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

**INTERNATIONAL PROGRAMS STUDENT PORTAL**
You will use the student portal to submit required information, view upcoming deadlines, and prepare for your international program. It is your responsibility to login frequently to complete tasks and view new updates from our office. Log in here: [https://studentportal.international.fsu.edu/](https://studentportal.international.fsu.edu/)

**PROGRAM FEES & DUE DATES**
You must complete your payments and/or a Fee Deferment by the payment dates listed for your program on the International Programs website (the Dates & Docs tab on your program page) and the student portal. Mark your calendar with the payment due dates for your program. Students who are late in completing program payments or filing a Fee Deferment 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 the Money Matters area of the student portal or your program page on the International Programs website, and navigate to the Money Matters tab.

Your place in the program is not confirmed until you pay or defer the non-refundable $1,500 commitment fee according to the payment dates listed for your program in the portal and on the International Programs website.

*If you anticipate receipt of financial aid or scholarships to assist with payment of fees, you may need to complete a Fee Deferment. The Fee Deferment is located in the student portal and must be submitted in accordance with the payment due dates for your program. By submitting the Fee Deferment, you will be held liable for the commitment fee and/or full program fee in accordance with our fee liability and refund policy.

- **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 cannot defer the commitment fee, but may defer up to 50% of the remaining balance once the commitment fee is paid.

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.

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

**Technology Fee:** Florida State University assesses a Technology Fee for all students, regardless of location of study, which is NOT included in the International Programs fee. The technology fee is assessed per credit hour 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](http://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](http://studentbusiness.fsu.edu/payments)). International Programs has no control over the technology fee or any associated late payment penalty.

**Facilities and Equipment Fees:** 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/](http://registrar.fsu.edu/registration_guide/).

**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 interning abroad with Florida State University will transfer back to your home institution. Please plan to meet with your academic advisor to ensure the credits 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/](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.
**FLIGHT ARRANGEMENTS**
There is no group flight for this program and your program fee does not include airfare. **Do not make any travel arrangements until you have confirmed your internship placement.**

When your internship placement is confirmed, you should purchase a flight that will allow you to arrive to your internship location on the start date of your program and depart on the end date of your program, as stated on the immigration and airline regulations. Reference the *Site Specific Packet* in the *Program Information* section of the student portal and under the *Dates and Docs* tab on your program page for details about flights before you book. **All on-site orientations are mandatory and you are only guaranteed housing during your program dates, so plan accordingly.** *International Programs website.* Housing accommodations will not be provided before the start date or after the end date of your program. Flight dates may be restricted due to immigration and airline regulations. Reference the *Site Specific Packet* in the *Program Information* section of the student portal and under the *Dates and Docs* tab on your program page for details about flights before you book. **All on-site orientations are mandatory and you are only guaranteed housing during your program dates, so plan accordingly.**

**ORIENTATION MEETINGS**
Interns have three orientation meetings. The date, time, and location for each orientation will be communicated through the student portal.

1. The first one is an informational meeting discussing the internship timeline.
2. The second one is a site-specific orientation with the overseas coordinator and the Internship Coordinator.
3. The third one is the on-site orientation.

**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. **Please note:** Interns going to London need a Tier 5 visa. London Interns cannot apply for the visa until they have a confirmed placement. International Programs will provide guidance throughout the visa application process.

**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. If you fall into one of these categories, you will be required to submit this form through the student portal.

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/](http://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...
INOCULATION/MEDICAL CONCERNS AND SPECIAL NEEDS CONTINUED

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/. 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) 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 University policy.

London Interns: Here is the link to the BUNAC policy for London interns. http://international.fsu.edu/Documents/HealthSafety/BUNACInsurancePolicy.pdf

COURSE REGISTRATION

In order to receive academic credit for an internship, you must have an instructor from each department or school in which you are taking the course(s) oversee your internship experience. Your instructor will supervise the academic portion of your course(s) and submit your grade(s) for the course(s). The instructor must complete a Directed Individual Study/Internship Course Approval & Supervision Form (DIS form). This form will indicate the course prefix and the number of credits to be earned. The International Programs Internship Coordinator (IP-Intern@fsu.edu), builds and registers interns for their courses.

MONEY AND CURRENCY

Bring or have access multiple sources of funds (debit card, credit card, etc.). Credit cards are useful in the event of an emergency and for everyday purchases. MasterCard and Visa are the most widely accepted credit cards overseas. A credit card with “chip and pin” technology is recommended, as this is the standard abroad. There are several credit cards on the market with no foreign transaction fees. Do your research to see which one is best for you.

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. If a safe is not provided, we encourage students to lock valuables in their suitcase when leaving the housing accommodation.

Last updated 5/2019