

**HANDBOOK FOR
VISITING FOREIGN SCHOLARS AND VISITING RESEARCH FELLOWS**

**FORDHAM UNIVERSITY SCHOOL OF LAW
OFFICE OF INTERNATIONAL AND NON - J.D. PROGRAMS
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I. Introduction

A. Welcome

We are delighted to welcome you as you a Visiting Foreign Scholar or Research Fellow (collectively, VSR) at Fordham Law School. This handbook is intended to set forth some expectations that we have of you as a VSR and to give you more information about the program. Please keep this Handbook with you so that you can refer to it as necessary.

B. Program Expectations

As detailed below, **the principal purpose of the VSR program is to be engaged in full-time, independent research**, and participants should plan to engage in their academic activities accordingly. Visitors may occasionally receive approval from the Office of International and Non-J.D. Programs to engage in activities external to independent research (e.g., auditing one class, attending symposia). However, **such activities are secondary to their research agenda, not a guaranteed part of the visitor's experience, and should not be understood to be the main motivation in pursuing the VSR program at Fordham Law School.**

The position of VSR at Fordham Law School is not compatible with a job or internship. We also expect that all participants in the VSR program will read the weekly newsletter that we circulate among the VSR community, which contains important information about the program, events, and Law School policies and holidays. VSR participants are also expected to attend the regularly-scheduled seminars or meetings that are held as part of this program. Failure to comply with these basic requirements may result in a suspension of VSR privileges, including visa status for those in the United States on a visa procured with paperwork provided by Fordham University.

C. Office of International and Non-J.D. Programs Hybrid Schedule

The Office of International and Non-J.D. Programs operates primarily on a hybrid schedule. Accordingly, staff availability changes, and unannounced walk-ins are strongly discouraged and inefficient for the visitor. Office staff is available during regular business hours (9 a.m. – 5 p.m., Monday through Friday, except holidays) via email (vsr@fordham.edu) to address any questions and concerns or schedule a Zoom appointment, if necessary.

II. Before you Arrive

A. Visas

Some of you may be participating in our VSR program with a visa based on documentation from Fordham University. Such applicants received with their letter of invitation instructions to request their DS 2019. Please complete these online forms and contact the below with any questions:

Ms. Kimberly Carr
Fordham University's Office for International Services
oisjscholar@fordham.edu

B. Planning your Arrival at Fordham University School of Law

Please email vsr@fordham.edu at least one month before your arrival. Administrative tasks are handled in advance of your arrival electronically, as detailed below.

C. Claiming Your Fordham Account

Approximately two weeks before your arrival date and, you will receive instructions on claiming your Fordham account, which will provide you with a Fordham email address and access to a number of electronic resources. Because there are sometimes complications during the claims process, we ask that visitors claim their account as soon as possible so that they may troubleshoot any issues well in advance of arriving. Your Fordham email will receive important communications from the University (e.g., weather-related closures; important staffing updates), so it is critical that VSRs check their emails frequently.

D. Campus-Specific Pre-Arrival Information

1. Electronic Identification Cards

The pre-arrival email contains information for accessing an electronic identification card, which is used to gain access to the building. The ID card is accessed using a smartphone app and displayed to security sensors to gain access. This ID card may also entitle visitors to discounts at area shops, restaurants, and cultural institutions. For additional information, visit the [ID card webpage](#). (Due to updated University regulations, we are not able to provide physical ID cards to visitors.

2. Campus Map

The pre-arrival email will also contain a campus map. The campus map is also available online.

3. WiFi

Visitors may use their Fordham account to access the WiFi on campus. WiFi instructions will be provided in the pre-arrival email.

Participants with Eduroam access through their home institution are also able to access the internet, and should confer with their home institution's IT department with Eduroam-related questions.

4. Administrative Fee Payment

Visitors will have the opportunity to pay their administrative fee remotely by credit card (Visa, Mastercard, or Discover) in advance of their arrival. Anyone who wishes to do so will find instructions in the pre-arrival email. The Office of International and Non-J.D. Programs will contact anyone who does not prepay soon after their arrival to arrange for payment.

