Welcome to the International Programs (IP) family! Please review the following steps you need to take in preparation for your time abroad. We recommend referencing this document before and during your program for important information pertaining to International Programs and Tallahassee main campus.

After reviewing this document, please email IP-Freshmen@fsu.edu or call 850.644.3272 with questions about the FSU International Programs First Year Abroad program.

Global Foundations Summer 2020 Course (Required for all Summer & Seminole Pathway admits)
As a condition of admission to the University, those who have been offered admission to FSU for the summer term or through the Pathways program will be enrolled in an online course, *Global Foundations, offered by International Programs during the 2020 Summer C semester (June 22- July 31). International Programs will manually enroll you in this course. After successful completion of this course (grade of C or better), you would then study abroad for the Fall 2020, Spring 2021, and Summer 2021 semesters and return to main campus (Tallahassee) for the Fall 2021 semester. Global Foundations is an online course; you do not need to reside in Tallahassee to complete the course, and you should NOT contract with FSU Housing over the summer 2020 term.

*INR 3932 Global Foundations (online, 3 credits, graded, ISS/International Relations course or elective)
This online course is designed to introduce you to the basic concepts and theories associated with intercultural communication skill development and to help acquaint you with your host country. Weekly topics will also include best practice discussions on life abroad. Example topics include health, safety, and cultural adjustment expectations. Course work will be mainly discussion and reflection based but will also include interactive assignments such as cooking a local dish and blogging the results and researching a site in your host location that you are most excited to see in person.

The course fee is included in the program fee. Textbooks and other course required materials are not included in the program fee.
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 log-in frequently to complete tasks and view new updates from our office: https://studentportal.international.fsu.edu/.

INTERNATIONAL PROGRAMS ORIENTATION (IPRE-DEPART)
You are required to complete an online orientation hosted by International Programs called IPre-Depart. This mandatory session will cover everything from academic policy and procedures, academic advising, class registration, packing tips and finances, to location specifics and safety. By completing the session, you will receive the information you need before departing on your study abroad experience.

All FSU students must also complete the Pre-Orientation module, administered by the Office of New Student and Family Programs. You can access the online orientation from the following link: https://newnole.orientation.fsu.edu/.

When you return from being abroad, you will attend a mandatory in-person main campus orientation session. 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. DO NOT REGISTER AND PAY FOR MAIN CAMPUS ORIENTATION PRIOR TO GOING ABROAD.

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, you will receive a refund once International Programs receives your commitment fee. The FSU Admissions and University 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 commitment fee has been paid. This process can take up to four weeks. Refer to the Money Matters section of this document for more information.

FSU EMLID/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 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. The University REQUIRES all students to establish and use their FSU email accounts. Frequently log into myFSU Student Central (http://sc.my.fsu.edu/) to access your FSU email account.

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 BY EARLY JULY to the Office of Admissions, Florida State University, 282 Champions Way, P.O. Box 3062400, Tallahassee FL 32306-2400. DO NOT SEND OFFICIAL TRANSCRIPTS TO THE INTERNATIONAL PROGRAMS OFFICE. 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.

ACADEMIC INFORMATION
It is mandatory that all FSU students take the ALEKS, the official placement exam for math. Students must take the ALEKS test online before registering for math courses. Students should take the ALEKS test before the scheduled IPre-Depart orientation date so they are able to register for a math course while on campus for the IPre-Depart orientation. 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.

This test is designed to help you place in a level of math that is best suited for you. It is NOT designed to give you course credit or skip any math courses.

To register for the ALEKS exam, go to www.aleks.com and sign up for an account. You will need an access code to successfully sign up. Procedures for taking the ALEKS test are described via the following link: http://www.math.fsu.edu/~bellenot/ALEKS/ . If you have any questions regarding the sign up process, please contact the FSU Mathematics Department: advisor@math.fsu.edu.
BECOMING AN FSU STUDENT

IDS2060 Global Engagement is a fall semester course that is required of all freshman 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. The course fulfills FSU’s Experiential Learning graduation requirement.

COURSE REGISTRATION
Registration for fall classes will take place during our IPre-Depart orientation. You will meet with an Academic Advisor from your department during the event to determine the courses for the semester you will be abroad. If you are unable to attend IPre-Depart, you are responsible for contacting your Departmental Academic Advisor before registration opens. As well, you should meet or email with your Academic Advisor each term prior to registration. Use this link to search for your advisor:

You will receive an email from International Programs informing you when registration is open with step-by-step instructions for online registration. Florida State University strongly encourages students to take 15-16 credit hours per semester. 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.

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. This policy is NOT intended to replace your domestic coverage. You must maintain your domestic policy in compliance with the Affordable Care Act.

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 must complete the required Student Immunization Form. You can access and submit the form through the International Programs Student Portal. 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/.

