



RICHMOND
School of Law™

INTERNATIONAL LAW STUDENT HANDBOOK

2018-2019

Table of Contents

Important Notice About Websites in the Handbook	3
1 – Who’s Who	3
1.1 International Student Services	
1.2 Important UR Websites	
1.3 General Telephone Information	
2 – Travel	6
2.1 Arrival Information for New International Students	
2.2 Visa Information	
2.3 Travel Documents	
2.4 Travel Tips	
2.5 Getting to the University	
2.6 Hotels Near the University	
2.7 Off-Campus Transportation	
3 – Living in Richmond	12
3.1 University Housing	
3.2 Dining Services	
3.3 Health Insurance Regulations & Coverage Information	
3.4 Disability Services	
3.5 Safety on Campus	
3.6 Campus Map Links	
4 – Academics	17
4.1 Academic Calendar	
4.2 Registration for Classes	
4.3 Academic Guidelines	
4.4 Academic Advice	
4.5 Honor Code	
4.6 ESL Services	
5 – Finances	28
5.1 Law School Costs 2018-19	
5.2 Money & Banking	
6 – Checklists	31
6.1 List of Important Information	
6.2 Pre-Departure Checklist	
6.3 What to Bring Checklist	
6.4 Travel & Immigration Checklist	
6.5 What to Do After You Arrive in Richmond Checklist	
6.6 What to Do Before You Leave Richmond Checklist	

Important Notice About Websites in the Handbook

The International Law Student Handbook is both a printed and online publication. The online version of the Handbook has clickable links to the websites of several University offices, organizations, and outside businesses which are mentioned in the Handbook.

There is also a list of “**Important UR Websites**” on page 5 of the Handbook.

1. Who's Who

1.1 International Student Services

This section of the Handbook provides contact information for particular people on campus who will welcome you, help you, and answer any questions you have.

In the Law School

Law School Admissions Office (first floor of law school)

Professor Su Jin Hong

Director of International Programs

shong2@richmond.edu | 804-287-6433

Professor Hong is your go-to resource for general questions or concerns.

Law Admissions Office

lawadmissions@richmond.edu | 804-289-8189

Law School Dean's Office (second floor of law school)

Dean Alex Sklut

Associate Dean of Students

asklut@richmond.edu | 804-289-8013

Dean Jack Preis

Associate Dean for Academic Affairs

jpreis@richmond.edu | 804-289-8682

Sharon Krol

Assistant to the Dean and Registration/Student Records Manager

skrol@richmond.edu | 804-289-8183

Academic Support Faculty

Professor Margaret Ann Walker

mwalker@richmond.edu

Professor Walker is in charge of Academic Skills Classes.

Professor Emmy Reeves

epaulett@richmond.edu | 804-287-6472

Professor Reeves offers bar preparation support.

Computer Help

- If you need help with your computer, the university network, or a related technological issue, contact the Law School Computer Help Desk in the law library.
- You can also contact the University Help Desk at helpdesk@richmond.edu or 804-287-6400. It is located in the basement of Jepson Hall (the Leadership School), next door to the Law School.

Outside the Law School

The **University Office of International Education** coordinates the international activities that take place on the University of Richmond campus and provides important information for international students. Its office is in the Carole Weinstein International Center next door to the law school.

Krittika Onsanit

Director of International Student & Scholar Services

konsanit@richmond.edu | 804-287-6499

Assists with issues involving visas, immigration, and university health insurance

Diana Trinh

International Student Advisor

dtrinh@richmond.edu | 804-484-1458

General information:

international@richmond.edu | 804-289-8836

The **University Student Accounts Office** is responsible for collecting tuition and other student fees (e.g., housing, meals).

The **University Financial Aid Office** assists students with loans for their education.

In an emergency on campus, do not hesitate to contact the **Campus Police**.

- In emergencies:
 - From any campus phone, dial 8911.
 - From a personal phone, dial 804-289-8911.
- In non-emergencies, dial 804-289-8715.

If an emergency is off campus, **dial 911** from any phone for police, ambulance, firefighters, etc.

1.2 Important UR Websites

University of Richmond – oncampus.richmond.edu

Office of International Education – international.richmond.edu

Law Admissions Office – law.richmond.edu/admissions/index.html

Bookstore – urspidershop.com

Business School – business.richmond.edu

Dining Services – dining.richmond.edu

Emergency Information – alert.richmond.edu

Health Center – healthcenter.richmond.edu

Housing Office – housing.richmond.edu

Information Services & Telecommunications – is.richmond.edu

Law School – law.richmond.edu

Law Library – law.richmond.edu/library

Libraries – library.richmond.edu

Modlin Center for the Arts – modlin.richmond.edu

One-Card Services – onecard.richmond.edu

Parking Services – parking.richmond.edu

Police – police.richmond.edu

Registrar – registrar.richmond.edu

School of Arts & Sciences – as.richmond.edu

Campus and Off-Campus Shuttles – transportation.richmond.edu/bus-shuttle/index.html

Student Accounts (billing) – controller.richmond.edu/tuition

Student Development – studentdevelopment.richmond.edu

Student Employment – studentjobs.richmond.edu

Transportation Services – transportation.richmond.edu

1.3 General Telephone Information

Telephone numbers in the United States are 10 digits long. The first three digits are the Area Code, followed by a seven-digit local number.

0 – Operator **411** – Information on telephone numbers within your area code

1-(area code)-555-1212 – Information on telephone numbers outside your area code

CHARGE-A-CALL TELEPHONES are blue phones located in public areas and may be used without coins. These telephones are designed for use in locations serving a high volume of calling card, collect, or operator assisted calls.

LONG DISTANCE CALLS WITHIN THE SAME AREA CODE can be made by dialing "1", the three-digit area code, and then the seven-digit telephone number.

LONG DISTANCE CALLS OUTSIDE THE LOCAL AREA can be made by dialing "1", the three-digit area code, and then the seven-digit number. Long distance rates for the United States are less expensive in the evenings, after 11 p.m., and certain times during the weekends.

INTERNATIONAL CALLS may be made directly to most countries. To inquire about codes and rates, call the international operator by dialing 00. Rates vary according to time of day and country. To make an overseas call 011 + country code + city code + local number. Operator assisted calls are more expensive, so it is better to dial directly if possible.

TELEPHONE SERVICE ON CAMPUS - Students have access to local telephone service from their residence hall common area on campus. Students are charged on a monthly basis for long-distance calls. If you would like to make long distance calls using common area phones you may request a personal long distance code or "auth code" from the Telecom Office.

EMERGENCY PHONES are located throughout the campus in yellow call boxes with blue lights on top. They are a direct line to the University Police and function automatically when you pick up the receiver.

2. Travel

2.1 Arrival Information for New International Students

Law students should refer to the acceptance materials from their program for their arrival date and orientation schedule.

Due to limited availability of international flights with Richmond as the final destination, we realize that you may have difficulty booking an international flight that arrives on or near the arrival date. We urge you to arrive several days prior to orientation in order to get settled and familiarize yourself with the area. Housing is available on August 12 if you are living on campus, and in some cases it may be available a few days earlier. Contact the Law Admissions Office to make arrangements for earlier check-in if necessary.

Please note: If you are arriving by **taxi**, please have the driver wait for you as you check in at the Law Admissions Office or police department. Your room may be some distance from the check-in location, and it will be difficult for you to transport your belongings on your own.

2.2 Visa Information

Krittika Onsanit, Director of International Student & Scholar Services, can help you with issues involving visas, immigration, and university health insurance. Contact her at konsanit@richmond.edu or 804-287-6499.

J-1 Visa Holders

This visa is normally used for visiting students, professors, short-term scholars and researchers. If your program is funded by the U.S. government or your home country's government or if you have a particular skill that is on the Exchange Visitor Skills list at <https://travel.state.gov/content/travel/en/us-visas/study/exchange/waiver-of-the-exchange-visitor/exchange-visitor-skills-list.html>, you may also be subject to a two-year home residency requirement.

Item #3 on your DS-2019 lists the beginning and ending dates of your program. Upon completion of your program, you are expected to return to your home country. You have a 30-day grace period after the ending date on the DS-2019 in which to depart the country. During this 30-day grace period you will be in tourist status and are not permitted to engage in studying, working or any other privileges afforded to a J-1 visa holder. You must depart the United States within that 30-day period or change your status or you will be in the U.S illegally.

