

# STUDY ABROAD PROGRAM APPLICATION 2019-2020 FOR STUDENTS SEEKING US TRANSFERABLE CREDIT



This application is for students seeking admission to university accredited Semester, Academic Year, Summer, and/or January Intersession study abroad programs, including Summer Restoration Workshops, and the Archaeology Field School. Applicants seeking admission to the Certificate Program or Marist/LdM Bachelor's or Graduate Degree Programs must use the corresponding application. *Applicants who are NOT seeking US transferable credit should consult [www.ldminstitute.com](http://www.ldminstitute.com) for the correct application and related information. As used throughout this application, the term "LdM" refers to Lorenzo de' Medici, S.r.l., Lorenzo de' Medici, Inc., and their respective programs, collectively.*

**Please make sure to submit the following to LdM for application processing:**

- Program application (signed/completed)
- Official transcript from current college/university
- Letter of recommendation from professor or advisor

**Lorenzo de' Medici**  
**3600 Bee Caves Road, Suite 205B**  
**Austin, TX 78746, USA**  
 Tel: (512) 328-4636; Fax: (512) 328-4638  
[info@lorenzodemedici.org](mailto:info@lorenzodemedici.org)

(Transcripts may accompany application or be submitted under separate cover.)

Students whose first language is not English must provide proof of English proficiency (see details under Admissions.)

**APPLICATION DEADLINES:**

**Spring:** November 15

**Fall:** June 15

**January Intersession:** November 15

**Summer I / June:** April 15

**Summer II / July:** May 15

- |   |                                     |   |   |
|---|-------------------------------------|---|---|
| <b>Site:</b>                                  | <b>Year:</b>                        | <b>Session:</b>                               | <b>Program:</b>                                       |
| <input type="checkbox"/> Florence             | <input type="checkbox"/> 2019       | <input type="checkbox"/> Spring               | <input type="checkbox"/> Study Abroad                 |
| <input type="checkbox"/> Rome                 | <input type="checkbox"/> 2019- 2020 | <input type="checkbox"/> Fall                 | <input type="checkbox"/> Summer Workshop/Field School |
| <input type="checkbox"/> Tuscania             | <input type="checkbox"/> 2020       | <input type="checkbox"/> Academic Year        | <input type="checkbox"/> STEM Program                 |
| <input type="checkbox"/> Three Cities Program |                                     | <input type="checkbox"/> January Intersession |   |
|   |                                     | <input type="checkbox"/> Summer I / June      |   |
|   |                                     | <input type="checkbox"/> Summer II / July     |   |

If applying for multiple sessions/sites, please indicate the sessions and corresponding sites you wish to attend (i.e. Summer I/Florence, Summer II/Rome):

**HOUSING:** Will you be securing housing through LdM?  Yes  No *(LdM will provide additional housing information and forms upon acceptance to the Program.)*

## APPLICANT INFORMATION

Legal Name: \_\_\_\_\_  
Last name First name Middle name

Gender: \_\_\_\_\_

Date of Birth: (mm/dd/yy) \_\_\_\_\_ City/State/Country of Birth: \_\_\_\_\_

Current Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Country: \_\_\_\_\_

Preferred personal email address (must be active for use while at LdM): \_\_\_\_\_

Alternative email address: \_\_\_\_\_

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Cell Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Fax: ( \_\_\_\_\_ ) \_\_\_\_\_ Information valid until\*: \_\_\_\_\_

*\*All LdM mailings will be sent to the current address until the date listed above, after which mailings will be sent to the permanent address listed below.*

Permanent Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Country: \_\_\_\_\_

Permanent Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Country of Citizenship: \_\_\_\_\_

Passport #: \_\_\_\_\_ Date Issued: \_\_\_\_\_

Current/Home College/University: \_\_\_\_\_

Major: \_\_\_\_\_ Minor: \_\_\_\_\_ GPA: \_\_\_\_\_

Classification while at LdM:  Freshman  Sophomore  Junior  Senior  Graduate Anticipated Graduation Date: \_\_\_\_\_

Matriculation status while studying abroad:  Being enrolled at my home institution  Taking a leave of absence from my home institution

Please select chef's jacket size (Required for practical IGC/NRT courses with a lab fee):  XS  S  M  L  XL  XXL

**How did you learn about Lorenzo de' Medici?**

- campus visit by LdM
- study abroad officer/director
- web/internet resource (Please indicate which resource/s below.)
- LdM website
- StudyAbroad.com
- Other: \_\_\_\_\_
- study abroad fair
- professor
- GoAbroad.com
- IIEPassport.org
- magazine/newspaper
- family/friend
- DiversityAbroad.com
- Abroad101.com
- Google

**Why did you choose LdM?**

- Course Selection
- Location
- Reputation
- Cost
- Other: \_\_\_\_\_

**ITALIAN LANGUAGE PROFICIENCY**

Select Italian language level:

- Elementary 1
- Elementary 2
- Intermediate 1
- Intermediate 2
- Advanced 1

Note: Placement test upon arrival for all levels above Elementary 1.