Although International Programs provides international 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/.
**FLIGHT ARRANGEMENTS**

There is no group flight for this program and your program fee does not include airfare. Reference the Program Packet for your location BEFORE purchasing airfare (links below). There may be flight restrictions based on the visa requirements for your location if a visa is required. Beginning with the Spring 2021 term, we recommend not purchasing airfare until told to do so by International Programs.

- Florence Program Packet
- London Program Packet
- Panama Program Packet
- Valencia Program Packet

These packets are also available in the International Programs Student Portal and on your program page underneath the Dates & Docs tab.

**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.

If you 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, you 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, 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 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 through the International Programs Student Portal. Do not email it!

**STUDENT VISAS**

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.

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. Reference the Program Packet for your location or visit the Visa tab on your program page 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. Independent travel or summer location options may be affected due to immigration changes. International Programs will notify participants of any changes as we become aware.

**London, Spain, and Florence students should not plan any Summer 2020 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 pertain to Panama participants. Panama participants will apply for and obtain a visa in Panama. Contact IP-Visas@fsu.edu if you have any questions/concerns or have already scheduled travel.

**SUMMER TERM OPTIONS**

FYA students can change locations for their third semester. International Programs will notify them during the fall term when summer applications are open on the website. Immigration for FYA summer locations will be reviewed at IPre-Depart. Students will be allowed to remain at their current Spring location after the close of the Spring semester and move in early to their summer location. Specific move-in/move-out dates will be provided toward the end of the Fall 2020 term.

FYA students must complete a full Summer semester (minimum of eleven weeks) to be eligible for an out-of-state tuition waiver.
MONEY MATTERS

Program Fees
You must complete your payments and/or the Fee Deferment by the payment dates listed for your program. Mark your calendar with the payment deadlines for your program.

Students who are late in completing program payments or filing a 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 your fee liability and refund policy, visit your program page and navigate to the Money Matters tab.

Refer to our payment instructions to make a payment via check or credit card. Our office does not have the ability to accept online payments at this time.

Once the commitment fee is received, International Programs will notify the Office of Admissions and University Housing of your intention to participate in the FYA program. The Office of Admissions will then adjust your record to reflect that you are an FYA student. Students whose admission is rescinded by the Office of Admissions after the International Programs commitment fee has been paid remain fee liable for the commitment fee. Refer to Conditions of Admission sent to you by the Office of Admissions for details.

After you have finished paying for your study abroad program through FSU International Programs, please make arrangements for all future payments to be sent to FSU Student Business Services, A1500 University Center, Tallahassee, FL 32306-2394. The checks should be made payable to FSU. Be sure to include your student number or FSU/ID, name, address and telephone number on your checks. For more information regarding payments to FSU: 
https://studentbusiness.fsu.edu/payments.

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. Again, pay attention to the important dates and deadlines for your program. Your place in the program is not confirmed until you pay the $2,500 commitment fee. You can submit a Fee Deferment if you plan to use financial aid or scholarships to assist with payment of fees. The form can be found under the Money Matters section of the International Programs Student Portal. The Fee Deferment must be submitted in accordance with the payment deadlines for your program.

You become fee liable for the non-refundable $2,500 commitment fee on the date of receipt of payment. Navigate to the Money Matters tab on your program page to view the First Year Abroad Fee Liability policy.

Review your Financial Aid file and make certain all required steps are complete prior to departure.
Please contact the International Programs Financial Aid team at IP-FinancialAid@fsu.edu or 850.644.3272 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.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. The technology fee for the 2019-2020 school year was $5.25 per credit hour.

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 abroad. 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/).

TUITION WAIVER & PROGRAM DISCOUNT
FYA Out-of-State students: Upon completion of three consecutive semesters abroad and a minimum of 36 FSU credit hours at their European or Panama IP study center with an FSU GPA of 3.0 or better, and having met all financial obligations related to participation in the First Year Abroad program, out-of-state students will receive an FYA waiver reducing the out-of-state tuition rates to the in-state tuition 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. Upon return, students must attend consecutive semesters without interruption (summer terms excluded), progressing toward their degree completion, and staying “on map”.

NOTE: After you complete the FYA program, out of state FYA students who anticipate receiving the FYA out of state waivers for the following academic year should report to the Office of Financial Aid the value of these waivers as a resource. You can do this by entering the information on the Report Other Financial Aid link in your Student Center. The FSU Office of Financial Aid will review the information, and if necessary, revise your award. Failure to report a resource may require you to repay aid at a later date. Awards are contingent upon continued eligibility and funding from federal, state, and
in institutional sources, and upon state legislative decisions regarding tuition. Awards are subject to change and may be rescinded or reduced if funding is insufficient or discontinued, or if tuition amounts change. Read more about this at the Office of Financial Aid's webpage:

- [https://financialaid.fsu.edu/resources](https://financialaid.fsu.edu/resources) (look under Over-Awards)
- [https://financialaid.fsu.edu/terms-and-conditions](https://financialaid.fsu.edu/terms-and-conditions)

**FYA Florida residents**: After earning 14 credits on the FYA program, those 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.

(last updated 1/2020)