On item #4 of the DS-2019, you will note the program objective. You are only permitted to engage in activities related to this purpose. You may not change this objective during your program. If you anticipate difficulties in pursuing this objective, it is your responsibility to contact the International Student Advisor immediately.

As long as you are in the United States on the J-1 visitor program, you must abide by the health insurance regulations as stated on pages 36-37 of this booklet.

You can contact Exchange Visitor Program Services at:

<http://j1visa.state.gov/>
jvisas@state.gov

Mailing Address:

Mailing Address:

U.S. Department of State Office of Private Sector Exchange Designation Private Sector Programs Division
ECA/EC/D/PS - SA-4E
Room E-B001 2201 C Street NW
Washington, DC 20520

Street Address (couriers):

U.S. Department of State Office of Private Sector Exchange Designation Private Sector Programs Division
ECA/EC/D/PS - SA-4E
Room E-B001 2430 E Street, NW
Washington, DC 20037
TELEPHONE: (844) 300-1824

F-1 Visa Holders

This visa is normally used for degree-seeking students. You will receive the I-20 from the an International Student Advisor in the Office of International Education.

Applying for an F-1 or J-1 Student Visa

The I-20 form is necessary to apply for the F-1 visa and the DS-2019 form is necessary to apply for the J-1 visa. Please take the following steps to ensure that you apply for and receive your visa in a timely manner:

- **Sign** at the bottom of the I-20 or DS-2019 form immediately upon receipt.
- Using the SEVIS ID number on your I-20 or DS-2019, you will have to pay a **SEVIS fee (\$200 for F-1 visa, \$180 for J-1 visa)** if you are enrolling in a US institution or participating in a Department of State Exchange Visitor Program for the first time. For fee and online payment information, visit the web at fmjfee.com/i901fee/index.jsp.
- Once you have a receipt of the SEVIS fee payment, you will need to make an appointment for a visa interview at the US consulate or embassy that has jurisdiction over your residence. You can check the visa wait times on the Web at <https://travel.state.gov/content/travel/en/us-visas/visa-information-resources/wait-times.html>.
- Take the I-20 or DS-2019, receipt of the SEVIS fee payment, and your passport to the US consulate or embassy. You will also be required to show that you do not intend to abandon your home country and have proof of financial support, i.e., a certified bank statement, acceptance letter from the University, and proof of family ties in your home country. There will be a visa application fee. Additionally, the consular officer may want to know why you want to study in the US rather than in your home country.

If your visa application is approved, a visa stamp will be placed in your passport. The consular officer will then return your I-20 or DS-2019 and passport. Upon entry to the United States, you will need to present to the immigration officer your passport, the I-20 or DS-2019, and proof of financial support. The officer will return the I-20/DS-2019 and stamp your passport with the date, class, and duration of admission. The I-20/DS-2019 should be kept in your passport at all times.

PLEASE READ the U.S. Customs & Border Protection (CBP) webpage (cbp.gov/travel/international-visitors) about what to expect when you arrive at a U.S. port of entry. For more information about the visa application process, visit the Department of State's website at j1visa.state.gov/participants/. If you have any questions regarding your visa status, you should consult the International Student & Scholar Advisor.

2.3 Travel Documents

When you board the plane, be sure to carry with you (at all times) your passport and other official documents including your letter of acceptance from UR, certification of finances statement, DS-2019 or I-20, cash or traveler's checks, immunization records, airplane tickets, and itinerary. **Do not** pack these items with your luggage. Keep them separate and with you at all times.

Be sure to keep copies of all of these documents and information in your luggage and give a copy to your family. You may also want to keep your address book and essential personal items with you, in case your luggage is lost for a few days.

You will be required to present your passport, I-20 or DS-2019 and CBP passport admission stamp during orientation registration.

2.4 Travel Tips

Safety

- **NEVER** leave your luggage unattended in the airport, and do not allow strangers to carry your bags.
- Always observe signs and regulations in public places.
- Always carry some local cash, in case of an emergency. Keep the equivalent of \$100 cash or traveler's checks on your person while traveling. Be discreet about taking out your money and use credit or debit cards when possible.
- Travel by bus, train, local transportation, or car. **Do not hitchhike. Do not accept rides from strangers.**
- Be careful of who you give personal information to (i.e., your address, name).
- Be aware of your surroundings. If you are lost, ask a police officer, security officer, airline personnel, or workers in the airport for assistance.
- If you are threatened, call 911 from any telephone.

U.S. Customs

Check with the local U.S. consular's office U.S. Customs and Border Protection website at cbp.gov/travel/international-visitors after applying for your visa.

Drugs & Alcohol

Attempts to bring illegal drugs (i.e., marijuana, cocaine, heroin, opium, etc.) into the U.S. are dealt with seriously and the penalties are harsh. **Remember**, customs officials have the right to search you for illegal drugs.

If you have a drug that has been prescribed by your doctor, be sure to carry it with you, in a clearly marked container, with the name of the medication printed on the label. You may even want to bring extra medicines or prescriptions with you. It is advisable to bring an extra pair of eyeglasses or contact lenses. They are very expensive in the United States and most insurance coverage does not cover eyewear.

In the United States, the legal drinking age is 21 years. **When purchasing alcohol, you will be required to prove your age with a U.S. government-issued identity card.** The purchase and consumption of alcohol by minors under the age of 21 years is illegal. Driving under the influence of alcohol is dealt with severely and is a criminal offense. The amount of alcohol to determine the illegal blood level of alcohol varies by state.

Clothing & Climate:

Richmond's average yearly temperature is 57.7 degrees Fahrenheit or 14.2 degrees Celsius.

The **coldest** winter months are December through February with an average winter temperature of 38.2 degrees Fahrenheit or 3.4 degrees Celsius. You will need a winter coat and sweaters during these months.

The **warmest** months are June through August. The average temperature during this time is 76.2 degrees Fahrenheit or 24.6 degrees Celsius.

During law school orientation in August, temperatures can be at least 90 degrees Fahrenheit or 32.2 degrees Celsius with 89% humidity, so be prepared for hot weather by bringing comfortable clothing such as short-sleeve cotton T-shirts, shorts, and open-toe shoes.

2.5 Getting to the University

We strongly encourage flying into **Richmond International Airport (RIC)** instead of airports in the Washington, D.C. and Baltimore areas such as Dulles International (IAD) or Baltimore Washington International (BWI). Richmond is 110 miles from Washington, D.C. (2 hours by train/car) and 3 hours by train/car from Baltimore, Maryland. There are additional travel times and costs associated with transportation from the D.C. area to Richmond that often make flying into RIC more convenient. International flights with the final destination as Richmond connect with international airports in D.C., Philadelphia, Atlanta, New York, and other points on the East Coast. Please consider these flight options as you make your travel plans.

By Air

By taxi from Richmond International Airport (RIC): If you fly into Richmond, go to the curb outside the baggage claim area to get a taxi to the University for approximately \$45.00. RIC is approximately 20 miles from the University of Richmond campus. You can also get to campus using Uber or Lyft, which typically cost between \$35.00 and \$45.00. This service must be arranged via an app on a phone or other device.

By bus or train from Washington, D.C. airports: If you are flying into the D.C. area, Super Shuttle offers ground transportation from Baltimore/Washington International Airport (BWI), Dulles International Airport (IAD) and Washington National Airport (DCA) to Union Station in Washington D.C., where you can take the Greyhound Bus or Amtrak Train to Richmond. For current bus/train fares and schedules, consult greyhound.com or amtrak.com.

By taxi from Dulles International Airport (IAD): [Washington Flyer Taxi Service](http://www.washingtonflyer.com) provides ground transportation from Dulles to Richmond. The cost is approximately \$300, which covers the taxi ride from Dulles to Richmond, the fees for bringing more than two bags of luggage, and the gratuity for the taxi driver (about \$50). Washington Flyer taxi drivers accept American Express, Diners Club, MasterCard, Discover Card, and Visa credit cards. You do not need an advance reservation. For more information, visit the Dulles International Airport's Ground Transportation webpage (<http://www.metwashairports.com/dulles/793.htm>). You should specify to the driver that you would like to go to the University of Richmond, not Richmond International Airport. You can also get to campus using Uber, which is typically between \$185.00 and \$350.00. This service must be arranged via an app on a phone or other device.

