



ORIENTATION

JCU ORIENTATION CHECKLIST:

PRE-DEPARTURE ORIENTATION CHECKLIST		edited April 12 th 2017
1	<u>AIRPORT PICK UP SERVICE</u>	<input type="checkbox"/>
2	ORDER <u>YOUR ITALIAN CELL PHONE</u>	<input type="checkbox"/>
3	OPTIONAL PURCHASE <u>AN ITALIAN HEALTH INSURANCE</u>	<input type="checkbox"/>
4	PRINT <u>THE ORIENTATION SCHEDULE</u>	<input type="checkbox"/>
5	READ <u>THE STUDENT HANDBOOK</u>	<input type="checkbox"/>
6	LIKE <u>THE JOHN CABOT UNIVERSITY Facebook Page</u>	<input type="checkbox"/>
7	REVIEW <u>THE TRIPS AND ACTIVITIES SCHEDULE</u>	<input type="checkbox"/>
UPON ARRIVAL CHECKLIST		
8	CHECK-IN <u>AT AIRPORT HOTEL IF YOU ARE HOUSED THROUGH JCU</u> <input type="checkbox"/> HAVE YOUR JCU ID CARD MADE OR CHECK IN <u>AT TIBER CAMPUS IF YOU ARE NOT HOUSED THROUGH JCU</u> <input type="checkbox"/> HAVE YOUR JCU ID CARD MADE	<input type="checkbox"/>
9	COMPLETE <u>YOUR PERMIT TO STAY PROCESS (Italian Immigration)</u> <i>Mandatory for all NEW STUDENTS</i>	<input type="checkbox"/>
10	ATTEND <u>ALL MANDATORY ORIENTATION SESSIONS AND NAVIGATION 101 SESSION- (JOIN ALL FREE ACTIVITIES)</u>	<input type="checkbox"/>

Please find additional information about each item below. If you have any questions please contact us at orientation@johncabot.edu.

ADDITIONAL INFORMATION

PRE-DEPARTURE ORIENTATION CHECKLIST

1

AIRPORT PICK UP SERVICE

For your convenience, JCU arranges a shuttle service for you between the Rome-Fiumicino Airport (FCO) and your apartment.

If you are in JCU housing you will receive an email with more information from the Housing Department.

If you are not in JCU housing you can sign up for the shuttle service by emailing the following information to prearrival@johncabot.edu :

- Your name
- Name(s) of other passenger(s)
- Relationship to you: e.g. mother, father, etc.
- Flight information: e.g. PW 345 Paris-Rome 12:30-14:15
- **Please note that the shuttle service will take you the JCU campus and is in operation from 9am to 7pm.**

VERY IMPORTANT: If for any reason (delays, missed flights, booking mistakes, etc.) you are not able to meet the JCU representatives in the airport during the hours of operation (9 am to 7 pm,) you will need to arrange for your accommodations and transportation to the Housing Office at the Gianicolo Residence on Vicolo della Penitenza, which is open from 9 am to 6 pm on weekdays. *Please note that if your plane arrives before 9 am, you can wait for the first shuttle at the Hilton Airport Hotel.*

Arrival Survival Kit: Don't leave home without this!

If you are nervous about traveling alone, this is a good document to bring with you. Keep it with you in case you experience difficulty while in flight. These are some easy resources to use, to help resolve some very common problems!

Accompanying Families and Friends

Families and friends may accompany you to JCU on the provided shuttles for a fee of euro 15 each. Advanced booking is required; please send an email to prearrival@johncabot.edu indicating:

- Your name
- Name(s) of other passenger(s)
- Relationship to you: e.g. mother, father, etc.
- Flight information: e.g. PW 345 Paris-Rome 12:30-14:15

- Alternative Transfer Services: Ineligible for the JCU shuttle? Try Autoline Roma!

If you are ineligible for our shuttle service, we recommend [AUTOLINE ROMA](#)*. They are a reliable company and can arrange for your airport transfer. They may be contacted at +39-340-495-3542. Please ask for your JCU discount.

*Autoline Roma is a private operator independent of John Cabot University. They are solely responsible for the delivery of their services. John Cabot University is not responsible for any loss, damage or inconvenience. JCU will not intervene in case of dissatisfaction with their service or lack thereof.

2

ORDER YOUR ITALIAN CELL PHONE

Considering using your US phone in Italy? We discourage students from using their US mobile phone in Italy as roaming rates you will be paying can range from \$.90c/min to \$1.50/min. Also, when your contacts in Italy call you, they must pay an international call and you do not receive texts and calls for free as you would with a local phone/sim.

John Cabot gives you the opportunity to order an Italian Cell Phone from PicCell Wireless*.

If you order your phone and SIM card by August 10th, JCU will pay for your standard shipping costs to have it shipped to your house anywhere in the U.S.

If you order after August 10th, you will either have to pay for expedited shipping or pick up your phone at orientation.

