# TABLE OF CONTENTS

**IMPORTANT CONTACTS** 1

**ACADEMICS** 2
ACADEMIC MATTERS
FSU ENHANCEMENT PROGRAMS RELATED TO STUDY ABROAD
IBERIAN STUDIES MINOR
TUTORING RESOURCES
STUDENT DISABILITY RESOURCE CENTER

**BEFORE DEPARTURE AND PROGRAM SPECIFICS** 3-6
PASSPORT
VISA REQUIREMENTS
FLIGHT INFORMATION
IN TRANSIT
ARRIVING IN SPAIN
FSU VALENCIA STUDY CENTER
HOUSING
CLIMATE AND PACKING
PERSONAL TRAVEL
EXCURSIONS

**COMMUNICATION AND ELECTRONICS** 7
MAIL
TELEPHONES & COMMUNICATION
CELL PHONES
COMPUTERS

**CURRENCY AND BANKING** 8
EXPENSES WHILE IN SPAIN
MEAL VOUCHERS
CURRENCY
BANKING

**HEALTH** 9
INOCULATIONS/MEDICAL CONCERNS
ALCOHOL AWARENESS AND ILLEGAL DRUGS

**POLICIES AND SAFETY** 10
RULES, POLICIES AND PROCEDURES
SAFETY AND SECURITY

**HOUSING TERMS AND CONDITIONS** 11-13

**TIPS AND RESOURCES** 14
ONLINE RESOURCES

**EXPLORING SPAIN INFOGRAPHIC** 15-16
IMPORTANT CONTACTS

INTERNATIONAL PROGRAMS OFFICE
A5500 University Center
282 Champions Way
P.O. Box 3062420
Florida State University
Tallahassee, Florida 32306-2420

PHONE  
850.644.3272  
1.800.374.8581

FAX  
850.644.4659

EMAIL  
ip-info@fsu.edu

WEBSITE  
international.fsu.edu

HOURS 8:00a.m. to 5:00p.m. EST, Monday - Friday

THE VALENCIA STUDY CENTER
FSU Valencia Study Center  
Calle Blanquerias, 2  
46003 Valencia, Spain

PHONE  
(011) 34-96-355-9360  
(011) 34-96-356-3053

FAX  
(011) 34-96-355-9360

Ignacio Messana, Director  
Email  
imessana@fsu.edu

Cell Phone  
(011) 34-649-365-403  
(Cell Phone is to be used in emergencies only)

Alicia Martinez, Associate Director  
Email  
alicia.martinez@fsu.edu

U.S. EMBASSY
In Madrid at Serrano 75

PHONE  
011-34-91-587-2200

WEBSITE  
http://madrid.usembassy.gov/

INTERNATIONAL CALLS
Making international calls from the U.S. to Spain: First dial “011” (for international call), followed by “34” (the country code), then the specific area code (dropping the first zero) and location number.

Time Differences: Spanish time is ahead of Miami and Tallahassee (EST) by six hours, Pensacola and Chicago (CST) by seven hours, Denver by eight hours, and Los Angeles (PST) by nine hours.
ACADEMIC MATTERS
This program is first and foremost an academic one, so you should be prepared to invest as much time, effort and thought into your coursework as you do on your home campus. Since classes are small, you will have more interaction with your fellow students and with faculty than you have on main campus. There will be a greater emphasis on participation in class discussions. This means you must be prepared to maintain a high level of performance by being an active and committed participant in your class.

FSU ENHANCEMENT PROGRAMS RELATED TO STUDY ABROAD
FSU students are encouraged to get involved with the Garnet and Gold Scholar Society and the Global Citizenship Certificate program. These two resources provide special recognition as global-ready graduates.