Bus Information

Bus service is offered to Richmond by Greyhound. Fare and schedule information is available from the Greyhound website (greyhound.com) or their local business offices. You may locate this information by calling 411 or the operator (dial 0) on a public telephone and by using the telephone book. In major cities, transportation information is available at the Travel Assistance Desk in the airport. Greyhound bus service from Washington, D.C. to Richmond is approximately \$25.00 one way.

Train Service Information

Amtrak is the passenger rail company in the United States. Baltimore Washington International Airport (BWI) has a rail station with free shuttles from the airport terminal (bwiairport.com/en/travel/ground-transportation/trans/amtrak).

Train service to Richmond is available from major cities. There is a free phone number that may be used to get fare and schedule information. You will need to dial 1-800-872-7245 (or 1-800-USA-RAIL) at a public phone booth. Fares and schedules are also on the Amtrak website (amtrak.com). Daily train service is offered from Washington, D.C. to Richmond. The one-way fare is \$25.00 - \$35.00.

2.6 Hotels Near the University

Visit richmond.edu/visit/index.html and click on “Acommodations.”

<p>Days Inn - West Broad Street daysinn.com 2100 Dickens Road (888) 440-2021</p>	<p>Residence Inn Richmond West residenceinn.marriott.com 2121 Dickens Road (888) 236-2427</p>
<p>Courtyard by Marriott West courtyard.marriott.com 6400 West Broad Street (800) 321-2211</p>	<p>Embassy Suites Hotel embassysuites.hilton.com 2925 Emerywood Parkway (800) 362-2779</p>
<p>Ramada Plaza Richmond West ramada.com 6624 West Broad St. (800) 272-6232</p>	<p>The Westin Hotel westinrichmond.com 6631 West Broad St. (888) 627-7786</p>

2.7 Off-Campus Transportation

The University of Richmond has an extensive transportation system to increase access between the campus and the city of Richmond while supporting the University's commitment to sustainability.

The Transportation Center is the primary hub for the University of Richmond's transportation program. Located on the north end of Tyler Haynes Commons under the overhang, the Transportation Center is your destination for pick-up and drop-off service for the University's shuttle buses. Designated parking for Zipcars (car-sharing) is also available along Westhampton Lake near the center.

Visit the Transportation Center for the latest shuttle information and to check out planned improvements throughout the semester. Learn about the University's new transportation options including the Spider Mall Crawl, UR Downtown, Campus Loop, Daily Connector, GRTC Bus Service, and Zipcars at transportation.richmond.edu.

3. Living in Richmond

3.1 University Housing

Housing is available on a **limited** basis for full-time degree-seeking students in the Law School. Housing in the Law Dorm is NOT available to part-time degree-seeking or semester-long exchange law students. Please note that the exchange law students' housing will be handled by Office of International Education. Eligible law students should contact the Associate Dean of Students (asklut@richmond.edu) for further information on cost and availability. For information about apartment rentals and sublets, visit the Living in Richmond webpage at law.richmond.edu/students/living-in-richmond.html.

Part of integrating into American culture is experiencing the University's social life through living on campus. To accommodate a variety of lifestyles and ensure the safety of everyone living in university housing, there are [policies](#) on guests, noise/quiet hours, cooking, smoking, alcohol, [safety](#), and other living aspects that all students are expected to follow which may differ from the living situation in your home country. These regulations are set by the University and exist in addition to U.S. federal and state laws.

For rules governing your university housing, please consult your housing contract.

Room Furnishings

Each student is provided a standard twin size bed and mattress, desk, chair, bureau, and closet. In addition, each room has at least one mirror and one towel rack per student. Room furnishings must comply with the Housing Fire Safety Policy ([ehs.richmond.edu/fire/2018 University Housing Fire Safety Policy docx.pdf](http://ehs.richmond.edu/fire/2018%20University%20Housing%20Fire%20Safety%20Policy%20docx.pdf)). Computer outlets are available in each room. Computers and printers are available in various academic locations.

Electrical Appliances

Appliances in the U.S. operate on 110-112 volts, 60 cycles and the plug size is probably different from that in your country. Even with an adapter and electrical current converter, your appliances will not operate well. Plan to buy appliances like hairdryers and electric razors when you arrive in Richmond.

The following website has some good information on voltage converters, plug adapters, and dual voltage appliances: rei.com/learn/expert-advice/world-electricity-guide.html

Housing During Breaks

Housing is available at no extra charge during school breaks, except during the summer months. Students must submit the "Remain On Campus" online form.

3.2 Dining Services

Many students enjoy eating in the Heilman Dining Center, or D-Hall. D-Hall offers various meal options to students, including vegetarian entrees, to provide for students' basic meal needs throughout the week. A meal plan is mandatory for all students living in on-campus residence halls. Exchange students will be automatically billed for

the Spider unlimited meal plan. You may [change your meal plan](#) upon arrival to the University as long as the plan is available for your [residence hall](#). All meal plans include dining dollars, which can be used to purchase food at [Dining Services locations on campus](#) other than D-Hall, such as the Passport Café in the Carole Weinstein International Center. Dining dollars must be used by the end of the semester and any unused dollars will be lost.

Americans value convenience and the ability to consume food “on-the-go” in their dining choices. Outside of D-Hall, you will find that many meals are pre-packaged and refrigerated. American portions tend to be large, and it is not unusual for Americans to eat alone or while doing other things such as working at a desk. Americans also eat dinner rather early compared to many other countries. This is reflected in the operating hours of the **Heilman Dining Center** during the school year:

Monday – Friday

Breakfast	7:00 a.m. - 10:45 a.m.
Limited Breakfast Selection	10:30 a.m. - 11:00 a.m.
Lunch	11:00 a.m. - 3:00 p.m.
Limited Selection available	3:00 p.m. - 4:00 p.m.
Dinner	4:00 p.m. - 8:00 p.m.

Saturday and Sunday

Breakfast	8:00 a.m. - 10:00 a.m.
Brunch*	10:30 a.m. - 4:00 p.m.
Dinner	4:00 p.m. - 8:00 p.m.

*(*Brunch is a combined meal of breakfast and lunch)*

There are other places you can eat on campus as well. Go to the UR Dining Services website (dining.richmond.edu) for more information.

Local grocery stores are approximately 15 minutes walking distance from the campus. There is a free [Shuttle](#) (transportation.richmond.edu) from campus which goes to shopping areas with grocery stores as well as malls and other shopping centers.

3.3 Health Insurance Regulations & Coverage Information

While in the U.S., F-1, J-1 and J-2 visa holders may be subject to the requirements of the Affordable Care Act, a law for comprehensive health insurance reform. The Office of International Education international student & scholar group health insurance complies with the Affordable Care Act. At the University of Richmond, all international students on nonimmigrant visas and all exchange students (regardless of their immigration status) are charged for health insurance in two six-month increments starting July 1 and January 1. This bill will appear on the semester bill from the University. You must pay for the health insurance by the first day of classes each semester. For the 2017-18 year, the health insurance plan cost was \$1,745 per year (or \$145.42 per month) for an international student/scholar and each dependent (spouse and children). For the 2018-19 year, the health insurance plan cost will be \$2,340 per year (or \$195 per month).

Americans living abroad, dual citizens, and permanent residents will not automatically be enrolled in the international student health insurance plan, unless you are an exchange student. If you require health insurance coverage, visit international.richmond.edu/students/prepare/health/insurance.html for information about the student health insurance plan or contact Krittika Onsanit at konsanit@richmond.edu to inquire about enrolling in the international student health insurance plan.

- What if I have a medical emergency prior to my arrival to the University? If you arrive after July 1 or January 1, you are automatically covered by this insurance when you arrive in the United States. If you have a medical emergency in the U.S, you should **call 911. This is a toll-free number.**
- Where shall I go for medical help? You can go to any doctor or hospital in the United States. You will have to make a copayment of \$20 or \$50.
- What time period am I covered? If you are arriving in the fall semester, the insurance begins on July 1. If you are arriving for the spring semester, the insurance begins on January 1. If you are a fully matriculated (returning) student, you must be enrolled for the entire calendar year.
- What does the insurance cover? The insurance covers medical expenses due to an illness or accident. This insurance does not provide dental or vision benefits unless there is an accident or injury to the eye or tooth. There are other exclusions as outlined in the policy. The policy covers students anywhere in the world, except in your home country if it has a socialized medicine program. Pre-existing conditions are not excluded from coverage as mandated by the Affordable Care Act. Policies change from year to year so please visit the international student health insurance website at international.richmond.edu/students/prepare/health/index.html for the most up-to-date information on coverage.
- What if I wish to bring my spouse or children with me? Dependents of F-1 and J-1 visa holders are also required to carry health insurance. Documents for dependents will not be issued until proof of health insurance is demonstrated. Coverage is available with the University's health insurance plan.

The insurance must have these minimum benefits:

- ✓ medical benefits of at least \$100,000 **per** accident or illness
- ✓ repatriation of remains benefit of at least \$25,000
- ✓ medical evacuation expenses to home country benefit of at least \$50,000
- ✓ deductible not to exceed \$500 per accident or illness
- ✓ Underwritten by an insurance corporation having an A.M. Best rating of "A-" or above; a McGraw Hill Financial/Standard & Poor's Claimspaying Ability rating of "A-" or above; a Weiss Research, Inc. rating of "B+" or above; a Fitch Ratings, Inc. rating of "A-" or above; a Moody's Investor Services rating of "A3" or above; or such other rating as the Department of State may from time to time specify; or backed by the full faith and credit of the government of the exchange visitor's home country; or part of a health benefits program offered on a group basis to employees or enrolled students by a designated sponsor; or offered through or underwritten by a federally qualified Health Maintenance Organization or eligible Competitive Medical Plan as determined by the Centers for Medicare and Medicaid Services of the U.S. Department of Health and Human Services

Immunizations

In accordance with Virginia State law, you must provide information about your health history and immunization status. Complete the Health History Record, which is available from the Student Health Center's website (wellness.richmond.edu). This form **must** be returned to the Student Health Center by the specified date. Students not in compliance with TB screening and immunization requirements will have a hold placed on their registration. Continued non-compliance may result in being removed from campus housing and barred from classes, and deportation.

The Health History record includes the following **requirements** for matriculation:

- MMR vaccination (combined Measles, Mumps, Rubella) – 2 doses required
- Tetanus/Diphtheria/Acellular Pertussis vaccination – must be given within the past 10 years
- Polio vaccination series
- Hepatitis B vaccination (3 doses or signed waiver) – mandatory for all students
- Meningococcal meningitis vaccine (given on or after age 16) or signed waiver – mandatory for undergraduates
- Varicella – 2 vaccinations, positive blood titer for varicella, or doctor's note verifying history of varicella disease
- Tuberculosis (TB) Risk Assessment – The TB Risk Assessment determines if the student is at increased risk for TB as a result of a medical condition or residence in a country with a higher prevalence of TB. If the TB Risk Assessment indicates that a TB blood test (IGRA test) is required, this test may be done at the Student Health Center during International Orientation because it may be difficult to find a doctor or clinic to do this kind of test. Refer to the information following submission of the TB Risk Assessment form online.
- **Chest x-rays and TB skin tests are not an accepted form of screening.**

It is advised that you bring an immunization record documenting vaccinations translated into English. Without this information, required immunizations will be administered by the Student Health Center at your expense. Routine immunizations are not covered by U.S. health insurance plans. These vaccines may be **very expensive**, therefore, it is **strongly recommended** you complete the immunizations before coming to the United States.

Past experience has shown that some physicians outside of the United States do not understand or are unwilling to administer the above vaccinations. **If this is the case, find another clinic or physician that will provide the required immunizations.** These vaccines are required by U.S. law and cannot be waived for any student.

3.4 Disability Services

The University of Richmond strives to ensure that the campus is safe and accessible for everyone. The following links outline the policies and resources available for members of the community with disabilities. To learn more about the University's policies and resources available for members of the community with disabilities, please visit disability.richmond.edu/students/index.html.

There is also a Disability Services Frequently Asked Questions (FAQ) webpage at disability.richmond.edu. The Accessibility Campus Map is at richmond.edu/visit/maps/print/accessibility.pdf.

The University takes a very personal approach to disability services. We have a team of staff including members of our Housing, Health Center, Counseling Services, Facilities Department, Registrar, and the Dean's Office. We try to adequately prepare for each individual in need of an accommodation.

3.5 Safety on Campus

In the case of a campus emergency or severe weather conditions (such as snowstorms, hurricanes, and tornados) affecting the Greater Richmond region, the **University's Emergency Response Team (ERT)** will post important news announcements on this site. Please bookmark and visit the following website for the latest information: <http://alert.richmond.edu>.

UR Alert System

In the event of a campus-wide emergency, the University of Richmond has a comprehensive communication system in place – UR Alert – to send emergency messages via voice, text, and email to faculty, staff, and students. This system will only be used for emergency communications. All new international students should sign up for the UR Alert system at preparedness.richmond.edu/notification/uralert.html.

This system and UR's emergency procedures will be reviewed during a mandatory orientation information session on safety in the United States.

University of Richmond Police Department

The University of Richmond Police Department provides 24-hour response to calls for service, provides routine and directed patrol activities, performs vehicular crash investigation, and performs the preliminary investigation of certain criminal offenses. Uniformed security officers also assist with building security and other calls for service as needed. For more information about the University of Richmond Police Department services, visit their website at police.richmond.edu.

If you are in need of police assistance on campus, pick up one of the 27 yellow ERTS phones on campus. They are located at many locations across campus and can easily be identified by the blue light affixed on top of them. This will connect you directly to the University of Richmond Police Department Communications Center.

In an emergency on campus, do not hesitate to contact the **Campus Police**.

- In emergencies:
 - From any campus phone, dial 8911.
 - From a personal phone, dial (804) 289-8911.
- In non-emergencies, dial (804) 289-8715.

3.6 Campus Map Links

Printable Campus Map:

richmond.edu/visit/maps/print/campus.pdf

Printable Accessibility Map:

richmond.edu/visit/maps/print/accessibility.pdf

Printable Campus Parking Map:

richmond.edu/visit/maps/print/parking.pdf

Virtual Tour:

virtualtour.richmond.edu

Visit Campus:

richmond.edu/visit/index.html

4. Academics

4.1 Academic Calendar

PLEASE NOTE: All students are expected to plan their travel in accordance with the University's academic calendar and official break schedule so as not to miss classes or exams. **Exceptions will not be made for international students except in cases of personal hardship or emergencies.** If you need to make advance travel plans but are unsure of your exam schedule, please check with your instructors.

Fall Term 2018

- International Student arrival – Sunday, August 12
- International Student Orientation (REQUIRED of all new LLM, Two-year JD, and Exchange students) – Monday, August 13 through Friday, August 24
- General orientation for new students (REQUIRED OF **ALL** INCOMING STUDENTS) – Tuesday, August 21 through Friday, August 24
- Classes Begin – Monday, August 27
- Fall Break – Friday, October 12 (begins after last class). Classes resume Wednesday, October 17.
- Thanksgiving Break – Tuesday, November 20 (begins after last class). Classes resume Monday, November 26.
- Last Day of classes – Friday, December 7
- Exams Begin – Monday, December 10
- Exams End – Friday, December 21

Spring Term 2019

- Classes Begin – Monday, January 14
- Spring Break – Friday, March 8 (begins after last class). Classes resume Monday, March 18.

- Last Day of classes – Friday, April 26
- Exams Begin – Monday, April 29
- Exams End – Friday, May 10
- Graduation Ceremony – Saturday, May 11

4.2 Registration for Classes

Professor Hong will help you register for courses prior to arrival. The University of Richmond School of Law uses a credit-hour system to determine the transcript value of a course or other credit-bearing academic experience for graduate students. The minimum number of credit hours to maintain full-time enrollment for immigration purposes is 9 credit hours.

4.3 Academic Guidelines

Students will be expected to do the same coursework as their Richmond counterparts and will also be subject to the same expectations and guidelines of all students at the University of Richmond, including the Academic Regulations, Class Attendance and University Holidays policy, Standards of Student Conduct, Penalties, and Disciplinary Procedures, and the Alcohol Policy.

4.4 Academic Advice

Method of Instruction

Richmond Law prides itself on its small class sizes and accessibility of professors. The method of instruction used in your courses will vary somewhat from professor to professor. However, significant emphasis in each course will be placed upon developing your analytical skills. These skills are usually honed through the use of the “case method” in class. After reading and studying cases, students will be called upon in class and expected to identify for a given case such features as the relevant facts, the issue(s) presented by the case, the court’s disposition (or “holding”), and the rationale for that disposition based upon applicable rules of law. Active participation in the class discussion is expected and may be a part of your grade.

Students are required to attend all classes and complete all assignments, which the instructor may require you to do individually or as part of a group. Some professors require students to submit work electronically and conduct discussion groups on an electronic bulletin board called [Blackboard](#), which are counted towards the final grade. It is not unusual for professors to publish the syllabus, or document with an outline and summary of topics to be covered in a course, on the internet. There is no uniform standard of teaching or grading for professors in the U.S., which encourages highly individualized instructional styles and expectations determined by personality and preferences. If you have questions about an assignment, please contact the professor for that course directly.

Preparing for Class

- Attendance: Each student is required to have regular and punctual class attendance. Any student who fails to attend at least 75 percent of a course’s required sessions or their equivalent will not pass the course. Each

individual instructor determines the specific policy for excused absences, subject to the section on University Religious Observance Policy below.

- Religious Observance Policy: Any student may be excused from class or other assignments because of religious observance. If you will miss an academic obligation because of religious observance you must contact your professor, as well as the Associate Dean for Student Services, within the first two weeks of the semester and you will be responsible for completing missed work in a timely manner. See the University's religious policy at registrar.richmond.edu/services/policies/religious-observances.html.
- Class Preparation: Because the purpose of the case method is to achieve far more than familiarity with legal doctrine and principles, the classroom experience and effective class participation are essential to the academic experience. First and foremost, of course, this requires a full and careful reading of the assigned materials for each class. At the beginning of the semester students are often surprised at the amount of time they have to spend to feel fully prepared for class. This time required to fully digest and understand a case will diminish with practice, but for the first few weeks, be prepared to spend a lot of time mastering each case.
- Briefing a Case: Much of your assigned reading will be opinions published by courts in actual cases. These case opinions can be challenging to read, understand and remember, therefore most students find it helpful to "brief" the case — that is, to break the opinion into component elements and write out your understanding of those elements. The brief is an invaluable tool in preparing for class participation. It also will enable you to begin to understand better how the law works in individual cases, the significant aspects of a case, and how to distinguish relevant from irrelevant facts. Bear in mind that each professor may have a different emphasis on the various aspects of a case for his or her course, and you will want your case briefing to be tailored to those particular areas of emphasis.
- Study Guides: There are many commercial study guides available to students. These commercial guides are organized in varying formats, providing both substantive and organizational information for studying, and question and answer formats for exam preparation and practice. You can find copies of commercial study aids on reserve in the law library. All commercial study aids are available for purchase either at our campus bookstore or online. Many students also sell these study guides second-hand at the beginning of the school year.
- Commercial Outlines: Commercial outlines are not recommended as a substitute for creating one's own outline for each class. They can be very useful as a reference to demonstrate how information can be organized in an outline. Nevertheless, each student must attempt to organize the material themselves and articulate material in their own words. Commercial outlines also are available for purchase in the campus bookstore or online.
- Commercial Case Briefs: Pre-written case briefs for 1L core classes are not recommended as a substitute for class preparation. Students should read the assigned cases and learn to brief the textbook cases themselves in order to assimilate the legal analysis.

- Study Groups: Although much of your class preparation and studying must be done alone, many students find it helpful to form a “study group.” Discussing what you have read and covered in class can be an excellent way to enhance your understanding. Study groups come in all sizes and operate in as many ways as the students’ personalities themselves. Generally, study groups are small, with five or fewer members. Although some students will rush to form a study group at the beginning of the academic year, for many it is preferable to wait until closer to exams. Your student partners should be classmates you respect, those with a similar study ethic, and those with whom you feel comfortable. Study time is precious; do not study with someone simply because you are friends. If studying becomes socializing, your study group is not working for you. Conversely, if studying with members in your group causes anxiety, conflict, or stress, your study group is not working for you. Study groups provide a vehicle for you to teach and learn from each other, but should not be viewed as a way to have others do portion of your workload.

Grading & Examination

- Exam Procedures: Exam procedures can be found at lawcatalog.richmond.edu/academic/index.html. If there are extraordinary circumstances that prevent you from following these procedures, you should contact the Dean’s office.
- Anonymous Grading: Courses are, where possible, graded on an anonymous basis. Each year, you will receive an anonymous administrative number. Your number can be found in your orientation packet. You should use this number instead of your name on all exams, unless instructed otherwise. Certain courses, however, cannot be graded anonymously. For example, courses with significant writing, performance or participation requirements fall outside of the anonymous system. Also, certain courses are graded on a partially anonymous system. For example, a course might be graded primarily by use of an exam but might also have a portion of the grade based on classroom participation. It is VERY important that you use your correct number.
- Grade Reports: Grade reports are available online at bannerweb.richmond.edu at the end of each semester. We cannot release the grades over the phone or to anyone other than the student whose grade it is.
- Grading Policy: The grading policy, for J.D. students only, is as follows:
 - A. Grade Point Average:
 - For clinics, the grade point average must be 3.3 ± 0.3 .
 - For all other classes, the grade point average must be 3.3 ± 0.1 .
 - B. Grade Distribution:
 - For classes of sixteen students or fewer, there is no required grade distribution.
 - For classes of more than sixteen students, the grade distribution must be:
 - 20-40% A or A-
 - 25-45% B+
 - 10-30% B
 - 5-25% B- and below
 - C. The Associate Dean for Academic Affairs has limited discretion to allow faculty to deviate from this policy. Classes of one student, such as Independent Research, are exempt from all aspects of this policy, and LLM students will be graded separately from other students.

- Grade Appeals: If you object to a grade, you should discuss the grade directly with the faculty member assigning it. If the faculty member discovers that the grade suffered from a mathematical or clerical error, the dean's office can correct it. To change a grade based on any other basis, you should immediately notify the dean's office that you would like to file a grade appeal, which will be considered by the faculty.

Books

American textbooks are expensive compared to other countries. Students can purchase textbooks at [UR Spider Shop](#), but you may be able to buy less expensive books at [chegg.com](#), [campusbookrentals.com](#), [thebackpack.com](#), [amazon.com](#) or other online sites.

Activities Outside the Classroom

- Pro Bono Opportunities: As you plan your law school career, you should consider participating in one or more of our many pro bono opportunities. Lawyers have a professional obligation to serve their communities and pro bono service is a great way not only to fulfill this obligation but also to get hands-on legal experience. Additionally, at least one state, New York, has instituted a requirement of 50 pro bono hours of service before you can sit for its bar examination. We have many opportunities that allow students to work side by side with attorneys providing assistance to clients in need. We offer a variety of pro bono opportunities, some of which involve one-time commitments, others are ongoing. Program descriptions may be found at [law.richmond.edu/public-service/pro-bono/programs.html](#), and Pro Bono Placement opportunities are promoted throughout the academic year through Symplicity as well as The Docket. For more information, please contact Tara Casey, Director of the Carrico Center, at (804) 287-1207 or tcasey@richmond.edu.
- Pro Bono Certificate: Students who have devoted significant time and energy to pro bono service during their time here and meet certain requirements are awarded a Pro Bono Certificate at graduation. For more information regarding this Certificate, please visit [law.richmond.edu/public-service/pro-bono/pro-bono-certification-form.html](#).
- Law Journals: Richmond Law has three student-run journals all of which are staffed by second- and third-year students:
 - University of Richmond Law Review
 - Richmond Journal of Law and Technology (JOLT)
 - Public Interest Law Review (PILR)

Each Journal publishes articles and essays written by scholars as well as students. Some also sponsor academic symposia during the academic year. Each Journal has a website providing an overall description (see [law.richmond.edu/academics/journals.html](#)).

Student members research all manner of legal sources (articles, statutes, constitutions, cases) to collectively improve the quality of the scholarship selected for publication. During the second year of Journal

membership, a student can seek to be named as one of the Editors of the Journal. Journal Editors may be responsible for selecting and editing work for publication, administering symposia, or assisting in the administration of the Journal. You will begin to see email notices on the competition procedures at the beginning of the spring semester.

Please note that membership on journals is only available to 2-year and 3-year J.D.-seeking students.

