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IMPORTANT CONTACTS

INTERNATIONAL PROGRAMS OFFICE (TALLAHASSEE)

A5500 University Center
282 Champions Way
P.O. Box 3062420
Florida State University
Tallahassee, FL 32306-2420

Phones: (850) 644-3272 or 1-800-374-8581
Fax: (850) 644-8817
Hours: 8:00 a.m. – 5:00 p.m., EST, Mon. – Fri.
Email: ip-info@fsu.edu
Website: international.fsu.edu

Louisa Blenman
Associate Director
Email: lblenman@fsu.edu

Carolyn Barringer
Assistant Director of Program Management
Email: ctbarringer@fsu.edu

Program Management
Email: ip-faculty@fsu.edu

FSU VALENCIA STUDY CENTER

FSU Valencia Study Center
Calle Blanquerias, 2
46003 Valencia, Spain

Phone: (011) 34-96-355-9360
Fax: (011) 34-96-356-3053

Ignacio Messana
Resident Director
Email: imessana@admin.fsu.edu
Cell: (011) 34-649-365-403 (emergencies only)

VALENCIA EMERGENCY PHONE NUMBERS

Making international calls from the U.S. to Spain: First dial “011” (for international call), followed by “34” (the country code), then the specified location number.

Emergencies Phone: 112
U.S. Embassy Phone: (011) 34-91-577-4000
Website: es.usembassy.gov

Time differences: Spanish time is ahead of Miami and Tallahassee (EST) by six hours, Pensacola and Chicago (CST) by seven hours, Denver by eight hours, and Los Angeles (PST) by nine hours.
BEFORE DEPARTURE & ARRIVAL IN VALENCIA

BEFORE DEPARTURE
FSU International Programs is now a Passport Acceptance Facility, so you can apply for your passport in our office. Call 850.645.9714 or visit international.fsu.edu/Passports for details. You may also purchase your passport photos in our office. Please call our Passport Acceptance Facility office for details.

ARRIVING IN SPAIN
Please make sure that you are arriving in Valencia on or before your Approved Arrival Date, which is typically one day before the start of the program. This date can be found in both your appointment letter and Okay to Buy Airline Ticket email.

Upon arrival in Spain, whether Madrid or Barcelona, you will go through passport control and then you will re-check (if necessary) your luggage for the flight to Valencia. You may have to get your boarding card for the final leg of your flight. If you are flying from Madrid to Valencia, you most likely will need to change terminal buildings. Ask at an information booth to confirm if this is the case. The departures boards (TV screens) only show the flight departures for that respective terminal. If you have to change terminals, you will have to take one of the blue and green trams between terminals. When you arrive in Valencia, you will claim your luggage and proceed to the arrival zone. If your arrival day is the same day as the students (between 10:00am to 4pm), you will see an FSU Valencia representative who will show you to the coach.

AIRPORT/TRAIN TRANSPORTATION
If you arrive the day before the students’ arrival day, between 10:00am-5:00pm, one member of the Valencia staff may be able to pick you up at the airport. Upon your arrival, if you have chosen FSU Valencia housing, please take a taxi from the airport or train station to the Study Center to get the keys to your apartment. If you have chosen to independently arrange housing, you can either take a taxi to the Study Center or take a taxi directly to your apartment.

In the case of changes, the Valencia staff will confirm any information with changes in an email they will send to you before the respective sessions begin.

Maximum taxi price from the airport to the Valencia Study Center or faculty housing should not be more than €25 during the day and €30 during the night or weekends. Standard costs are between €20 and €25.

Broad curriculum faculty can claim (from the TLH IP office) transportation costs from the airport for initial arrival and to the airport for final departure.

In order to receive reimbursement, the faculty member must save receipts and expense receipt(s) must be uploaded to the Concur online travel system. See the attached directions for uploading your receipt(s) to the Concur online travel system. If you have issues with the Concur system, please contact FSU Travel or your FSU home department travel rep. If you have questions about your receipts, contact ip-submittravel@fsu.edu. Travel receipts for reimbursement will not be accepted via email or in person.

