Dear Students & Scholars,

Congratulations on your acceptance to Richmond Law!

Our offices are here to assist you in making the transition to Richmond Law and to the United States. We realize that this transition, like any from one culture to another, will require significant thought and flexibility. We would like to do whatever we can to make your stay at Richmond pleasant and productive.

Study in another country presents various challenges, both academic and personal. We hope you come to law school prepared to be flexible and to take some risks. You should also be willing to adapt to new situations and to expect differences in all things. The way courses will be taught, and consequently the way you study, will be different. Most likely, you will have more assigned reading and writing assignments on a weekly basis. Housing and living standards will also be different. You cannot assume or even expect the environment or living arrangements to be the same as they are at your home institution.

The University has many services available to students and we encourage you to take advantage of these. You will learn about these services in the international student orientation at the beginning of the semester. The orientation will acquaint you with various aspects of campus life as well as issues specific to international students such as immigration, health insurance, credit and registration system.

Please do not hesitate to contact us if you have any questions prior to your arrival.

We look forward to meeting you!

Yours sincerely,

Wendy Perdue
Dean of Richmond Law

Michelle Rahman
Associate Dean for Admissions

Jay Jorgensen
Director of Admissions

Chiara Giorgetti
Faculty Director, LL.M. Program

Krittika Onsanit
Director of International Student & Scholar Services

Diana Trinh
International Student Advisor
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.

If you are reading the print version of the Handbook and would like to have access to these websites, please view the Handbook online at:


There is also a list of “Important UR Websites” on page 30 of the Handbook.
The Office of International Education (OIE) was established in 1987. The office coordinates the international activities that take place on the University of Richmond campus. The office is responsible for the following main areas:

- Curriculum internationalization
- Faculty development
- Bilateral exchange agreements
- Study abroad academic year programs
- International student and scholar support
- Programs and publications
- Support of international student organizations
- Outreach activities in the Greater Richmond community
- Representation of the University nationally and internationally as a model of a highly internationalized institution
- Advising and administration of grants and scholarships
- Strategic Plan for Internationalization

Carole Weinstein International Center
Richmond graduate and former university trustee Carole Weinstein donated $9 million for a new campus facility dedicated to enhancing the university’s rapidly growing international programs. The building is named the Carole Weinstein International Center (http://international.richmond.edu/campus/center/index.html) in honor of the donor's generous support of the university’s international education programs, which spans over two decades. The facility serves as a central location for coordinating Richmond’s comprehensive approach to the internationalization of its educational programs and campus life. The Center opened in August 2010 and is located next to the law school.

International Student & Scholar Services

International Student & Scholar Services (ISSS) is the main point of contact for international students and scholars in the Office of International Education (OIE) at the University. Non-immigrants who require a visa to attend the University will receive documents necessary to acquire the F-1 student or the J-1 exchange visitor visa. OIE issues immigration papers for all incoming graduate students, teaching assistants, and exchange and visiting students.

ISSS administers an online orientation program on topics ranging from academics to health and safety. At the beginning of each semester, ISSS holds a live orientation program for non-immigrant visa holders coming from outside the U.S. to acquaint them with University services and programs, educate them about cultural differences and expectations, and explain student visa regulations regarding study, employment, and travel. Throughout the year, OIE organizes various events and activities for international students and scholars and the University at large. ISSS keeps international students and scholars informed of the latest developments in immigration, health insurance and other issues pertaining to non-immigrant visa holders. ISSS staff are also available to advise students and scholars on immigration, health insurance, cultural, practical, and personal matters.
Office of International Education

- **Phone**: +1 (804) 289-8836 **If there is no one available to answer your call, please leave a message on the machine.**
- **Fax**: +1 (804) 289-8904 **Operates 24 hours every day**
- **E-Mail**: international@richmond.edu
- **Website**: http://international.richmond.edu

Law Admissions Office

- **Telephone**: +1 (804) 289-8189 **If there is no one available to answer your call, please leave a message on the machine.**
- **Fax**: +1 (804) 287-6516 **Operates 24 hours every day**
- **E-Mail**: lawadmissions@richmond.edu
- **Website**: http://law.richmond.edu/admissions/index.html

The following numbers are for emergencies and urgent matters. If necessary, campus police will contact UR staff members after normal business hours.