The Garnet and Gold Scholar Society program facilitates involvement and recognizes the engaged, well-rounded student who excels within and beyond the classroom in the areas of Leadership, Internship, Service, International, and Research. A student who has met the criteria in three of the five areas is eligible for consideration. All study abroad programs organized through the International Programs Office qualify for the international experience portion of the International Area. Visit http://garnetandgoldscholar.fsu.edu/ or email GarnetandGoldProgram@fsu.edu to learn more.

The Global Citizenship Certificate program helps undergraduate students develop invaluable cross-cultural skills and global competencies needed to be a global-ready graduate. Students who enroll in the certificate take 2 required courses, Global Perspectives and Global Citizenship, and 2 electives. Both required courses count toward FSU Liberal Studies X, E-series, and writing requirements. In addition, students participate in 8 intercultural events on campus and a sustained international experience abroad, which you are about to complete! Enroll in the Global Citizenship Certificate before you study abroad to ensure your experience counts toward the certificate. Visit cge.fsu.edu/globalcitizen or contact an advisor at globalcitizen@fsu.edu to learn more.

IBERIAN STUDIES MINOR
The interdisciplinary minor requires the completion of fifteen (15) semester hours (to include at least two disciplines) in courses approved by the Iberian Studies Valencia Center Minor Coordinating Committee. At least nine (9) semester hours must be taken while the student is in residence at the FSU Valencia Study Center. A maximum of nine (9) semester hours may be counted in any single academic discipline. A minimum grade of “C-“ must be earned for all courses taken for the minor. In addition, a minimum cumulative grade point average (GPA) of 2.0 must be maintained in all courses counted toward the minor. If you intend to minor in Iberian Studies, you should declare this intention with International Programs by the end of the semester in Valencia. For more details, contact Betty Seymour at bseymour@fsu.edu or visit http://registrar.fsu.edu/bulletin/undergraduate/departments/iberian_studies/.

TUTORING RESOURCES
There are a number of tutoring resources available at Florida State University to assist students academically, both in Tallahassee and abroad. Online tutors are available through the following programs:

- Reading & Writing Center (RWC) http://wr.english.fsu.edu/Reading-Writing-Center/RWC-Online
- Academic Center for Excellence (ACE) http://ace.fsu.edu/ ACE provides free tutoring in many subject areas, including accounting, biology, chemistry, economics, math, statistics, and physics.
- University Libraries: Office of Distance Library Services https://www.lib.fsu.edu/department/distance-learning

STUDENT DISABILITY RESOURCE CENTER (SDRC)
SDRC provides reasonable and appropriate accommodations for students with documented disabilities. Documented disabilities and accommodations vary in nature, and though the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 do not apply extraterritorially, we do our best to accommodate our students. If you anticipate needing to request accommodations for a documented disability, please schedule an appointment with the SDRC by calling 850-644-9566 (Voice) or 850 644- 8504 (TDD) and provide appropriate information on your Special Needs form. For more information, visit http://dos.fsu.edu/sdrc.
VISA REQUIREMENTS FOR U.S. CITIZENS

Fall, Spring, First Year Abroad (FYA) Students: In order to enter Spain legally, you must apply and obtain a valid student visa. Please review the following important aspects of the visa process.

- **Passport:** You must hold a US passport that is valid for at least 6 months beyond your return from Spain and contain at least 2 blank visa pages.

- **Visa Instructions:** You will be sent a “Visa Packet” via email with information and guidance on applying for the student visa. Failure to complete the visa application process within the stated timeline will possibly result in late arrivals or inability to participate in the program. Any financial penalties associated with delayed arrivals or cancelations will be your responsibility.

- **Flight / Visa Restrictions:** When you are applying for a visa, you can request that the visa be valid up to 7 days before the start date of the program. You will need to enter and depart from the Schengen Area within the limits of your visa. For more information on Schengen and a list of countries that fall within the Schengen Area, please visit the US Department of State website, http://travel.state.gov/content/passports/english/go/schengen-fact-sheet.html, or contact an International Programs’ Immigration Specialist at IP-Visas@fsu.edu. Due to airline restrictions, traveling on a one-way ticket may not be allowed. Please check with your airlines before purchasing a one-way ticket.

