

PERSONAL INFORMATION

☐ Female

☐ Male

Legalname: _____

Last name *First name* *Middle name*

Date of birth (mm/dd/yyyy) _____ Country of birth _____

Country of citizenship _____ Passport # (if available) _____

Permanent address

City _____ State _____ Zip _____ Country _____

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Preferred personal email address (must be active for use while at IdM): _____

MARIST email address:

Marist CWID # _____ College/University **MARIST COLLEGE**

Major	Minor
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Check (✓) classification while at LdM: ☐ Freshman ☐ Sophomore ☐ Junior ☐ Senior ☐ Graduate

SITE:	YEAR:	SESSION:	PROGRAM:
<ul style="list-style-type: none"> ○ FLORENCE ○ TUSCANY ○ ROME ○ THREE CITIES Program 	<ul style="list-style-type: none"> ○ 2015 ○ 2015-2016 ○ 2016 	<ul style="list-style-type: none"> ○ Fall ○ Spring ○ Academic Year ○ January Intersession ○ Summer I/June ○ Summer II/July 	<ul style="list-style-type: none"> ○ Study Abroad Program ○ Semester Certificate ○ SIEM Program ○ Summer Workshop ○ Field School

EMERGENCY CONTACT

Last name _____ First name _____ Relationship _____

Home Phone _____ Cell Phone _____ E-mail _____

ITALIAN LANGUAGE PROFICIENCY

How many college semesters/quarters of Italian have you completed? _____

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

Describe any other relevant Italian language experience _____

PRIVACY POLICY

IdM is registered to hold your personal data under the Italian data protection law. This information will be used for administrative purposes and will not be given to any third party. 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 Italian Law 675/1996 and D.Lgs.196/2003 on privacy.

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 IdM, 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 IdM in Italy and abroad.

Student signature  _____ **Date** _____

COURSE SELECTION - Fill out the following only after carefully reading all registration and attendance policies

- You are responsible for ensuring that your home institution will grant you credits for courses taken at IdM. 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.
- During the semester all students must select an Italian language section and an alternative section that fit their schedule. Italian language (IIL code) and Italian language and culture (IIC code) courses are equivalent in terms of satisfying the IdM language requirement. Italian language is optional during short terms.
- Students registering for a non-beginning course, including Italian, must choose the appropriate level by carefully checking the IdM Academic Catalog and Course Schedule (online) for prerequisites. At IdM, these students will take a placement test to confirm their level. As a result of the placement test IdM reserves the right to move students into a different level.
- YOU ARE REQUIRED TO PROVIDE AN ALTERNATIVE COURSE/SECTION TO EACH FIRST CHOICE.**

SEMESTER PROGRAMS

SITE:	YEAR:	SESSION:	PROGRAM:
<input type="radio"/> FLORENCE	<input type="radio"/> 2015	<input type="radio"/> Fall	<input type="radio"/> 3- or 4-Hour Italian + Four Courses (total of 15 or 16 credits)
<input type="radio"/> TUSCANY	<input type="radio"/> 2015-	<input type="radio"/> Spring	<input type="radio"/> 6-Hour Italian + Three Courses (total of 15 or 16 credits)
<input type="radio"/> ROME	<input type="radio"/> 2016	<input type="radio"/> Academic Year	<input type="radio"/> 16-Hour Italian (total of 16 credits)
<input type="radio"/> THREE CITIES Program	<input type="radio"/> 2016		

CODE	SECTION	CREDITS	COURSE TITLE	DAY / TIME
1		Circle one: 3 4 6 16	Italian (IIL/ IIC)	
Alternative			Italian (IIL/ IIC)	
2		3		
Alternative				
3		3		
Alternative				
4		3		
Alternative				
5		3		
Alternative				
EXTRA COURSE (3 credits) For any extra course you will be charged the applicable fee				
Extra		3		
Alternative				

SPECIAL SEMESTER PROGRAMS

☐ SIEM PROGRAM - ROME (up to 18 credits)

The SIEM 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 cannot be changed, dropped or withdrawn from. Italian language study is encouraged but no language courses are required. To enroll, select the SIEM Program and list in the course selection chart above the core course, the science courses and the general education courses you want to take.

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

☐ THREE CITIES PROGRAM: TUSCANY, ROME, AND VENICE – 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; Tuscany, Rome and either Florence (in Fall) or Venice (in Spring). Students spend one month in Tuscany followed by one month in Rome, and then they complete the experience in either Florence (Fall) or Venice (Spring). They follow a structured program of five 3-credit courses, including one in Italian language and culture. The program has no special prerequisites. 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.

