Pre- Departure Booklet

Revision: November 2019
For additional information not covered in the Pre-departure Booklet you can visit our website & Facebook page:

www.studyabroaditaly.eu

www.facebook.com/GEVstudyabroaditaly
INTRODUCTION

The decision you have taken to embark on an international study abroad program is an enormous step forward in your life, opening doors to a cultural, social and academic experience that will remain as one of the most important, rewarding and unforgettable experiences. You will probably travel often in your lifetime, but nothing will equal your study abroad trip; you will be surrounded by fellow classmates and explore history, architecture and art with academic professionals who will lead you through this adventure in the most profound and committed manner.

I remember many years ago when I made the same decision you did. I was a landscape architecture student living in California, and although I had traveled extensively I had never experienced anything like it working in a classroom abroad, surrounded by a completely different landscape, people and customs.

Studying and traveling with the professors, learning history, art and architecture through their knowledge and experience has proven to be invaluable. Today after all these years as I come back to the cities that I had visited with my fellow students I “see” our built and natural landscapes through different lenses. I am open to cultural differences and have a deeper understanding of how these systems work, giving me an unmistakable advantage in my personal and professional life.

Beyond the great academic advantage, the most emotive moments were spent discovering the culture, the way people lived, how they related to their surrounding, learning the language and having fun just “being away,” as well as making friends that would last a life time and prove to be critical connections for the future.

As your departure date nears, you are probably starting to prepare for your time abroad. We want to make this international transition as easy and enjoyable as possible; this is why we have created this booklet.

Once you are in Urbino you will receive additional information on living in Urbino, academic policies and procedures, and other pertinent program information such as telephone numbers, activities and other services available to you. In the event that you feel you need any information not covered in this booklet please feel free to email: eugeniasposite@gevitaly.com or mirko.marinelli@gevitaly.com

We will continue to prepare for your arrival and look forward to meeting you in person when you join us in Urbino.

Buon viaggio!!!
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PREPARATION
Semester in Urbino – Italy

Documents and Cell Phones

Passport
All students arriving in Italy must have a valid passport. Passports need to be valid for 6 months beyond your return date. Passport applications can be picked up at your local post office; it is quite a simple process. For first time passport holders you may be required to present a copy of your birth certificate (certified), a photo ID, and two official passport photos. Please allow enough time for this process as it may take over two months.

Study Visas
The Dean’s Office will oversee the application for visas for all of the students who submit their information prior to the deadline.

Cell Phones
It is very important that you are reachable by phone, especially since your family members will want to communicate with you. In addition, having a cell phone in Italy, where you will be traveling on your own, may come in very handy; if anything happens you will be connected with your friends, classmates, professors and GEV staff.

NOTE: Do not purchase international phone cards from home or the airport; they will not work in Italy.

Facebook & Messenger
During your semester in Urbino, in order for us to be well-connected and be able to reach you anytime for information and urgent communication we invite all of you to join our Facebook page and place a "LIKE" on it, becoming friends with “Roberta, Mirko & Eugenia”.
Facebook.com/GEVstudyabroaditaly

This way you can follow all of our updates, check your trips, calendar events and also access the pictures and videos that we publish every semester.

We hope that the information provided helps you connect with your friends and keeps you constantly informed on your new education adventure abroad!

In the mean time we suggest you to visit our web site, so you can have some additional information, preparing you for your trip!
www.studyabroaditaly.eu
WIFI IN URBINO

1) Study Abroad Wi-Fi

*Study Abroad Students* is a wi-fi connection managed by GEV. This wi-fi only works in the classrooms.

You will be provided with the password to this wi-fi upon your arrival in Urbino. Once you connect to this wifi, we will need you to register. To do so, it will be enough to like the GEV Facebook page *Study Abroad Italy - Urbino* (link: [https://www.facebook.com/GEVstudyabroaditaly/](https://www.facebook.com/GEVstudyabroaditaly/)) and add the GEV account *Roberta Mirko Eugenia* as a friend on Facebook, within maximum 24 hours, using the *Study Abroad Students* connection.

2) UNIURB Wi-Fi

*UNIURB* is a wi-fi connection managed by the University and City of Urbino. This wi-fi works in the dorms, in the classrooms, the multimedia library and in some spots of the city. In order to use it, you’re going to need a certified account, that the university will provide you.

**On the day of your arrival** you will receive an e-mail from iam@uniurb.it with a link to register on IAM and reset your password. Make sure to check your inbox and spam folder. You need to register your account **within 24 hours** from the moment you receive this e-mail.

This an example of the e-mail you will receive:

**Da:** iam@uniurb.it  
**Oggetto:** Recupero Password UNIURB  
**Data:** 28 agosto 2019 08:59:00 CEST  
**A:** roberta@gevitaly.com  
**Rispondi a:** iam@uniurb.it

La procedura di recupero password Ã¨ stata avviata su tua richiesta.

Il seguente link ha validitÃ  24 ore, cliccaci per reimpostare la password del tuo account.

[Clicca qui reimpostare la password](https://iam@uniurb.it)

Grazie

Tap on the link “Clicca qui per reimpostare password” (click here to reset your password). You will be directed to the following page:
Insert your new password and confirm it, then click on "Reimposta" to confirm. Once you’ve done this you can use the UNIURB wifi. When you connect to the UNIURB wifi you will be asked to log in. This is the page you’ll be directed to:

![Password Reset Page]

Insert your name and last name separated by a dot (name.lastname), then select “ersu” from the drop down menu, and finally insert your password. Then click on “Accedi” (access).
You’re going to have to repeat the log-in process every time you access the UNIURB wifi.
Packing Advice

- Place a photocopy of your passport inside your suitcase on top of all your items
- On the back of this photocopy write down the address of GEV in Urbino (see below)
- Label your suitcases and carry-on luggage with the address of your destination.

