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**
Rather than attending a regular orientation session with the Office of New Student and Family Programs, First Semester Abroad Pathway (FSA) and First Year Abroad (FYA) students are required to attend IPre-Depart, a two day, one night mandatory main campus orientation meeting hosted on main campus by International Programs. **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 2018 IPre-Depart session on June 21 and 22, 2018, please complete our online registration form: [https://fsu.qualtrics.com/jfe/form/SV_9tSQLC2aRiuubqZ](https://fsu.qualtrics.com/jfe/form/SV_9tSQLC2aRiuubqZ)

If you are unable to attend IPre-Depart, email Lauren Schoenberger (lschoenberger@fsu.edu) and explain your situation. Your written appeal will be considered.

When you return from being abroad, you 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. It is usually scheduled the Thursday or Friday before classes begin for that semester. Please plan accordingly.

**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 Canvas. 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 on programs 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. 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](mailto: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 need additional visa requirements. Immigration rules, requirements, and procedures change frequently and are outside International Programs’ control. Independent travel or summer location options may be affected due to
STUDENT VISAS (continued)

immigration changes. International Programs will notify participants of any changes as we become aware.

London, Spain, and Florence students should not plan any summer 2018 travel requiring a passport. Your passport will need to be submitted to International Programs or the appropriate consulate for the processing of your visa. This does not apply for Panama participants who will apply for and obtain a visa in Panama.

International Programs will provide visa guidance for all locations prior to departure. Due to visa processes, FYA students must spend their first two semesters in the same location. FYA students will be able to change locations for their third semester and will be asked for confirmation of this location choice after the start of the fall term when summer 2019 courses will be known. Immigration for FYA summer locations will be reviewed at IPre-Depart. If you are unable to attend, please contact ip-visas@fsu.edu.

Program Fees

You must complete your payments or 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). If you are accepted in the program after these dates have passed, you must complete the relevant program payments or submit a deferment form immediately upon receipt of your acceptance letter. 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-administrativecancellation@admin.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. 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 FSA or FYA program. The Admissions office will then adjust their records to reflect that you are an FSA or FYA 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. (Refer to Condition of Admission sent to you by the Admissions office.)

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. (At the time this document was revised the technology fee was $5.25 per credit.)

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/).

Mark your calendar with the payment deadlines for your program:
FSA:  https://international.fsu.edu/FSA.aspx

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 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 program, which occurs once the confirmation deposit payment is made to International Programs.

FINAL TRANSCRIPTS AND TEST CREDIT

Your final official high school transcript, showing graduation date, official college/university transcript(s) if dual enrolled, and official SAT/ACT score reports must be submitted NO LATER THAN JULY 11 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. Upon receipt of your final transcript(s) and
exam scores, the Office of Admissions will check for successful senior-year performance, and verify the self-reported grades and exam scores you provided on your admissions application. (Refer to Condition of Admission in Freshman Enrollment Information in your Admissions portal.)

PAYMENT DEADLINES, DEFERMENTS & FINANCIAL AID
Students who have applied for financial aid should check their myFSU account. In the My Finances section of the home page, click the Financial Aid tab for award and other information.

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 ($1500 for FSA Pathway; $2500 for FYA). Complete a Fee Deferment Request Form if you plan to use financial aid or scholarships to assist with payment of fees. The form can be found under the Money Matters tab of your program page on the International Programs website. The form must be returned in accordance with the full payment deadlines found on your program page under the Date & Docs tab. FSA and FYA students cannot defer the $100 application fee; FYA students cannot defer the confirmation deposit.

By submitting the deferment form, you are held liable for the 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 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.

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. All 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.

You must also show proof of adequate domestic (U.S.) health insurance coverage. Information on how to purchase or waive health insurance can be found here: http://studentinsurance.fsu.edu/. 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 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 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 IPre-Depat. 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/CISInsu ancePolicy.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.

**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 1114), 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.

To register for the ALEKS exam, go to www.aleks.com and sign up for an account. Refer to the box that says “Using ALEKS with a class?” Enter the access code: DQNQN-VHQC9. If you have any questions regarding the sign up process, please contact Danielle Lewis in the mathematics department at 850-644-5868 (lewis@mail.math.fsu.edu).

Spanish language placement exams will be offered during IPre-Depart. You will register for the exam when you register for IPre-Depart. If you are unable to attend IPre-Depart, we also offer the placement exam 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.

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 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.

**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/](http://www.academic-guide.fsu.edu/)
- Advising/Find your Advisor: [http://advisingfirst.fsu.edu/](http://advisingfirst.fsu.edu/)
- University Bulletin/Catalog: [http://registrar.fsu.edu/bulletin/](http://registrar.fsu.edu/bulletin/)
TUITION WAIVER & PROGRAM DISCOUNT

**FYA 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 on your overseas credits, 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."

**FYA 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**

FYA students must complete a full Summer semester (minimum of eleven weeks) 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—eleven weeks (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—eleven weeks (FY03)
- Valencia—eleven weeks (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—eleven weeks (FY03)
- London—twelve weeks (LY12)
- Valencia—eleven weeks (VY03)

Students studying in VALENCIA during the Fall and Spring semesters may have the following options other than remaining in Valencia:

- Florence—eleven weeks (FY03)
- London—twelve weeks (LY12)
- Panama—thirteen weeks (PY03)

It is important that you understand certain immigration restrictions will apply based on your summer session. Immigration for FYA summer locations will be reviewed at IPre-Depart. If you are unable to attend, please contact ip-visas@fsu.edu.

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) or the First Semester Abroad Pathway (FSA) program.

(last update January 24, 2018)