- Campus Police from a cell phone: (804) 289-8911 for emergencies
- Campus Police from any campus phone: 8911 for emergencies
- Campus Police: (804) 289-8715 non-emergencies

Important Telephone Numbers

- **911**: Emergency number; free call within the U.S. for life threatening emergencies
- **0**: Operator
- **411**: Information on telephone numbers within your area code
- **1-(area code)-555-1212**: Information on telephone numbers outside your area code

General Telephone Information

**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.

**LOCAL CALLS** can be made by dialing a seven-digit telephone number, which can be found in a printed telephone directory or by calling 411 for information on local telephone numbers.

**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.
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. (two hours by train/car) and three 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. RIC is approximately 20 miles from the University of Richmond campus. You can also get to campus using Uber, which is typically between $35 and $45. 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 www.greyhound.com or www.amtrak.com.

By taxi from Dulles International Airport (IAD): Washington Flyer Taxicabs provide 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. See the “Arrival Information for New International Students” section (p. 20) for information on what to do when your taxi arrives to campus. You can also get to campus using Uber, which is typically between $185 and $350. 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 (www.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 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 (http://www.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 (www.amtrak.com). Daily train service is offered from Washington, D.C. to Richmond. The one-way fare is $25-35.
LAW SCHOOL COSTS: 2016-2017

Tuition

School of Law tuition (per semester) for degree seeking student:  $20,750

Housing and Meal Plan

Exchange students will be charged for housing and meals 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.).

Law student housing is NOT included in the exchange agreement: The standard housing cost is equivalent to the single room rate with private bath. We require that all students guarantee this cost on the Certification of Finances form, although the actual charges may be less than this amount. The Controller’s Office website has a list of room and board rates.

Meal Plan Prices (per semester)

Any students living on campus must purchase a meal plan. Off campus and commuting students may purchase meal plans as well, if they so choose.

- Spider Plus Unlimited $3,405
  Unlimited meals at Heilman Dining Center with $1,060 dining dollars per semester
- Spider Unlimited $3,100
  Unlimited meals at Heilman Dining Center with $760 dining dollars per semester
- Spider 40 $1,330
  40 meals at Heilman Dining Center with $950 dining dollars per semester
- Spider Red for Law/SCS/MBA commuter students $440
  $440 dining dollars per semester

Health Insurance

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. The cost of this plan is $778.50 per semester for the 2016-2017 academic year.

If you have insurance from an outside source, you should contact Krittika Onsanit at konsanit@richmond.edu to determine if you are eligible to waive the University of Richmond insurance. For more information, see the “Health Insurance Regulations and Coverage” section of this guide.

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.

Failure to make satisfactory financial arrangements can result in denial of credit for a term’s work, 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 https://www.peerttransfer.com/school/richmond to get started.
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. If you have cash, you should keep it with you at all times, and be discreet. 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. A bank account will allow you to get a debit card, which is accepted virtually everywhere and can be replaced if lost or stolen. You may also deposit money into your student account to use your University ID as an on-campus debit card. Please note, however, that any unused money on your University ID cannot be recovered.

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 write to:

   BB&T  
   6201 River Road  
   Richmond, VA 23229  
   Tel: 1-800-226-5228 (inside the United States)  
   Tel: 1-804-673-1700 (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: 1-800-900-9000  
   http://www.bankofamerica.com

Wells Fargo has an ATM located in the Village Shopping Center, just down the road from campus.

   Wells Fargo  
   7019 Three Chopt Road  
   Richmond, VA 23226  
   Tel: 1-800-869-3557

Other Richmond area banks include:

   Suntrust (www.suntrust.com), Wachovia (www.wachovia.com), Union First Market Bank (www.bankatunion.com)
The International Taxation Officer works in the Controller's office (http://controller.richmond.edu/payroll/international/) and provides guidance to members of the University of Richmond community who wish to retain the services of a student or scholar on a non-immigrant visa, Nonresident Alien (NRA), for payment for services rendered (on-campus student employment), scholarships, or reimbursement of expenses. The Officer ensures institutional compliance with Department of Homeland Security (DHS) regulations and Internal Revenue Service (IRS) policies including proper tax withholding and reporting.