- **Travel outside the Program:** Due to visa processing times, international travel during the months prior to the start of the program will be limited. Please contact an Immigration Specialist at IP-Visas@fsu.edu if you have international travel plans.

- If you are not participating on the FYA program and intend to study abroad for two consecutive semesters, you must contact an Immigration Specialist as soon as possible at IP-Visas@fsu.edu.

Summer Students: Summer students do not require a visa but will still have immigration restrictions. Please review the following:

- **Passport:** You must hold a U.S passport that is valid for at least 6 months beyond your return from Spain.

- **Flight/ Immigration Restrictions:** You are allowed to reside legally in the Schengen Area for 90 days within 180 days without obtaining a student visa. You CANNOT stay in Spain or any of the Schengen States for more than 90 days within 180 days. For more information on the Schengen Area, please visit the US Department of State website, http://travel.state.gov/content/passports/english/go/schengen-fact-sheet.html, or contact an International Programs’ Visa Specialist at IP-visas@fsu.edu. Due to airline restrictions, traveling on a one-way ticket may not be allowed. Please check with your airlines before purchasing a one-way ticket.

VISA REQUIREMENTS FOR NON U.S. CITIZENS AND US CITIZENS LIVING ABROAD:

If you are a non-U.S. citizen or U.S. citizen living abroad, contact an International Programs’ Immigration Specialist at IP-Visas@fsu.edu. You may be required to apply for a visa on your own or you may have additional visa requirements and expenses.

All visa information is correct at the time of publication, but terms, fees, and guidelines are subject to change without notice.
FLIGHT INFORMATION
There is no group flight for this program, and your program fee does not include airfare.

Do not purchase a plane ticket for your program until instructed by International Programs to do so. You will receive an email from International Programs (ip-info@fsu.edu) with flight details. When you are notified to purchase a flight, you should make arrangements to arrive in Valencia on the start date of your program and depart Valencia no earlier than the end date of your program, as listed on your program page of the International Programs website (https://international.fsu.edu/). You will most likely need to depart the United States one day before the program’s start date in order to arrive on time. All orientation/welcome activities that take place upon arrival are mandatory.

The group pick-ups for your program are from 10:00 a.m. to 4:00 p.m., Valencia time at the Valencia airport on the start date of your program. You will be met in front of the arrival gates, in the arrival zone of the airport by FSU representatives.

Your housing will not be available until the official check-in day of the program. If you arrive earlier, you will need to look for accommodations in town for the extra nights. For a list of hotels near the Study Center, please visit our website: http://www.international.fsu.edu/Documents/ImportantDocuments/StudyCenters/Valencia_AreaAccommodations.pdf

You must check out of program housing on the morning of the last day of your program. You will be responsible for getting yourself to the airport in time for your departure. After your official check out date of the program, you will need to book other accommodations if you are extending your stay.

First Year Abroad students: you are welcome to arrange to stay in university housing between semesters. Please discuss your housing needs with the FSU Valencia staff. You cannot stay in university housing prior to the start of the fall semester or after the end of the summer semester.

Once you have completed your travel arrangements, all students must email their flight arrangements to the IP Office (ip-info@fsu.edu). We must have your flight arrangements to share with the staff in Valencia so you will be assured a seat for the group pick-ups.

You may want to consider purchasing travel insurance when booking your flight. Travel insurance typically covers flight cancellation fees, lost luggage or other losses incurred while traveling, etc. Speak with your airline for more information.

IN TRANSIT
- Domestic flights. In general, arrive at the airport ticket counter two hours before your departure time. Check with your specific airline to find out the recommended pre-flight allowance.
- International flights. Arrive at the airport ticket counter three hours before your departure time.
- Keep your boarding pass. Some airlines require it for baggage claim. Also, it will help if your luggage gets lost.
- Have your passport accessible.
- During your flight, drink lots of water and get up and walk around at least once during the flight. Try to sleep; it will help you combat jet lag. Wear layers as the temperature on the plane and in airports may vary.

