University of California San Diego  
Renaissance in Rome  
Summer 2014

Final Pre-departure Information

June 19, 2014

Dear Student:

This letter contains important information about your arrival into Rome. Please read it carefully and take it with you on your flight.

**Important Numbers**

**ISA Austin** 1-800-580-8826 during office hours or 512-632-9284 after office hours.

**ISA Rome** Andrea Di Carlo, 0039 327 323 4256 (from US)  
327 323 4256 (from Rome)  
ISA Rome Office, 0039 06 581 9126 (from US)  
06 581 9126 (from Rome)

**Before You Leave**

- Review your Orientation Handbook, accessed in your student portal account, through the “Program Orientation” link.
- Contact the airline for its maximum luggage regulations and to reconfirm your flight status and time. ISA is not responsible for any flight changes made by the airline.
- Read the ‘Money’ section in your site-specific handbook to figure out how much money to take, how to access your money and estimates of general expenses.
- Consult the ‘Culture Corner’ section on studiesabroad.com to learn more about the city where you are traveling.
- Provide your family with your contact information while abroad (housing address and phone number, and the ISA Austin and on-site office phone numbers). Please remind your family to contact the ISA Austin office in case of emergency; if it is after hours, the 24/7 emergency phone number is 512-632-9284.
- If you purchased an International Student ID Card (ISIC), remember to take it with you as it may qualify you for some student discounts while abroad.
- Pack an extra set of clothes and any prescription medications in your carry-on in case of lost luggage.
Day of Departure

- Arrive at the airport at least 2.5 to 3 hours prior to departure. Be sure to check your luggage all the way through to Rome.
- Remember your passport! Do not put your passport in your checked bag.
- **If your flight plans change while you are still in the U.S.,** you must inform our office prior to departure in order for us to notify the director. If you run into any problems, miss your flight, or your flight is delayed, please contact the ISA office. Our office hours are Monday – Thursday from 7am to 7pm Central Time and Fridays from 7am to 5pm Central Time. If you are calling during office hours, please call the ISA Austin office immediately at 1-800-580-8826. If it is after office hours, call the ISA Emergency phone at 512-632-9284. If you are unsure of the time difference, call the ISA Austin office, if the office is closed, the emergency number will be on the recording for you to call.

  **If your flight plans change while you are already in-country,** please call the Andrea Di Carlo at 0039 327 323 4256 to inform them of the change. The address of your accommodation and ground transportation alternatives are listed below if you will be arriving outside of the airport pick-up window.

- **If you are flying STANDBY,** you must contact the ISA Austin to specify an arrival time or if any changes occur.

Upon Arrival

If you are arriving on the specified program begin date June 28th, during the pick-up window of 9am – 1pm at the Rome Fiumicino Airport, please follow the instructions below to meet the ISA staff for airport pick-up:

Most flights from the US arrive in Section C of the airports arrival halls. If you arrive in Gates C 20-33 of FCO airport, you must take the “sky bridge” toward terminal 3 baggage claim. The “sky bridge” is equivalent to a monorail. If you arrive in another section of the airport simply follow signs towards baggage claim, Terminal 3. All signs in the FCO airport are written in Italian and English.

**Step 1:** Determine the gate you arrive into. You should arrive into Terminal 3 (T3).

**Step 2:** Go through passport control and show your passport to the Italian Police officer (Polizia).

**Step 3:** Claim your baggage in the baggage claim area.

**Step 4:** Once you have all of your baggage, proceed through customs. Customs is no more than Italian police officers waiting in front of the airport exit. They may, or may not, ask to search your luggage.

**Step 5:** Once you are done, look for a sign that says “exit” or “uscita”. Follow the “exit” or “uscita” to the airport reception area. You will go through an automatic sliding door. Look for the ISA Resident Directors wearing an ISA t-shirt, or a group of LSU students.

If you don’t see the Resident Directors immediately, WAIT RIGHT THERE. They are likely with another student. Once you are picked up, you will load the ISA bus and it will take you to the hotel for the first couple of nights.

If you arrive on any other day, time, or at another airport, you will need to arrange and pay for your own transportation to meet the group at your accommodation. The best mode of transportation will be by taxi, which will be lined up along the street outside of the airport. They typically cost €50 from the airport to anywhere in Rome.
Your mailing address while in Rome:

[Your Name]
ISA
C/O The American University of Rome
Via Fratelli Bonnet 8, int 2
Rome 00152, Italy

**Please make sure to contact your family back in the U.S. to let them know of your safe arrival.**

Ground Transportation Alternative

If you are not arriving within the window for ISA pick-up, ground transportation alternatives are as follows:

Your accommodation is unavailable until your scheduled arrival date of June 28th. If you arrive before June 28th, or after the scheduled arrival time for airport pick-up (9am-1pm) on June 28th, you will need to arrange your own airport transportation and follow the instructions below. There can be no exceptions made to this policy.

If you are planning to arrive after airport pick-up window (9am-1pm) on June 28th, please make arrangements with ISA prior to departure for where you will meet the ISA staff to obtain the keys to your apartment.

If you are unable to make the airport pick-up window on June 28th due to a significant flight delay, please call either Andrea or ISA Austin, depending on your current location (see instructions under “Day of departure”), so you can arrange a time to meet an ISA staff member to obtain your apartment keys in Rome.

Lost Luggage

To report lost luggage, go to your airline’s counter in baggage claim and file a report. The airline will give you an approximate date of arrival of your bag and a phone number where you can call to check the status of your luggage. If your bag will be arriving in Rome within the first two days (consult your itinerary) you should give them the address above.

**Please note that ISA is not responsible for luggage lost by the airlines.**

ISA Rome Office & Resident Staff

The ISA Rome office is centrally located on Via Fratelli Bonnet 8, int.2, near the American University of Rome. Most of the major bus routes and tram lines pass through this part of town, making transportation between the office and the rest of Eternal City very convenient. Open markets, cafés, supermarkets, and many other types of shops are located around the office making it an ideal location for ISA students. During the normal office hours, ISA students will gather for regular meetings with the Resident Director, have the opportunity to receive tutoring for any classes they may be having difficulties with, find out about upcoming excursions, learn about activities and cultural events, and utilize academic and travel resources.
Mattea DiFabio  
Resident Director

Vera Contu  
Assistant Resident Director

Andrea Di Carlo  
Student Services Coordinator

Anna Cirillo  
Student Services

Please feel free to contact me if you have any questions or concerns before you leave!

Ciao!

Brendan Richardson  
Custom Program Manager  
512.480.8522  
brichardson@studiesabroad.com