A few things to think about while you are getting ready to pack:

- 1. travel as light as you can
- 2. A MUST HAVE: Travel guide! Best ones: Lonely Planet and Rick Steves
- 3. If you are on prescription medication, PLEASE bring enough for your entire stay
- 4. Remember that plugs in Italy are different then in the US, bring plugs for your computers, shavers, hair dryers..etc.
- 5. Anything that you use often (Example: tooth paste/tooth brush) bring with you, you will find most, if not all things that you need in Urbino, but to avoid having to find an open store after 8:00pm, it is best you travel with your most needed items.
- 6. If you plan to travel on weekends or around Europe it is best to bring a "travel backpack" (the ones that hook up on your waist) from the US, they are cheaper in the US. This is how I traveled around Europe and it was great to have my hands free and not having to haul my luggage up and down trains, this and my travel guides were my best purchases.
- 7. Hiking boots (ones with good tracking on the soles and if you can, get the GOROTEX ones: keeps your feet dry), these you should get if you are planning to do some hiking with us, and also they are great when you are traveling since you will be doing a lot of walking, mostly narrow up and down streets with cobble stones. (Bring good socks)
- 8. Rain jacket (sporty type, they call them shells in the US), these are wonderful since they are very light weight, fit everywhere and SAVE you from getting wet in the middle of a tour in a field trip and from strong winds (Urbino is windy), get the ones with a hood.
- 9. If you can and know how, download and/or bring movies to watch in your computer, students from past quarters had "movie nights" in the studio, we have a overhead projector and also a wide screen. Also, this is good because you can watch the movies in your dorms.
- 10. Copy of your credit card
Important Information

CAMPUS Address – (Classrooms and Offices)

(Above the multimedia library)

Collegio Aquilone
Via Cappuccini, 15
Urbino, (PU) 61029
Italia

GEV – Global Education Ventures

Office number:
+39 0722 327 348 (land line)
+39 334 7052 864 (Eugenia’s Cell)
+39 335 6868 641 (Mirko’s Cell)
+39 333 4076 114 (Roberta’s Cell)
+39 392 5757 101 (Antonia’s Cell)

Office hours 9-6pm

Faculty Office number:
+39 0722 351 490

DORM Address in Urbino:

Casa della Studentessa
Via Battisti, 18
Urbino, (PU) 61029
Italia

Shipping address & Reception

(Note: Send your mails or packages to this address, specifying your full name followed by Utsa Group written)

Student name & Last name - UTSA Group
Collegio Internazionale
Vicolo San Filippo, 2
Urbino, (PU) 61029
Italia
Traveling to Europe

Keep in mind that the best and most efficient way to travel to Europe is by keeping things small and to a minimum. You will need warm clothes when you are here for your semester, which will take space in your luggage. Whatever you do try not to over-pack: it is a real hassle to travel around Italy with luggage, and even though some students now travel with light weight backpacking gear, the best way is small
suitcases on wheels. Keep in mind that you will be staying in some hotels (during your field trips) where you will have to climb three flights of stairs. Also, at the Urbino campus you will have to walk up and down ramps and stairways; historic architecture can be very beautiful, but not always the most accessible. Remember, you will be away from all of your routines, no car, or GYM or other things you are used to doing in the US, life will be very different in Urbino, you will be living on a campus filled with other students, international and local, you will be sharing spaces and having to adapt to life at a VERY different pace (no TV)!. You will be walking everywhere, taking public transportation (that sometimes is late), having to deal with the typical language barrier and many other things... but this is what makes this entire experience unique and beautiful, there is so much beauty to be discovered, so many beautiful places you will see and so many great moments you will have. We are here waiting for you and eager to have a wonderful semester. If you have any questions please let us know, we will try to answer them as soon as we can.

**Essentials**

- Portable laptop if you have one
- Travel documents (photocopy all important documents, credit cards, ID, etc. if you lose anything you have documentation)
- Passport and photocopy of your passport (in case you loose it)
- Address and contact information of your destination
- Battery alarm clock (or your cell phone)
- Small, travel size hair dryer; you will need a small plug-in adaptor that will fit in Italian sockets in order to convert from European voltage (220)

You do not need to bring sheets or towels as they are provided for you, unless you want your own. Keep in mind that they will be changed once per week.

**Clothing Advice**

Keep in mind that you will be walking most of the time you are here. Please bring comfortable walking shoes and clothing. Urbino is a university town, so anything you normally wear in your campus is probably fine. The weather in Italy, especially in Urbino, can get cooler starting October.

