Congratulations on your acceptance into the SUNY Oswego summer study abroad program in Altomonte, Italy. By accepting our offer of admission you have taken the first step towards a global life and career, one that will enhance your academic, professional, and personal development like no other. Congratulations on your decision to study abroad, and know that you are in the process of improving your language and culture skills so necessary to succeed in this global age.

Since participation on this program requires a number of forms to be completed and turned in, I have tried to simplify the process by outlining what is necessary. This packet will act as a guide for you through the preparation stages of this program. Below you will find a directory and explanation of what is included in this packet and when forms should be returned. Please read the Student Guide carefully.

My e-mail address is: kdavis@oswego.edu. Please contact me with any questions that you have about the program. These items comprise the next steps in your participation. They are explained in the following pages. Use this guide as your check off list for submitting the materials that need to be sent back.

Acceptance Packet Contents: In this guide you will find an explanation for each of the forms to be turned in. You can use this checklist to keep track of what you have sent in.

Within 14 days of acceptance
- Acceptance letter
- Program Deposit
- Insurance form (blue)*
  - 3-part insurance waiver (if applicable)*
- Copy of passport identity page

Forms to complete
- Financial Arrangements form (yellow)*- Due April 20th
- Agreement, Health and Physician’s forms (green)*
- Buckley waiver (beige)*
- Overseas course approval form*
- Course selection form
- Overseas grade information form (peach)*

* These forms can also be found and downloaded from our website: www.oswego.edu/intled
Within 14 days of acceptance

**Acceptance Letter** - You will find two acceptance letters in this packet. Please sign, date, and mail **one copy** to the Office of International Education & Programs and keep the other for your own records. You need to bring your copy of the acceptance letter to the international programs office on your home campus so that they know your status; also you will need to show your copy to the registrar when registering for classes for this program, and the bursar and financial aid office on your home campus for their records.

**Program Deposit** – You will need to submit a **$250 program deposit** within 14 days of you acceptance in order to hold your spot in the program. **All payments** to the Office of International Education and Programs must follow the format listed below:

**Money order** or **Cashier’s check** made payable to:

![SUCO Auxiliary Services]

*NOTE* - Personal bank checks will not be accepted.

Mailing address: Office of International Education and Programs
100 Sheldon Hall
Oswego, NY 13126

**Insurance Information Form**

**I have adequate overseas coverage** - please complete this form, providing all of the information requested of you. All students are automatically enrolled in the Medical Evacuation/Repatriation portion of the insurance at an approximate cost of $30.00 (please note that all insurance costs are subject to change). Once we receive this form, the proper amount will be added to your invoice. You should **not** send payment now.

You will also need to:
1.) Fill out the “3-part Insurance Waiver” form found on our website www.oswego.edu/intled.
2.) Contact your insurance company and have them provide you with a letter stating the amount of your coverage.

**I do not have adequate overseas coverage** - If you do not have adequate health insurance to cover you overseas, check off the box for full insurance and we will automatically enroll you in the full SUNY plan at a cost of approximately $70.00 per month. **Do not** send payment now, as this charge will be added to your invoice once we receive this form. **Please note that all insurance costs are subject to change.** You will receive a booklet that will explain the SUNY Health Insurance Policy.

*NOTE* - If it is not returned within these 14 days, you will automatically be enrolled for full SUNY insurance.

**Tuition payment**

**SUNY students** - After registration is complete, a tuition bill is produced which you pay at your home campus Bursar’s Office.

**NON-SUNY students** – New York State Community College, CUNY and non-SUNY students pay tuition and fees to the Office of International Education and Programs (OIEP) at SUNY Oswego.
Passport & Visa Information

Passport Information
You are responsible for applying for a passport if you do not already have a valid one. **Do not delay in applying for a passport as it can take 6 weeks to process.** Go to your Town/County Clerk’s office or participating Post Office, and consult the State Department’s web site at http://travel.state.gov Student visa information will be sent later after you deposit; you will need your passport to apply for a student visa.

Visa Information

US Citizens - Citizens of the United States do not need a student visa for Italy when traveling for tourism or business purposes for a period less than 90 days. Since this program is sponsored and taught by SUNY Oswego, and does not require registration at an Italian institution, participants will travel on “tourist” status. If you have any questions regarding travel in or to Italy, please contact one or both of the following offices: Italian Consulate of New York, TEL: (212) 737-9100, Italian Tourism Bureau, TEL: (212) 245-4822.

Non-US Passport Holders - If you are an international student or do not carry a United States passport, you will need to contact the Italian embassy or go to their website at: http://www.ambwashingtondc.esteri.it/ambasciata_washington. Students are responsible for obtaining their visas and supplying financial guarantee information. Our office will provide all necessary documentation regarding the program.

