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-ups times, if applicable.

**PRE-DEPARTURE ORIENTATION MEETING**
Rather than attending a regular orientation session with the Office of New Student and Family Programs, First Year Abroad (FYA) and First Semester Abroad (FSA) students are required to attend IPre-Depart, a two day, one night session hosted by International Programs on main campus. This mandatory meeting will cover everything from academic policy and procedures, academic advising, class registration, packing tips and finances, to study center specifics and safety. It will also provide students with the opportunity to meet and form relationships with fellow program participants. Parents, guardians, and other family members are welcome. By attending, you’ll receive the information you need before departing on your study abroad experience.

To register for the 2017 IPre-Depart session on July 13 and 14, 2017, please complete our online registration form: [https://fsu.qualtrics.com/SE/?SID=SV_cHkgrWtfyjoXZSR](https://fsu.qualtrics.com/SE/?SID=SV_cHkgrWtfyjoXZSR)

When the FYA and FSA students return from being abroad, they will then attend a mandatory main campus orientation meeting. Registration for this event will be emailed to you by the Office of New Student and Family Programs.

**FSU EMPLID/FSUID/EMAIL ACCOUNT**
If you have not already activated your FSUID, please do so prior to IPre-Depart. 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://apps.its.fsu.edu/CreateFSUID/Activation.html](https://apps.its.fsu.edu/CreateFSUID/Activation.html). Your FSUID will give you access to the myFSU portal, Student Central, your @my.fsu.edu account, and Blackboard. You must have an activated FSUID in order to register for classes. The University REQUIRES all students to establish and use their FSU email accounts.

**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.html](https://travel.state.gov//content/travel/en.html).

FSU International Programs is an U.S. Passport Acceptance Facility, so you can apply for your passport and have passport photos taken in our office if you are in our area. 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, 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.

**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 documents.

**FIRST YEAR ABROAD STUDENTS:** Do not plan any summer 2017 travel requiring a passport. Your passport will need to be submitted to us (or to the Consulate) for the processing of your visa.

Due to visa processes, FYA students must spend their first two semesters in the same location. You may be able to change locations for your third semester, but allowing any location changes is currently under review. Likewise, due to student visa issues, an FSA student who decides to remain for additional semester(s) may not be able to do so.

**PROGRAM FEES**
You must complete your payments or financial aid deferments by the payment dates listed for your program (visit the Dates & Docs tab on your program page on the International Programs website). If you are accepted in the program after these dates have passed, you must complete the relevant
program payments immediately upon receipt of your acceptance letter. Students who are late in completing program payments or deferments 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, all cancellations must be placed in writing to IP-AdministrativeCancellation@admin.fsu.edu.

For 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.

Once the confirmation deposit is received, International Programs will notify the Admissions and Housing Offices of your intention to be a participant in the FYA or FSA program. The Admissions office will then adjust their records to reflect that you are a FYA or FSA student. Students whose admission is rescinded by the Office of Admissions after the International Programs confirmation deposit is due and paid remain fee liable for the confirmation deposit.

**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://controller.vpfa.fsu.edu/student-business/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 (Digital Media Production, Fine Arts, Motion Picture Arts, Music, Nursing, 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/).

**FIRST YEAR ABROAD STUDENTS:** mark your calendar with the payment deadlines for your program:

**ADMISSIONS AND/OR HOUSING DEPOSITS**

If you have already paid an Admissions and/or on campus Housing deposit prior to signing up for the FYA or FSA program, it/they will be refunded once International Programs receives your confirmation deposit. The Admissions and Housing offices will process a refund of any paid deposits when they are informed by International Programs of your decision to participate in the FYA or FSA program, which occurs once the confirmation deposit payment is made to International Programs.

**FINAL TRANSCRIPTS AND TEST CREDIT**

Your final transcript showing high school diploma earning and all college transcripts (dual enrollment) must be submitted to the office of Admissions, Florida State University, 282 Champions Way, P.O. Box 3062400, Tallahassee FL 32306-2400. Use this same address to send AP and CLEP results.

**PAYMENT DEADLINES, DEFERMENTS & FINANCIAL AID**

Once your admission file reflects that you will enter FSU for the Fall 2017 semester, your file in the office of Financial Aid will be reviewed for consideration of Fall 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 confirmation deposit, $2,500 for FYA students and $1,500 for FSA students. Complete a Fee Deferment Request Form if you plan to use financial aid or scholarships to assist with payment of fees (FYA students cannot defer the confirmation deposit). The form can be found under the Money Matters tab of your program page. The form(s) must be returned in accordance with the confirmation and full payment deadlines found on your program page under the Date & Docs tab.

**First Year Abroad (FYA) students CANNOT defer the $100 application fee or the $2,500 confirmation deposit. First Semester Abroad (FSA) students CANNOT defer the $100 application fee.**

By submitting the deferment form(s), you are held liable for the confirmation deposit and/or full program fee unless you cancel from your program before the published payment deadlines.