**WINTER ATTIRE (Spring Semester):**

For students attending the SPRING semester, it is FUNDAMENTAL that you bring appropriate attire, it will snow in Urbino and you will want to be prepared. Following we have provided a list of things we advise to bring:

1. Down or wool jacket (best if length is below waist with hood)
2. Wool- high neck pullover (and other wool or felt (thinner) pullovers to use as layers under your jacket)
3. Winter socks (wool)
4. 2 sets of gloves (wool gloves and snow gloves that are water resistant)
5. Jeans /pants
6. Wool hat
7. Long sleeve shirts
8. Wool scarf
9. Wind/water proof jacket
10. Hiking shoes (small boot type) water-proof with good thick soles, they need
to have good trekking soles.
11. Small umbrella

**FALL ATTIRE:**

For students attending the FALL semester, it is FUNDAMENTAL that you bring
appropriate attire, it may snow in Urbino and you will want to be prepared.
Following we have provided a list of things we advise to bring:

1. A good warm jacket you can use under your wind and water prof jacket
2. Long sleeve shirts
3. Water proof shoes
4. Hiking shoes (small boot type) water-proof with good thick soles, they need
to have good trekking soles.
5. A small umbrella
6. Good, wool socks (for hiking and long walks)
7. Backpack that fits some change of clothe, umbrella and note books
8. A swim suit for the first 3 weeks of September (usually warm-beach
weather)

You will be walking rain or shine, your academic tours are mandatory and
several times students have had to walk under rain and cold unpredictable
weather, thus, having the right shoes and good water prof jackets are
fundamental. You will also use this kind of attire to go on hiking trips. You can
purchase several of these things at stores that specialize in outdoor
recreational sport activities.

Also, keep in mind that when going out or when visiting other large cities you will
need to dress more formally. Shorts, sleeveless shirts and mini skirts are not
allowed when you enter churches in Italy.

**Washing Clothes**

The Aquilone building, in the University Campus and Casa della Studentessa where
you will be staying, has some washers and two dryers. The cost is 1,90€ for both the
washer and dryer. In Urbino you can also take your clothes to laundry facilities
where they will wash, dry and fold your clothing for a fee. It is hard to say what this
fee is given that it depends on the amount of clothes you need washed.
Student Deposit

The day after your arrival you will all attend a mandatory orientation meeting. After the meeting we will collect from every student a deposit of 100 Euros or 100 Dollars. This deposit serves as a guarantee for any damages to the dorms or studio. It is important that you bring this amount in cash. The deposit is refundable and will be given back to the students at the end of the semester during student check-out, after we will make sure that there are no damages on their dorms or classrooms. The deposit is required from the university in case of damage.

GOING INTERNATIONAL

- **Flexibility and Tolerance:** Many things about Italy are wonderful and you will probably fall in love with many aspects of the culture. However, there will be moments that you may find yourself in situations where things do not work, people may not be as friendly as you expected and/or you may have to stand in lines to fill out forms and go through a bureaucratic process. These are just a few of the situations that may occur during your stay. We ask that you keep an open and flexible mind so that you may be able to tolerate cultural and social differences that can be very disturbing. Part of traveling abroad is respecting and tolerating things about the culture that you are exploring. Italy can be a very traditional country and social customs here can be very different then the ones you are used to at school or at home. Adaptability to other cultures and social customs creates relationships based on respect. Your behavior will affect not only your reputation but also the reputation of all other American students who may want to study abroad.

ARRIVING IN ITALY - *Benvenuti!!!*

If you come in through Rome/Fiumicino Airport, you will follow the signs to passport control; then you will proceed to baggage claim and exit to the customs area. You will most likely take a tram (Linea FM1) that will take you to the central area of the airport, where you will then proceed to take the various options mentioned bellow.

Getting to Urbino

*Please refer to Appendix 4* – Note that some corrections have been made to the document

Getting to Your Campus

*Please refer to Appendix 5*
Orientation:

Attendance to the Orientation meeting is mandatory for all students and faculty. Dates for orientation will be given to you by your department. This meeting is intended to introduce you to staff and professors, as well as the resources available. In addition, you will have an extensive tour of all facilities. In this tour you will visit most of the University of Urbino’s buildings, cafeterias, libraries, bookstores, student hang out areas, language lab, botanical gardens, etc., all areas which will be accessible to you the entire period you are here.

At the orientation meeting we will hand out important information about Urbino, safety, health, travel and activities. You will receive another handout with detailed information, phone numbers, address, websites, and wifi. We will also give you information on Regione Marche, maps of Urbino and all neighboring cities, bus schedules, travel options available and other pertaining information. This meeting is also intended to go through an overview of the policies, procedures and regulations of GEV and University of Urbino (UNIURB). GEV requires the following signed forms, included at the end of this booklet:

1. Behavior Contract
2. Waiver of Liability
3. Housing Agreement

GEV

GEV Staff
GEV staff is available to help and assist students for any questions and/or concerns that may arise. The staff, consisting of Roberta Cossu Berte, Mirko Marinelli and Eugenia Esposito, will be on-site during office hours and available to help with questions regarding the program, living in Urbino, health, activities and travel.
Office hours: Morning 09:00am to 1:00pm, afternoon, from 2:30pm to 6:00pm

Additionally, GEV will provide all students a 24-hour emergency number at the orientation meeting.

The Facilities
GEV’s office is strategically located next to the student classrooms at the University Campus: “Aquilone Building”. The facilities that you will use, with the exception of your classroom and lecture room are all shared with Italian and other European students.

Facilities include, libraries, cafeterias, student lounge areas, computer lab, language lab, laundry rooms, etc. You will be studying on the University of Urbino’s campus; consequently you will have access to all of the services, facilities and benefits as the Italian students. The University of Urbino has a large campus outside the city walls where you will be living. This campus is very large and comprised of many buildings. However, the buildings you will be using the most the **AQUILONE**
building, which is where your classrooms, lecture room, library, computer lab and GEV office is located, and the Tridente building where the cafeteria and bar are located.

**The dorm building where you will be staying is “Casa della Studentessa” in town center.**

In addition, you will also have access to many of the buildings in the historic city center of Urbino. These buildings can be used for studying, language lab, libraries and overall hanging out areas.

The walk from your dorm in town center to the studios and Gev offices in the University campus is about 15 minutes.

**Studios and Faculty office**

Collegio Aquilone  
Via dei Cappuccini, 15  
61029 Urbino (PU)  
Italy

**Internet Access**  
Please note that the campus and your dorms do have WiFi Internet access, so we strongly encourage you to bring your laptops. The library building where your classrooms are located has WiFi access.

In and around the city of Urbino cafes and other larger libraries also have Internet access.

**Telephone Calls**  
Your family members may contact you at GEV’s office phone number and/or your faculty office number:  
Office Number: +39 0722-327348  
Faculty Office: +39 0722-351490

**Dorm Phones:**  
Your dorms have a landline for incoming calls only, upon your arrival we will give you this number so that your family and friends can call you directly from the US to your dorms.

**Time Zone**  
Urbino is six hours ahead of Eastern Standard Time, seven hours ahead of Central, eight hours ahead of Mountain, and nine hours ahead of Pacific
URBINO

Regione Marche

Pesaro 12 Kilometers between Pesaro and Fano
Fano 10min. train

Adriatic Sea
LIVING IN URBINO

Location

Urbino is located 30 kilometers inland west from Pesaro, on the top of a hillside 485 meters above sea level, with a population of 15,566 inhabitants. The entire walled city is one large monumental attraction. The city of Urbino is one of the most important historic cities in Italy, in fact, the most important within the Marche region. The city center was recently included in the UNESCO list of World Heritage Sites. (whc.unesco.org/en/list/828)

It was from this beautiful city that Duke Federico Da Montefeltro ruled between 1444 and 1482. During the second half of the fifteenth century Federico Montefeltro housed the greatest painters, poets and scholars in his beautiful Renaissance palace, a palace that still stands today in an outstanding state of preservation. The courtyard of the palace is a masterpiece of proportion and light, and each space designed with magnificent detail and care. One of the grand rooms of the palace is the Galleria Nazionale delle Marche (National Marche Gallery), housing a remarkable collection of paintings including one of the world’s greatest and most enigmatic paintings, Piero Della Francesca’s Flagellation of Crist.

The few remaining traces of the original Roman settlement, Urbinum Metaurense (the original Roman name of the city) may be viewed in the archeological museum on the ground floor of the Ducal’s Palace.

Giovanni Santi was the court painter of Urbino; he might have not been mentioned today if he had not been the father of master painter and architect Raffaello Sanzio. Raffaello’s childhood home and studio are located at the city of Urbino, the house is now a museum. A simple fresco of the Madonna and Child in one of the rooms may have been one of his earliest works. At the summit of the hills following Via Raffaello, a statue of Raffaello stands in the middle of a green courtyard with striking views to the valley below.

The city houses, within its historical walls, one of the oldest universities in Europe, founded in 1506. The prestigious University of Urbino is the academic home for the University for Historic Restoration and Preservation, or the Universita’ del Restauro. Academics from all over the world visit the university and its various laboratories. Student life bursts forth year-round: all streets are filled with young enthusiastic students reading, studying in the city’s libraries, and hanging out in cafes and restaurants. During several periods of the academic year faculty may be seen giving class to their students out in the piazzas, in front of the Ducal Palace and within some of the quaint city parks inside the city walls. Urbino is constructed on a hill and therefore the streets curve up and down. Parking is located outside the city walls and, given its dimension, the entire city can be visited by foot.
Urbino is reachable by bus, approximately 1 hour from Pesaro’s train station, depending upon traffic (buses to Urbino run every 20 minutes, Italian time...) or by car 45 minutes from Pesaro. Students can also take advantage of a fast bus line – Pesaro Urbino-Pesaro: “Linea 46 Speedy” a 45-minute trip.

Extracurricular Activities and Events
Spending time outside the student classroom is vital for a well-rounded study abroad experience. GEV will offer you a list of several extracurricular activities that you may attend while you are in Urbino. The city is active with student and cultural life, so you will probably never run out of things to do. Given that you are at a university campus you will have a very active social life with other national and international students. GEV encourages you to get involved as much as possible in extracurricular life outside the classroom. We will provide all the resources/information necessary but in the end it will be up to you to make an effort to get involved.

Student Dormitories

Students will have single or double bedrooms with common bathrooms. Each room has closets, desks, bookshelves and drawers. Linens and towels will be changed once per week.
Students will be required to clean their rooms, and keep them neat. The kitchen is in common use and also a recreation room. Remember that you will be living as a guest in a foreign land, and therefore you must conduct yourself as a responsible adult and observe certain courtesies such as keeping noise to a minimum, shutting off lights when they are not in use and shutting your windows when the heat is on. Keep in mind that heat will be on only at certain hours of the day.

Each room will have the following:
- One or two beds per room
- Closets
- Sheets, blankets, towels and pillows
- Desks, desk lights and chairs

Housing Restriction and Regulations:
Italian laws concerning cases of disturbing the peace are very strict and often result in heavy fines of up to 1,000 euros. Repeated offenders will not only lose their housing privilege but also may be removed from the program.

Parties:
**Parties are not permitted in any of the university facilities or dormitories. Should you host a party with excessive drinking you may be subject to removal of the program.**

Guests:
Guests cannot stay with you at your dorms. Should guests come to visit, GEV will offer several options for them to consider. Prior notice should be given for arrangements.