SEMESTER CERTIFICATES - FLORENCE (total of 15 credits)

	Core courses:	Track courses: choose two among the following checking the course schedule for any prerequisites
ARCHITECTURE IN URBAN CONTEXT	<ul style="list-style-type: none"> Technical Drawing Sustainable Architecture Architecture in its Environment 	<ul style="list-style-type: none"> Public Space Design Architecture Studio: Special Topics Contemporary Architecture
INTERIOR DESIGN IN CONTEMPORARY LIVING	<ul style="list-style-type: none"> Technical Drawing Interior Design II Design for Living Spaces 	<ul style="list-style-type: none"> Textile Science Furniture Design Lighting Design
PRODUCT DESIGN TOWARDS SUSTAINABILITY	<ul style="list-style-type: none"> Technical Drawing Product Design II Sustainable Design 	<ul style="list-style-type: none"> Aesthetics of Design: Theory and Practice Design Materials Introduction to Environmental Issues
VISUAL COMMUNICATION FOR FASHION	<ul style="list-style-type: none"> Introduction to the Fashion Industry Fashion Illustration I Creative Processes in Visual Communication 	<ul style="list-style-type: none"> Principles of Fashion Photography Visual Merchandising Anthropology of Fashion and Desirability
ART IN FOOD: ITALIAN GASTRONOMY	<ul style="list-style-type: none"> Current Trends in Italian Cuisine Fundamentals of Food Design, Styling and Photography Italian Food and Culture: Pairing Food & Wine 	<ul style="list-style-type: none"> Italian Language The Food of Italy Food and Culture Italian Cuisine: History and Practice
BALANCE IN NUTRITION: THE ART OF COOKING	<ul style="list-style-type: none"> Sustainable Food Topics in Nutrition: Italian Style Cooking Vegetarian Cuisine in Italy 	<ul style="list-style-type: none"> Italian Language Current Trends in Italian Cuisine The Science of Food, Health and Wellbeing Italian Food and Culture: Pairing Food & Wine

SUMMER SESSIONS

SITE:		YEAR:		SESSION:		PROGRAM:	
<input type="radio"/> FLORENCE <input type="radio"/> TUSCANIA <input type="radio"/> ROME		<input type="radio"/> 2016		<input type="radio"/> Summer I / June <input type="radio"/> Summer II / July		<input type="radio"/> 3-Credit Course (3 credits) or 4-Hour Italian (4 credits) <input type="radio"/> Combination of Two Courses (total of 6-7 credits) <input type="radio"/> Workshop (6 credits) <input type="radio"/> Field School (6 credits)	

CODE	SECTION	CREDITS	COURSE TITLE	DAY / TIME
1		Circle one: 3 4 6		
AIT				
2		3		
AIT				
NON-CREDIT ITALIAN CUISINE & WINE TASTING CLASS			For any extra course you will be charged the applicable fee	
Extra		0		
AIT				
Extra				
AIT				

SITE:		YEAR:		SESSION:		PROGRAM:	
<input type="radio"/> FLORENCE <input type="radio"/> TUSCANIA <input type="radio"/> ROME		<input type="radio"/> 2016		<input type="radio"/> Summer I / June <input type="radio"/> Summer II / July		<input type="radio"/> 3-Credit Course (3 credits) or 4-Hour Italian (4 credits) <input type="radio"/> Combination of Two Courses (total of 6-7 credits) <input type="radio"/> Workshop (6 credits) <input type="radio"/> Field School (6 credits)	

CODE	SECTION	CREDITS	COURSE TITLE	DAY / TIME
1		Circle one: 3 4 6		
AIT				
2		3		
AIT				
NON-CREDIT ITALIAN CUISINE & WINE TASTING CLASS			For any extra course you will be charged the applicable fee	
Extra		0		
AIT				
Extra				
AIT				

JANUARY INTERSESSION

SITE: ☐ FLORENCE **YEAR:** ☐ 2016 **SESSION:** ☐ January Interest session

- ☐ 3-Credit Course (3 credits)
- ☐ 4-Hour Italian (4 credits)
- ☐ Combination of Two 3-Credit Electives (total of 6 credits)
- ☐ Combination of 3-Credit Elective + 4-Hour Italian (total of 7 credits)

CODE		SECTION	CREDITS	COURSE TITLE	DAY / TIME
1			Circle one: 3 4		
ALT					
2			3		
ALT					

ADMISSIONS

IdM 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 SIEM program 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.