Competitions: Appellate Advocacy, Trial Advocacy, Client Counseling and Negotiation, and Alternative Dispute Resolution (ADR)

At Richmond Law, there are numerous advocacy and lawyering competitions all of which are organized through student-run competition boards. While there are opportunities for 1Ls to compete for membership on these boards, you should carefully consider your participation in these competitions. They generally entail a substantial time commitment and can be a significant distraction from your core academic work. While there are many benefits to becoming a member of the competition boards, you will have another opportunity to compete for membership during your 2L year. Please seek guidance from your faculty advisor on what the best course of action is for you individually. The competition boards are:

- Alternative Dispute Resolution (ADR): The ADR Society conducts a Mediation Competition in the spring of each year. Information sessions are held the second or third week of January. ADR Society members also participate in the ABA Law Student National Representation in Mediation Competition. For more information see americanbar.org/groups/dispute_resolution/awards_competitions/law_student_national_representation_in_mediation_competition.html.
- Client Counseling and Negotiation Board (CCNB): In the fall (normally in October), CCNB holds an annual Negotiation Competition. In February of each year, the Board holds an annual Client Counseling Competition. Finally, the Board hosts the Merhige Environmental Negotiation Competition in late March.
- Moot Court Board: The Moot Court Board holds two internal competitions each year. In the fall, 2Ls including transfers, are eligible to compete in the Harry L. Carrico Competition. In the spring, 1Ls are eligible to participate in the James H. Barnett, Jr. Competition. Each year, the Moot Court Board makes a determination as to which regional and national competitions they will enter.
- Trial Advocacy Board (TAB): Each year, TAB holds two competitions. The first, the Trial Advocacy Board Competition, is held in the fall semester (late October/early November) and is open to first and second year law students only. The second competition is the Virginia Trial Lawyers Association (VTLA) Competition which is held in January. Additionally, each year TAB competes in several external national competitions. In the Fall, they compete in the ABA Labor and Employment Law Competition (location varies). In the Spring, they compete in the American Association of Justice Student Trial Advocacy Competition (location varies) and the John L. Costello National Criminal Law Trial Advocacy Competition hosted by George Mason Law School (Northern Virginia).

While competition boards are open to all international students, they require significant time commitments that may prove challenging for students who will only be at Richmond Law for one year. If you are interested in participating, it is strongly recommended that you discuss competing for these boards with your faculty advisor before doing so.

Student Governance & Activities

- **Student Organizations:** There are nearly 40 groups in the law school covering a multitude of interests and perspectives. You can find a list of all organizations at law.richmond.edu/students/organizations.html. Most of the organizations elect new officers late in the spring semester. Each August, there is a student organization fair set up during orientation. All students are welcome to attend and gather more information about the various opportunities to get involved in the law school community.
- **The Student Bar Association:** The Student Bar Association (SBA) is the student governing body at the law school. It also serves as the student voice before the faculty and administration. The Executive Board is composed of the President, Vice President, Treasurer, Secretary, and Communications Director. These positions are filled through a general election process held each spring, normally before Spring Break. Additionally, there are class representatives from each year that make-up the SBA Executive Board—two 2L students, two 3L students, three 1L students (one representative from each first-year section), and one LLM student. The election for 2L and 3L representatives occurs in the spring. The election for 1L and LLM student representatives takes place in September of each year.
- **School-Life Balance:** Creating a school-life balance is challenging for everyone. It is especially important during times of stress. Under stressful situations, the incidence of illness increases significantly. Try to get plenty of rest, and set aside time for exercise, social time, and quiet time. The skill of time management is key to a successful balance. Don't feel pressured to join every group and participate in every competition. You need to decide what makes sense for you. If you are overwhelmed, we have resources on campus—specifically, Counseling and Psychological Services (CAPS) (wellness.richmond.edu/caps/index.html) that can help. Finding the right balance is not easy but is essential to your overall well-being and academic success.

Internal Communication

The Law School is abuzz with activities. The best way to find out what is happening around the School is to consult The Docket, our internal newsletter. You'll find The Docket in your email inbox each Thursday and Sunday with a listing of events coming up this week, next week, and beyond.

Like us on Facebook (facebook.com/urlawschool) and follow us on Twitter (twitter.com/urlawschool). And don't forget to join our LinkedIn group (linkedin.com/school/university-of-richmond-school-of-law/). There is an online Events Calendar (law.richmond.edu/students/index.html) listing all the activities taking place in the building. The calendar is updated daily as new events are planned and shared with the Dean's Office. A calendar of events for the University can be found online (calendar.richmond.edu) and lists other events occurring on campus.

Student organizations are encouraged to share upcoming events through our digital flyers on the monitors in the foyer and outside the library, as well as actual flyers on the bulletin board in the hallway leading to the library.

Campus Resources

Many students have asked over the years for a “cheat sheet” of sorts to learn the campus and what resources are available.

- **Map:** A printable campus map is available at richmond.edu/visit/maps/print/campus.pdf, and a virtual tour can be found at virtualtour.richmond.edu.
- **Bookstore (University):** (Tyler Haynes Commons, Building #4 on campus map). Textbooks, sweatshirts, etc. Hours are available on their website, urspidershop.com. They generally open at 8:45 a.m. on weekdays and 10:00 a.m. on weekends.
- **Common Ground:** (commonground.richmond.edu) Common Ground supports the University’s core principles of diversity and inclusion. Offering signature programs such as Safe Zone, the Cultural Advisors, Diversity Roundtable, and an annual social justice retreat, Common Ground invites all students to join in the work of building a truly inclusive community.
- **Commons:** (Tyler Haynes Commons, Building #4 on campus map). Main student center for the University. Home to several food options (see below). There are several large screen TVs and comfortable chairs in building.
- **Food:** For information on meal plans, dining locations and hours, and support for special dietary needs, visit dining.richmond.edu. There are several places on campus to purchase meals:
 - The Heilman Dining Center (Building #34 on campus map) is a cafeteria featuring everything from salads to a Mongolian grill. It is a single price, all-you-can-eat set-up. It is crowded at lunch time. It also has a convenience store (ETC) offering premade sandwiches and snacks.
 - Tyler’s Grill (first floor of the Tyler Haynes Commons, Building #4 on campus map,) serves a la carte sandwiches and salads.
 - Eight Fifteen at Boatwright (Boatwright Library, Building #5 on campus map) sells coffee, bagels, pastries, etc.
 - Passport Café (Carole Weinstein International Center, Building #52 on campus map) features international entrees and is close to the law school.
 - Lou’s Café (Business School’s Queally Hall, Building #1a on campus map) offers sandwiches, soups and a fresh salad bar, and is also close to the law school.
- **Dine with YoUR Professor:** For the last several years, the University has offered a “Dine with YoUR Professor” program which enables students to invite their professors for a meal at the Heilman Dining Center as their guest. See the Dean’s Office for details.
- **Meal Plans:** Off-campus and commuting students have meal plan options including the Spider Flex and the Spider Blue. Both plans offer on-campus convenience, meal discounts, and flexibility. Meal plan information is available on the dining services website at dining.richmond.edu.

- Fitness Facilities: The Weinstein Center for Recreation and Wellness (Building #23d on campus map) is a free, full-service gym complex open until midnight every day of the week. You can get a locker but will need your ID for access. There is a pool and just about every type of equipment you could want. For more information about recreation and wellness programs or the Weinstein Center, visit recreation.richmond.edu. This benefit is paid for by your tuition. You will also have free access to the gym for an additional year after you graduate.
- IDs: Every student at the University must have a photo identification card, called a One Card. This card verifies that the holder is eligible to receive University library and other campus privileges (e.g. entrance to athletic events). A One Card can be obtained through the One Card Office located on the top floor of Tyler Haynes Commons (Building #4 on campus map). It opens at 8:30 on weekdays. Complete information can be found at onecard.richmond.edu.
- Library (Boatwright Memorial Library): In addition to the law library located in the law school, the University has a large main library (Building #5 on campus map), which includes a selection of casual reading materials. Comfortable seating is also available.
- Parking Services: (Special Programs Building, Building #31 on campus map). If you pre-registered your vehicle for parking permits, the permits will be distributed with your orientation material.

If you have not pre-registered your vehicle, you may do so online at parking.richmond.edu/registration/mba-law-spcs/index.html.

Permits will be available for pick up at the law school one week before the beginning of the fall semester. Law students will receive either an “L” permit or a “J” permit.

“L” permits may use Lot C63 (off Boatwright Drive and Bostwick Lane), Lot C65 (off Campus Drive), or Lot C66 (off Boatwright Drive across from the Robins Stadium). “J” permits are assigned to Lot C66 only.