How many college semesters/quarters of Italian will you have completed by the start of the program?

---

List the code, title and level of the highest Italian course you will have completed.

---

Describe any other relevant Italian language experience.

---

**PARENT/GUARDIAN (EMERGENCY CONTACT) INFORMATION**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Country: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Cell Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Fax: ( \_\_\_\_\_ ) \_\_\_\_\_

**BILLING INFORMATION**

Where and to whom should payment information and invoices be mailed?

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Country: \_\_\_\_\_

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Email: \_\_\_\_\_

Are you planning to use financial aid from your home institution or another form of education loan?  Yes  No

Are you planning to use VA benefits of any kind to fund your study abroad tuition and/or housing costs?  Yes  No

## REGISTRATION INFORMATION

Please make sure to read all of the Registration Information and consult the most current LdM Academic Catalog and Course Schedule (available online) before completing your course selections.

It is your responsibility to:

- select a program according to the number of Italian language credits desired.
- make sure you conform to the credit requirements of your home institution without exceeding the maximum number of credits allowed.
- **make sure your home institution will grant you credits for courses taken at LdM.** This includes alternative courses and any new courses resulting from placement test/level adjustments. **LdM assumes no responsibility for students who do not receive credits from their home institution for courses taken at LdM.**

Once you arrive at LdM, you will not be allowed to change program/location. Tuition costs vary according to program selection. (See pricing information.) Lab fees, course materials and field trips are not included in the tuition costs.

### SELECTING AN ITALIAN CLASS:

Read the course descriptions carefully when selecting Italian language courses.

Beginning Italian Language Students (who have had no previous Italian) must select an Italian language section and alternative section that fit their schedule.

Non-beginning Students (who have had at least one semester or equivalent of Italian) should choose an Italian language course that is appropriate for their level, by carefully checking the LdM Academic Catalog and Course Schedule for prerequisites. Students are required to provide alternative sections (if applicable) that could fit their schedule in case their first choice is full. At LdM, these students will take a placement test to confirm their level. LdM reserves the right to move students into a different level based on the results of the placement test.

## PART 1: JANUARY INTERSESSION COURSE SELECTION

(Semester applicants proceed to Part 2. Summer Session applicants proceed to Part 3.)

**Select Location:**  Florence

**Select Program:** (See list below. NO PROGRAM CHANGES ALLOWED AFTER ARRIVAL.)

- 3-Credit Course (3 credits)       4-Hour Italian Language (4 credits)
- Combination of Two 3-Credit Courses (total of 6 credits)
- Combination of 3-Credit Course + 4-Hour Italian Language (total of 7 credits)

**Please make sure to:**

- fill in the chart below neatly and completely.
- provide an alternate course for each first choice.
- verify that there are no time conflicts among your selected courses and alternatives.
- check the course schedule to make sure you meet all the course prerequisites.

	CODE	SECTION	CREDITS	COURSE TITLE	DAYS	TIME
1			PLEASE CIRCLE			
ALTERNATE			3 4			
2			3			
ALTERNATE						

Italian language is optional during January Intersession in Florence. If you are taking an Italian language course, write your course selection in the Course 1 box and circle the appropriate number of credits.

## PART 2: SEMESTER COURSE SELECTION

(Summer Session applicants proceed to Part 3.)

