apartment Amenities

Each apartment will have the following:

- Two to four beds per bedroom (private rooms may be requested subject to availability and at additional cost). Each student has a single bed;
- Individual bedside table, bedside lamp, and wardrobe (or closet space);
- 1 set of bed sheets, blanket and pillow, bath towel, hand towel;
- Shared kitchen with an induction stove, refrigerator, sink and essential appliances;
- Shared eating area and living space;
- Shared bathroom with shower;
- Shared washing machine or access to laundry room with hours of operation, access to drying racks, ironing board and iron.

Things to keep in mind about Italian buildings and standards of living:

- Windows in Italy are not screened. Be prepared for the fact that there are mosquitoes in Rome during the warmer months by bringing insect repellent;
- Due to their age and construction, Italian buildings can be cool and damp during the winter months. Heating is on a timer (morning and evening) thus not available at all hours of the day, nor all months of the year. Therefore, please pack appropriate clothing as well as a warm pair of pajamas and slippers to wear at your home away from home;
- AC is very expensive in Italy. Therefore, AC units operate on a timer and are only available during the summer months;
- Your neighborhood / building houses Italian families who permanently live and work in Rome. Remember that you will be living as guests among these locals

Maintenance

Should you encounter any problems with your apartments, please contact the Facilities Manager directly at housing@pantheon-institute.com.

TRAVEL

Academic Field Trips

Some classes include optional or mandatory field trips during the session, which may fall outside of class hours. Do not book independent travel until you've met with your professors during the first week and confirmed dates for any class field trips. After that, you can make personal travel arrangements as long as they do not conflict with class-related activities.

Train Travel

Rome is an ideal hub for travel as many major European cities are conveniently accessible by train. Train stations are located near the residence and office and connect to FCO airport, as well as destinations throughout Italy and Europe.

Plane Travel

Low-cost airlines such as RyanAir, EasyJet, Blu-Express and Vueling serve Rome's Fiumicino and Ciampino airports.

We ask that you WAIT to make travel plans after your arrival in Rome in order to confirm all program dates, as low-cost bookings are extremely inflexible to change.

BUDGETING

Expenses Included in the Program Fee

Tuition, Housing, Airport Transfer in Italy (*on specified arrival dates only*), Orientation, Institute Facilities, Cultural Activities, Transcripts, Academic Field Trips for Architecture and Landscape Architecture courses.

Expenses Not Included in the Program Fee

Airfare, Meals, Optional Excursions, Cell Phone Personal Calls, Textbooks, Course Fees and Materials, Travel and Museum Fees.

Course Fees

In lieu of textbooks, several of our architecture and elective courses feature on-site visits. While we do our best to keep the costs associated with courses down by asking for special permission to visit sites with reduced or free admission, due to the nature of Italian and European law, students will be asked to pay partial or full admission to many of the sites they are required to visit for courses. You will be informed of any additional program fees in your syllabus.

Your study abroad experience can be as expensive or inexpensive as you make it, but please note that you will be responsible for your own meals during your time in Rome.

Food and Cooking

Since each student apartment is equipped with a kitchens/kitchenettes, we encourage students to prepare meals together their residences together. Once in Rome, students will be informed of nearby outdoor markets and grocery stores where they can shop for essential items, and which are within walking distance of student housing.

Below are some typical prices for Italian staples which we hope will help you budget accordingly.

The Euro

The Euro is the official currency of 18 member states of the European Union: Austria, Belgium, Cyprus, Estonia, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, Malta, the Netherlands, Portugal, Slovakia, Slovenia and Spain.

Visit <http://www.exchangerates.com> for current currency rate changes.

We suggest that you bring the following forms of money so that you can access cash at all times and under a variety of circumstances:



ATM Bank/Debit card

ATMs are the fastest and by far the best method for obtaining cash. The rate of exchange is very favorable and networks are safe and reliable. Check with your bank to understand any limits on cash withdrawals or international partner banks that will give you a better rate of exchange at the ATM.

Be sure to inform your bank that you will be traveling abroad so they do not block your account when overseas purchases register.



Credit Cards

Visa and MasterCard credit cards are widely accepted throughout Italy. Some credit companies may add a fee for the exchange rate adjustment for each transaction. It is advised that students check with their bank before leaving the United States.

