

Gonzaga-in-Florence Faculty Checklist

POLICIES

- Review [Gonzaga-in-Florence Faculty Policies](#)

VISA PROCEDURES

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| <ul style="list-style-type: none"> <input type="checkbox"/> Submit documents to Study Abroad Office (lombardi@gonzaga.edu). Faculty will be emailed upon selection with specific instructions. | <ul style="list-style-type: none"> • 2 page CV • Color copy of entire passport (including front and back covers and blank pages) • Color copy of Bachelor's degree | |
| <ul style="list-style-type: none"> <input type="checkbox"/> Email listed information to Study Abroad (lombardi@gonzaga.edu) | <ul style="list-style-type: none"> • Your full name as it appears on your passport • State and country in which you were born • Birthdate • City and state you in which you currently reside • Current home address • Current job title | <ul style="list-style-type: none"> • Number of years that you have been teaching at Gonzaga • Name of department and school in which you currently teach • All degrees you hold, from what discipline, from what institution, and year granted • List of courses with numbers and titles that you will teach in Florence |
| <ul style="list-style-type: none"> <input type="checkbox"/> Apply for work visa (instructions will be emailed to faculty when necessary)
<i>Occurs 3 months prior to departure</i> | <ul style="list-style-type: none"> • Visa application • Passport photo • Original Passport | <ul style="list-style-type: none"> • Copy of Driver's license • Copy of Travel itinerary • Visa fee • Declaration for Mailing form |

RESOURCES & TIMELINE

- [Passport Information](#) (applying or renewing)
- [Reimbursement Request Form](#)
- [Passport Photos On-Campus](#)
- [Academic Calendar](#)

The Gonzaga-in-Florence address is not published publicly. Faculty can request this information from lombardi@gonzaga.edu.

School Hours:
 Monday-Wednesday | 8:00am-10:30pm
 Thursday | 8:00am-8:00pm
 Friday | 8:00am-5:00pm
 Saturday | CLOSED
 Sunday | 5:00pm-10:30pm

	Teaching during Fall	Teaching during Spring
Submit documents & information for immigration to Study Abroad	January	
Study Abroad will contact faculty to purchase airfare	Late February or March	October
Recommended faculty have housing finalized	April	End of October or November
Faculty will submit visa application & materials to Alisha (<i>Will be without passport from this time until returned from consulate</i>)	May or June	November
Textbook list due to GIF Librarian	April 1 st	October 1 st

CONTACTS

SPOKANE – Study Abroad

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| <ul style="list-style-type: none"> • Alisha Lombardi, Assistant Director
lombardi@gonzaga.edu | <ul style="list-style-type: none"> • Richard Menard, Director
menardr@gonzaga.edu |
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FLORENCE – Gonzaga-in-Florence

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| <ul style="list-style-type: none"> • Henry Batterman, Interim Director
batterman@gonzaga.edu • Dr. Alessandro Pazzaglia, Budget Officer
pazzaglia@gonzaga.edu | <ul style="list-style-type: none"> • Elisabeta Caruso, Librarian
caruso@gonzaga.edu • Dr. Silia Passeri, Registrar
passeri@gonzaga.edu |
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