



# JCU ORIENTATION - PRE-DEPARTURE CHECKLIST

## VISITING STUDENTS

**\*\*Please make sure to complete the following items before your departure for Rome. We look forward to meeting you soon!\*\***

### ITEM 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 by Monday, May 6<sup>th</sup>.

**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 (9:00am to 7:00pm) 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 9:00am to 6:00pm on weekdays. *Please note that if your plane arrives before 9:00am, you can wait for the first shuttle at the Hilton Airport Hotel.*

**If you are not in JCU housing** you can sign up for the shuttle service by emailing the following information to [housing@johncabot.edu](mailto:housing@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 to the JCU campus and is in operation from 9:00am to 7:00pm.\*\***

**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 [housing@johncabot.edu](mailto:housing@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.*

### ITEM 2 - PRINT THE **ORIENTATION SCHEDULE**

All items on the schedule are mandatory, except for free meals.

### ITEM 3 – IMMIGRATION PROCEDURES

Please answer the email sent to you by [ps@johncabot.edu](mailto:ps@johncabot.edu) on May 6<sup>th</sup> for Immigration procedures – Declaration of Presence. The Declaration of Presence is the local immigration requirement for stays in Italy of less than 90 days. It is mandatory for all European *and* non-European students, with the exception of Italian citizens.



**ITEM 4 - PRINT THE [JCU MAP](#)**

**ITEM 5 - READ [THE STUDENT HANDBOOK](#)**

The Handbook contains University policies. You will be responsible for these policies while at JCU.

**ITEM 6 - REVIEW THE [TRIPS AND ACTIVITIES SCHEDULE](#)**

Read and review the activities and trips organized by Student Services for the Summer I Session!

**ITEM 7 - LIKE [THE JOHN CABOT UNIVERSITY FACEBOOK PAGE](#)**

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

**ITEM 8 - ORDER YOUR ITALIAN CELL PHONE (Optional)**

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 April 19<sup>th</sup>, JCU will pay for your standard shipping costs to have it shipped to your house anywhere in the U.S.

If you order after April 19<sup>th</sup>, 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](http://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](http://www.piccellwireless.com/johncabot)

Passcode: JOHNCABOT72

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

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If you have any questions please contact us at [orientation@johncabot.edu](mailto:orientation@johncabot.edu).