Dormitory Cleaning Policy:
You are responsible for keeping your rooms clean and tidy in accordance with GEV’s standards and policies. In order to help maintain cleanliness GEV has employed a cleaning service to do general cleaning once per week.

Posters and Pictures
It is strictly forbidden to decorate your dormitories. Italian plaster is not treated and can come off easily with tape or any tacky materials that can tear the plaster off, resulting in damages that will be charged to the students.

Train Travel
The city of Pesaro (30 kilometers/20 miles from Urbino) is a hub for traveling throughout Italy by train. You can plan your trip by visiting the Italian train website: [www.trenitalia.it](http://www.trenitalia.it). You can take buses from Urbino to Pesaro; the train station is the bus station as well, so this makes it very easy since you do not have to travel distances to take public transportation. Trains leave every day for all destinations within Italy and throughout Europe. Train travel is one of the best ways to travel since they generally drop you off in the heart of the city centers, and thus there is no need for transfers. It may take a bit longer, or you may have to switch trains to arrive at your destination, but the comfort of train travel and the fact that
you do not have to arrive 2 hours earlier, go through security and passport control compensate. It is also considered the safest means of transportation.

**Plane Travel**

Although train travel is exciting and comfortable, the advent of low cost airlines can be very tempting and it brings your favorite European destination even closer. Today, in a few hours you can arrive almost anywhere in Europe. Airlines such as RyanAir, Blu-express, Easy Jet, and many more fly to destinations around Europe and throughout Italy. You can search over the Internet all the low-cost airlines. Many of these airlines depart from the airports of: Ancona (1 hour and 10 min. from Urbino), Forli (50 min. from Urbino), Bologna (2 hour from Urbino).

**HEALTH CARE**

**Health and Insurance**

All international students are required to purchase health insurance valid for use in Italy before departing the US. Please contact your study abroad advisor regarding specifics on the policies. This health insurance will generally cover your needs. Keep in mind that it is reimbursement-basis only. All medical treatments, doctor’s visits and medication must be paid in cash, although some doctors do take credit cards. You are required to keep all receipts and itemized statements to submit to your insurance company for reimbursement.

**Medical Services in Urbino**

Upon your arrival you will be informed on medical facilities, hospitals and private doctors. Direct appointment with doctors can be made quite easily. The doctor can then prescribe medications, which you can purchase at any pharmacy. Urbino is very well serviced regarding all your medical needs: a major hospital is located 3 kilometers from the walled city, reachable by foot. GEV will facilitate and organize any medical issues or emergency.

For all non-emergency medical matters a doctor will be available on campus every Tuesday and Thursday afternoons.

**Medications:**

Your campus has a doctor on duty for basic medical needs (flu, a cold, etc.) if you are going to need a specialist for any medical needs you have insurance BUT REMEMBER that you need to pay for the specialist and then you will eventually get reimbursed when you are back in the US. The cost for a specialist could be from 80 to 150 Euros. If you have any medical conditions that need to be addressed, we suggest that you take care of these prior to your traveling.

If you are taking medications it is best you bring enough prescription medications with you for the entire semester you are in Italy, since many medications that are prescribed in the US are not legal in Italy and it is very difficult to get them to go through customs if they arrive by mail.
MAIL AND PACKAGES

Student mail will arrive to the reception of Collegio Internazionale, they will inform us and we will inform the students, that can go to the reception to pick it up. Please make sure to have family add your name on envelopes and packages.

All students mail & packages should be addressed as follows:

**Collegio Internazionale**  
(Student name, Room number - UTSA group)  
Vicolo San Filippo, 2  
61029 Urbino (PU)  
Italy

Mail and Packages to Italy can take weeks and sometimes even up to a month to arrive. Packages can also be very expensive to send. Also large packages tend to sit at the post office for weeks.

**Important note:** In order to avoid high custom charges, remind your family and friends to write clearly on the package: “PERSONAL and USED ITEMS- 10 Euro VALUE”. If they declare the value of the contents you will have to pay custom taxes on the declared value to pick up the package. Remember that all insured packages state value. If you think that you may have to pay duties on a package, you will have to leave money in a sealed envelope so that GEV or University staff can pay for the package for you. Do never ship from USA to Italy Medicine or food: it will get stocked to the Italian custom and never release.

**Overnight Mail**
For important or urgent documents, use a reliable courier service like Federal Express or DHL. US postal service is reliable but when it enters Italy, it is placed under a private Italian postal service, which is very slow and will delay the arrival to your campus in Italy.

**MONEY**

**The Euro**
The Euro is the official currency of 15 member states of the European Union. You could visit: [http://www.exchangerates.com](http://www.exchangerates.com) for current currency rate exchanges.

**NOTE:** You will NOT be able to exchange dollars to euro in the Italian banks.

It is suggested that you bring the following forms of money so that you can access cash at all times:

**Remember to call your banks to let them know that you will be away**, MAKE
sure your ATMs work in Italy, students from other semester's that use Credit Unions were not able to use their ATMs, best bank is Bank of America (if you use a BNL bank in Italy to get cash you will not get a service charge since they collaborate with BFA. Also, Wells Fargo is good and other big banks. If you can bring a credit card, it is always good to have one in case of any emergencies.

**ATM Bank/Debit card**

ATMs are the fastest, best, and most popular method for obtaining money. Usually you can withdraw the equivalent of $250 (dollars) per day, which may be more then enough for daily financial needs. We suggest, however, that you call your bank and increase the withdraw amount in the event that you have an emergency and need to take out more money. Your ATM may also act as a credit card, allowing you to use it in any store that accepts credit cards. However, you may be charged a small surcharge from your bank.

