

UNIVERSITY OF MIAMI SCHOOL OF LAW

International Exchange Student Handbook

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1311 MILLER DRIVE, CORAL GABLES, FL 33146

International Exchange Student Handbook

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I. Before You Start at UM
a. Important Information

Prior to starting at the University of Miami, there will be several steps that you need to take as an international exchange student. As an international exchange student, you will need to demonstrate your proficiency in English if you are not in a program being taught in English. One way to demonstrate your proficiency is by taking the Test of English as a Foreign Language (TOEFL).

In order to attend the University of Miami law school as a foreign student, you will first need to obtain a student visa and be able to demonstrate that you have sufficient funds to provide for the educational and personal expenses you will incur during your semester of study in the United States.

International exchange students must obtain an F-1 or J-1 visa in order to seek admission to the U.S. for full-time studies, unless you are a citizen of Canada or Bermuda. To apply for an F-1 visa, you must provide the U.S. Embassy or Consulate with Form I-20 (for F-1 students), your passport, a statement of funds, and other documents as required by the U.S. Embassy or Consulate. Miami Law international exchange students will be contacted by the Assistant Director of International Graduate Law Programs regarding what is needed for visa purposes. Find more information on acquiring the proper documentation by following the link below.

http://www.miami.edu/sa/index.php/iss/prospective_international_students/visa_entry/

b. Costs

International exchange students attending Miami Law for one semester pay tuition to their home institutions. However, there are a number of costs besides tuition that students need to consider when budgeting for law school, such as housing, food, transportation, etc. The link below will show the estimated costs of the most common expenses law students come across. Use these figures to help estimate what your personal expenses may amount to.

<http://www.law.miami.edu/financial-aid/cost-of-attendance.php?op=2>

c. Immunization and Health Insurance

All international students are required to enroll in the university-sponsored health insurance program. The insurance policy is charged to students at the annual premium rather than monthly. This amount is added to each student's fees. If a student already has alternate health insurance coverage, they may submit the International Student Health Insurance Compliance Form (which can be obtained from the Student Health Center) along with a copy of the alternate health ID card and coverage policy in English with an itemized summary of benefits showing that the plan is of equal or greater value of the university's health insurance for review and approval to waive the annual health insurance fee. Also include the US claims agent's contact information for the international health insurance plan. Students should also submit all required documentation by September 1st for Fall requests and by February 1st for Spring requests. International students who are unable to provide adequate alternate health insurance policies can request to have the Spring/Summer health insurance fee waived by the end of the Fall term if they are not going to continue as enrolled students with the university. Thus you will have to pay for only one semester instead of one full year.

All students are required to provide proof of immunization against measles, mumps and rubella and must also provide proof of immunization against hepatitis B and meningococcal meningitis or sign a waiver declining these immunizations. In addition, all international students must be screened for tuberculosis within six months prior to arrival on campus, or by one month after arrival on campus and by completing page two of the immunization form. Kindly submit them in English. Students who believe that they were previously immunized but are unable to provide proof of immunization may either obtain blood tests confirming immunity or obtain the necessary immunizations. Immunizations and blood tests documenting immunity are available at the Student Health Center.

Follow the link below for more information.

http://www.miami.edu/sa/index.php/iss/prospective_international_students/health_insurance_immunization/

d. Housing

The University of Miami is situated in the heart of Coral Gables and surrounded by an abundance of housing options. From Red Road Commons directly across the street from the university to Axis in the Brickell area or Gables Point in South Miami, there are a variety of rental possibilities to meet your needs and budget. When searching for a place to live, prioritize your needs versus your wants and balance all important considerations to come to the decision that suits you best. To view the Housing & Relocation Guide, which lists of some of the most popular places to live in the area, along with pricing and included amenities, please see the link below. You might also find viable options housing options via Craigslist. The link has also been provided below. Please keep in mind that if you will not have a car to drive to and from campus, you will want to choose a housing option that is within walking or bicycling distance from the school or situated where public transportation can be easily accessed. The Miami-Dade Metrorail has a stop at University station, which is right on campus, making it convenient to get to and from school for students living in the Dadeland or Brickell neighborhoods.

Housing & Relocation Guide

<http://www.law.miami.edu/admitted/pdf/2015/housing-guide.pdf>

Craigslist

<http://miami.craigslist.org/apa/>

e. Obtaining an ID or Drivers License

If you do not plan to operate a motor vehicle while you are living in Florida, you may obtain an identification card that will serve the many purposes for which you may have to present a photo ID. The fee for a Florida ID is \$25. You can find further information regarding the requirements for obtaining an ID at the link below.

If you do plan to drive in the state of Florida, you will need to first obtain a Florida driver's license. The fee for a Florida driver's license is \$48. The Division

of Motor Vehicles (DMV) is usually on the University of Miami campus when the Fall semester begins, making it a convenient opportunity to obtain your driver's license or state ID. You can find further information regarding the requirements for obtaining a driver's license at the link below. Note: There are different requirements for U.S. citizens and Non- U.S. citizens. Please be sure to review the requirements that apply to you.

<http://www.flhsmv.gov/ddl/geninfo.html>

Your Cane Card is your student identification card. You will obtain your Cane Card shortly after you arrive on campus at the beginning of the semester. You will be required to carry it with you on campus for identification purposes. Your Cane Card can also be used to purchase meals, print and make copies at the library, attend sporting events, and access the Student Wellness Center. For more information, please see the link below.

http://www.miami.edu/ref/index.php/parking_and_transportation/cane_card/

f. Course Registration

The University of Miami School of Law tries to offer a wide variety of courses spanning numerous areas of law. You can see what courses are available and read the course descriptions provided by the professors by viewing the Course Description Booklet on the Law Registrar's webpage. The Course Description Booklet also features convenient search functions that allow you to target certain courses by professor, number of credits, keywords in the course title or description, or type of graduation requirement the course fulfills. Prof. Scott Rogers will be advising you regarding course options, and you will register for your courses when you arrive at the University just before the semester begins. For instructions on course registration and access to the Law Registrar's page, please see the link below.

Law Registrar

<http://www.law.miami.edu/registrar/>

g. Parking

If you will be driving your own car to and from school as a student, you will need to obtain a parking permit in order to park in the various lots throughout the campus. The lots at University of Miami are designated by color, so where you will be able to park will depend on the color of the pass you purchase. You can purchase a pass for the semester or for the year. There is also a discounted pass available for the Green lot, which is the Ponce garage. If this pass better fits your budget, there are shuttles that transport students throughout the campus. The Ponce/Fountain shuttle will take you from the Ponce garage to the law school. Find the map of the colored lots and information about applying for a parking pass, including their prices, at the links below.

Parking Map:

<http://everitas.univmiami.net/wp-content/uploads/2012/05/Map3.jpg>

Applying for a Permit:

http://www.miami.edu/ref/index.php/parking_and_transportation/students-2/commuter/

h. Public Transportation Options

The University of Miami is conveniently located along the Metrorail. There is a Metrorail exit specifically for the university, making it an extremely convenient option for commuting students who do not live directly on campus or do not have a vehicle for transportation purposes. Discounted public transit for students is available in the Information Center located at the University Center. For more information, see the link below.

Metrorail Info:

<http://www.miamidade.gov/transit/metrorail.asp>

Taking the bus is another option you may want to consider. You can take Route 56 to go the University of Miami campus or take Route 57 along Red Road (SW 57th Ave) and to and from Miami International Airport. Below is a link where you can find the schedule for the route and plan your ride to and from campus aboard the bus.

Miami-Dade Transit Routes :

<http://www.miamidade.gov/transit/routes.asp>

i. Banking Options

For ease of access to funds, you may want to consider opening a bank account in Florida. Students may open an account with the University Credit Union, which offers both checking and savings accounts. There are also Bank of America ATMs located on campus so you may choose to open an account with that bank for your convenience as well. Those are not your only options as far as banks to open an account with, but are suggested for optimum convenience. See the link below for further information.

http://www.miami.edu/sa/index.php/student_life/student_services/iss/prospective_international_students/banking/

j. Living in South Florida

One of the great things about being located in the Coral Gables area is everything that South Florida has to offer. There is no shortage of places to see or things to do! There are numerous shops and restaurants suited to every taste. There are plenty of cool lounges and nightclubs to visit on a Friday or Saturday night. Movie theaters, museums, and various other attractions can be found all around

Miami, and Coral Gables is not too far from any of them. Follow the link below for a glimpse of all that the area has to offer.

http://www.miami.edu/index.php/about_us/visit_um/coral_gables_and_the_region/

II. Orientation

Orientation is designed to introduce you to the University of Miami environment and familiarize you with the way things work at the law school. You will get to see classrooms, offices, and various law school facilities as well as go around to the different areas on campus you are also most likely to visit, such as the Food Court and the bookstore. Orientation will take place before your classes begin so you can start to get familiar with the school before you get too busy and can take care of anything you still need to settle before the start of the semester, like getting your Cane ID or turning in your immunization records. More information about orientation will be communicated to you via email.

III. Once You Start at UM

a. Academic Calendar

The Academic Calendar for the law school will provide you with important dates you need to make note of, such as when classes begin and end, the last day to drop or add courses, any school breaks, and the start and end of finals period. Please follow the link below to access the calendar for the 2012-2013 year.

<http://www.law.miami.edu/calendar/academic/pdf/2012-2013.pdf>

b. Campus Map

The link below will take you to a map of the University of Miami Coral Gables Campus. Familiarize yourself with the location of buildings such as the Law School, Ponce Garage, Pavia Garage, Student Health Center, Wellness Center, and UC, which are the places on campus you are likely to visit the most as a law student.

http://www6.miami.edu/communications/expression_images/site/maps/2011_2012_cg_campusmap.pdf

c. Books

Book lists showing what textbooks are required and/or recommended for each course depending on the professor you are taking it with are released prior to the start of the academic semester. You will be able to access the list and shop for your books before your classes begin. The University of Miami has a bookstore on campus where you can purchase textbooks, study aids, various school supplies, and an array of memorabilia and miscellaneous items. The link to their website is below. Besides the on-campus bookstore, there is also Book Horizons across the street from the university, which also carries the book selection law students would need. Another option where you can also purchase books from is the Book Exchange online. You can access it from the Current Students page of the law website. Many students also choose to purchase their books online. If you purchase any textbooks online, please be sure you are ordering the correct edition. <http://www.bkstr.com/webapp/wcs/stores/servlet/StoreCatalogDisplay?catalogId=10001&langId=-1&demoKey=d&storeId=10062>

d. Email Accounts/Access to School of Law Network/Wireless Printing

When you are enrolled at the University of Miami School of Law, you will be set up with a university email account. You will be able to access the email system by going to www.law.miami.edu and clicking on the Student Email link at the bottom-right hand side of the page. You will be prompted to log in. Your username will be your first initial and last name followed by @students.law.miami.edu (i.e., jdoe@students.law.miami.edu), and your password will be your UM ID with a lowercase “c” in front of it (i.e., c01234567). Follow the link below for further information on utilizing this system. <http://www.law.miami.edu/it/service-desk.php?op=3>

Law students are given 120 UPrint credits every academic year for use on the UPrint printers located in the Law Library and throughout the campus. Black and white copies are \$.05 and color copies are \$.10. Students may conveniently check

their UPrint credit balance on MyUM. If a student needs to add more credits to their UPrint balance, they may add money to their Cane Express account on MyUM. See the link below for more information.

<http://www.law.miami.edu/it/uprint.php?op=2>

e. Law Library

The University of Miami School of Law boasts one of the largest research facilities in the Southeast with over 630,000 volumes and microforms. At the Law Library, students can check out books, reserve study rooms, use the computer labs, consult the librarians for research assistance, request an interlibrary loan of materials the library doesn't currently carry, attend trainings on legal research databases, and much more. For more information about the library and the various resources available, see the link below.

<http://www.law.miami.edu/library/index.php>

f. Copy Center

The Copy Center (also referred to as the Distribution Center) is located in the Law Library room B207 on the second floor. At the Copy Center, you can request copies of a document to be made, particularly if it is a large quantity of copies and/or a large document itself. You may also be sent there by professors to pick up packets for their class. More often than not, there is a charge for the packets that you have to pick up from the Copy Center. You may submit either cash or check for payment.

g. Dining Services

There is quite a variety of dining available on campus. The law school has a Einstein Bagel shop located directly on the premises. The Food Court is a hop, skip, and a jump away from the law school with several dining options, including Subway, Panda Express, Sushi Maki, and several others.

Students who plan to do the majority of their eating on campus may choose to sign up for a meal plan. There are several meal plans available ranging from 5 meals to 20 meals per week with additional Dining Dollars available to spend at the various dining options available around campus. There are also block meal plans to choose from where you can purchase a number of meals for the semester and use them up at your own rate – 20 meals one week, 5 meals the next week, etc. Follow the link below for more information.

http://www.miami.edu/finance/index.php/auxiliary_services/dining_services/

h. Wellness Center

The Patti and Allan Herbert Wellness Center is a one-stop shop for many of your recreational, fitness, and wellness needs. You will need to pay to join since you are not paying University of Miami tuition. You will need your Cane Card to enter the facilities. Once inside you will find a fitness room full of equipment, a track for jogging/walking, a swimming pool, basketball courts, tennis courts, group fitness rooms, and much more. There are many group fitness classes to pick from - many free, some paid. These classes are popular and often have limited space so it is a good idea to arrive early so that you can reserve a spot in a class.