E. Covid-19 Requirements

As of May 15, 2023, Fordham community members will no longer be required to be vaccinated against Covid-19. Fordham continues to strongly recommend that all community members be [fully vaccinated](#) and current with any [booster shots](#) to best protect against the spread of illness. Fordham University reserves the right to amend Covid-related regulations in the future per advice from the New York State health authority and the Centers for Disease Control and Prevention. VSRs must comply with all Covid rules, even if they change, to continue to participate in the program.

Fordham University's Covid guidelines are available [online](#).

F. Housing

Fordham Law School regrets that it cannot provide housing for visitors or assistance in locating housing in New York City. There are a number of Internet sites that visitors may find useful in locating housing. Some commonly used sites for short-term housing are www.streeteasy.com, www.sabbaticalhomes.com, www.vrbo.com, and

www.airbandb.com (note that many short-term rental sites are severely restricted within New York City). *Participants who intend to secure accommodations independently are reminded to exercise caution when making arrangements. International visitors trying to secure housing while abroad are particularly prone to fraud. Avoid any arrangement that requires a wire transfer before arrival.*

Visitors may also wish to apply for housing at the International House, located in uptown Manhattan. Visit <http://www.ihouse-nyc.org/>. For visits under 4 weeks, visitors may seek housing at the West Side YMCA. Visit <http://www.ymcanyc.org/index.php?id=1382>.

Please note that the Law School does not recommend or endorse any of these services or accommodations and provides them simply as a convenience to visitors.

Fordham Law School at Lincoln Center is centrally located by Columbus Circle in Manhattan, and convenient to many subway and bus routes. Housing in Manhattan is generally expensive. Less expensive yet convenient housing may be located in Brooklyn, Queens, the Bronx, and New Jersey.

III. Services Available for Visitors

A. Newsletter for Visiting Foreign Scholars and Research Fellows

Each week, the Office of International and Non-J.D. Programs circulates to all VSRs an electronic newsletter containing information about upcoming events and other items of interest to the VSR community. Participants are expected to read the newsletter and take note of required seminars and other important updates.

Participants may send to vsr@fordham.edu information for posting in the newsletter.

B. Information About Visitors

Each week, along with the newsletter, participants will receive a list of other VSR program participants currently in residence, along with their email addresses and basic information. We urge you to use this information to get to know your colleagues as they will form an important part of your professional network.

C. Social Security Numbers

Fordham University does not issue Social Security cards – Social Security numbers are issued only by the federal government and not by academic or other institutions. In most cases, Law School visitors will not be eligible to receive social security numbers. If you think you may qualify to receive a social security number, please visit <http://www.ssa.gov/ssnumber/>.

D. Bank Accounts

Some visitors will want a U.S. bank account. Banks request a letter of residence to issue accounts. Often the letter of invitation will prove sufficient. If not, please ask Ms. Carr to provide such a letter.

E. Attending Classes at Fordham Law School

Visiting Foreign Scholars and Visiting Research Fellows are occasionally given permission to audit one course, subject to space constraints, the nature of the course, and the permission of the instructor. Such permission is facilitated through our office. Fordham Law professors are understandably quite busy and **you should not contact them directly**. Once you are here, we will be glad to facilitate introductions and provide additional information about the possibility of auditing classes.

If you are approved to audit a course, please introduce yourself to the professor at the start of class. You should also allow registered students to take their seats first before selecting a seat for yourself, or the professor will assign you a seat based on their seating chart.

F. VSR Seminar Series

Our office organizes regularly scheduled seminars at which our Visiting Foreign Scholars and Visiting Research Fellows present their research.

All visitors are invited to make a presentation. If you would like to give a presentation, please contact vsr@fordham.edu to schedule it at least one month in advance to ensure that we are able to accommodate everyone. Certificates are granted to document the presentation.

All visitors are required to attend these sessions, which are listed in the weekly newsletter. In order to be excused from attending a seminar, you must request a waiver in advance by email to vsr@fordham.edu. Illness is a valid excuse; invalid excuses include extended family travel, regular childcare duties, and other meetings. After two unexcused absences in any given semester, your status and privileges as a Visiting Scholar or Research Fellow will be revoked and your ID will be deactivated. In addition, anyone on a visa supported by documentation provided by Fordham University will be reported to the Office for International Services, which will inform the immigration authorities that you are out of compliance with your visa.