ATM’ should only be linked to a checking account; we suggest this for your safety in case your card gets stolen.

**Credit Cards and ATMs**

**IMPORTANT:** You should contact your bank before traveling to let them know that you will be out of the country traveling in Europe for a specific period of time. This way they will not block your cards. It happens often that banks put a hold on accounts when they see international transactions; they do this to protect your accounts in the event that your card is stolen.

VISA and MASTERCARD are working and are accepted in Italy and Europe. **AMERICAN EXPRESS is often not accepted in all stores.**

**Travel money:**

Our advice is that when you arrive in Italy, you have at least 200 Euros with you as pocket money, so that you can make small purchases (taxi, bus, trains, food). it is very important because when you travel you never know and you may need to have some change with you, it is worth that you exchange money before you arrive and have Euros, this will avoid a lot of headaches and running around with your suite case figuring out where to exchange money at the crowded airport.

**Receiving Money from Home**

Give family members your checking account number, allowing them to deposit directly into your account so that you can easily access it with your ATM card. This is the best and most efficient way to have them send you money.
Appendix 1

GEV Behavior Contract

I understand that while studying abroad at GEV facilities in Urbino, Italy I am fully responsible for my conduct according to my home institution’s Code of Student Rights and Responsibilities or particular Code of Honor.

I recognize that depending on how I represent my home institution, and GEV, my conduct can have an effect on the educational benefits both for myself and my peers. I agree that I will conduct myself in a way that will mutually benefit myself, my peers and GEV. I also agree to follow all local and national laws, recognizing that such standards might be significantly different from those at my home institution and/or country. I understand that there will be unsupervised free time during which I am also responsible for my own safety and conduct.

Excessive consumption of alcoholic beverages, loud and irreverent behavior toward others, sexual harassment, use of illegal drugs, abusive language, unauthorized absences and/or unwillingness to cooperate with members of the faculty, staff and sponsors are all unacceptable behaviors for myself and others. I understand that any behavior such as those stated above, but not limited to same, can be potentially damaging to the home institution and GEV. Any such unacceptable behaviors by UTSA students or any other participating party, may lead to program and facility dismissal. I agree that I will receive no refunds for any missed part of the program and I am responsible for any additional fees that may incur due to dismissal.

Should my conduct during supervised or unsupervised time put myself or my colleagues at risk, I understand that the UTSA lead faculty, in consultation with the Director of GEV, has the right, responsibility and sole discretion to levy whatever sanctions are deemed appropriate, including immediate dismissal from the program and housing accommodations should it be deemed as warranted. Upon notification of my dismissal from lead UTSA faculty and GEV, I understand that I am no longer enrolled in the program, and therefore am responsible for my own travel arrangements for return to the USA.

Sanctions
Sanctions are designed to promote student growth, protect group learning and education and may take a variety of forms. Sanctions can be issued in combination depending on the violation in question.

• Written Warning
• Notification of home school and parents of any violation
• Restitution/Fine: Payment for damages, theft, or penalty
• Community Education or Service: Educational or service task/s as assigned for a limited period of time
• Loss of Privileges: Withdrawal of the use of facilities or participation in events/activities either permanently or for a period of time
• Disciplinary Probation: Notification that any further infraction within a stated period of time will result in dismissal from the program
• Dismissal: Permanent termination of student status from the program

Name of Participant:
_____________________________________________ __________________________

Signature:
Appendix 2

GEV Waiver of Liability and Hold Harmless Agreement

Read carefully before signing.

1. I hereby affirm that I have voluntarily enrolled in the study abroad program at GEV program in Urbino, Italy (hereinafter "Program").
2. In consideration for receiving permission to participate in this program, I hereby release, waive, discharge and covenant not to sue the Program, its officers, agents, servants or employees, (hereinafter referred to as releases) from any loss, damage, or injury, including death, that may be sustained by me, or any property belonging to me, whether caused by the negligence of the releases, or otherwise, while participating in such activity, or while in, on or upon the premises where the activity is being conducted.
3. I am fully aware of the risks involved and hazards connected with the said activity airplane crashes, motor vehicle accidents, political unrest, terrorist incidents, sickness and criminal acts, as well as other risks that may not be foreseeable. I hereby elect to voluntarily participate, including but not limited to all activities, travel and excursions organized by the program, with full knowledge that said activities may be hazardous to my property and me. I hereby assume any and all such risks.
4. I further hereby agree to indemnify and hold harmless the releases from any loss, liability, damage or costs, including court costs and attorney fees, that may incur due to my participation in any activities, whether caused by negligence of releases or otherwise.
5. I understand that the Program does not maintain an insurance policy covering circumstances arising from my participation in any travel or any activity associated with or facilitating that participation. As such, I am aware that I should review my personal insurance portfolio.
6. It is my express intent that this waiver of Liability and Hold Harmless Agreement shall bind the members of my family and spouse, if I am alive, and my heirs, assigns and personal representative, if I am deceased, and shall be deemed as a release, waiver, discharge and covenant not to sue the above-named releases. I hereby further agree that this Waiver of Liability and Hold Harmless agreement shall be construed in accordance with the laws of Italy and the State of Texas.
7. In signing this release, I acknowledge and represent that I have read the foregoing Waiver of Liability and Hold Harmless Agreement, understand it and voluntarily as my own free act and deed; no oral representations, statements, or inducements, apart from the foregoing written agreement, have been made; I am at least eighteen (18) years of age and fully competent; and I execute this release for full, adequate and complete consideration fully intending to be bound by the same.

Name of Participant:

Signature:
GEV

Student Dormitory Agreement

Before signing this contract please read and make sure that you understand the implications of this document and the implications of its terms and conditions. Your signature of acceptance on the contract will commit you to abide by the regulations.

AGREEMENT

I understand that I must respect the privacy of the other occupants of my dormitory and the other dormitory residents and that excessive noise and unacceptable behavior on the premises may lead to eviction. I further understand that the director and the Program may reserve full license to evict a student for inappropriate behavior, as deemed by the Program, and if a student is evicted there shall be no refund.

I understand that I am responsible for the condition and cleanliness of the rooms and all other communal areas within the residence including furniture, equipment and fittings. I am expected to take adequate care of equipment and furnishings and that I am responsible for any loss or repairs to items, furnishings and equipment.

I understand that I must permit the housing agency, its servants, maintenance and cleaning crews to enter the apartment at any reasonable time to inspect the same and/or carry out cleaning or work otherwise for any purpose in the furtherance of their responsibilities or duties. Prior notification may not always be possible.

I understand that for security reasons, and in consideration of others I may not have overnight guests.

I understand that I will not hold GEV or the home institution liable for personal injury of any kind associated with the dormitories, residence, home-stay or other housing I have been assigned.

I understand that I must vacate the premises on or before the date communicated to me by the Program and that I will leave the premises in the manner in which it was given to me or I may be responsible for cleaning and/or other incurred expenses.

I understand that in leaving the dormitory for any reason at any time before the end of the semester I forfeit all housing monies paid.

I understand that I am equally responsible for satisfactory care of all equipment found in my premises.

I understand that ANY charges incurred for any reason while living in any of the assigned housing will be distributed equally among all the occupants unless individual(s) that incurred such charges take responsibility.
UTILITIES & EXPENSES
Rent and utility expenses, excluding phone charges, are included in the program fee. Students are expected to respect the privilege of this all-inclusive program by carefully monitoring the usage of the utilities. The Program has allocated a significantly higher amount for utilities coverage – more than 20% above standard. Excessive use of utilities (electric, gas, heat, water) resulting in bills in excess of the allotted amount will result in additional charges which will be distributed equally among the occupants.
I understand that I will be responsible for my portion of the excess utility expenses including but not limited to electricity, heating, and gas expenses.

Name of Participant:

Signature:

Date:

Dormitory Cleaning Policy Waiver
I understand that I am responsible for keeping the dormitory clean and tidy as per the University and GEV standards.
Cleaning the bathroom must include keeping the shower drain clear and cleaning shower/tub, sink and toilet.
Both bedroom and bathrooms must be cleaned WEEKLY and either GEV staff or landlords can be expected to stop by at any time during the term.

Name of Participant:

Signature:

Date:

Source [in part]: Pantheon Institute, Rome Italy
Appendix 4.1
Getting to Urbino

Getting to Urbino from Bologna

Charter Bus

Students arriving at Bologna airport will have a charter bus available that will take you directly to Urbino. You need to arrive the date and time that was suggested by your faculty so that you travel as a group. The charter bus will not wait passed a certain time, thus, if you miss this bus you will have to get to Urbino on your own.

Missed Charter Bus

We suggest you have an American cell phone with you and contact us in order to let us know how you are planning to arrive and when.

Our cell phones:

Mirko Marinelli: + 39 335 6868 641
Roberta Cossu Berte: + 39 333 4076 114
Eugenia Esposito: + 39 334 7052 964
Antonia Perreca: +39 392 5757 101

If your flight arrives delayed or very late in the evening we suggest you have a back-up plan and spend the night in Bologna and travel to Urbino the next day. You should have a list of economic hotels in Bologna near the train station. The last train from Bologna to Pesaro is at 10:00pm, thus, if you cannot make this train you need to stay in Bologna for one night.

Note: It has occurred several times that student’s flights arrive the next day, or are delayed. Please do your research ahead for hotels to stay in Bologna, you never know and you might have to spend the night, so it is best you are prepared. You can do a Google search for economical hotels near the train station in Bologna.

Bologna Airport

1. Aerobus shuttle to Bologna Centrale (train station)
2. train from **Bologna** to **Pesaro**
3. Bus from **Pesaro** to **Urbino**

**Shuttle**

Bologna Airport is located 2 hours from Urbino, it is a large, busy airport. Once you get check out you walk out to the main entrance and you take a bus/shuttle: **AEROBUS**, this bus runs every 10min. and takes you to the *Stazione Centrale* (the main train station of Bologna) the cost of the bus: 8 Euros.

**TAXI**: You can also take a taxi from Bologna Airport to Bologna Centrale, the cost is 16 Euros.

**Bologna Train Station:**

From this train station you take a train that goes directly from **Bologna** to **Pesaro**, check departure time [www.trenitalia.com](http://www.trenitalia.com) or go directly to the ticket office, purchase and validate your ticket - This train runs every 20min and goes from 4:40am to 10:00pm, cost of the ticket depends on the type of train, usually price starts at 8 Euros and goes up to 20 Euros.