Review your Financial Aid file and make certain all required steps are complete and disbursement is scheduled prior to departure.

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.

FORMS
Please review and submit the Important Forms Packet (included in your acceptance package via email). ALL forms MUST be completed and returned to the Florida State University International Programs Office, Room A5500 University Center, PO Box 3062420, Tallahassee, Florida 32306-2420. All forms are due on the confirmation deposit due date. Also, once you complete your flight plans, you need to send a copy of your travel itinerary issued by the airline or travel agency to IP-Info@fsu.edu. Include your name and program code on the itinerary. Lastly, students are required to turn in a copy of their current passport.

First Year Abroad students will complete another set of forms if summer location changes are permitted. During the fall term, your summer options, if any, will be communicated via email.

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/

INOCULATION/MEDICAL CONCERNS AND SPECIAL NEEDS
Florida State University requires certain immunizations prior to your registration for classes. Recently admitted FSU degree-seeking students (freshman and transfer students) must complete the required Student Immunization Record. All non-FSU students must submit their required Student Immunization-Insurance Record. Both forms can be downloaded here: http://studentinsurance.fsu.edu/immunizations.html. Forms 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.

You must also show proof of adequate domestic (U.S.) health insurance coverage. Information on how to purchase or waive insurance can be found here: http://studentinsurance.fsu.edu/insurance.html. Although International Programs provides overseas health insurance, you must also have domestic coverage.

It is very important that you make yourself aware of specific requirements and health matters in your program location.

The Health and Wellness Center offers a travel clinic which provides immunizations (http://www.tshc.fsu.edu/travel.html). 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 vacation prescription, 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. If time permits, you may wish to schedule a face-to-face meeting before or after IP-Dep. For more information, please visit their website: https://dos.fsu.edu/sdrc/.

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) 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 afterward. 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. If you intend to use an ATM or debit card overseas, contact your financial institution(s) before you leave the U.S. to make sure your ATM or debit card is activated for international use. You will also need to inform them of your dates/location abroad. If you fail to contact your financial institution(s), it is not unusual for companies to “freeze” an account if they are suspicious about activity that has occurred.

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.

ACADEMIC INFORMATION
The ALEKS math placement test is an on-line, skill-based assessment exam that assists our Math Department in placing you in the appropriate math course during your first semester at FSU. All incoming freshman students who intend to register for Analytic Trigonometry (MAC 1144), Pre-Calculus Algebra (MAC 1140), Calculus with Analytic Geometry I (MAC 2311), Calculus with Analytic Geometry II (MAC 2312) or Calculus for Business (MAC 2233) as their first mathematics course at FSU (in their first semester or subsequent semesters) ARE REQUIRED to take the ALEKS placement exam, regardless of AP/IB/AICE/CLEP scores, or incoming credit. Students must take the ALEKS test online before registering for any of the math courses listed above. Students should take the ALEKS test before the scheduled IPre-Depart meeting date so they are able to register for a math course while on campus for the IPre-Depart meeting. Compliance with the placement testing requirement will be monitored by the Math Department prior to and during the drop/add period. The Math Department will communicate with students directly regarding any placement testing compliance issues.

Spanish language placement exams are offered at our Panama City and Valencia study centers. If it is determined you have registered for the wrong level of Spanish, changes can be made during the drop/add period (first week of classes). IFS2098 Global Engagement is a course that is required of all freshmen starting their Florida State career overseas. It is a one-credit online course that allows you to examine your study abroad country through first-hand encounters and engagement. The coursework gives you the opportunity to explore your country’s unique customs, values, and traditions and compare it with your own through actively participating in cultural experiences. In addition to weekly reflective assignments, the course will ask you to choose a specific custom to report on – such as looking at race and social class through the football and cricket sporting cultures in England or the significance of the patriarchal society through the courtship dances in Italy.

COURSE REGISTRATION
Registration for fall classes will take place during the IPre-Depart session. Florida State University strongly encourages students to take 15-16 credit hours per semester.

FIRST YEAR ABROAD STUDENTS: registration for spring classes will take place in mid-November; registration for summer classes will take place in mid-March. You will receive an email from International Programs informing you when registration is open with step-by-step instructions for online registration. 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. It is your responsibility to be ready for registration so you are able to enroll in the classes you wish to take while abroad.