Federal Taxes
The United States Federal Government under Internal Revenue Code Sec. 1441 requires that all universities and colleges withhold federal taxes from the income of NRAs unless a tax treaty applies. (Note: A tax treaty can only be granted once the NRA has obtained a social security number or individual tax identification number – see the Office of International Taxation for further information.) There are two possible sources of income that you might receive from the University of Richmond:

1. Scholarship or fellowship money covering more than the cost of tuition, books and required fees is considered by the IRS to be non-qualified scholarship and will be taxed at 14 percent. The 14 percent tax rate is for degree-seeking & non-degree students who are in the US on F-1, J-1, M and Q status. A tax treaty may apply and the Office of International Taxation can give you more information on treaties. A student in any other visa status will have their scholarship or fellowship taxed at 30 percent. The University collects the tax from you as a charge on your student bill; it will appear on your student bill as ITAX. The ITAX tax is paid over to the IRS and is reported on Form 1042-S, which is used when filing your federal and state tax returns.

2. If you work on campus as a student employee, your earnings are considered income. This income will be subject to tax at the standard graduated rates applicable to U.S. employees using the following parameters - single marital status, one withholding allowance – unless your income is determined to be exempt because of a tax treaty. **Official authorization is required before a student can begin employment.**

State Taxes
The State of Virginia also requires the withholding of state taxes from your earnings as an employee. Unless your income is determined to be exempt because of a tax treaty, Virginia State taxes will be withheld according to the standard graduated rates using one withholding allowance. If you are determined to be exempt from Federal tax because of a tax treaty, you would also be exempt from state tax.

Social Security (FICA) Taxes
As an F-1 or J-1 Nonresident Alien (NRA), you are exempt from social security taxes. F-1 and J-1 visa holders who have been in the US for more than 5 calendar years pass the substantial presence test and will be taxed like a US citizen. These visa holders are considered residents for tax purposes and will be required to pay FICA taxes on summer employment.

***For further information on filing a United States tax return, you may request information from the Office of International Taxation. Another good resource is the Internal Revenue Service Publication 519, U.S. Tax Guide for Aliens. You may request this form directly from the Internal Revenue Service by calling 1-800-TAX-FORM or view it online at http://www.irs.gov/publications/p519/index.html.

Filing an Income Tax Return
The fiscal year in the United States for individuals starts on January 1 and goes through December 31. Individuals who are required to file an income tax return will receive tax documentation from the Payroll Office or the International Office of Taxation by the end of January or early February of the following year. The federal tax return deadline is April 15th and the Virginia tax return deadline is May 1st. So, for example, if an NRA earns income in the US in calendar year 2016, the tax return deadline for the IRS is April 15, 2017 and for Virginia is May 1, 2017. Complete details on who is required to file a tax return can be found at the Year End section of the International Taxation Office website (http://controller.richmond.edu/payroll/international/year-end/index.html).
Since the majority of undergraduate students live on campus in university housing, most students eat 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.

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:

**Monday – Friday**

<table>
<thead>
<tr>
<th>Time</th>
<th>Meal Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>7-10:45 a.m.</td>
<td>Breakfast</td>
</tr>
<tr>
<td>10:30-11 a.m.</td>
<td>Limited Breakfast Selection</td>
</tr>
<tr>
<td>11 a.m.-3 p.m.</td>
<td>Lunch</td>
</tr>
<tr>
<td>3 p.m.-4 p.m.</td>
<td>Limited Selection available</td>
</tr>
<tr>
<td>4-8 p.m.</td>
<td>Dinner</td>
</tr>
</tbody>
</table>

**Saturday and Sunday**

<table>
<thead>
<tr>
<th>Time</th>
<th>Meal Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>8-10 a.m.</td>
<td>Breakfast</td>
</tr>
<tr>
<td>10:30 a.m.-4 p.m.</td>
<td>Brunch*</td>
</tr>
<tr>
<td>4-8 p.m.</td>
<td>Dinner</td>
</tr>
</tbody>
</table>

(*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](http://dining.richmond.edu/) website for more information.

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

You will register for courses prior to arrival. The University of Richmond School of Law uses the 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 nine credit hours. For more information, LL.M. and J.D. students should contact the Law Admissions Office, while Exchange students should contact the Office of International Education.

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 School of Law, including the Class Attendance and University Holidays policy, Standards of Student Conduct, Penalties, Disciplinary Procedures, and the Alcohol Policy.

Preparation for Study

Richmond Law prides itself on its small class sizes and accessibility of professors. Active participation in the class discussion is expected and may be a part of your grade. Students are expected to attend class regularly 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.