*You get off in Pesaro, make sure you are paying attention to the stops since Pesaro is NOT the last stop.*

**PESARO TO URBINO:**

**TAXI**

Given the amount of hours you have been traveling, the fact that you have heavy luggage and that it is your first time traveling in Italy, we highly suggest you take a taxi directly from Pesaro to your campus in Urbino. The cost for the taxi is 55-60 Euros. Make sure you ask the driver how much the cost is before you take the cab.

**Dorm Address in Urbino:**

Casa della Studentessa
Via Battisti, 18
61029 Urbino

**Note**: Remember that first You have to pass by the reception at the Collegio Internazionale to check-in
Tel. 0722-377 680 (the taxi driver can call this number if he needs directions)

**PUBLIC BUS**

As soon as you walk out of the train you walk towards the parking lot and there you will find the bus station. Look for **Adriabus**.

**Adriabus lines you would take are the following:**

**Linea 46 Speedy**

**Bus line hours:**

Bus hours change every semester, you. However, the LAST bus from Pesaro to Urbino is at 8:30pm. Check the bus schedule web site: [www.adriabus.eu](http://www.adriabus.eu)

(click on “orario servizio extraurbano” and then click on “Line n.46”)

**URBINO**

The buses will drop you off at one entrance of Urbino: Santa Lucia (parking lot) you will see crowds of students going and coming from all over Italy.

If we know when you are arriving then we most likely will be able to pick you up from the bus stop and take you to your campus. We need to know that you are on the bus, therefore it is important for you to communicate with us. If we cannot pick you up you will need to take a taxi.

**Taxi:** (may cost about 8 euro) and have the cab drop you off at the Collegio Il Colle Building where your dorms are located. You can share the cost of the taxi with other fellow students. This will probably be the first and only time you take a Taxi, but it may be worth it.

Most likely one of us will be at the reception, if not, the reception is open 24 hours and they know that you are arriving so you give them your passports and they will give you your keys.
Appendix 4.2
Getting to Urbino

Getting to Urbino From Rome

Note:
If possible avoid travelling on Sundays since public transportation is limited.
Check connections on www.trenitalia.it for trains.
Travel light.

Roma Airport

1. Shuttle from Fiumicino to Triburtina (Roma’s train station)
2. Direct bus from Triburtina to Urbino or Train

From Fiumicino (Rome's main airport)

Getting from Fiumicino (Rome’s main airport) to Triburtina Bus/train Station:

At Fiumicino you must take:

LINE FM1 (this train line makes several stops, the 10th stop is bus/train station Triburtina) you must get off at Triburtina to take bus to Urbino

Cost: 8 Euros

Line FM1 Chart of stops (above)

Getting from Tiburtina bus station to your bus to Urbino

You must go to Tiburtina bus station (located when you exit train station) and look for bus stop number 17. The name of bus line that goes to Urbino is ADRIABUS.

You pay for your ticket on the bus.
**Cost:** 35 Euros

**Bus**

**Roma to Urbino:**

Monday – Saturday:

Departs Roma 4:00pm arriving at Urbino 8:00pm

And\or

**Sundays Only:**
Departs Roma 5:00pm arriving at Urbino at 9:30pm (only on Sundays)

**NOTE:** For Roma -Urbino bus schedule check: [www.adriabus.eu](http://www.adriabus.eu), on right hand side menu bar click the following graph:

**Train**

If the schedule above does not coincide with your travel plans, or your flight, you can always take the train from **Roma Termini** to **Pesaro**. Some of these trains are direct, others you make a change in Falconara Marittima (FALCMAR – type this on trenitalia website). From Roma to Pesaro trains run every hour and cost about 35 euros. The train starts at 5am and runs until 11pm. You get off at Pesaro. My suggestion is to try and travel in the **ES** trains (EuroStar) or **FS** Trains (Freccia Bianca): they are more expensive, but they are cleaner, pleasant and faster.

**Pesaro to Urbino:**

**Given complications and luggage, if you arrive by train take a taxi to Urbino directly to your dorms. Taxies are located as soon as you walk out of the train station at the front entrance. COST: 65 Euros (verify before taking the cab)**

**PESARO TAXI NUMBER:** 0721-454425 (dial 00 39 if calling with an international phone)
Appendix 5

Getting to your Dorm

Getting from Urbino bus stop (Borgo Mercatale or Parking Lot Santa Lucia) to your Dorm

Taxi: The best option is to pay 8 Euros and take a taxi directly to your dorm:

Casa della Studentessa, Via Battisti, 18 - 61029 Urbino

Tel. 0722-377680 (the taxi driver can call this number if he needs directions)

GEV Srl.

00 39 is Italian country code

Office number:
0722-327348 (land line)
+39 335 6868 641 (Mirko's Cell)
+39 333 4076 114 (Roberta's Cell)
+39 334 7052 864 (Eugenia's Cell)
+ 39 392 5757 101

Office hours 9-6pm

Faculty Office number: +39 0722-351 490

Emails:

Mirko.marinelli@gevitaly.com (Mirko)
Roberta@gevitaly.com (Roberta)
Eugenia.esposito@gevitaly.com (Eugenia)
Antonia@gevitaly.com (Antonia)
IMPORTANT NOTE for your arrival day:

If you arrive very late at night you must go directly to the Reception at Collegio Il Colle: a security person will give you your dorm keys and show you the way to your dorm.

THE DAY AFTER THE STUDENTS ARRIVAL

WE WILL MEET FOR OUR ORIENTATION MEETING AT THE ENTRANCE OF THE Reception at Colle Collegio (Via dei Cappuccini 17, 61029 Urbino)

In the morning at 9:30 am,

Make sure to be there, ciao