**Select Term:**  Fall 2019     Academic Year 2019-2020     Spring 2020

**Select Location:**  Florence     Rome     Tuscania

**Select Program:** (See list below. NO PROGRAM CHANGES ALLOWED AFTER ARRIVAL.)

3 or 4-Hour Italian Language + Four Courses (total of 15 or 16 credits)

6- Hour Italian + Three Courses (total of 15 or 16 credits)

### Course Selection

- **YOU MUST OBTAIN THE APPROVAL FOR YOUR COURSES BEFORE SUBMITTING YOUR COURSE SELECTION.** You are responsible for ensuring that your home institution will grant you credits for courses (both first choices and alternatives) taken at LdM. This includes any changed courses as a result of placement test/level adjustments.
- It is your responsibility to verify that there are no time conflicts among your selected courses and alternatives.
- Make sure that you sign up for the amount of credits required by your home institution, without exceeding the maximum number of credits allowed.
- LdM encourages students to consider course load and exam scheduling when making registration decisions.
- Students registering for any non-beginning course must choose the appropriate level by carefully checking the LdM Academic Catalog and Course Schedule (online) for prerequisites. Concurrent enrollment does not satisfy our prerequisite requirements: the students must have completed the prerequisites before arrival at LdM.
- During the semester all students must select an Italian language section and alternative section that fit their schedule. Italian language (ITL code) and Italian language and culture (ITC code) courses are equivalent in term of satisfying the LdM language requirement. Italian language is optional during short terms and during the second semester for academic year students.
- At LdM, non-beginning students will take an Italian placement test to confirm their level. As a result of the placement test LdM reserves the right to move students into a different level. Therefore students must be aware that their schedule is subject to adjustments.
- Any student taking a science course in Rome during the semester belongs to the STEM Program.

### YOU ARE REQUIRED TO PROVIDE AN ALTERNATE COURSE FOR EACH FIRST CHOICE

	CODE	SECTION	CREDITS	COURSE TITLE	DAYS	TIME
1 (ITALIAN)			PLEASE CIRCLE	Italian (ITL / ITC)		
ALTERNATE			3 4 6	Italian (ITL / ITC)		
2			3			
ALTERNATE						
3			3			
ALTERNATE						
4			3			
ALTERNATE						
5			3			
ALTERNATE						
<b>EXTRA COURSE (3 CREDITS)</b> For any extra course you will be charged the applicable fee.						
1			3			
ALTERNATE						

### SPECIAL SEMESTER PROGRAMS

**THREE CITIES PROGRAM: TUSCANIA, ROME, AND FLORENCE – FALL SEMESTER** (total of 15 credits)

**THREE CITIES PROGRAM: TUSCANIA, ROME, AND FLORENCE – SPRING SEMESTER** (total of 15 credits)

This semester-long study abroad experience connects students to three diverse Italian cities, each with a distinct identity and culture; Tuscania, Rome, and Florence. Students spend one month in Tuscania followed by one month in Rome, and then they complete the experience in Florence. They follow a structured program of five 3-credit courses, including one in Italian language and culture. Please note all courses are mandatory and cannot be changed, dropped or withdrawn from.

**Please consult the Three Cities Brochure for the Academic Calendar and for further course information.**

**STEM PROGRAM - ROME**

The STEM Program combines a core course on Italy's contributions to modern sciences with a selection of science courses that is subject to change each semester. Furthermore, students can choose from among a variety of general education courses. The core course and the STEM courses cannot be changed, dropped or withdrawn from. Italian language study is encouraged but no language courses are required. To enroll, **select the STEM Program and list in the course selection chart above the core course, the science courses and the general education courses you want to take.** To help ensure a successful experience, LdM recommends that students take no more than two science courses with a lab component.

**PART 3: SUMMER SESSION COURSE SELECTION**

**Select Term:**

Summer I/June       Summer II/July

**Select Location:**

Florence    Rome    Tuscania

**Select Program:**

(See list below. NO PROGRAM CHANGES ALLOWED AFTER ARRIVAL.)

- 3-Credit Course (3 credits)
- 4-Hour Italian (4 credits)
- Combination of Two 3-Credit Courses (total 6 credits)
- Combination of 3-Credit Course + 4-Hour Italian (total 7 credits)
- Workshop (6 credits)
- Field School (6 credits)

**Please make sure to:**

- fill in the chart below neatly and completely.
- provide an alternate course for each first choice.
- verify that there are no time conflicts among your selected courses and alternatives.
- check the course schedule to make sure you meet all the course prerequisites.
- ensure that your home institution will grant you credits for the courses.

Italian language is optional during the Summer sessions. If you are taking an Italian language course, write your course selection in the Course 1 box and circle the desired number of credits.

If you are applying to more than one summer session, please be sure to complete the second course selection chart.

