Welcome to the International Programs 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 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 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 that is located under the Dates and Docs tab on your program page for details.

**ORIENTATION MEETINGS**
Interns have four orientation meetings:

1. The first one is regarding how to add your internship experience to a new resume.
2. The second one is a business etiquette orientation with Patricia Shubrick from the FSU College of Business.
3. The third one is a site specific orientation with the overseas coordinator and the Internship Coordinator.
4. The fourth one is the on-site orientation.

Please note: London interns have an additional orientation meeting for visas.

**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:


FSU International Programs is a Passport Acceptance Facility, so 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.

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 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 will also need to provide one copy to our Tallahassee office. **Make sure the passport is signed before you submit a copy to our office.** You can send the copy 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. You may also send it by mail or drop it off at our office during business hours. **Do not email it!**

**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.

**PROGRAM FEES**
You must complete your payments and/or a Fee Deferment Form by the payment dates listed for your program (visit the Dates & Docs tab on your program page on the International Programs website). **Mark your calendar with the payment deadlines for your program.** If you apply to the program after these dates have passed, you must complete the relevant program payments or submit a deferment form immediately to be eligible for your admittance. 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, 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. To make a payment with your FSUCard, you must connect it to an account with SunTrust and obtain a pin number. For details, visit the SunTrust website. 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. Our office does not have the ability to accept online payments, aside from the application fee, at this time.

PAYMENT DEADLINES, DEFERMENT & 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 or defer the $1,500 commitment fee within one week of being admitted into the program. 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 Form, which is on the International Programs website update 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 Dates & 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 cannot defer the commitment fee, but may defer up to 50% of the remaining balance once the commitment fee is paid.

By submitting the deferment form and/or payment, you will be held liable for the commitment fee and/or full program fee in accordance with our fee liability and refund policy. Should you wish to cancel from your program, you must email IP-Cancel@fsu.edu for your cancellation to be valid. Review the fee liability and refund policy located under the Money Matters tab on your program page for details.

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
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.feefacts.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/).

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 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/](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 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 [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.](http://international.fsu.edu/Documents/HealthSafety/CISIInsurancePolicy.pdf)

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

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

**COURSE REGISTRATION**
The International Programs Internship Coordinator ([IPIntern@fsu.edu](mailto:IPIntern@fsu.edu)), builds and registers interns for their courses.

*Last updated 8/2018*