American textbooks are expensive compared to other countries. Students can purchase textbooks at the UR Spider Book Store, but you may be able to buy less expensive books at chegg.com, half.com, bookrenter.com, campusbookrentals.com, thebackpack.com or other online sites.
Method of Instruction

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 issues presented by the case, the court’s disposition (or “holding”), and the rationale for that disposition based upon applicable rules of law.

Preparing for Class

Attendance: Each student is expected 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 http://registrar.richmond.edu/planning/religious-observance.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 carry your workload.

**Grading & Examination**

**Exam Procedures:** Exam procedures can be found at [http://lawcatalog.richmond.edu/academic/index.html](http://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. In certain circumstances, students whose first language is not English may be given more time to complete exams. For more information, see the Associate Dean for Student Services in the law school 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 [https://bannerweb.richmond.edu](https://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 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:
     o 25-35% A or A-
     o 30-40% B+
     o 15-25% B
     o 10-20% 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 LL.M. 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 notify the dean’s office that you would like to file a grade appeal, which will be considered by the faculty.

**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 http://law.richmond.edu/public-service/pro-bono/index.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 http://law.richmond.edu/public-service/pro-bono/pro-bono-certification-form.html.

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**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 http://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 first-year 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, and Secretary. 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, and three 1L students (one representative from each first-year section). The election for 2L and 3L representatives occurs in the spring. The election for 1L 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 skills are 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, including Counseling and Psychological Services, or CAPS (http://wellness.richmond.edu/appointments/caps/index.html), that can help. Finding the right balance is not easy but is essential to your overall well-being and academic success.

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**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 and This Week at Richmond Law, our internal newsletters. You’ll find The Docket in your email inbox each Tuesday and Thursday with a listing of events coming up this week, next week, and beyond. This Week at Richmond Law is distributed each Saturday and contains detailed information about the events happening around the building the following week.

Like us on Facebook (facebook.com/urlawschool) and follow us on Twitter twitter.com/urlawschool. And don't forget to join our LinkedIn group (https://www.linkedin.com/edu/school?id=19603). There is a master calendar (online at http://calendar.richmond.edu) listing all the activities taking place in the building and around campus. The calendar is updated daily as new events are planned and shared with the Dean's Office.

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.

**Map.** A printable campus map is available at [http://www.richmond.edu/visit/maps/print/campus.pdf](http://www.richmond.edu/visit/maps/print/campus.pdf), and a virtual tour can be found at [http://virtualtour.richmond.edu](http://virtualtour.richmond.edu).

**Bookstore (University).** (Tyler Haynes Commons #4 on campus map). Textbooks, sweatshirts, etc. Hours are available on their website, urspidershop.com. They generally open at 8:45 am on weekdays and 10:00 am on weekends.

**Common Ground.** ([http://commonground.richmond.edu](http://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 #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 the building.

**Computer Issues.** The first line of defense is the computer help desk in the law library. There is also a Help Desk located in the basement of Jepson Hall (#17 on campus map).

**Financial Aid.** (#18 on campus map) Office hours are M-F from 8:30 a.m. to 5 p.m. Students can stop by at any time to ask questions about their aid, loans, etc.

**Food.** For information on meal plans, dining locations and hours, and support for special dietary needs, visit [http://dining.richmond.edu](http://dining.richmond.edu). There are several places on campus to purchase meals:

- The Heilman Dining Center (#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 of all kinds.
- Tyler’s Grill (first floor of the Tyler Haynes Commons, #4 on campus map,) serves a la carte sandwiches and salads.
- Eight Fifteen at Boatwright (Boatwright Library, #5 on campus map) sells coffee, bagels, pastries, etc.
- Passport Café (Carole Weinstein International Center, #52 on campus map) features international entrees and is close to the law school.
- Lou’s Café (Business School's Queally Hall, #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. Please see the program website for more details. [http://dining.richmond.edu/special-programs/dine-with-professor.html](http://dining.richmond.edu/special-programs/dine-with-professor.html)

**Meal Plans.** Off campus and commuting students have meal plan options including the Spider Flex and the Spider Red. Both plans offer on-campus convenience, meal discounts, and flexibility. Meal plan information is available on the dining services website at [http://dining.richmond.edu](http://dining.richmond.edu).