**ARCHAEOLOGY FIELD SCHOOLS**

Courses are predetermined and cannot be changed. Applicants must refer to the Archaeology Field School brochure and complete the Archaeology Field School Application Supplement. (Contact LdM Academic Relations + Student Services.)

	CODE	SECTION	CREDITS	COURSE TITLE	DAYS	TIME
1			PLEASE CIRCLE 3 4 6			
ALTERNATE						
2			3			
ALTERNATE						
<b>ADDITIONAL NON-CREDIT COURSES</b> For any extra course you will be charged the applicable fee.						
1			NO CREDIT			
ALTERNATE						
2			NO CREDIT			
ALTERNATE						

**IF YOU ARE ATTENDING TWO SUMMER SESSIONS, PLEASE COMPLETE THE CHART BELOW FOR YOUR SECOND SESSION.**

**Select Term:**

Summer I/June  
 Summer II/July

**Select Location:**

Florence    Rome    Tuscania

**Select Program:**

(See list below. NO PROGRAM CHANGES ALLOWED AFTER ARRIVAL.)

- 3-Credit Course (3 credits)    4-Hour Italian (4 credits)
- Combination of Two 3-Credit Courses (total 6 credits)
- Combination of 3-Credit Course + 4-Hour Italian (total 7 credits)
- Workshop (6 credits)       Field School (6 credits)

	CODE	SECTION	CREDITS	COURSE TITLE	DAYS	TIME
1			PLEASE CIRCLE 3 4 6			
ALTERNATE						
2			3			
ALTERNATE						
<b>ADDITIONAL NON-CREDIT COURSES</b> For any extra course you will be charged the applicable fee.						
1			NO CREDIT			
ALTERNATE						
2			NO CREDIT			
ALTERNATE						

## GENERAL POLICIES

**Admissions** Students must be at least 18 years old by the start of the program. LdM requires students to have upheld good academic and disciplinary standing. Applicants must have completed one year of college/university credit and have a minimum 2.80 cumulative GPA. Students participating in the science courses in Rome are required to have a minimum 3.0 cumulative GPA. In order to learn effectively, students are expected to be independent English users with proficiency in listening, speaking, reading, and writing. Students must be in a good medical/psychological condition to succeed in the program.

**Proof of English Proficiency** In order to learn effectively, students are expected to be independent English users with proficiency in listening, speaking, reading, and writing. Non-native English speakers are required to demonstrate that they have reached the high intermediate level in English language skills, with certification or other evidence equivalent to the following minimum overall TOEFL scores: Paper Based Test 550+, Computer Based Test 213+, or Internet Based Test 80+. Please contact LdM Academic Relations + Student Services for additional information and instructions.