REGISTRATION POLICY

1. Students will automatically be enrolled in their alternative program/course/section, if any of the first choices is unavailable (cancelled due to insufficient enrollment or full). The Registrar reserves the right to move students to a different section in order to balance course enrollment, or deny course change requests.
2. All course change requests must be supported by a strong academic reason.
3. A level test will be administered at the beginning of 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 IdM, 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 program, Semester Certificate and SIEM Program core course(s), Field School or Workshop.
6. No refunds will be issued for classes dropped after arrival at IdM.
7. Students are not allowed to change Program or Location after arrival.
8. Students must retain full-time status, with a minimum of 12 credits per semester and 3 credits per short term. 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.
9. 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, religious holidays, travel plans, family matters, etc. Exams are scheduled during normal class times, so more than one exam may be administered on the same day.
10. Students are not allowed to make up any assessed in-class activities they have missed (including but not limited to quizzes, tests, etc.) under any circumstances, including illness, religious holidays, travel plans, family matters, etc.
11. IdM does not offer Pass/Fail grades or Incompletes, only letter grades. All classes registered for and grades received will appear on each student's IdM transcript regardless of their intent to transfer credits to their home institution. Students are responsible for understanding the IdM 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 syllabi.
12. 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, IdM will provide assistance to these students. It is each student's responsibility to provide this documentation within the deadline.
13. IdM 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 IdM and shown in every building of the Institute.
14. It is **ABSOLUTELY REQUIRED** that all students attend the **ORIENTATION MEETING**. Students must make sure they plan their travel itinerary accordingly.
15. All students are required to carry a cell phone at all times that can receive text messages and phone calls in Italy, and to provide the phone number to IdM at Orientation.

ATTENDANCE POLICY

1. Course attendance is a primary requirement for a responsible learning experience at IdM.
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. religious holidays, travel plans, 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 IdM 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 IdM 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 who absent themselves from courses will have their final grade penalized as indicated on the following table:

ITALIAN LANGUAGE / ITALIAN LANGUAGE AND CULTURE COURSES (IIL/ IIC)		
	Final grade lowered by one full letter when you have:	Final grade = “F” (No credit awarded) when you have:
3/4-hour courses meeting once or twice a week	3 absences	4 or more absences
6-hour courses	4 absences	5 or more absences
16-hour courses	See course syllabus	See course syllabus
DANCE COURSES and MATH COURSES in Florence		
	Final grade lowered by one full letter:	Final grade = “F”; No credit awarded:
Math and Dance courses	3 absences	4 or more absences
Internships – See course syllabus for absence policy		
AILOTHERCOURSES		
	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 with lab in Florence and Rome		
	Final grade lowered by ... when you have:	Final grade = “F” (No credit awarded) when you have:
Lecture	2 absences = one full letter penalty	3 or more absences
Lab for courses with lab exam	1 absence = 7% penalty	2 or more absences
Lab for courses without lab exam	1 absence = 9% penalty	2 or more absences
SIEM COURSES without lab in Rome		
	Final grade lowered by one full letter when you have:	Final grade = “F” (No credit awarded) when you have:
SIEM courses without lab meeting twice a week	2 absences	3 or more absences
SIEM courses without lab meeting once a week	1 absence	2 or more absences
SUMMER COURSES		
	Final grade lowered by one full letter:	Final grade = “F”; No credit awarded:
All 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 the other courses	2 absences	3 or more absences

RIGHT TO MODIFY

It is the policy of IdM to adhere to the rules, policies, procedures and course offerings that are announced. In exceptional cases, IdM 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.

STUDENT CONDUCT

Students are expected to conduct themselves in a responsible, law-abiding manner, consistent with the rules and regulations of IdM, as well as with applicable 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. IdM 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 IdM 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. IdM 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.

PROGRAM WAIVER

This program involves studying at IdM and living in an apartment, hostel, hotel, residencia, 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 IdM 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 IdM program. In consideration of, and in return for, the service, facilities and other assistance provided to participants by IdM (and their governing boards, employees, and agents) I, the undersigned, along with any of our assignees, heirs, distributees, guardians, and legal representatives release IdM and its 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 in connection with these activities. The Undersigned understands that this release covers

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 documents listed below are required to process the application:

- 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 and number of infractions, date/s and that all sanctions have been completed; or a judicial record, that 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 IdM 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, official transcript and academic recommendation, 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 IdM. 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 IdM. I will provide IdM 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. IdM requires that all students with a medical/psychological condition that may affect their participation provide a medical waiver from their current physician/s confirming stability for at least one year prior to the start of the Program and stating approval for a study abroad experience. Students are responsible for disclosing all medical/psychological information to IdM 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 IdM, 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 IdM promptly. IdM reserves the right to deny admission, impose conditions based on the Program's ability to accommodate the student's particular needs or expel the student. Please note that the American Disability Action (ADA) is an American Law and is not applicable to a non American program/country.
- I agree by signing this application form that I will abide by the rules and regulations of IdM, as well as applicable governmental laws generally, including IdM Rules of Conduct, Academic Regulations, IdM policies, and 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 IdM, its officers, directors, employees, subsidiaries or affiliates in respect of the admissions process, including, without limitation, the denial of my application for any reason.

Student signature 

Date

PRINT STUDENT NAME