Please carefully read the information regarding: online monthly billing to credit card, rates, roaming, Lost/Stolen phones, and returning the equipment etc., at the PicCell Wireless website: www.piccellwireless.com/johncabot

Please notice that you are responsible for all traffic and costs incurred. For more information or to order:

www.piccellwireless.com/johncabot

Passcode: JOHNCABOT72

If you have any questions, please email PicCell Wireless at info@piccellwireless.com or call from the U.S. at 1-877-235-5742

*PicCell Wireless is a private operator independent of John Cabot University. They are solely responsible for the delivery of their services. John Cabot University is not responsible for any loss, damage or inconvenience. JCU will not intervene in case of dissatisfaction with their service or lack thereof.

3 **OPTIONAL – PURCHASE AN ITALIAN HEALTH INSURANCE POLICY**

If you want to purchase an Italian insurance for the semester/year you should contact Eduservices. Please visit their website for more information http://www.edu-services.org/students/document-assistance_en#insurance

4 **PRINT**
THE ORIENTATION SCHEDULE

You are responsible for reviewing the time and place of your JCU Mandatory Sessions as well as familiarizing yourself with the activities offered during Orientation!

5 **READ**
THE STUDENT HANDBOOK

Read the **Student Handbook** for University policies. You will be responsible for these policies while on JCU premises.

6 **LIKE THE JOHN CABOT UNIVERSITY [Facebook Page](#)**

You can meet new students; learn about activities, trips and so much more.

7 **REVIEW**
THE TRIPS AND ACTIVITIES SCHEDULE (Will be available soon)

Read and Review the activities and day trips organized by Student Services for the Fall Semester! [Click here](#) for more information.

UPON ARRIVAL

8

CHECK-IN

[AT AIRPORT HOTEL IF YOU ARE HOUSED THROUGH JCU](#)

OR

[AT TIBER CAMPUS IF YOU ARE NOT HOUSED THROUGH JCU](#)

[AT AIRPORT HILTON HOTEL IF YOU ARE HOUSED THROUGH JCU](#)

Airport Arrival Check-in Flow please [click here](#)

Additional steps at the airport:

- Check-in with Orientation Leaders at the Welcome Table and receive your Welcome JCU Bag
- JCU ID Cards (grant you access to all JCU premises including the gym)
 - If you are housed at the Gianicolo Residence, the ID Staff will take a digital photo of you at the airport. Pick up your ID at the Housing Office. (Please follow housing guidelines for JCU Housing IDs).
 - If you are not housed at the Gianicolo Residence, the ID Staff will take a digital photo of you at the airport. Pick up your ID at the Tiber Campus, two days after your arrival.

OR

[AT TIBER CAMPUS IF YOU ARE NOT HOUSED THROUGH JCU](#)

Check-in Flow for Tiber Campus:

- Check-in with Orientation Leaders at the Welcome Table and receive your Welcome JCU Bag
- Complete your Permit to Stay Process (Italian Immigration)
 - Mandatory for all NEW STUDENTS
 - All students, both European and Non-European, must complete this step either at the airport or on campus no later than August 31st.
- JCU ID Cards (grant you access to all JCU premises including the gym)
 - The ID Staff will take a digital photo of you and create your JCU ID card at the airport. Pick up your ID at the Tiber Campus, two days after your arrival.

9

COMPLETE YOUR PERMIT TO STAY PROCESS

(Italian Immigration - Mandatory for all NEW STUDENTS)

After you have received your STUDY VISA from the Italian Consulate, please follow the steps below:

JCU has arranged for **Eduservices**, an external services company, to assist students in preparing and presenting the documentation required to request the Permit to Stay.

ALL STUDENTS ARE REQUIRED TO REGISTER WITH EDUSERVICES PRIOR TO ARRIVAL IN ORDER TO INITIATE THE PERMIT TO STAY PROCESS. PLEASE REGISTER AT THE FOLLOWING LINK: <http://secure.edu-services.org/JCU/Fall2012>

To facilitate the process of obtaining the Permit to Stay, **you must provide Eduservices with the following during Orientation:**

- a) Your Passport
- b) 1 photocopy of your passport ID page
- c) 1 photocopy of your study visa
- d) 1 photocopy of a medical insurance policy (valid in Italy)
- e) 1 photocopy of your Official JCU Visa Request letter stamped by the Italian Consulate

For any questions please contact Vittorio Careri at info@edu-services.org or JCU Immigration Services at ps@johncabot.edu.

For more information about Orientation please click here: http://www.johncabot.edu/student_life/orientation/default.aspx

Mandatory sessions include:

- JCU Sessions
- Navigation 101
- Complete your Mandatory JCU Forms
- Meet and Greet Events

Additional activities include:

- Free breakfast and lunch at the Tiber Cafè from Wednesday - Saturday
- Walking tours
- Campus tour