G. Travel Away from Fordham

While staying as our invited visitor, we expect that you will be engaged in your research and writing as a full-time endeavor, and that most of your work will be undertaken at Fordham. If you need to be away from Fordham to attend a conference or for any other reason, please contact our office at least two weeks in advance of your time away indicating the dates you plan to be away and the purpose of your trip. Absences for more than one week are generally incompatible with your status as a VSR.

Visitors on a visa supported by documentation from Fordham must also contact Ms. Carr if they plan to be away from New York City or leave the country for any reason. Permission for trips is considered on a case-by-case basis in conference with the OIS.

H. Meeting Fordham Law Faculty

Most Fordham Law professors are very interested in meeting visitors to our Law School. At the same time, they are very busy with their teaching, scholarship, and administrative duties and other activities. **If you are interested in meeting with a faculty member, please do not contact them directly.** Please contact us and we will make the initial introduction if they are available. **Please note that the VSR program neither provides faculty supervisors nor conducts supervision of research projects.**

A searchable directory of Law School faculty members and administration can be found at <http://law.fordham.edu/faculty>. If you are looking for faculty members in a particular research area, you can also view that list [online](#).

I. Library Facilities

All visitors have access to the Fordham Law Library. Seating space is available on a first-come, first-served basis, and VSRs cannot reserve study rooms in the Library. Access to library resources and materials varies depending on the duration of a research stay, and interlibrary loans are off-limits to visitors. More detailed information will be provided at or before orientation.

1. Locating Materials in the Law Library

The main source of information for locating Fordham Law School Library materials is FULLPAC, the online catalog of the Library's holdings. FULLPAC can be accessed via dedicated terminals in the Library and via the web from any computer connected to the Internet at <http://lawpac.lawnet.fordham.edu>.

FULLPAC can be searched by author, title, combined author and title, subject, or keyword. Here a few tips for searching:

- Keyword searches are especially useful when you are not sure of the exact title, or you do not know the formal subject heading.
- If your search yields a large list of titles, you can limit the search set by year, publisher, or words in the author or title. Follow the instructions on the Limit Screen to do this.
- If you find a particularly useful book, you can locate other materials under the same subject heading by selecting the appropriate hyperlinked subject heading.

Each catalog record shows holdings and location information. To see which stack level a call number is on, check the call number location chart, posted in various locations throughout the library. You can also use the search on the Library's landing page, law.fordham.edu/library, to search for materials across physical and electronic holdings.

Please ask a Reference Librarian to assist you if you have trouble locating materials in the catalog or for any assistance regarding your research. Reference Librarians are situated directly in front of the entrance to the library, and are available to assist you without an appointment.

2. Computer Lab

The Computer Lab offers access to word processing, spreadsheets, e-mail, and the web, among other services. Please note that spaces in the computer lab are extremely limited, and it is recommended that visitors bring their own laptop computers to Fordham. The computer lab is located on Floor 6, Room 15.

3. Photocopying and Printing

Photocopier machines are located throughout the Law Library and the Law School. In order to print, visitors will need to create a Pharos account. For instructions on creating an account as a guest, adding funds to the account, and submitting print jobs, visit the [IT Department's webpage](#).

J. Westlaw Access

After you have confirmed your physical arrival on campus, you will be emailed a password that will allow you to conduct research through Westlaw's extensive online database. From time to time, we schedule trainings on how to effectively research using Westlaw. If you are interested in receiving such training, please send an email to vsr@fordham.edu and we will do our best to arrange it.

K. Bookstore

Fordham's Lincoln Center bookstore is located on the ground floor of the Lowenstein building (near the Law School building, at 113 West 60th Street). In addition to law and a variety of other books, the bookstore sells Fordham memorabilia and sundry items. The store accepts cash and major credit cards. During the regular school semesters, the bookstore is open 9:00 a.m. to 7:00 p.m. Monday through Thursday; 9:00 a.m. to 3:00 p.m. Friday; and 10:00 a.m. to 2:00 p.m. on Saturday.

L. Dining at Fordham

There are a number of dining options at Fordham's Lincoln Center campus. The regular hours are indicated below. Please note these hours vary during exams, holidays, breaks, and the summer when regular class is not in session.

Lowenstein Ram Café (second floor of the Lowenstein building (attached to the Law School))

Monday – Thursday: 8:00 a.m. – 8:00 p.m.

Friday: 8:00 a.m. – 3:00 p.m.

Saturday: 8:30 a.m. – 2:30 p.m.

Sunday: Closed

First Floor Law Community Dining Hall (buffet service only)

Monday – Thursday: 7:30 a.m. – 8:00 p.m.

Friday: 7:30 a.m. – 7:00 p.m.

Saturday: 10:00 a.m. – 7:00 p.m.

Sunday: 10:00 a.m. – 8:00 p.m.

Schmeltzer Dining Hall (second floor):

Monday – Thursday: 10:30 a.m. to 6:30 p.m.

Friday: 10:30 a.m. to 3:00 p.m.

Saturday and Sunday: Closed

Cronin Café (sixth floor, in the Law Library):

Monday – Thursday: 2:00 p.m. to 10:00 p.m.

Friday and Saturday: Closed

Sunday: 2:00 p.m. to 10:00 p.m.

SVK (150 West 62 Street, west of Fordham Law School main entrance)

Monday – Friday: 11:00 a.m. – 10:00 p.m.

Saturday and Sunday: 12:00pm to 8:00pm

Of course there are also a number of dining options in the neighborhood of the Law School. Appendix I contains an incomplete list of dining establishments in the area.

M. Events at Fordham Law School

Visiting Foreign Scholars and Research Fellows are welcome to attend a variety of events that take place regularly at the Law School. For a full calendar of events at Fordham Law School, visit the [calendar page](#) of our website. Events of special interest will be included in the weekly newsletter. Generally, events that are listed as “open to the public” are permissible for VSRs to attend. If an event's intended audience is not clear, contact vsr@fordham.edu to determine eligibility.

N. Social Gatherings

We schedule occasional gatherings to give visitors an opportunity to meet in a more informal setting. Please look for details in the weekly newsletter.

O. Employment/Internships

Visiting Scholars and Research fellows may not seek paid or unpaid employment or internships during the course of their visit. **Doing so is inconsistent with the terms of the VSR program and may result in suspension of privileges associated with this position.** VSRs who are on a visa secured with documentation provided by Fordham University may have their visa status revoked.

P. Departure

1. Check-Out

Please contact us two weeks before your departure to ensure that there are no outstanding administrative issues. In addition, if you have a Fordham-sponsored visa, you must contact Ms. Carr to inform her of your exact departure date.

2. Participation Certificates and Confirmation Letters

All visitors are given certificates to document their stay at Fordham Law on request. These can be picked up during office hours the week of your departure or sent to you electronically.

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We hope that your stay will be enjoyable and productive, and that you find our community to be intellectually stimulating and welcoming.

APPENDIX I: SELECT DINING ESTABLISHMENTS NEAR FORDHAM LAW SCHOOL

COFFEE

Starbucks Coffee – on the corners of:

- Broadway and West 63 Street
- Columbus Avenue and West 59 Street

BREAKFAST/LUNCH/DINNER

Le Pain Quotidien

60 West 65 Street (near Broadway)

Olympic Flame Diner

200 West 60 Street (near Amsterdam Avenue)

The Smith

1900 Broadway (at West 63 Street)

FAST LUNCH

Burrito Box

885 9 Avenue (between 57 and 58 Streets)

The Cafeteria in Whole Foods

10 Columbus Circle, Lower level

LUNCH/DINNER

Atlantic Grill

50 West 65 Street (at Broadway)

Bar Boulud

1900 Broadway (at 64 Street)

Boulud Sud

20 West 64 Street (between Broadway and Central Park West)

Cafe Fiorello

1900 Broadway (at West 63 Street)

Cafe Luxembourg

200 West 70 Street (at Amsterdam Avenue)

Lincoln Ristorante

142 West 65 Street (between Broadway and Amsterdam Avenue)

Marea

240 Central Park South (near Columbus Circle)

PJ Clarke's

44 West 63 Street (corner of Columbus Avenue)

The Redeye Grill

890 7 Avenue (between 56 and 57 Streets)

Rosa Mexicano

61 Columbus Ave (at 62 Street)

Trattoria Dell'Arte

900 7 Avenue (between 56 and 57 Streets)

DRINKS

The Empire Rooftop Bar and Lounge

44 West 63 Street (between Broadway and Columbus Avenue)

The Empire Hotel Lobby Bar

44 West 63 Street (between Broadway and Columbus Avenue)

Vanguard Wine Bar

189 Amsterdam Avenue (between 68 and 69 Streets)