**Fitness Facilities.** The Weinstein Center (#23d on campus map) is a free, full-service gym complex open until midnight every day of the week. You’ll need your University ID number to enter. 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 [http://recreation.richmond.edu](http://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 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 (#4 on campus map). Bring a form of identification with you. It opens at 8:30 a.m. on weekdays. Complete information can be found at http://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 (#5 on campus map), which includes a selection of casual reading materials. Comfortable seating also is available.

Parking Services (Special Programs 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 http://parking.richmond.edu/registration/mba-law-spars/.

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 B1 (off Boatwright Drive and Bostwick Lane), Lot B2 (off Campus Drive), or Lot B3 (off Boatwright Drive across from the Robins Stadium). J permits are assigned to Lot B3 only. (A parking map is available at http://www.richmond.edu/visit/maps/print/parking.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 22-person fully accredited police department. They take your safety very seriously and offer a host of information and tips on crime prevention on their website, http://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 (#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 if you do not live on campus.

Registrar’s Office (#18 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 or Susan Sheppard 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 (#23 on campus map) or by calling 877-SPIDER -1. Law student intramurals and other informal competitions are frequent—watch your emails.

Student Accounts (#18 on campus map). Tuition payments, fines, etc. can be taken care of at this office (phone 804-289-8147) or online at http://controller.richmond.edu/tuition.

Student Health Center (#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—watch your emails. NOTE: The Health Center does not charge a fee to use the facility. The Center can be reached at 804-289-8064 or http://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 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 for Student Services 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 and 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 LL.M. 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 Giorgetti immediately if you would like to take advantage of this opportunity.**

**Activities Outside of the Classroom**

**Law Journals:** Richmond Law has four 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)
- Richmond Public Interest Law Review (PILR)
- Richmond Journal of Global Law and Business (Global)
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 [http://law.richmond.edu/academics/journals.html](http://law.richmond.edu/academics/journals.html)).

**Journal Work**: Student members research all manner of legal sources (articles, statues, 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 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 and The Docket 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 [http://www.americanbar.org/groups/dispute_resolution/awards_competitions/law_student_national_representation_in_mediation_competition.html](http://www.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 an internal 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. This year, Board members will compete in the William B. Spong Tournament (Williamsburg, VA), the New York City Bar National Moot Court Competition (New York City, NY), and the ABA Moot Court Competition (location varies).
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.

Honor Code – 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 UR as part of your study abroad preparations. Information about the Honor System is on the web at http://studentdevelopment.richmond.edu/student-handbook/honor/the-honor-code.html.

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, visit the ESL webpage at http://as.richmond.edu/programs/esl/index.html or contact Dr. Nuray Grove, Director of ESL Services, at ngrove@richmond.edu.

Housing Information
Housing is available on a limited basis for full-time degree-seeking students in the Law School ONLY. Housing in the Law Dorm is NOT available to part-time degree-seeking or semester-long exchange law students. Eligible law students should contact Dean Michelle Rahman (mrahman@richmond.edu) in the Law Admissions Office for further information on cost and availability. For information about apartment rentals and sublets, visit the Living in Richmond webpage at http://international.richmond.edu/scholars/living.html.
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 may be available a few days earlier. Contact the Admissions Office to make arrangements for earlier check-in if necessary.

- Please note: If you are arriving by taxi, Uber, or Lyft, please have the driver wait for you as you check in at the 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.

University Housing

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 living in University Owned Housing 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 (http://safety.richmond.edu/common/PDF/Housing%20Fire%20Safety%20Policy%202012.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: http://www.rei.com/learn/expert-advice/world-electricity-guide.html
Hotels Near the University

http://www.richmond.edu/visit/index.html Click on “Acommodations”

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<td>2121 Dickens Road</td>
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<td>6631 West Broad St.</td>
<td>(888) 627-7786</td>
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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, The Hop, Pony Express, and Zipcars at http://transportation.richmond.edu.
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 that President Obama signed on March 23, 2010. The OIE international student & scholar group health insurance offered through the University of Richmond complies with the Affordable Care Act. If you have your own insurance, please contact Krittika Onsanit at konsanit@richmond.edu for a waiver to exempt you from enrolling in the University’s health insurance.

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. The estimated cost of this plan is $778.50 per semester for the 2016-2017 academic year.

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, go to the Student Health Center’s website (http://risk.richmond.edu/insurance/student-health-insurance.html) for information about the domestic 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 http://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.
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 (http://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 on-line.
- Chest x-rays and TB skin tests are not an accepted form of screening.