Intramurals sports (club sports) are also arranged for at the Wellness Center. The law school sponsors teams each semester if you are interested in being part of one. For more information about the facilities and services offered at the Wellness Center, follow the link below.

http://www.miami.edu/sa/index.php/wellness_center/

i. Student Health Center

The Student Health Center is an on-campus medical facility where students can go for any number of health-related needs, including primary care, specialty care and referrals, various tests and lab work, and much more. Students can go online to view information on the physicians at the health center, make appointments, verify insurance and immunization information, and more. There is also a pharmacy located on the second floor at the Student Health Center where students can conveniently fill their prescriptions and pick them up right on

campus. For more information about the different services the Student Health Center offers, as well as hours of operation and other important information, please see the link below.

http://www.miami.edu/sa/index.php/student_health_center/

j. Ticket Office

The University Center features a TicketMaster window where you can purchase tickets for concerts, lectures, special events in the region, as well as UM-specific events like football and basketball games. Students can make purchases using CASH ONLY. TicketMaster purchases can be made via telephone or online using a credit card. The TicketMaster window is also a place where students can purchase parking and MetroPasses. The window is open Monday through Friday from 8:30am – 3pm.

k. Campus Events

Being a student of the University of Miami School of Law allows you access to more than just the law school and the events they put on. You may also feel free to explore what the rest of the university has to offer. If ever you are wondering what various events are taking place outside of the law school, you can check out the 'Canes Calendar. There you can find a variety of events and even search them by specific categories, such as Exhibits & Films, Literary Events, and Speakers Conferences. To view the calendar, please follow the link below.

http://www.miami.edu/index.php/umcalendar/featured_events

l. Connecting to Other International Students

The University of Miami attracts international students from over 110 different countries. COISO is an international student organization that aims to help international students integrate into the campus and provide cultural and social activities for students. Participating in COISO activities will allow you to meet

and get to know other international students, and you are encouraged to take advantage of the many opportunities presented throughout your time here. See the link below for more information, who to contact, and a look at some of the events and activities the organization has to offer.

<http://www.miami.edu/sa/index.php/iss/coiso/>

m. Important Contacts

The School of Law includes a separate Office of International Graduate Law Programs. This Law School office primarily focuses on post-graduate law programs in comparative and international law. However, the staff is available to assist you with the array of requirements and services that affect foreign students at UM. To contact that office, call (305) 284-5402 or e-mail intl-llm@law.miami.edu.

Another office that is also particularly helpful to international students is the Department of International Student and Scholar Services. This department exists to meet the special needs and interests of international students. International Student and Scholar Services administrators provide assistance with cultural familiarization, orientation to the University, academic and personal matters, responsibilities of non-immigrant aliens, and compliance with immigration regulations. All new international students are required to participate in the Orientation Program prior to enrollment. See the link below for further information on the services and assistance they provide.

<http://www.miami.edu/sa/index.php/iss/>

In addition to the offices which are indicated above, the following are contacts you will also find extremely helpful while taking part in the international exchange program at Miami Law:

Sandy Abraham – Executive Liaison, Interdisciplinary Programs and Initiatives sabraham@law.miami.edu; (305) 284 – 4030

AskUs Office – Post-Graduate Student Service Fellows
askus@law.miami.edu; (305) 284 – 8616

**Appendix 1: List of To Do's When You Arrive
in Miami 1/2015**

- 1. Register for courses, expect to take 12 credits, Law Registrar will register you.**
- 2. Go to Law Library to pick up Westlaw/Lexis passwords from Pam (office is D139) or Robin (D138). Note: class information will be on TWEN (Westlaw).**
- 3. Buy books. Recommend Book Horizons, 1110 South Dixie Highway, Coral Gables, phone: 305-665-6161. Tell them Sandy Abraham sent you.**
- 4. Obtain your user id for your email account. Your password is your C-number beginning with a capital C and no dashes. (The email link is on the Law School web page.)**
- 5. Go to the Law School Help Desk in the Library and get your laptop set up including wireless and ask about how to print documents in the library.**
- 6. Go into CaneLink and set up your logonid and password. You will need your C-number and your birthdate. Once the logonid is assigned, please write it down. Use two-digit month and two-digit date of your birthday, a hyphen, and the first two letters of your last name (using an uppercase letter for the first letter) as your initial password. It will then ask you to change your password and to set up several security questions. Then check your account. Please add your local and permanent addresses.**
- 7. Send Sandy Abraham your local address and a cell phone number (if you have one).**
- 8. Go to UM Parking Office (in the McKnight Building, Ponce de Leon Blvd) and obtain your Cane Card.**
- 9. Go to Student Health Office (on campus) and sign up for Health Insurance.**
- 10. Go to International Student Services (on campus). You need to bring them copies of visa, etc. Also, you will need to complete a session online for ISS.**