### Registration Policies

- 1) **Students will automatically be enrolled in their alternative program/course/section if any first choice is unavailable (whether canceled due to insufficient enrollment or full). The Registrar reserves the right to move students to a different section to balance enrollment, or deny course change requests.**
- 2) **All course change requests, before and after arrival, must be supported and accompanied by a strong academic reason.**
- 3) A level test will be administered at the beginning of Performing Arts and Intermediate/Advanced level Studio Art and Design courses to confirm the students' level. Many of the Studio Art and Design courses list two time blocks. Students enrolled in these courses must attend both time blocks.
- 4) Students may attend only the courses listed on their Official Registration form. Auditing is not allowed.
- 5) Only one class can be changed upon arrival at LdM, depending on course availability. This is only allowed during the first days of classes, before Final Registration. Final Registration deadlines will be announced during Orientation. No exceptions will be made to these deadlines. This is not available for Three Cities, Semester Certificate, STEM Program, Field School or Workshops.
- 6) The science courses in Rome cannot be changed, dropped, or withdrawn from.
- 7) The break between Summer Session I and Summer Session II does NOT apply to students attending the 6-week science courses offered at LdM Rome.
- 8) Students participating in an internship must fulfill the relevant prerequisites. Concurrent enrollment in a course in the same field is required. The application for an LdM internship is due by the application deadline, along with the required supporting documentation (eg. student's resumé, formal letter of intent, two reference letters, portfolio, etc.). Late submission of the supporting documentation can compromise the eligibility for an internship placement. Placement in internships is not guaranteed and choosing an alternate course is mandatory. Students taking an internship must retain a minimum of 15 credits per semester. Internships cannot be added during the add/drop period. Internships have particular attendance regulations.
- 9) No refunds will be issued for classes dropped after arrival at LdM.
- 10) Students are not allowed to change Program or Location after arrival.
- 11) Students must retain full-time status, with a minimum of 12 credits per semester or 3 credits per short term. However, it is each student's responsibility to know if his/her home institution requires enrollment for more than 12 or 3 credits respectively. Furthermore, students relying on financial aid are strongly encouraged to maintain a standard 15 credit minimum during the semester and a 6 credit minimum during short terms. Students may not drop or withdraw (with a "W" or "W/F") from a course if it would bring them below the minimum number of credits. Non-credit offerings are available only in addition to credit-bearing courses.
- 12) Mid-terms and final exams will be given only on the scheduled days that appear on each course syllabus and will not be moved under any circumstances, including illness, travel plans, family matters, etc. Exams are scheduled during normal class times, so more than one exam may be administered on the same day.
- 13) Students are not allowed to make up any assessed in-class activities they may have missed (including, but not limited to, quizzes, tests, etc.) under any circumstances, including illness, travel plans, family matters, etc.
- 14) LdM does not offer Pass/Fail grades or Incompletes, only letter grades. All classes registered for and grades received will appear on each student's LdM transcript regardless of their intent to transfer credits to their home institution. Students are responsible for understanding the LdM grading system and their home institution's minimum grade requirement for the transfer of credit. Detailed information about grading/evaluation can be found in the specific course syllabus.
- 15) Students with documented learning disabilities will be subject to local educational standards, and therefore may not be provided with the same accommodations offered by their home institution. However, based on current and official documentation of the disability, LdM will provide assistance to these students. It is each student's responsibility to provide this documentation within the deadline. LdM is able to guarantee the following: Italian language tutoring, administration of exams in separate classrooms, and extra time for completion of exams. For certain types of learning disabilities, the student may qualify for an exemption from the Italian language class.
- 16) LdM reserves the right to withhold the transcript and/or housing deposit of students who violate contract agreements related to housing and/or academic issues (i.e. any balance or debt incurred) and/or whose behavior is considered detrimental towards the institute and other students.
  - a) The Rules of Conduct applied at this Institute may be different from the rules applied by the student's home college or university.
  - b) The Lorenzo de' Medici Rules of Conduct must be carefully read by each student. A copy of the Rules of Conduct is included in the Orientation Packet given to every student and is also distributed during Orientation at LdM and shown in every building of the Institute.
- 17) It is **ABSOLUTELY REQUIRED** that all students attend **ORIENTATION**. Students must make sure they plan their travel itinerary accordingly. For the Three Cities Program all three orientations (in Tuscania, Rome, and Florence) are mandatory. The arrival date listed on the LdM academic calendar must be respected, unless the student's program has arranged an earlier arrival.
- 18) All students must carry a cell phone at all times that receives text messages and phone calls in Italy, and provide the phone number to LdM at Orientation.
- 19) Applicants to the Three Cities or Tuscania program may be asked to provide an alternative site and alternative courses (if applicable), depending on enrollment demand for the selected term.

### Attendance Policies

1. Course attendance is a primary requirement for a responsible learning experience at LdM.
2. Punctuality is mandatory. Students must arrive in class on time: any lateness, leaving class during the lesson without notice, not showing up on time after the break, or leaving earlier, will impact the participation grade and the Final Grade.
3. Students are responsible for keeping track of their absences and for catching up on any missed work.
4. Make-up classes are always mandatory as part of the course program.
5. If a class occasionally creates conflict with another class, the student is required to inform both instructors in advance.
6. For no reason (i.e. travel plans or family matters, etc.) will absences be excused.
7. Absences will also be counted during the first days of class unless students added the class during the add/drop period.
8. Students will receive an "F" on each exam they miss.
9. Students who leave LdM before the end of the term must fill out an Official Withdrawal Request form and return it to their advisor. Students who submit the form by the "W" Withdrawal deadline will receive a "W" for each non-completed course. Students who submit the form by the "W/F" Withdrawal deadline will receive a "W/F" for each non-completed course. Students who leave LdM without submitting the form will receive an "F" in each non-completed course. In all cases, students will not be eligible for credits or receive a refund.
10. Students should take into consideration that LdM courses may run MONDAY through FRIDAY during the semester and that their schedule may be subject to adjustments until the final registration deadline.
11. Students who absent themselves from courses will have their final grade penalized as indicated on the following table:

### SEMESTER COURSES

ITALIAN LANGUAGE / ITALIAN LANGUAGE AND CULTURE COURSES (ITL/ITC)		
	Final grade lowered by one full letter:	Final grade = "F" (No credit awarded):
3-hour course meeting once or twice a week	3 absences	4 or more absences
4-hour course meeting once or twice a week	3 absences	4 or more absences
6-hour course	4 absences	5 or more absences
DANCE COURSES and MATH COURSES in Florence		
	Final grade lowered by one full letter:	Final grade = "F" (No credit awarded):
Dance and Math courses	3 absences	4 or more absences
INTERNSHIPS – See course syllabus for absence policy		
ALL OTHER COURSES		
	Final grade lowered by one full letter:	Final grade = "F" (No credit awarded):
Courses meeting once a week	3 absences	4 or more absences
Courses meeting twice a week	4 absences	5 or more absences
SCIENCE COURSES		
	Final grade lowered by ... when you have:	Final grade = "F" (No credit awarded):
Lecture twice a week	2 absences = one full letter penalty	3 or more absences
Lecture once a week	1 absence = one full letter penalty	2 or more absences
Lab portion (course specific)	1 absence = ...% penalty (See course syllabus)	2 or more absences
SUMMER SESSION COURSES / THREE CITIES COURSES		
	Final grade lowered by one full letter:	Final grade = "F" (No credit awarded):
Science courses	1 absence	2 or more absences
All other courses	3 absences	4 or more absences
WORKSHOP AND FIELD SCHOOL – See course syllabus for absence policy		
JANUARY INTERSESSION COURSES		
	Final grade lowered by one full letter:	Final grade = "F" (No credit awarded):
Italian language courses	3 absences	4 or more absences
All other courses	2 absences	3 or more absences

## RIGHT TO MODIFY

It is the policy of LdM to adhere to the rules, policies, procedures and course offerings that are announced. In exceptional cases, LdM nevertheless reserves the right to expand, delete, update or revise its course offerings, course content, and academic and administrative rules and procedures; to adjust course schedules and contact hours, and to modify any other information included in the catalogue and the course schedule whenever such changes are deemed necessary. Every attempt has been made to ensure that the information provided is correct.

## PROGRAM WAIVER

This program involves studying at LdM and living in an apartment, hostel, hotel, residence, or with a host family in the host city. Group excursions and social/cultural activities are routinely offered to participants. Some trips may be over-night and most will involve transportation on a bus and/or train. The undersigned fully understands that there are certain dangers, hazards, and/or risks inherent in international travel, the group excursions, and in the activities included in the LdM program and have signed this document in full recognition and appreciation of the dangers of these activities, which dangers include, but are not limited to, physical injuries (minimal, serious, catastrophic) and/or property loss or damage. The undersigned therefore agrees to assume and take on all responsibilities in any activities associated with the LdM program. In consideration of, and in return for, the service, facilities and other assistance provided to participants by LdM (and their governing boards, employees, and agents) I, the undersigned, along with any of my assignees, heirs, distributees, guardians, and legal representatives, to the extent permitted by law, release LdM and its affiliates and partner institutions from any and all liability,

claims and actions that may arise from injury, harm or death to the undersigned and from loss or damage to the undersigned's property or person in connection with these activities. The undersigned understands that this release covers liability, claims and actions as a result of injury to property or persons caused entirely or in part by any acts or failure to act by LdM, including but not limited to negligence, mistake, or failure to supervise by LdM or any affiliates or partner institutions or any of their employees, agents, or contractors.

## STUDENT CONDUCT

Students are expected to conduct themselves in a responsible, law-abiding manner, consistent with the rules and regulations of LdM, as well as with applicable United States, Italian and European Union governmental laws generally. Deviations from such rules, regulations and laws include, but are not limited to, unauthorized absences from class or other program activities, the making of threats or engaging in harassment, violence or other misconduct, damage to, or defacement of, school, residence, or student property, the use, possession or distribution of alcohol or other substances, and/or other reckless or dangerous behavior. LdM reserves the right to take disciplinary action against a student based on the student's deviation from such rules, regulations and laws, or who otherwise engages in behavior that jeopardizes the safety and well-being of the student, members of the LdM community or any other person. Disciplinary action may include, but is not limited to, suspension or dismissal from the program. There shall be no refund of tuition, fees, or rent in the event that a student is suspended or dismissed from the program. LdM reserves the right to release to the student's primary institution or other interested party information regarding any failure of the student to comply with such rules, regulations or laws, as well as the details of any disciplinary action taken as a result thereof.