The IGRA TB test is $60.00. If a student has a positive IGRA TB test at the Student Health Center, a follow up chest x-ray will be done at the Richmond City Health Department for $40.

It is advisable 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.
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 http://disability.richmond.edu/students/index.html.

There is also a Disability Services Frequently Asked Questions (FAQ) webpage at: http://disability.richmond.edu/. The Accessibility Campus Map is at http://www.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 appropriate Dean’s Office. We try to adequately prepare for each individual in need of an accommodation.
HELPFUL RESOURCES

Part of your study abroad experience will be living away from your home, family and friends, which may result in homesickness and culture shock. The University has several campus resources to assist students in their personal transition to a new culture, in addition to the faculty and staff at the law school. Those resources include the Office of International Education, the University’s residence life staff, Student Development, Chaplaincy, Multicultural Affairs, Office of Common Ground, Student Health Center, and CAPS are available to work with international students on adjustment issues. CAPS is free and confidential, and has counselors who are trained in cross-cultural advising.

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 e-mail 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: http://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: http://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.
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 http://travel.state.gov/content/visas/english/study-exchange/exchange/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. 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 22-23 of this booklet.

You can contact Exchange Visitor Program Services at:

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

Mailing Address:

U.S. Department of State
Office of Designation, Academic and Government Programs Division
ECA/EC/D/AG, SA-44, Suite 664
301 4th Street, SW, Washington, DC 20547
PHONE 202.203.7131 FAX 202.203.7779

F-1 Visa Holders
This visa is normally used for degree-seeking students. You will receive the I-20 from the 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 visas 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 https://www.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: http://travel.state.gov/visa/temp/wait/wait_4638.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 ([http://www.cbp.gov/travel/international-visitors](http://www.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 [http://j1visa.state.gov/participants/](http://j1visa.state.gov/participants/). If you have any questions regarding your visa status, you should consult the International Student & Scholar Advisor.
Travel Documents

When you board the plane, be sure to carry with you at all times your passport and other official documents: 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.

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 or 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, security officer, airline personnel or workers in the airport for assistance.
• Take only official taxis from the airport to your final destination.
• If you are threatened, call 911 from any telephone.

U.S. Customs

Check with the local U.S. consular's office 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 daytime temperature is 67.8 degrees Fahrenheit or 19.9 degrees Celsius.

The coldest winter months are December through February with an average winter daytime temperature of 48.1 degrees Fahrenheit or 8.9 degrees Celsius. You will need a winter coat and sweaters during these months.

The warmest months are June through August. The average daytime temperature during this time is 85.6 degrees Fahrenheit or 29.8 degrees Celsius.

During international orientation in August, temperatures can be at least 90 degrees Fahrenheit or 32.2 degrees Celsius with 89 percent humidity, so be prepared for hot weather by bringing comfortable clothing such as short-sleeve cotton t-shirts, shorts, and open-toe shoes.
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 2016

- International Student arrival - Sunday, August 14
- International Student Orientation (REQUIRED of all new international students on visas) - Monday, August 15
- General orientation for new students (REQUIRED OF ALL INCOMING STUDENTS) - August 16-19
- Classes Begin - Monday, August 22
- Fall Break - October 7 (begins after last class). Classes resume October 12; all students taking Law Skills III must participate in Law Skills Weekend, October 7-9
- Thanksgiving Break - November 22 (begins after last class). Classes resume November 28
- Last Day of classes - December 2
- Exams End - December 16

Spring Term 2017

- Classes Begin - Monday, January 9
- Spring Break - March 3 (begins after last class). Classes resume March 13
- Last Day of classes - April 21
- Exams End - May 5

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 (https://housing.richmond.edu/policy-forms/arrival-breaks.html) at least one week in advance if they would like to stay on campus during the break.
IMPORTANT UR WEBSITES