VALENCIA STUDY CENTER
Florida State University’s Valencia Study Centers are located in restored buildings in the historical downtown quarter, adjacent to the Serrano Towers. The Centers have been built with care and concern for the architectural treasures uncovered during the renovations. The remains from the 10th century Arabic wall and 14th century tanning tanks will be viewed through the reinforced glass floor, and museum displays will be placed throughout the ground floor, highlighting various Roman and Spanish artifacts that were discovered during renovations. The state-of-the-art center includes classroom space, administrative offices, faculty offices, a computer lab and fully furnished self-contained student apartments.
PROGRAM SPECIFICS

FACULTY ON-SITE ORIENTATION
The first faculty meeting takes place at the Study Center in Valencia usually the day after the faculty arrive. The meeting lasts approximately an hour and after faculty is invited to have lunch. The first official faculty meeting is on Monday of the first week at 9:00am or 9:30am, and lasts approximately 1 hour. Then, at 10:30am all faculty are invited to join the Student Academic Orientation in order to participate, and briefly introduce yourself and your courses to the students.
The Valencia staff will confirm this information in an email they will send to you before the respective sessions begin.

COMPANIONS & CHILDREN
Faculty members must provide the names and, if under 18, ages of any people who will be accompanying them on the program to Program Management on the Companion Form. The FSU Valencia Program tries to promote a family-oriented environment as much as possible for all visiting faculty, but our highest priority remains the students. Faculty members are asked not to bring their children to the study center while they are lecturing. Furthermore, the children of faculty members are not allowed to be in the classroom during lecture periods and should not be allowed to attend any field trip that is connected to the students’ experience of the course.

Appropriate daycare and/or babysitting arrangements must be made by each faculty member prior to their departure. Students attending the Valencia program or staff members should not be asked to babysit.

- We strongly recommend not to bring children under the age of 12 to the study center.
- Above 12 please ask ahead of time and it will depend on space availability.

HOUSING
Faculty accommodation on our Valencia Program consists of a one bedroom or double studio apartment sleeping up to two persons. All the faculty apartments or studios will be approximately 10 minutes’ walk from the FSU Valencia Study Center. All apartments have Wi-Fi, a fully equipped kitchen, and a washing machine.

Faculty who wish to augment the standard housing may do so by directly contacting IP to request a housing allowance instead of receiving accommodation through FSU Valencia.

SOCIAL/CULTURAL EVENTS
Faculty members are welcome to participate in all social and cultural activities. For day trips and social events, faculty will only have to pay for their meals and the cost of the event itself. To participate in the longer and overnight trips, such as Madrid or Barcelona, faculty will be required to pay for some larger expenses. The breakdown of these costs can be easily provided, if requested. The Valencia staff will provide an Academic/Cultural Calendar with all the information before the respective sessions begins.

We will always try our best to ensure a spot for faculty on our overnight excursions but keep in mind that summer is a really busy time and it can be difficult to get extra hotel rooms. We advise you to notify the staff as soon as possible if you are interested in joining any of the overnight trips in order to try and secure a spot on the trip

FACULTY COMPENSATION
Your teaching stipend will be split between the pay periods during your approved program dates. Your payments will be deposited automatically to your checking account, as currently arranged with FSU. Be sure to keep your original receipts for expenses incurred for shipping or airline baggage charges.

For more information regarding your compensation, including your approved teaching stipend and baggage charge amounts, please refer to your International Programs appointment letter. Information regarding the reimbursement of your shipping charges will be provided in your welcome letter.

SHIPPING ALLOWANCE
As part of the compensation package all Valencia study center summer faculty from Tallahassee are reimbursed shipping costs for books and other items up to $100. Receipts for shipping costs should be uploaded to the Concur online travel system. See the attached directions for uploading your receipt(s) to the Concur online travel system. If you have issues with the Concur system, please contact FSU Travel or your FSU home department travel rep. If you have questions about your receipts, contact ip-submittravel@fsu.edu. Travel receipts for reimbursement will not be accepted via email or in person.
CLIMATE & PACKING
Valencia is warm in the summer and early fall. Average temperatures range from mid-70s to 90s (Fahrenheit). Temperatures in late fall and winter (November - February) in Valencia usually drop into the 40s at night, rising to the high 60s to low 70s during the day. The winter nights can get cold due to the wind and humidity. We advise you to bring at least a windbreaker or jacket, regardless of the time of year. Spanish dress more conservatively so females should not expect to wear short shorts and spaghetti straps in many places. Although rain is not frequent, when it does rain, it pours. If you make excursions to other cities, you will encounter temperatures even colder than those in Valencia. Rain or snow seems to be a constant in northern Spain in the winter. Europeans, in general, do not heat their buildings as warmly as we do, therefore you must take warm clothing with you, or be prepared to buy it there.
- Most newspapers or websites list the high and low temperatures of Spain in the weather section.
- For updates on weather conditions, check out the website: weather.com.
CURRENCY & BANKING

ONLINE BANKING
We recommend you set up on-line banking for your bank accounts prior to departure from the U.S. This is the easiest way to track your accounts while overseas and will save you having to make calls home to check account balances and transfers. Please, notify banks of your travel before departure.

Before you leave the U.S., make sure that your ATM or Debit card is activated for international use. PLUS, STAR and CIRRUS cards are the most widely accepted overseas. Remember, your STAR/Debit MasterCard is accepted anywhere the STAR, MasterCard or PLUS symbols are displayed. Please be aware that you will want to make sure your debit/ATM card is linked to a checking account, rather than to a savings account, so you will have access to your funds. You may also want to take a Visa or MasterCard with you, in case of an emergency.

You can limit the fees associated with ATM withdrawals if your US bank has a ‘sister’ bank in Spain such as Bank of America has with Deutsch bank.

CURRENCY
Spain uses the euro as the national currency.

- Visit the following website to find the current exchange rate for the euro: xe.com/currencyconverter/

EXPENSES WHILE IN VALENCIA
By most standards, you will find the cost of living in Valencia similar to Tallahassee.
**HEALTH**

**INSURANCE INFORMATION**
International Programs will provide full medical/evacuation coverage for all approved faculty from the United States through Cultural Insurance Services International (CISI). Students participating in all of our study abroad programs are also covered by this same insurance policy. For more information regarding your coverage please see CISI’s insurance policy posted on IP’s website at:

[CISI Insurance](#)

For Broad Curriculum faculty, IP will provide coverage for one companion. You will receive a companion form with your acceptance package where you may request this insurance coverage. You may also request insurance coverage for additional companions at a very reasonable price. You will be billed at a later date for the coverage. Details regarding the billing and prices of coverage are provided on the companion form.

**PRESCRIPTION MEDICATION**
You will find it easiest if you can bring sufficient quantities of your prescriptions medications with you to last for the duration of your stay. Keep these in their original containers with copies of the prescriptions and place them in your carry-on luggage. Be sure to bring a copy of a legible prescription from your doctor and be aware that not all U.S. drugs are available elsewhere. After discussing medications with your doctor, you will need to work with your insurance company to cover the vacation prescription.
COMMUNICATION & ELECTRONICS

CELL PHONES
All Faculty will be provided an FSU cell phone and local SIM card. With this phone:

- Free calls to any local landlines as well as all FSU Valencia Faculty, staff, and Study Center.
- Your family also will be able to contact you on this cell phone.
- No Internet connection plan included.
- No international calls included.
- No mobile calls (only to landlines) included.

We recommend to our students and faculty to buy a local SIM card for their own smartphones, in order to get international calls and data plans. The staff at the study center will assist them with information on purchasing a local SIM card. We will help them on where to go and what to ask for.

So, if you are planning to use a local SIM card on your U.S. phone while in Spain, please:

- Make sure that you UNLOCK your device by calling your phone company before coming to Spain.
- You might ask to put your U.S. plan on hold while abroad and save on your monthly service fee.
- Research with your phone carrier.

If you decide to use your U.S. cell phone with your own U.S. company plan, make sure to turn off Roaming before you leave. Be aware that roaming can be very expensive. Please check with your phone provider about the international roaming services offered. Otherwise, you might end up with a very large phone bill when you get back.

COMPUTERS
There is a computer lab at the Valencia Center. Computer cafes are also available in most locations. If you want to bring your laptop, please check if your computer has a built-in transformer that is capable of handling the different voltages. You will also need a converter for the plug. (i.e. from two flat prongs to two round prongs). It is not uncommon for laptop computers to be stolen or broken while abroad, so please note that if you take a laptop with you, it is at your own risk. If you do choose to bring a laptop, check your homeowner’s insurance to make sure that it is covered when you are away from your primary residence. If not covered by your homeowner’s insurance, you may want to check into laptop insurance through safeware.com, a worldwide insurance provider for all electronic devices (e.g. laptop, digital camera, iPod, etc.). They also have a provision for non-electronic personal property.

MAIL
The Spanish mail system is sometimes unpredictable. The Spanish mail system works well if you are sending letters, using international airmail stamps, taking from 10-14 days usually. However, when sending packages overseas, ALL international packages are stopped at Customs. If the recipient of the package is not a Spanish resident themselves, there will be no way for the package to be released to them. Packages can only be released if the recipient has a Spanish TAX ID NUMBER. In this case, the package can be released by paying the custom duty fee which will be 30% on the amount shown as the insured or stated price. If the package is going to be sent, the commercial value on the package should be between zero and a maximum of $40 dollars if it is an item for personal use. The customs process will delay the delivery of the package from 10 to 30 additional days or completely stop the package from being delivered. Several items cannot be sent from the U.S. due to customs regulations: medicines, cosmetics, and food. THIS APPLIES TO U.S. POSTAL, FED-EX, UPS, ETC!! Stated on the package contents, the package will be stopped at Customs and returned to sender.

WE DO NOT RECOMMEND YOU SEND PACKAGES WITH U.S. POSTAL!

Please do not send packages using the names of Valencia Spanish staff members as recipient. They will not be able to release them due to problems with the tax office.

You can check all the regulations here:

agenciatributaria.es/

agenciatributaria.es/ AEAT.internet/en_gb/Inicio.shtml

New electronic devices like laptops and digital cameras will always be subject to customs when sent by mail or express delivery. Please check with the shipping company/post office regarding customs duty on any packages sent.

All faculty members should have mail sent to the Valencia Study Center address provided in the
Contact Information section on this packet. You should write the following:

"Faculty First Name and Last Name"
Calle Blanquerias 2
46003 Valencia, Spain

COMMUNICATION OPTIONS
Public phones are found in most cafeterias and bars or wherever you see a blue telephone sign. There are also phone marts throughout the city where phone calls to the U.S. can be made at reasonable rates. Information on the variety of telephone procedures available will be given to you at your orientation in Spain. To dial direct from Spain to the U.S., the international dialing codes are 00 (international prefix); 1 (country code for U.S.); then dial the number. Calling direct from Spain is less expensive than calling Spain from the United States. Buy a prepaid phone card while in Valencia. Do not purchase the prepaid phone card in the U.S.

Other popular options to keep in touch with family/friends back home include computer programs like:

- Skype [skype.com/en/](skype.com/en/)
- MagicTalk [magictalk.com/](magictalk.com/)

These programs are free to download, so you may communicate with family and friends for free. Both options also have inexpensive calling rates for landlines and cell phones. For smartphones, there are applications called Viber, Whatsapp, and Facetime. If both parties have the application, they can talk for free if they have Wi-Fi access.
SAFETY & SECURITY
Our highest priority is the welfare and security of our students, faculty, staff, and facilities. We have emergency plans in place for each of our locations and work closely with our insurers and 24/7 emergency response providers to monitor and respond to all situations worldwide. It is our policy to follow guidance from the respective U.S. Embassies, U.S. State Department, as well as local officials and keep students, faculty, and staff apprised of any new information. For more information on IP’s security policies and procedures, please contact our Director of Risk and Emergency Management, Chris Carroll at 850.644.7823 or ccarroll@fsu.edu.

CAMPUS RESOURCES
Even though you are not on the main campus, you have access to many resources should you encounter issues while abroad. Program staff members are available to support program participants in a variety of ways, including connecting you with other professionals locally and/or on the main campus.
- Victim Advocate Program - The University takes very seriously all types of victimization, including sexual violence, relationship violence, and domestic violence. Advocates are available and on-call 24 hours a day to provide confidential support services, even for students who are abroad. For more information on the Victim Advocate Program, visit http://victimadvocate.fsu.edu.
- University Counseling Center - The Counseling Center is a welcoming and confidential place to discuss questions and concerns such as homesickness, struggles with relationships, sexual identity, cultural issues, and more. Visit https://counseling.fsu.edu/ for more information.
- Center for Health Advocacy & Wellness - The Center for Health Advocacy & Wellness encourages healthy lifestyle decisions that facilitate academic success and lead to lifelong health and wellness. For more information, visit http://chaw.fsu.edu/

EMERGENCY PROCEDURES
All faculty members and Program Leaders at study centers are responsible for pastoral care of their students in class and during academic excursions. Safety plans, emergency procedures, and emergency telephone numbers will be provided at the on-site faculty orientation by the study center staff. Notices of any and all crimes and emergencies are to be given to your study center staff (if the program is in a study center location), the International Programs office in Tallahassee, and to the local authorities as soon as possible.

For study center faculty members and Program Leaders, in case of a personal emergency, contact your study center director for assistance. In case of a program-related emergency, follow your study center contingency plan and contact your study center director.

SAFETY & SECURITY MEASURES
- The U.S. State Department maintains a website of information for Americans studying abroad, including current travel advisory warnings, at: http://studentsabroad.state.gov/.
- The Smart Traveler Enrollment Program (STEP) is a free service provided by the U.S. Government to U.S. citizens who are traveling to, or living in, a foreign country. STEP allows you to enter information about your upcoming trip abroad so that the Department of State can better assist you in an emergency. We strongly recommend you register here: https://step.state.gov/step/.
- Waivers. All IP participants will be given a Waiver of Liability via email. It must be signed and submitted to IP.
- Be aware that you are subject to the laws of the country in which you are traveling.
- Always carry a photocopy of the picture and signature pages of your passport with you. Keep another copy in your room separate from your passport. Leave one copy at home in the U.S. with your family or a relative.
- Encourage students to use the buddy system—Bystander intervention is a powerful opportunity and responsibility for those within our community.
- Valuables. If a safe is available in program housing, it is encouraged that you use it to store your valuable personal items and important documents. If a safe is not available, be sure to keep these items in a secure place. Plan regular visits to the cash machine rather than leaving large amounts of cash in your room. International Programs is not responsible for items lost or stolen during your time abroad. Be sure to also secure your money, passport, and other valuables if you are traveling on...
public transportation, especially overnight trains.

- **Pickpocketing.** In most large cities throughout the world, pickpocketing is the most common crime and can happen anytime, anywhere! We caution you to always be aware of your surroundings. While traveling in some areas beware of beggars who try to distract you with papers, boxes, or excessive body movements. Coats and purses are often stolen in crowded areas. Keep them close to you and lock your pack zippers with a combo lock. Secure your valuables if you are traveling on an overnight ("sleeper") train.

- **Weapons.** You are strictly prohibited from keeping or using firearms, knives, weapons (including pellet, air guns, paintball guns or other dangerous articles or substances). Furthermore, mace and/or pepper spray may be illegal in the countries that you visit. It is your responsibility to know the laws regarding weapons in the host country if you intend to bring any item for self-defense.
Travel Resources

The more information you find out about the country beforehand, the better off you will be once you get there. Here is a list of a few web sites that may be helpful as you begin your information search:

(Note: The Florida State University is not responsible for the content of external internet sites.)

The Florida State University (the University) is an equal employment opportunity employer and educational provider committed to a policy of non-discrimination on the basis of race, creed, color, sex, religion, national origin, age, disability, veteran or marital status, or any other protected group status. This policy applies to faculty, staff, students, visitors, applicants, and contractors in a manner consistent with applicable federal and state laws, regulations, ordinances, orders and rules, and the University's policies, procedures and processes.

visitvalencia.com/en/home
Tourist sites/useful information of Valencia area

en.comunitatvalenciana.com/
Tourist sites/useful information of Valencia area

andalucia.com
Excellent website with very thorough information

railpass.com
Eurail pass information

state.gov/travel/
U.S. State Department’s information for Americans

letsgo.com
Online travel guide

donquijote.org/spanishlanguage/
Brush up on your Spanish!