A parking map is available at parking.richmond.edu/common/transition-map-final-2018.pdf.

If you park in the faculty/staff lot, you will get ticketed. If you park on the grass anywhere, you will get towed. You can appeal tickets to the Parking Appeals Board, on which one law student sits.

- Police: The University has its own fully accredited police department. They take your safety very seriously and offer a host of information and tips on crime prevention on their website, police.richmond.edu. There you can find information on the safety shuttle providing transportation around campus. You can also contact them at (804) 289-8715, or in an emergency at (804) 289-8911, or dial 911 from any phone to connect with local emergency services.
- Post Office: (Building #34 on campus map). The University has its own post office. You can mail (and receive) packages and buy stamps, etc. The building sits just above the Heilman Dining Center. You must purchase a post office box in order to receive mail at the Post Office.

- Registrar's Office: (Located in the Queally Center, Building #30 on campus map). Students register for classes online. The registrar's office can help with problems, questions, transcripts, etc. Your first point of contact on these types of questions should be Sharon Krol in the Dean's Office.
- Sports: The University offers Division I-AA Football and Division I Basketball, among other sports. You can obtain tickets at the Robins Center (Building #23 on campus map) or by calling (877) 774-3371. Law student intramurals and other informal competitions are frequent—watch your emails.
- Student Accounts: (Located in the Queally Center, Building #30 on campus map). Tuition payments, fines, etc. can be taken care of at this office or online at controller.richmond.edu/tuition.
- Student Health Center: (Building #31 on campus map). The University has a full health center offering medical assistance (whether you have University health insurance or not). The Health Center staff includes board-certified family practice physicians and registered nurses. In the fall, the center is likely to offer flu shots—keep an eye on your email for more information. The Health Center does not charge a fee to use the facility. The Center can be reached at (804) 289-8064 or healthcenter.richmond.edu.

Experiencing the American Legal System

- Visiting Court: Courts in the United States are open to visitors, unless the case involves trade secrets or a minor, or has been specifically closed by the judge. There are a number of courts in the Richmond area, including the Supreme Court of Virginia, the Federal Fourth Circuit of Appeals, and the Richmond Circuit Court. We encourage you to take the opportunity to visit these courts, and you may be required to do so for certain classes. When visiting court, please remember that you are representing Richmond Law. All visitors should wear proper courtroom attire: a coat and tie for men and business attire for women. Additionally, you will not be allowed to bring a cell phone, or any electronics, into the courthouse with you.
- The Virginia Bar Association: The VBA is the largest association of lawyers in Virginia and is headquartered in Richmond. It oversees the conduct of lawyers in Virginia and has several smaller sections devoted to different practice areas of law. These sections have ongoing workshops and seminars throughout the year, and many of them meet on campus. These seminars and workshops are typically open to Richmond Law students to attend, free of charge.

Planning For and Preparing to Take the Bar Exam

There are a few important things pertaining to bar admission that you should be thinking about during your first year.

Character and Fitness: To protect the public and the justice system, all jurisdictions require that applicants to the bar complete a character and fitness investigation prior to licensure. Through such investigation, bar admissions authorities seek to ensure that bar applicants are “worthy of the trust and confidence clients may reasonably place in their lawyers.” Accordingly, when you apply for admission to the Bar, you will fill out a detailed questionnaire

concerning your education, work history, criminal background, credit history, etc. Each Bar Admission authority will consider evidence of any of the following cause for further investigation:

- Unlawful conduct
- Academic misconduct
- False statements, including omissions
- Employment misconduct
- Acts involving dishonesty, fraud, deceit, or misrepresentation
- Abuse of legal process
- Neglect of financial responsibilities
- Neglect of professional obligations
- Violation of a court order
- Evidence of mental or emotional instability
- Disciplinary action by a professional agency

Additionally, in weighing the significance of such background information, the authority will consider various factors such as the applicant's age at the time of the conduct, the recency of the conduct, the seriousness of the conduct, the cumulative effect of the conduct, the applicant's candor in the admissions process, the applicant's positive social contributions since the conduct, etc.

As part of the character and fitness investigation, the bar examiners will, among other things, review your law school application. If there is a possibility that you failed to disclose any misconduct on your application, please contact the Admissions Office at your earliest convenience to amend your application. Additionally, you must keep the law school informed of any misconduct during your tenure as a law student. Please contact the Associate Dean of Students (asklut@richmond.edu) with any questions.

Character and fitness questionnaires will seek financial information and inquire into your credit history, as “neglect of financial responsibilities” is a factor considered by bar admissions authorities as cause for further investigation. Nearly all law students have debt and simply having debt is not a cause for concern; however, unpaid, overdue debts are.

In short, it is essential to remember that your conduct during law school can significantly impact—both positively or negatively—your character and fitness investigation. Again, criminal activity, academic misconduct, and employment misconduct, particularly when such conduct occurs close in time to your bar application (e.g., during law school), could prevent or delay your admission to the bar. While serious criminal conduct naturally may jeopardize your admission to the bar, please note that bar examiners have also investigated applicants for more minor infractions, such as speeding tickets. Finally, pay careful attention to your finances during law school, and be sure to pay debts as they come due.

Special Bar Requirements: Certain state bar associations have special conditions or requirements that must be met before you are eligible to sit for the state's bar exam. Notably, the New York Bar has recently instituted a requirement of 50 hours of pro bono service. Even if you are not sure where you will practice, it is a good idea to familiarize yourself with various requirements.

The New York State Bar allows students with an LLM to take the New York Bar Exam. If you intend to take the New York Bar Exam in July, the New York State Bar requires that it receive your Foreign Legal Evaluation Form and all supporting documents by October 1. Please contact Professor Hong immediately if you would like to take advantage of this opportunity.

4.5 Honor Code – Very Important!

To maintain academic integrity, all Richmond students are bound by the Honor Code, a pledge that students have neither given nor received any unauthorized aid on academic assignments. The Honor Code also ensures that students conduct themselves in an honorable manner outside the classroom by reporting any honor violations they witness. Violations of the Code can result in class failure, suspension, or expulsion. Please familiarize yourself with this important aspect of the law school as part of your study abroad preparations. Information about the Honor System is on the web at

studentdevelopment.richmond.edu/student-handbook/honor/the-honor-code.html.

4.6 ESL Services

The Center for English as a Second Language provides tutoring, courses, field trips and community activities to all non-native English speakers. For more information, contact Dr. Leslie Bohon at leslie.bohon@richmond.edu.

5. Finances

5.1 Law School Costs 2018-19

All international students on nonimmigrant visas will be charged the following each semester:

Degree-seeking students (per semester)

School of Law tuition \$22,350

Exchange students will be charged for housing, meals and health insurance according to their institution's agreement with the University of Richmond. Students will make payment to the University of Richmond for all charges (room, board, health insurance, telephone, etc.).

Meal Plan Prices (per semester)

****Please note: All students living on campus must purchase a meal plan**

- **Spider Plus Unlimited \$3,510**
 - Unlimited meal exchanges with \$1095 dining dollars per semester
- **Spider Unlimited \$3,190**
 - Unlimited meal exchanges with \$780 dining dollars per semester
- **Spider 40 \$1,370**

- 40 block meals with \$980 dining dollars per semester
- **Spider Red** for Law commuter students **\$450**
 - \$450 dining dollars per semester

For students whose housing is NOT included in the exchange agreement: The Controller's Office website has a list of room and board rates.

Payments

Fees are billed in advance and payable by semester: The fall semester payment is due by the **first Monday in August** and the spring semester is due by the **first Monday in December**. If it is not possible to pay by the above due dates, please contact the Office of Student Accounts to make payment arrangements. To avoid incurring a late-payment fee and delay in registration, housing and other areas, individuals are urged to pay fees when due. Payments cannot be made on a monthly basis unless specific arrangements have been made with the Student Accounts Office.

No credit is given for a term's work nor is a degree conferred until all charges have been satisfactory settled. Failure to make satisfactory financial arrangements can result in delay of graduation, denial of registration privileges, removal from classes, and/ or the withholding of transcripts. The University of Richmond will not accept foreign currency or checks written in foreign currency. Payments to the University can be made by wire transfer, credit cards, U.S. traveler's checks, cash or checks in U.S. currency drawn from a U.S. bank. American Express, MasterCard, and Discover (**NOT** Visa) are acceptable credit cards.

