We are glad to welcome you as you begin your research full-time at Fordham Law School. Here is some information that may be helpful to you as you plan your visit to Fordham University School of Law. Please bring these materials with you when you come to Fordham so that you can use it for reference, when necessary.

I. Before you Arrive

A. Visas

Please send Ms. Kimberly Carr the appropriate forms to request your DS 2019. You received these forms in the email along with your letter of invitation. Ms. Carr can be reached at oisjscholar@law.fordham.edu, by phone at 718.817.3145, or by fax at 718.817.5573.

B. Planning your Initial Visit to Fordham University School of Law

Please email vsr@law.fordham.edu at least one month before your arrival to schedule a date for your orientation. As set forth in the invitation letter, orientation sessions take place each Monday afternoon. Generally, Ms. Smiley will welcome you to Fordham.

C. 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. The most commonly-used sites for short-term housing are www.craigslist.com and www.airbandb.com. 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. Finally, we have a list of hostels and residences that is attached to the end of this guide. Please note that the Law School does not recommend or endorse any accommodations.
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.

II. Services Available for Visitors

A. Identification Cards

Upon your arrival, you will receive a photo identification card that will allow you to enter the Law School building. This identification card may also entitle you to certain discounts at the University bookstore and select area stores.

B. Social Security Numbers

Please note that 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/](http://www.ssa.gov/ssnumber/).

Some visitors will want a U.S. bank account. Banks request a letter of residence to issue accounts. Please see Ms. Carr for such a letter.

C. Attending Classes at Fordham Law School

Visiting Foreign Scholars and Visiting Research Fellows are occasionally given permission to audit courses, subject to space constraints 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 do attend class, 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.

D. Visiting Scholars and Researchers 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 us to schedule it a 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. You will receive the weekly newsletter which includes the seminar schedule. In order to be excused from attending a seminar, you must request a waiver in advance by email to vsr@law.fordham.edu. Illness is a valid excuse; invalid excuses include 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 you will be asked to surrender your ID card. 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.

E. 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, for any reason, you need to be away from Fordham, to attend a conference or for any other reason, please contact our office in advance of your time away. If you plan to leave for an extended period of time, or plan to leave the country, please also contact Ms. Carr.

F. 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.

A searchable directory of Law School faculty members and administration can be found at the bottom of Fordham Law School’s homepage, http://law.fordham.edu/.

G. Library Facilities

All visitors have access to the Fordham Law Library. Seating space is available on a first-come, first-served basis. Visiting Foreign Scholars and Visiting Research Fellows are not permitted to take materials out of the library.

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 don’t 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.

Please ask a Reference Librarian to assist you if you have trouble locating materials in the catalog.

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.

3. Photocopying

Copiers can be activated by Fordham University ID or a copy card. A machine for purchasing and adding value to copy cards is available. Copy cards cost fifty cents prior to adding value. If the copy card machines or copiers break down and you lose money, you must apply for reimbursement at the University Copy Center (x6048), which is responsible for the machines.

H. Fordham University Wireless Internet

During your orientation, you will be given information as to how to access the Fordham wireless network.

I. Westlaw Access

During your orientation, you will be given a password which 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@law.fordham.edu and we will do our best to arrange it.

J. Bookstore
Fordham’s Lincoln Center bookstore is located on the ground floor of the Lowenstein building (near to 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. Visitors may be entitled to a discount on certain items at the bookstore. During the regular school session, 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.

K. **Dining at Fordham**

There are a number of dining options at Fordham’s Lincoln Center campus:

**Lowenstein Café**
Second floor of the Lowenstein building (attached to the Law School)
Regular semester hours:
- Monday – Thursday, 7:30 a.m. - 3:00 p.m., 5:00 p.m. – 8:00 p.m.
- Friday, 7:30 a.m. - 3:00 p.m., 5:00 p.m. – 7:00 p.m.
- Saturday, 12:00 p.m. - 7:00 p.m.
- Sunday, 12:00 p.m. – 9:00 p.m.

**First Floor Dining Hall:**
- Monday-Thursday: 7:30 a.m. to 3:00 p.m. and 5:00 p.m. to 8:00 p.m.
- Friday: 7:30 a.m. to 3:00 p.m. and 5:00 p.m. to 7:00 p.m.
- Saturday: 12:00 p.m. to 7:00 p.m.
- Sunday: 12:00 p.m. to 9:00 p.m.

**Second Floor Grille:**
- Monday-Thursday: 10:30 a.m. to 6:30 p.m.
- Friday: 10:30 a.m. to 3:00 p.m.
- Saturday and Sunday: 9:00 a.m. to 1:00 p.m.

**Sixth Floor Cafe 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.

Of course there are also a number of dining options in the neighborhood of the Law School.

L. **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 calendar of events at Fordham Law School, click the link to “Calendar” on the homepage of our website, [http://law.fordham.edu](http://law.fordham.edu). These events will also be included in the weekly newsletter.

M. **Social Gathering**
We will schedule gatherings to give visitors an opportunity to meet in a more informal setting. Please look for details on the time and location in the weekly newsletter.

N. Employment

Visiting Scholars and Research fellows should not seek paid or unpaid employment during the course of their visit.

O. Departure

1. Check-Out

Please contact us a week before your departure to ensure that there are no outstanding administrative issues to attend to. 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 participation certificates to document their stay at Fordham Law. These can be picked up during office hours the week before your departure. Many visitors also request a letter confirming the dates and other details of their stay at Fordham. Our office is happy to provide such a letter if you provide all relevant information by email to vsr@law.fordham.edu. Please do this well in advance of your departure as our schedules and other obligations may make it impossible to prepare such letters at the time they are requested.

* * * * *

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

Residences in Manhattan

EAST SIDE

WEST SIDE
St. Mary’s Residence
225 E 72nd St.,
New NY 10021
(212) 249 6850
(Usually full-nicest on list)

French YMCA
124 W 16th St.,
New York, NY 10011
(212) 243 5573

Sacred Heart Residence
432 W 20th St.,
New York, NY 10011
212) 929 5790

International House
123 E 15th St.,
(212) 677 4800

Centro Maria
538 W 54th St.,
New York, NY 10019
(212) 757 6989

Parkside Evangeline (Salvation Army)
18 Gramercy Park North
New, NY 10003
(212) 677 6200

Whitby House
325 W 45th St.,
New York, NY 10036
(212) 246 0430

Pennington House
215 E 15th St.,
New York, NY 10003
(212) 673 1730

Jeanne D’Arc House
253 W 24th St.,
New York, NY 10011
(212) 989 5952

TenEyck-Troughton Memorial
Salvation Army
145 E 39th St.,
New York, NY 10016
(212) 490 5990

St. Joseph’s Home
425 44th St.,
New York, NY 10036
(212) 246 5363

Pickwick Arms Hotel
230 E 51st St.,
(212) 355 0300

St. Agnes Residence
237 W 74th St.,
New York, NY 10021
(212) 874 1361

Millbank House
11 W 10th St.,
New York, NY 10011
(212) 475 9720

Katherine House
118 W 13th St.,
New York, NY 10011
(212) 242 6566

Carmelite Residence
249 W 14th St.,
New York, NY 10011
(212) 242 8224

West Side Y
5 W 63rd St.,
(212) 787 4400

Empire Hotel
B’way & 63rd St.,
New York, NY 10023

Olcott Hotel
27 W 72nd St.,
New York, NY 10023
(212) 877 4200

The Brandon
340 W 85th St.,
New York, NY 10024
(212) 787 1212

Longacre House
317 W 44th St.,
New York, NY 10036
(212) 246 8580