**Studying Abroad at John Cabot University**

Congratulations on your acceptance to study abroad at John Cabot University (JCU) in Rome, Italy! The information below provides you with a snapshot of the process to prepare for studying abroad at JCU and is not a comprehensive list. These notes do not contain all directions for completing each step; you should refer to actual material for each area.

### JOHN CABOT UNIVERSITY & PROGRAM DATES, ARRIVAL

The JCU website provides a wealth of information on their campus, academics, housing, and student experience since they are a four-year university with degree-seeking students. As a visiting student, you also have access to the same opportunities, events and activities. We highly encourage you to take the time to explore their website and become familiar with this resource.

Information and communication prior to departure will come from both IAP and John Cabot. As you take steps to prepare yourself for your time abroad, it is expected that you keep track of where your information is coming from, and that you are referring to the resources provided to you and carefully reading through all information.

### Program Dates & Arrival Information

Full program dates are available on the JCU Academic Calendar, and arrival and orientation information (including shuttle service info and the Arrival Survival Kit) under Student Life.

### ACADEMICS, COURSES & REGISTRATION

Course schedules and syllabi are available on the JCU website. JCU will email you instructions for accessing the online registration for you to register for your courses prior to departure.

You should review the Academic Notes document in the Academics section of your MyStudyAbroad for further information on registration, course equivalencies, course notes, and credit and grade conversions specific to UW that relate to your academics at JCU. Pre-approved UW equivalents are available on the IAP John Cabot website and will be in the Academics section of your MyStudyAbroad.

### Internships

If you are interested in doing an internship while abroad, you should review the material provided by the JCU Career Services Center website. You may, at times, do the internship for credit. JCU works with this on a case by case basis once you are in Rome and have the internship as it's possible you may not get an internship until after the Add-Drop period. They also help you find a sponsoring professor.

### HOUSING

You applied for John Cabot housing as part of your program application. It is required that you live in JCU housing as a student on this program. Housing placements are determined by JCU and you will be notified prior to arrival of your housing placement. Descriptions of JCU housing are on their website. In instances of high enrollment (typically in the spring), JCU may place students in external (off-residence) apartments. Off-residence apartments have the same basic amenities and services as the primary housing options. You may expect to live with other visiting study abroad students and possibly full-time JCU students in all residence options. **While JCU will attempt to accommodate your housing preference and roommate requests, no housing option is guaranteed and you should be prepared to live in any residential option in which you are assigned.** If you have specific housing questions, contact housing@john cabot.edu.

Housing costs are included in the IAP program fee, including the housing deposit. **DO NOT PAY HOUSING COSTS** to John Cabot. You will receive notification of housing from John Cabot. This notification may reference a due date for payment, but you may ignore the due date as you housing fee and deposit will be billed to UW-Madison. Again, **DO NOT PAY HOUSING COSTS** to John Cabot as it is ALL included in your IAP program fee.

### ITALIAN STUDY VISA and Permit of Stay

**Semester or Year Students: Apply for an Italian Study Visa**

IAP provides instructions to apply for an Italian visa upon acceptance to the program. See visa section in your MyStudyAbroad.

**Summer Students**

U.S. citizens do not need a visa. Citizens of other countries should consult with IAP.

Visa processing occurs over a period of 90 days prior to the start of the program, during which you will turn over your passport to IAP so we may submit it with group processing through the Chicago Italian Consulate. For fall term, this usually occurs May-August, and October-January for spring term. You are advised not to leave the U.S. for any international travel before your program begins.
because of the visa processing time. You should also be aware that the Chicago Consulate currently requires proof of a roundtrip flight itinerary in order to apply for a visa, thus a roundtrip plane ticket will need to be purchased for the visa paperwork deadline. See your visa instructions in your MyStudyAbroad.

Permit of Stay
The Permit of Stay applies to semester or year students. This is further documentation of your visitor/student status in Italy. While the visa is free of charge, the Permit of Stay costs about $200. JCU will provide you with exact cost and instructions on applying for your Permit of Stay a few weeks before you depart for the program. The Permit of Stay requires you to show proof of insurance abroad. It is recommended that you show proof using your CISI Insurance card and consular letter (your CISI coverage is included in your program fee). By the time you apply for your Permit of Stay you will have been notified of your enrollment in CISI and will be able to access your personal insurance card and consular letter in your MyStudyAbroad.

PROGRAM PAYMENT & FEES
You may view your program cost sheet in the Financial section of your MyStudyAbroad. Your cost sheet outlines what costs are included in the IAP program fee (billed through the UW Bursars Office) and what estimated costs will be out-of-pocket. For more IAP information on study abroad costs, financial aid, and scholarships, visit the IAP website for Cost/Funding and your MyStudyAbroad.

Tuition and Housing fees for John Cabot are included in your IAP program fee. **DO NOT PAY TUITION and HOUSING fees** to John Cabot. Any references to paying JCU for a tuition deposit, tuition, housing, housing deposit, or an application fee **do not apply** to UW-Madison students.

Financial Aid
John Cabot is an IAP program and you are billed by IAP through the UW Bursars office. Qualifying financial aid applies toward your IAP program fee. Because you are billed by IAP, you should **NOT** fill out a JCU Consortium Agreement. This agreement would transfer your financial aid out of UW to JCU. You will want to keep your aid at UW.

CONTACTS & RESOURCES
- **John Cabot University Website**
- **John Cabot University Contacts:**
  - Admissions Counselor: admissions@johncabot.edu
  - Housing & Residential Life: housing@johncabot.edu
  - Registrar: registrar@johncabot.edu
  - Accounts Receivable: accountsreceivable@johncabot.edu
  - Student Services: studentservices@johncabot.edu
  - Permit to Stay: ps@johncabot.edu
  - Career Services: careerservices@johncabot.edu
- **IAP MyStudyAbroad Account:** Watch the online orientation, read the IAP Study Abroad Handbook, and review information on Academics, Financials, Travel/Visa, and Health & Insurance. Check out the MyExperience section to reach out to peers from UW-Madison also attending the program.
- **IAP Returned Student Network:** Contact returned students from JCU to ask them questions about packing, traveling, or other student experiences with studying abroad at JCU.
- **IAP Peer Advisors** are a great resource for questions in general about the study abroad experience as they’ve all been abroad before. Contact them at peeradvisor@studyabroad.wisc.edu or stop by the IAP Resource Center in Red Gym 106.
- **IAP Contacts:** See the right-hand side of your MyStudyAbroad account for your contacts at IAP.
  - Study Abroad Advisor oversees program specific information, academics, student experience, and Italian visa.
  - Enrollment Specialist Advisor oversees the IAP application and post acceptance forms, course equivalency process, transcript processing.
  - Financial Specialist oversees the IAP program fee and payment.
- **Resource for Family/Parents:** [http://www.johncabot.edu/about_jcu/frequently-asked-questions/parents.aspx](http://www.johncabot.edu/about_jcu/frequently-asked-questions/parents.aspx)