Cash

You should have some cash in hand (100 euros or so) upon arrival in Europe in case of travel emergencies and so that you can make small purchases immediately upon arrival: a quick bite to eat, some groceries, or other incidentals. You can withdraw this from an ATM at the airport or exchange a small amount of currency before leaving the US.

Not Recommended

- For reasons of counterfeit and terrorist activity, it is illegal to send cash through the mail; this includes Federal Express and other private carriers;
- Personal checks, international money orders or international checks cannot be cashed. Remind friends and family not to send checks;
- Wiring money includes costly transfer fees and may take several days due to the time zone difference and international processing rates;
- Traveler's checks are an outdated and unreliable source of money as it can now be difficult to have them cashed. It is advisable to bring a bank card in place of traveler's checks;
- Avoid bringing cash in more than €100 euro notes with you to Italy. For security reasons, €500 note bills are NOT ACCEPTED even in major stores or banks and trying to break or use a €500 note can be a lengthy and stressful experience.

You will be responsible for paying your way back to Rome after the mandatory North Field Trip, which precedes the mid-term break of one week off from classes.

Students who do not wish to make travel plans throughout Europe or Italy during the break are more than welcome to stay in the student housing residences for its duration but must organize and finance their own return trip to Rome after the field trip ends.

General Monthly Living Expenses

A general estimate of the cost for food, transportation, personal products and leisure activities can amount to approximately €500.00 to €600.00 per month when staying within a budget of €100.00 to €150.00 per week. You can expect to spend more or less the following on your most basic needs:

Groceries: €50 - €60 a week (depending on how much you share expenses with your roommates).

Transportation: Monthly public transportation pass available for €35.00/month, or €1.50 per bus ticket valid for 100 minutes on all public buses and one metro ride (many popular tourist sites in the historic center are within walking distance of one another, as are our Main Office and academic facilities).

Italian Mobile Phone Plan: 3-month package deals available from €30.00 to €50.00, or approx. €10.00 to €15.00 per month.

Lunch from a snack bar or deli: €5.00 to €6.00 for a sandwich or slice of pizza. Fresh drinking water fountains are also available all over the city.

Textbooks and Course Fees (mandatory)

You can expect to spend €30-50 depending on the courses – expenses will be clearly presented at Orientation. Some courses require lab fees for travel, excursions and museum visits.

PRE-DEPARTURE CHECKLIST

Documents:

- Passport
- Airline ticket and photocopy
- This handbook
- Personal Information file to leave with parents or guardians that includes photocopies of all documents (see **Documents** section), bank account numbers, 1-800 numbers for lost or stolen credit cards and photocopies of credit cards
- Your school Student Handbook, name and email address of your advisor and other information that may be helpful to refer to during the semester
- The name, address and phone number of the Institute to leave with relatives and friends
- 2 passport-sized photos (if not already sent to PI)

Money:

- Bank/debit cards
- Major credit card for emergency use
- 100 euros cash if possible

Health:

- Health Insurance Policy Card and Documentation
- Adequate amount of prescription medication in the original containers and copies of the doctor's prescriptions
- Extra prescriptions for eyeglasses, contacts and medications

- Health kit with over-the-counter medications (Tylenol, Thera-flu, Robitussin, etc.)

School Supplies:

- Laptop or tablet
- Backpack
- Italian/English Dictionary (can also be purchased in Italy)
- Notebooks, pens (can also be purchased in Italy)
- Architecture supplies (can also be purchased in Italy)

Personal Supplies

- Clothing
- Insect repellent
- Sunscreen
- Battery-operated travel alarm clock
- Personal toiletries
- House slippers or flip-flops
- Camera, film, journal
- Small travel locks for luggage and backpacks
- Travel guides
- Wall Plug Adaptor
- Voltage Converter if necessary

What Not To Bring:

- Large amounts of cash or valuable jewelry
- Kitchen items or appliances
- Too many clothes (pack light; there is very good shopping to be had in Italy!)
- High voltage electrical items
- Impatience and expectations that services and amenities will be as they are in the USA.

Scheduling Your Time Abroad:

- Schedule visits from friends and relatives when classes are not in session (see the Academic Calendar on our website).
- Guests are not permitted to stay at student residences under any circumstances.
- Investigate the details of your travel insurance
- Register with your travel with the U.S. State Department using the S.T.E.P. program.
- Check and re-check this checklist!

We look forward to meeting you!

The Staff and Faculty at the **Pantheon Institute** Rome, Italy

Pantheon-institute.com