## ADVISOR CERTIFICATION

Please consult the LdM Academic Catalog for course descriptions and prerequisites.

Students enrolling through LdM Academic Relations + Student Services have the option to receive either the Lorenzo de' Medici transcript or the Marist College US transcript for their coursework/transfer of credit. Students seeking transfer of credit must confirm the transcript requirement with their home institution according to the guidelines stated in the LdM Transcript Request Form. Students may not change the transcript type once classes have begun. Furthermore, Marist College cannot issue a transcript retroactively for a student who originally requested the LdM transcript for his/her studies.

If selecting the Marist College transcript below, please be sure to refer to the Marist course codes/titles on the course schedules found at [www.ldminstitute.com](http://www.ldminstitute.com). For more information, contact LdM Academic Relations + Student Services. Note: Course level classification is left to the determination of the home institution.

A Lorenzo de' Medici transcript is preferred for the transfer of academic credit. (This official document, in English, is signed and sealed by the Registrar.)

A Marist College (US accredited) transcript will be necessary to facilitate the transfer of academic credit.

Advisor Name: \_\_\_\_\_ Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Institute: \_\_\_\_\_ Department: \_\_\_\_\_

Telephone: (        ) \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Country: \_\_\_\_\_

## STUDENT CERTIFICATIONS

**1. Have you been found responsible for any behavioral or academic misconduct at your present or previous institution/s resulting in disciplinary action such as warning, probation, suspension, expulsion or other sanction?**

YES  NO

**2. Have you been convicted of a misdemeanor, felony, or other crime?**

YES  NO

*If your criminal record has been cleared of this conviction, you may answer NO.*

*If you answered yes to either or both of the above, the additional materials listed below are required in order to consider the application for admission:*

- A formal essay explaining date/s and circumstances of all incident/s, the disposition of the incident/s, and what you learned from the incident/s.
- A document of disciplinary record from your home institution, confirming the type, number of infractions and date/s, as well as details of sanctions issued (i.e., written warning, probation, disciplinary probation, etc.) and that all sanctions have been completed; or a judicial record, that details the sanctions issued and states all consequences have been resolved (depending on the incidents).
- A statement of approval from your home institution.

- I certify that I have read and understand the LdM policies stated in this application. I certify that I have carefully considered each question contained herein and that my statements are true and complete to the best of my knowledge. I understand that, in addition to my application and transcript, any record of misconduct or criminal activity will be considered as part of the admissions process, and could, alone or in combination with other factors, be grounds for the denial of my application. I accept as binding any and all conditions that apply to admission to LdM. Furthermore, I understand that I may be subject to a range of possible disciplinary actions, including admission revocation, expulsion, or revocation of course credit or grades, should the information I have certified be false or should it be deemed necessary or advisable in the judgment of LdM. I will provide LdM with prompt written notice of any facts that hereafter arise that would make the certifications contained herein untrue.
- Lorenzo de' Medici is committed to ensuring the success and safety of each student during his/her study abroad program in Italy. Services and infrastructure (building access, mobility assistance, academic accommodations, etc.) in Italy may be different from what students are accustomed to in their home country and physical and/or psychological disorders can become serious under the stresses of traveling abroad. LdM requires that all students with a medical/psychological condition that may affect their participation provide a medical waiver from their current physician/s 1) confirming stability for at least one year prior to the start of the Program and 2) stating approval for a study abroad experience. Students are responsible for disclosing all medical/psychological information to LdM that may affect their academic, emotional and psychological well-being at the Program. Failure to disclose medical/psychological conditions may warrant action on behalf of LdM, up to and including denial of admission, admission revocation or expulsion from the Program. In the event that the student's medical/psychological condition or well-being should change prior to the program start date, or during the program, the student will be required to notify LdM promptly. LdM reserves the right to deny admission, impose conditions based on the Program's ability to accommodate the student's particular needs, expel the student, or deny admission for a future academic term. Please note that the Americans with Disabilities Act (ADA) is an American Law and is not applicable to a non American program/country.
- I have read and understand the Registration and Attendance Policies contained herein. I understand that I am responsible for my course selection and that I must consult with my home institution and obtain my advisor's signature below regarding the transfer of credits. I understand that if I submit my application without an advisor signature below, I have no guarantee of the transfer of credits for my coursework at LdM.
- I understand that I have the option to receive either the Lorenzo de' Medici transcript or the Marist College US transcript for my coursework/transfer of credit. If I am seeking transfer of credit, I must confirm the transcript requirement with my home institution according to the guidelines stated in the LdM Transcript Request Form. I may not change the transcript type once classes have begun. Furthermore, Marist College cannot issue a transcript retroactively for me if I originally requested the LdM transcript for my studies.
- I agree by signing this application form that I will abide by the rules and regulations of LdM, as well as applicable governmental laws generally, including LdM Rules of Conduct, Academic Regulations, LdM policies, and United States, Italian and European Union laws.
- I hereby waive and release any and all claims that I now have, or in the future may have, against LdM, its officers, directors, employees, subsidiaries or affiliates in respect of the admissions process, including, without limitation, the denial of my application for any reason.
- LdM is registered to hold your personal data under the European law (Reg. UE 2016/679-G.D.P.R.) and Italian Law (D.lgs. 196/2003, as modified by D.lgs. 101/2018). LdM privacy policy is available on our official web site. This information will be used for administrative purposes and will not be given to any third party. LdM reserves the right to give your email address to your professors and LdM staff if needed. I hereby agree to comply with the above regulations and I authorize the use of my personal information by Lorenzo de' Medici, in accordance with Reg. (UE) 2016/679 General Data Protection Regulation and Italian law on privacy D.lgs. 196/2003, as modified by D.lgs. 101/2018). I allow LdM exclusively to collect, publish and use for purposes of advertising and promotion that are not detrimental to my dignity or reputation: 1) my image in photographic, video or digital content; 2) my own writings, figurative works, music, art, and creative projects; 3) my name in conjunction with interviews and statements in relation to LdM. I permanently waive all rights of compensation for the aforementioned content generated in the period of enrollment at LdM, which may be reproduced either in its entirety or in part, in the form of any multimedia content, and may be published on the following website, www.ldminstitute.com, and/or in other domains related to LdM in Italy and abroad.