Program-specific information

Registration Instructions

NON-OSWEGO students - The Office of International Education and Programs will automatically register all non-Oswego students for classes. We will register you for a block of credits. You must also register at your home campus. Once the grades are received from your overseas program, we will fill in the courses that you actually took. Please contact your home university’s international programs office or registrar’s office for registration procedures.

OSWEGO students - must register for their classes on-line at MY OSWEGO at the designated time. Students must have paid their program deposit in order to register for their overseas classes. Note: An email will be sent to you with the CRN needed for registration at a later date.

FOLLOW THE INSTRUCTIONS LISTED BELOW:

1). Go to MyOswego.com
2). Log in
3). Click on registration
4). Click on add/drop classes
5). Select term
6). Enter CRN number (you will be given this number after you have paid your program deposit by the Office of International Education and Programs)
7). Click on “submit changes”
If you receive an error message, contact our office and indicate what the message states so that we can assist you. (315 312 2118)

**Program Dates** – Below are the dates for your program.

Summer 2009
Depart from USA: July 7, 2009
Arrival in Rome: July 8, 2009
Return to USA: August 6, 2009

**Program Director** – Below you will find the name and contact information for your program director. Phone numbers are what you would dial when calling from the US.

**Dr. Joseph Alessia**  
Professor  
Via Papa Giovanni,12  
87042 Altomonte, Cosenza Italy  
Tel: 011-39-0981-948-233  
Cell: 011-39-0981-9485534  
Email: alessia@oswego.edu

**Hotel Information:**  
Hotel D’Ambra  
Via San Martino  
87042 Altomonte, Cosenza Italy  
Tel: 011-39-0981-948074

**Flight Information** - Students make their own flight arrangements however we will guide you in making your flight arrangements. The program start and end dates provided are the dates that you may use to book your flight.

**Housing and Meals** – During their stay in Rome and Altomonte, students will be housed in hotels. Participants on the program are housed in rooms of two or three. If you have any specific roommate requests, you should direct them to Dr. Alessia, the program director. He can be reached by e-mail at alessia@oswego.edu. In Rome and during the field trips, meals are not included. While in Altomonte, two meals per day (breakfast and dinner) are provided.

**Orientation Session** - There will be an orientation session held for participants on this program. The orientation session will be held in the Campus Center Auditorium, SUNY Oswego on Saturday, April 25th at 8am. More details will be sent to you at a later date.

**Textbooks** - The required textbooks for each course should be purchased prior to your departure for Italy. Please see the included Course Descriptions, after each course description is the name of the required text for the course. Dr. Alessia should be contacted as to the best place to purchase the textbooks. Dr. Alessia’s e-mail address: alessia@oswego.edu.

**Forms to complete and return to Program Specialist**

**Financial Arrangements Form - Due April 20th** - This form is very important and must be completed by all students **even if you are not using financial aid**. If you are planning to use financial aid to pay for all or part of the this program, you must have the Financial Arrangements Form completed and signed by the Bursar’s Office or Student Accounts’ Office on your home campus. It must be filled out completely, with all of the required signatures, including your own. Be
sure that you fill in the **amount** that should be sent to our office and have checked whether this money will be sent directly to our office or to you, the participating student.

An incomplete or improper form will be voided and returned to you, and you will have to complete a new one. If you will be overseas when your funds are disbursed, and they cannot be sent directly to our office, it is **your** responsibility to make sure that those monies are deposited in an account at your home and then forwarded to us immediately. Please contact me with any questions you have about these arrangements or the Financial Arrangements Form.

**Release and Medical Forms (“Green Forms”)** – This is a set of three different forms. The “Agreement and Release” form, “Physician’s Statement” form, and “Student Health Information” form. These are required forms that need to be completed and returned to our office promptly.

**Buckley Amendment Form** - Fill this form out and return it completed if you want us to be able to give out information about the program to your parents or others. Due to the FERPA privacy act, we cannot do so without your written permission.

**Overseas Study Course Approval Form** – This form is for you to gain approval for credit from your advisor at your institution. For descriptions of the courses offered, you can consult the enclosed ‘Course descriptions’ packet. Your academic advisor must sign off on the form indicating his/her agreement with the courses you will be taking.

**Course Selection Form** - Please indicate the courses that you plan to take this summer in Italy and return the form to our office.

**Overseas Grades Information Form** - If you are a student at a college other than SUNY Oswego, you must complete this form and return it to me prior to departure. It is for your own convenience and security, so that the grades you earn from our program get properly transferred back to your home college. You will receive letter grades for your courses abroad. Grades typically will not arrive for up to eight weeks following the end of your program.

Other forms & Information

**Policies Handbook** – The Handbook for Study Abroad is the official booklet that covers all the essential information about your study abroad program, including financial and administrative matters. It is the responsibility of the student to read this manual, and be aware of the information. If there is anything that you don’t understand, please contact me.

NOTES: