Welcome to the International Programs (IP) family! Please review the following steps you need to take in preparation for your program abroad.

**FLIGHT ARRANGEMENTS**

There is no group flight for this program and your program fee does not include airfare. **Do not purchase your airfare until you are notified by International Programs to do so.** You will receive an email from IP-Info@fsu.edu after the confirmation deposit deadline for your program with information regarding arrival and departure dates, and airport pick-up times, if applicable. **If you choose to purchase airfare before you are instructed to do so, International Programs is not responsible for any fees associated with flight changes or cancellations.** Be aware there may be additional costs associated with missing any airport pickup(s), if applicable, and you must arrive to your study abroad location by the start date of your program, as stated on the International Programs website.

**PRE-DEPARTURE ORIENTATION MEETING**

A date, time, and location for your pre-departure orientation meeting will be announced in the coming weeks. Please check your email account frequently for updates from International Programs (IP-Info@fsu.edu).

**PASSPORT INFORMATION**

Many countries require your passport be valid for at least six to eighteen months after your date of return into the U.S. Students requiring more than six months of passport validity will be notified by the International Programs office.

Students who do not have a passport at the time of application or do not have at least six months of validity from the end of the program should apply for one IMMEDIATELY! Please review estimated passport processing times and visa deadlines (if applicable), as it may be necessary to expedite the order. Any financial penalties associated with delayed arrivals or cancellations will be your responsibility. You may access the following website for instructions and passport applications: [https://travel.state.gov/content/travel/en/passports.html](https://travel.state.gov/content/travel/en/passports.html).

FSU International Programs is a U.S. Passport Acceptance Facility, therefore you can apply for your passport and have passport photos taken in our office. For details, call 850.645.9714 or visit [http://international.fsu.edu/Passports.aspx](http://international.fsu.edu/Passports.aspx).

After you receive your passport, make several photocopies of the pages that contain the issue date, your signature, and your photograph. Leave one copy at home with your family, securely send one copy to our Tallahassee office, and take another copy with you in case your passport is lost or stolen.

Carry a copy separate from your passport when you are traveling.

You can send a copy of your passport to ip-info@fsu.edu through a secure system such as FSU Dropbox. Instructions on how to use FSU Dropbox can be found online: [https://dropbox.fsu.edu/about.php](https://dropbox.fsu.edu/about.php). Make sure the passport is signed before you submit a copy to our office.

**STUDENT VISAS**

Certain countries require student visas regardless of country of origin, while other countries may require a student visa only of non-U.S. citizens. Rules, requirements, and procedures change frequently. Visit the Visa tab of your program page on the International Programs website for more information. Any non-U.S. citizen or a U.S. citizen living outside of the U.S. should contact our Visa Specialists at IP-Visas@fsu.edu as soon as possible. A non-U.S. citizen or a U.S. citizen living abroad may be required to apply on their own or may have additional visa requirements.

**PROGRAM FEES**

You must complete your payments or a financial aid deferment form by the payment dates listed for your program (visit the Dates & Docs tab on your program page on the International Programs website). Students who are late in completing program payments or filing a deferment form run a substantial risk of being cancelled from the program and may still be liable for fees. Should you wish to cancel on or prior to the published due date, your cancellation must be placed in writing to IP-Cancel@fsu.edu to be valid.

For more information about our fee liability and refund policy, visit your program page on the International Programs website, and navigate to the Money Matters tab.

International Programs accepts payment by check (made out to Florida State University), money order, and the following credit cards: American Express, Discover, MasterCard, FSUCard, and VISA. Students wishing to use their FSUCard for payments must come in person to the International Programs office. You may also phone in credit card payments at 850-644-3272 or 1-800-374-8581. We do not currently charge a service fee for credit card payments received in person or by phone. We will advise all students of any changes.

**UNIVERSITY FEES NOT INCLUDED IN THE IP PROGRAM FEE**

Florida State University assesses a Technology Fee (a rate per credit hour for all students, regardless of location of study) which is NOT included in the International Programs fee. The technology fee is assessed once the student registers for classes for a given semester; this fee is paid directly to Student Business Services. To pay the fee, you may mail a check directly to Student Business Services, A1500 University Center, Tallahassee, FL 32306-2394 or remit payment online...
at www.fees.fsu.edu. Failure to pay this fee will result in a late payment charge assessed to the student by Student Business Services (http://studentbusiness.fsu.edu/payments). International Programs has no control over the technology fee or any associated late payment penalty.

International Programs fees DO NOT include Facilities and Equipment Fees which are assessed each semester for some majors (Medicine, Motion Pictures Arts, Music, Nursing, Fine Arts, Dance, Digital Media Production, etc.) even though you are studying overseas.

If you are in one of these colleges/majors, you will be assessed a fee. Details can be found on the Registration Guide, under Fees and Financial Information (http://registrar.fsu.edu/registration_guide/).

**PAYMENT DEADLINES, DEFERMENTS & FINANCIAL AID**

Pay attention to the important dates and deadlines listed on the International Programs website. Your place in the program is not confirmed until you pay the $1,500 confirmation deposit ($500 for Spring Break programs). If you indicated on your application that you anticipate receipt of financial aid or scholarships to assist with payment of fees, you will need to complete the Fee Deferment Authorization Form, which is on the International Programs website under the Money Matters tab of your program page. The form must be returned in accordance with the deadlines found on your program page under the Date & Docs tab.

- FSU students: review your Financial Aid file and make certain all required steps are complete and disbursement is scheduled prior to departure.
- Non-FSU students: consult with your home institution prior to departure to ensure all required steps are complete for financial aid and disbursement is scheduled prior to departure. **Note:** Non-FSU students can only defer 50% of the confirmation deposit and 50% of the program fee.

By submitting the deferment form, you are held liable for the confirmation deposit and/or full program fee unless you cancel in writing from your program before the published payment deadlines to IP-Cancel@fsu.edu.

Please contact the International Programs Financial Aid Advisor, Rod Mack (rmack@fsu.edu, 850.644.7822) or the Accounts Manager, Gina Mathis (gmathis@fsu.edu, 850.644.2150) with any questions about financial aid.

**INTERNATIONAL STUDENT IDENTIFICATION CARD**

The International Student Identification Card (ISIC Card) acts as a student ID card, provides access to student discounts at home and abroad, trip delay coverage, and includes some additional insurance benefits. The ISIC card is included in the cost of the program. In order to receive your ISIC card, you will be emailed instructions on how to upload your photo to the ISIC portal. Once your photo is uploaded, the ISIC card will be mailed to the permanent address provided to International Programs. For more information on the student discounts available, please visit https://www.isic.org/discounts/.

**NON-FSU STUDENTS (TRANSIENT STUDENTS)**

If you are a degree-seeking student at an institution other than FSU, you will be admitted as a transient student for the term you will be studying abroad. Your admission to the University as a transient student is necessary for registration and grade-recording purposes. It is your responsibility to ensure the credits you earn while studying abroad with Florida State University will transfer back to your home institution. Please plan to meet with your academic advisor to ensure the classes you intend to take will fit into your academic plan and that you will receive appropriate credit. It is up to your institution to approve study abroad credits toward your degree and to determine whether or not the grades will be calculated into your GPA.

If you have not already activated your FSUID, please do so as soon as possible. Having an FSUID does not mean your account is automatically activated. You must take the necessary steps to activate it. The directions for activating your FSUID are provided online: https://fsuid.fsu.edu/OIMSelfService/. Your FSUID will give you access to the myFSU portal, Student Central, your @my.fsu.edu account, and Canvas. You must have an activated FSUID in order to register for classes.

**INOCULATION/MEDICAL CONCERNS AND SPECIAL NEEDS**

Florida State University requires certain immunizations prior to your registration for classes. All recently admitted FSU degree-seeking students (freshman and transfer students) and non-FSU students must complete the required Student Immunization Form. The form must be mailed or faxed directly to Florida State University Health Services, Health Compliance Office, 960 Learning Way, Tallahassee, FL 32306-4178, fax (850) 644-8958.

It is very important that you make yourself aware of specific requirements and health matters in your program location. The FSU Health and Wellness Center offers a travel clinic which provides immunizations. Additional information is available through the Centers for Disease Control and Prevention’s site: www.cdc.gov/travel/. Please note that some countries have specific requirements for inoculations based on past locations the traveler has visited. It is the student’s
responsibility to confirm whether or not the previous travel requires additional inoculations.

Be sure to bring sufficient quantities of any prescription medications with you to last the duration of your stay. Keep these in their original containers. Bring a copy of a legible prescription from your doctor and be aware that not all U.S. drugs are available elsewhere. *In particular, Adderall and Concerta are not available in all countries. Don’t postpone discussing your prescription needs with your doctor.*

You will likely need to work with your insurance company to cover your vacation prescription. If you experience difficulty in obtaining a prescription for your time abroad, seek assistance from our office. If you use glasses or contact lenses, take an extra pair and/or the prescription. Complete routine medical and dental care before you leave.

If you wish to receive accommodations for special needs, it is imperative that you register with the FSU Student Disability Resource Center (SDRC) as soon as possible, so we can assess our ability to provide appropriate accommodations. For more information, please visit their website: [https://dos.fsu.edu/sdrc/](https://dos.fsu.edu/sdrc/). Non-FSU students should provide documentation from the disability resource center on their home campus.

**INSURANCE**
Your Program Fee includes international medical and evacuation insurance coverage. Here is a link to the policy coverage: International Protection Plan ([http://international.fsu.edu/Documents/HealthSafety/CISIInsurancePolicy.pdf](http://international.fsu.edu/Documents/HealthSafety/CISIInsurancePolicy.pdf)) underwritten by ACE American Insurance Company and handled for us by Cultural Insurance Services International, 1 High Ridge Park, Stamford, Connecticut 06905-1322. The coverage will be effective for participants from the day the program starts until the day the program ends. **Please note:** this policy is NOT intended to replace your domestic coverage. You **must** maintain your domestic policy in compliance with the Affordable Care Act.

Your International Student Identification Card (ISIC) also includes some additional insurance benefits. This insurance is valid only for traveling outside of the U.S. Please refer to the pamphlet that will be sent to you with your International Student ID Card (ISIC).

**MONEY AND CURRENCY**
Bring or have access to at least one credit card in the event of an emergency. If you need to visit a doctor or hospital, you will likely have to pay prior to the service, and then submit an insurance claim for reimbursement. Credit cards are also useful for everyday purchases and offer excellent exchange rates. MasterCard and Visa are the most widely accepted credit cards overseas. A credit card with “chip and pin” technology is worth considering, as this is the standard abroad.

PLUS, STAR and CIRRUS cards are the most widely accepted overseas. A STAR/Debit MasterCard is accepted anywhere the STAR, MasterCard or PLUS symbols are displayed. **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.** If you have a pin longer than 4 digits or based on letters, you may have trouble using it abroad. You will need to change your pin before departure. You should also contact your financial institution(s) for information regarding ATM transaction fees. You can limit the fees if your U.S. bank has a ‘sister’ bank in the host country and/or if you limit your withdrawals, though we do not advise keeping large sums of money on your person or stored in your residence, even if a safe is provided.

**COURSE REGISTRATION**
It is your responsibility to register for classes for the term(s) you will be abroad. You will receive an email from International Programs informing you when registration is open with step-by-step instructions for online registration. Our registration periods are different from main campus registration periods. **Typically, IP Summer registration opens mid-March, IP Fall registration opens mid-July, and IP Spring registration opens mid-November.**

Prior to registration, please check your account on my.fsu.edu for any registration holds. **Take care of all holds before registration opens.** If you have a hold on your account, you will not be able to register for classes. Many classes have caps and do fill up quickly. It is your responsibility to be ready for registration so you are able to enroll in the classes you wish to take while abroad.

As a reminder, all non-FSU students must return their Immunization/Insurance form before they can register for classes. You can find the form online: [https://studentinsurance.fsu.edu/sites/g/files/upcbnu1676/files/docs/New-Compliance-Form.pdf](https://studentinsurance.fsu.edu/sites/g/files/upcbnu1676/files/docs/New-Compliance-Form.pdf).

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