Student signature \_\_\_\_\_

Date \_\_\_\_\_

**\*\*\*This form must be printed and physically signed. No electronic signatures will be accepted.\*\*\***

PRINT STUDENT NAME \_\_\_\_\_



# STUDY ABROAD RECOMMENDATION FORM



To the applicant: Please complete Part 1 and forward this form to a professor or assistant professor with knowledge of the applicant's abilities, experience, and education. The person making the recommendation will complete Part 2.

## Part 1: To be completed by the applicant.

Full Name of Applicant (please print): \_\_\_\_\_

Telephone Number: (    ) \_\_\_\_\_

Academic Major: \_\_\_\_\_

LdM Program you are applying to:

Site:     Florence     Rome     Tuscania     Three Cities Program

Program:  Study Abroad     Summer Workshop/Field School     STEM Program

Year:     2019     2019-2020     2020

Session:  Fall     Spring     Academic Year  
 January Intersession     Summer Session (June or July)

By signing below, I waive my rights of access to all information contained herein.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

## Part 2: To be completed by the person providing the recommendation.

The above individual has applied to Lorenzo de' Medici Institute. Please consider this student's academic and personal qualities to the best of your knowledge in answering the following questions:

1. How long and in what capacity have you known the applicant?

2. Living and studying abroad requires adaptability, openness to cultural differences, discipline and self-confidence. Based on your knowledge of this student, please tell us how well you think he or she would adjust to and make use of the experience.

3. Please comment on the following topics in regard to this applicant:

- A. Understanding of/interest in other cultures
- B. Academic history and writing skills
- C. Ability to respond appropriately to challenge or difficulties
- D. Personal interests, experience, or activities which would aid the student in his or her study abroad experience

# STUDY ABROAD RECOMMENDATION FORM



4. Please comment on any other applicable achievements or qualifications of this student or communicate any concerns you have regarding the study abroad experience for him or her.

Please evaluate the applicant's abilities and rate them accordingly by checking the most appropriate box.

	Unsure	Poor	Fair	Good	Excellent
1. Academic ability & dedication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Social skills; ability to work with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Performance under stress or adversity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Confidence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Institute: \_\_\_\_\_ Department: \_\_\_\_\_

Telephone: (    ) \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Country: \_\_\_\_\_

Once completed, please mail this form to:

**LdM Academic Relations + Student Services**  
**3600 Bee Caves Road, Suite 205 B**  
**Austin, TX 78746, USA**

or fax to: 512.328.4638