BECOMING FAMILIAR WITH FLORIDA STATE UNIVERSITY
Although you will learn a great deal about FSU while attending the mandatory IPre-Depart session, we recommend you review the following sites:

- Academic Maps, Majors, and Program Information: http://www.academic-guide.fsu.edu/
- Advising/Find your Advisor: http://advisingfirst.fsu.edu/
- University Bulletin/Catalog: http://registrar.fsu.edu/bulletin/
- Students First- Information Central: http://studentsfirst.fsu.edu/
- Office of Financial Aid: http://financialaid.fsu.edu/
- New ‘Nole: http://dos.fsu.edu/newnole/
- myFSU Student Central: http://sc.my.fsu.edu/
- Undergraduate Studies – It’s All Academic (2016): http://undergrad.fsu.edu/academic-information/its-all-academic
- Undergraduate Degree Requirements/General Studies Program: http://registrar.fsu.edu/bulletin/undergraduate/information/undergraduate_degree/
- Office of Student Business Services: http://osbs.fsu.edu/student-business
- New Student and Family Programs: http://dos.fsu.edu/nsfp/
- University Housing: https://housing.fsu.edu/
**FIRST YEAR ABROAD STUDENTS ONLY**

**Out-of-State students:** Upon completion of a minimum of 36 FSU credit hours at their European or Panama IP study center with an FSU GPA of 3.0 or better, in good judicial standing, and having met all financial obligations related to participation in the First Year Abroad program, out-of-state First Year Abroad students will qualify for out-of-state tuition waivers allowing students to pay in-state rates for the remainder of their first undergraduate degree at FSU in Tallahassee. This arrangement is contingent upon the student remaining in good academic and judicial standing throughout their FSU career. Students must attend consecutive semesters without interruption (summer terms excluded), progressing toward their degree completion, and staying "on map."

**Florida residents:** After earning 14 credits on the FYA program, Florida students with a cumulative FYA GPA of 3.0 or better receive a $1,500 program fee discount toward the next semester. This can result in a savings of $3,000 if earned for both the Spring and Summer semesters.

**SUMMER TERM OPTIONS**

Allowing summer location changes is currently under review. However, the following paragraphs reference options that have been available in the past.

Students must complete a full Summer semester (minimum of eleven weeks) and may also 'mix and match' with Florence and Valencia, e.g., six weeks in Valencia followed by five weeks in Florence; six weeks in Florence followed by five weeks in Valencia. If one chooses to study in London or Panama during the summer, one must spend the entire summer in that location. Your summer location options may include:

Students studying in FLORENCE during the Fall and Spring semesters may have the following options, other than remaining in Florence for the summer:
- London—twelve weeks (LY12)
- Valencia—first six weeks (VY01), second five weeks (VY02), or both (VY03)
- Panama—thirteen weeks (PY03)

Students studying in LONDON during the Fall and Spring semesters may have the following options other than remaining in London:
- Florence—first six weeks (FY01), second five weeks (FY02), or both (FY03)
- Valencia—first six weeks (VY01), second five weeks (VY02), or both (VY03)
- Panama—thirteen weeks (PY03)

Students studying in PANAMA during the Fall and Spring semesters may have the following options other than remaining in Panama:
- Florence—first six weeks (FY01), second five weeks (FY02), or both (FY03)
- London—twelve weeks (LY12)
- Valencia—first six weeks (VY01), second six weeks (VY02), or both (VY03)

Students studying in VALENCIA during the Fall and Spring semesters may have the following options other than remaining in Valencia:
- Florence—first six weeks (FY01), second five weeks (FY02), or both (FY03)
- London—twelve weeks (LY12)
- Panama—thirteen weeks (PY03)

It is important that you understand certain immigration restrictions will apply if you choose to spend both summer sessions in Valencia or one summer session in Florence and one summer session in Valencia. Because our summer sessions for Florence and Valencia are less than 90 days, you will not require, nor be eligible for, a student visa. Without a visa, you can only stay in Spain and/or Italy for up to 90 days within a 180 day period. Spain and Italy are members of the Schengen Territory. Because you will not have a visa for the Schengen Territory, this means you can stay only in the territory for a period not exceeding 90 days within a 180 day period. Thus, after the program ends, you will have a very limited number of days that you can either remain in Spain or Italy or travel around in other Schengen Territory countries on your own. The Schengen Territory includes the following countries: Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, the Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden and Switzerland. You may, however, continue to travel in other countries that are not members of the Schengen territory, such as the United Kingdom. For further clarification on issues regarding length of stay, please contact our Visa Specialists (IP-Visas@fsu.edu). Because regulations can and do change, your summer study options may change. You will be advised via email of any changes. For those students choosing Panama for the summer, a visa is required and will be obtained in Panama with the help of the Panama staff. There are a few support documents needed for the visa such as a background check. However, International Programs staff will assist with the visa requirements since you will be out of the country. If summer location changes are permitted, students will be notified by our office when summer applications are open on the International Programs website. Students will be required to apply for their location of choice. Shortly after applying, they will receive a
confirmation email with details. Students will be allowed to remain at their current Spring location after the close of the Spring semester, and will also be allowed to move in early at their new location, prior to the start of the Summer semester. Specific move-in/move-out dates will be provided in late February 2018.

Please email IP-Freshmen@fsu.edu or call 850.644.3272 with questions about the First Year Abroad (FYA) and First Semester Abroad (FSA) program.