University of Richmond-On Campus – http://oncampus.richmond.edu
Office of International Education – http://international.richmond.edu
Bookstore – http://www.urspidershop.com
Business School – http://business.richmond.edu
Dining Services – http://dining.richmond.edu
Emergency Information – http://alert.richmond.edu
Health Center – http://healthcenter.richmond.edu/
Housing Office – https://housing.richmond.edu/
Information Services & Telecommunications – http://is.richmond.edu
International Club (I-Club) – https://orgsync.com/53523/chapter
Law School – http://law.richmond.edu
Libraries – http://library.richmond.edu
Modlin Center for the Arts – http://modlin.richmond.edu
One-Card Services – http://onecard.richmond.edu/
Parking Services -- http://police.richmond.edu/parking/
Police – http://police.richmond.edu/
Registrar – http://registrar.richmond.edu/
School of Arts & Sciences – http://as.richmond.edu
Campus and Off Campus Shuttles– http://transportation.richmond.edu/bus-shuttle/index.html
Student Accounts (billing) – http://controller.richmond.edu/tuition
Student Development – http://studentdevelopment.richmond.edu/
Student Employment – http://studentjobs.richmond.edu/
Transportation Services – http://transportation.richmond.edu/
CHECKLISTS

- List of Important Information – page 32
- Pre-Departure Checklist – page 33
- What to Bring Checklist – page 34
- Travel & Immigration Checklist – page 35
- What to Do After You Arrive in Richmond Checklist – page 36
- What to Do Before You Leave Richmond Checklist – page 37
LIST OF IMPORTANT INFO

Name of Emergency Contact: ________________________________

Emergency Contact Phone Number: ________________________________

University of Richmond Contacts: ________________________________

Passport Number: ________________________________

SEVIS Number from I-20/DS-2019 Form: ________________________________

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: ________________________________

____________________________________________________
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? (see page 26 for more information)
- Have you completed and submitted your Arrival Form to the OIE (due August 1)?
- Have you completed the “List of Important Information” on page 32 of this Handbook?
- 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?
  - Passport
  - Visa
  - I-20 (F-1) or DS-2019 Form (J-1)
  - Letter of Acceptance
  - SEVIS fee receipt
  - Airline tickets
  - Credit cards and bank cards
  - All prescriptions (glasses/contacts/medicine)
  - Travel insurance documentation
  - Vaccination records
- Have you given one set of photocopies of the above items to your parent/guardian? (The other set of photocopies goes in your carry-on bag.)
- Have you packed everything listed in the “Travel & Immigration Checklist” (page 35) 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?
WHAT TO BRING

Remember: You can borrow or buy many items that you will need after your arrival. We will take shopping trips during the International Student Orientation.

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

Electronics (see page 20 for more information)
- dual voltage appliances
- plug adapters
- converters/transformers

Immigration Documents
- Please see the “Travel & Immigration Checklist” on page 35

Toiletries/Medicines
- eyeglasses/contact lenses
- favorite brush, perfume, etc
- medicine & prescriptions
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” on page 37
- 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
AFTER YOU ARRIVE IN RICHMOND

- 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 5pm on the first day of classes.** *(Student Accounts, Sarah Brunet Hall, building 18)*
- Buy textbooks for your classes. *(Bookstore, Tyler Haynes Commons, building 4)*
- Obtain your permanent student ID card. *(Law Admissions Office, building 19, for L.L.M. and J.D. students; Carole Weinstein International Center, building 52, for exchange students)*
- 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 G13, building 17)*
- Pick up your post office box key. *(Campus Post Office, building 7)*
- Borrow some needed items (blankets, hangers, desk lamps, sheets, etc.) from the Welcome Closet until you can purchase your own. Please ask an OA or an OIE staff member for access to the closet. *(Carole Weinstein International Center, building 52)*
- Bring your passport and I-20 or DS-2019 Form to the OIE 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)*
BEFORE YOU LEAVE RICHMOND

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.
- Return all items borrowed from the Welcome Closet.
- 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.
- Ask the Campus Post Office to forward your mail to the OIE before you return to your home country at the end of your last semester at UR.
- 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 OIE 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 staying on campus during any breaks (Thanksgiving break, etc.), submit the “Remain On Campus” online form at least one week in advance: [https://housing.richmond.edu/policy-forms/arrival-breaks.html](https://housing.richmond.edu/policy-forms/arrival-breaks.html)
- If you are returning to your home country for summer break, ask the Campus Post Office to forward your mail to the OIE.
Printable Campus Map:
http://www.richmond.edu/visit/maps/print/campus.pdf

Printable Accessibility Map:
http://www.richmond.edu/visit/maps/print/accessibility.pdf

Printable Campus Parking Map:
http://www.richmond.edu/visit/maps/print/parking.pdf

Virtual Tour:
http://virtualtour.richmond.edu

Visit Campus:
http://www.richmond.edu/visit/index.html