The University only accepts wire transfers through peerTransfer. Visit their website at peertransfer.com/school/richmond to get started.

5.2 Money & Banking

It is advisable that you bring some cash in U.S. dollars with you for incidentals that may come up. However, **do not bring a large amount of cash (more than \$100)**. Traveler's checks are accepted virtually everywhere and can be replaced if lost or stolen. Cash **cannot** be replaced. Keep your money with you at all times, and **BE DISCREET** – do not show anyone how much money you have. Make sure that funds from your home country's bank can be transferred to the U.S. Upon arrival, you will be able to open a bank account and have funds transferred directly into it.

Banking in Richmond

There is no bank on the University of Richmond campus. There are several banks within walking (20-25 minutes) and driving distance (5-10 minutes) of the University.

- **BB&T** does have an automated teller machine (ATM) on campus in the Tyler Haynes Commons Building. They will be on campus during the first-year orientation to set up checking accounts for students. For more information on checking accounts, students can contact:
 - BB&T
6201 River Road
Richmond, VA 23229
Tel: (800) 226-5228 (inside the United States)

Tel: (804) 673-1700 (outside of the United States)

<http://www.bbt.com/>

- **Bank of America** does not have an ATM on campus, but has a branch within driving distance of campus and ATMs nationally.
 - Bank of America
8001 Patterson Avenue
Richmond, VA 23229
Tel: (800) 900-9000
bankofamerica.com

- **Other Richmond area banks include:**
 - Suntrust (suntrust.com)
 - Wells Fargo (wellsfargo.com)
 - Union First Market Bank (bankatunion.com)

6. Checklists

6.1 List of Important Information

Name of Emergency Contact: _____

Emergency Contact Phone Number: _____

University of Richmond Contacts: Professor Su Jin Hong, (804) 287-6433 _____

Passport Number: _____

SEVIS Number from I-20/DS-2019 Form: N000 _____

Airline & Phone Number: _____

Flight Numbers/Times: _____

Airline Ticket & Confirmation Numbers: _____

Travel Insurance Company & Phone Number: _____

Travel Insurance Policy Number: _____

Bank Name & Phone Number: _____

Credit Card Name & Phone Number: _____

List of Traveler's Checks & Numbers: _____

Doctor (Home Country) Contact Info: _____

6.2 Pre-Departure Checklist

- Have you arranged your travel to Richmond?
- Have you purchased travel insurance for liability, trip cancellation, theft, and lost luggage?
- Have you paid your SEVIS fee online **and** printed your receipt?
- Have you completed and submitted your Arrival Form to the Office of International Education (due August 1)?
- Have you completed the “**List of Important Information**” (found on page 31)?
- Have you had your medical prescriptions written in English in generic terms?
- Have you obtained extra glasses or contacts, solution, etc., and prescription medications (with documentation, if necessary)?
- Have you made arrangements so that your mail is forwarded to an appropriate address while you’re in the United States?
- Have you ordered traveler’s checks in U.S. dollars and/or converted money into U.S. dollars?
- Have you made TWO photocopies of EACH of the following?

<input type="checkbox"/> Passport	<input type="checkbox"/> Airline tickets
<input type="checkbox"/> Visa	<input type="checkbox"/> Credit cards and bank cards
<input type="checkbox"/> I-20 (F-1) or DS-2019 Form (J-1)	<input type="checkbox"/> All prescriptions (glasses/contacts/medicine)
<input type="checkbox"/> Letter of Acceptance	<input type="checkbox"/> Travel insurance documentation
<input type="checkbox"/> SEVIS fee receipt	<input type="checkbox"/> Vaccination records

- Have you given one set of photocopies of the above items to your parent/family member? (The other set of photocopies goes in your carry-on bag.)
- Have you packed everything listed in the “**Travel & Immigration Checklist**” (found on page 34) in your carry-on bag?
- Have you made a list of what you have packed in each item of your main luggage, in case you need to make an insurance claim?

6.3 What to Bring Checklist

Remember: You can borrow or buy many items that you will need after your arrival.

Clothing

- athletic shoes
- bathrobe
- dress shirts/blouses
- dress shoes
- light jacket
- jeans or pants
- pajamas
- shorts
- shower shoes
- sweaters (jumpers)
- suit/skirt/dress
- swimsuit
- T-shirts
- traditional dress/outfit
- undergarments & socks
- winter coat
- winter hat and gloves

NOTE: Casual dress is appropriate for the classroom.

Miscellaneous

- back pack
- bilingual dictionary
- camera
- money (cash, travellers checks, bank cards, credit cards)
- music from your home country
- i-Pod/MP3 player
- photographs from home
- sunglasses
- wallet/purse
- laptop/personal computer
- earphones
- watch

Toiletries/Medicines

- eyeglasses/contact lenses
- favorite brush, perfume, etc.
- medicine & prescriptions

Electronics

- dual-voltage appliances
- plug adapters
- converters/transformers

Immigration Documents

- Please see the “**Travel & Immigration Checklist**” (found on page 34)

6.4 Travel & Immigration Checklist

You should bring these items **WITH YOU in your carry-on bag on the plane** when you travel to the U.S., as well as on any connecting flights within the U.S.

DO NOT check these items with your luggage!

- UR International Student Handbook
- Airplane/Bus/Train tickets
- Passport
- I-20 Form (F-1) / DS-2019 Form (J-1)
- Paper receipt for the SEVIS fee payment
- Evidence of financial resources
- Evidence of student or exchange visitor status, such as tuition receipts and/or formal letter of acceptance
- Airline ticket and confirmation numbers
- All prescriptions (glasses, contacts, medicine)
- Set of photocopies listed in the “**Pre-Departure Checklist**” (found on page 32)
- Money/traveler’s checks/bank and credit cards

Tips for having a more comfortable flight and customs processing:

- Get a good night's rest before the flight.
- Pack your own bags.
- Eat a meal that is light in fat and calories before the flight.
- Wear light clothes.
- Do not carry packages for strangers.
- Drink lots of water prior to and during the flight.
- Avoid drinking alcohol and caffeine during the flight.

6.5 What to Do After You Arrive in Richmond Checklist

- ❑ Call and/or email your family to let them know that you arrived in Richmond safely.
- ❑ Set up a local bank account. Representatives from BB&T will be on campus during orientation week to assist new students with establishing a checking account, making wire transfers, and obtaining a bank debit/credit card.
- ❑ **Pay your tuition, room, meals, health insurance, etc. no later than 5 p.m. on the first day of classes.**
- ❑ Buy textbooks for your classes. (*Bookstore, Tyler Haynes Commons, Building #4*)
- ❑ Obtain your permanent student ID card. (*Law Admissions Office, Building #19*)
- ❑ Fix any problems with your room and/or your room key. (*Law Admissions Office, Building #19*)
- ❑ Set up your campus telephone number, get your PIN (to allow you to make long-distance phone calls) and purchase a cell phone plan. (*Telecom Services, Jepson G19, Building #17*)
- ❑ Fix any problems with your UR email account. (*Information Services, Jepson Hall, Building #17*)
- ❑ Pick up your post office box key. (*Campus Post Office, Building #7*)
- ❑ Bring your passport and I-20 or DS-2019 Form to the Office of International Education by the first week of classes if you did not provide these during International Orientation Registration. (*Carole Weinstein International Center, Building #52*)
- ❑ **Exchange students only:** Visit the Office of International Education to sign your Tuition Waiver Form if not submitted as a post-decision material during the online application process. (*Carole Weinstein International Center, Building #52*)

6.6 What to Do Before You Leave Richmond Checklist

If you are leaving the U.S. permanently:

- Pay ALL of your bills, including but not limited to your University Student Account, cell phone bills, credit card bills, etc.
- Return all library books and materials.
- Notify friends and billers (credit card company, bank, cell phone company magazine subscriptions, etc.) of your new address.
- Close bank accounts.
- Discontinue cell phone service.
- Return your post office box key to the Campus Post Office.
- Pack all items from your room and clean room before moving out.
- Return your room key to University Housing.

If you are leaving for school breaks and returning to UR

- IMPORTANT:** If you are leaving the U.S., bring your I-20 or DS-2019 Form to the Office of International Education to be signed by the International Student & Scholar Advisor if the last signature is more than 6 months old **OR** if you have never had a re-entry signature before.
- If you are returning to your home country for summer break, ask the Campus Post Office to forward your mail to the Office of International Education.