ARRIVING IN SPAIN
Upon arrival in Spain or Schengen territory, you will go through passport control and then you will re-check (if necessary) your luggage for the flight to Valencia. You may have to get your boarding card for the final leg of your flight.

If you are flying from Madrid to Valencia, you most likely will need to change terminal buildings. Ask at an information booth to confirm if this is the case. The departing boards (TV screens) only show the flight departures for that respective terminal. If you have to change terminals, you will have to take one of the blue and green trams between terminals. When you arrive in Valencia, you will claim your luggage and proceed to the arrival zone where you will locate the International Programs representative.

If you miss the group pick-up, you have two options. You may take a taxi from the Valencia airport to the FSU Valencia Study Center located by the monument Torres de Serranos at Calle Blanquerias, 2. The taxi ride is about 15-20min and it has an approximate cost of €20-25. The other option is to take the train-subway from the airport terminal (either line 3 or 5) to the Xativa or Colon stops. Your ticket may be purchased at the airport (£4.90) From the Xativa Stop take a taxi to the FSU Valencia Study Center, located by the Torres de Serranos at Calle Blanquerias, 2. The taxi ride will cost approximately €5-€10. Please ask for the receipt.

Please note: Taxi drivers are not tipped.
FSU VALENCIA STUDY CENTER
Florida State University is especially proud to be housed in our FSU Study Center, located in a restored building in the historical downtown quarter, adjacent to the Serrano Towers. The center has been built with care and concern for the architectural treasures uncovered during the renovations. The remains from the 10th century Arabic wall and 14th century tanning tanks can be viewed through the reinforced glass floor, and museum displays have been placed throughout the ground floor, highlighting various Roman and Spanish artifacts that were discovered during renovations. The state-of-the-art center includes classroom space, administrative offices, a computer lab and fully-furnished student apartments.

HOUSING
Students are housed in two restored brand new buildings. Each apartment has 3 to 5 bedrooms (double or triple occupancy) and 3 or 4 bathrooms to share, telephone, air conditioning/heat, fully-equipped kitchen, washing machine and personal study space. Dryers are available in the common area for all students to share. Linen service and weekly cleaning are included. In addition, each student will have his/her own wardrobe and a locking file cabinet. Entrance to the apartments is with a swipe key that will be issued upon your arrival. The study center and apartment buildings are equipped with Wifi.

During some semesters, especially over the summer, we will likely exceed the capacity of the accommodation in our facilities. In such cases, students will be housed in comparable accommodations within central Valencia. We cannot guarantee that each residence will have the exact same amenities. Each student housing facility has safety and security measures. They may vary by location.

Rooming assignments and locations will be made based on a combination of factors such as type of program, housing preference, and special needs as indicated in the information you provide International Programs. Roommate assignments are made in Valencia by our Study Center staff and will be communicated upon arrival. These assignments cannot be changed.

During your on-site orientation, you will be advised of the Study Center Housing Rules & Regulations. Violation of any of the housing policies is grounds for dismissal. For contractual details about your program housing, rules, and regulations for your specific program, please refer to the FSU International Programs Contractual Agreement and the Housing Terms and Conditions.

You are required to sign the FSU International Programs Contractual Agreement as it outlines your contractual obligations as a participant on our program.
PERSONAL TRAVEL
You are no doubt eager to explore both Valencia and areas of continental Europe. The academic schedule is arranged so that you will have some three day weekends, as well as a 10 day break (fall and spring term only), in which to achieve this. It is best to wait until you have arrived in Valencia and begun classes before you book any trips away from the Center. Waiting until classes have started will allow you to make your plans around the following factors:

- Academic deadlines for exams, papers and presentations. You do not want to book a once-in-a-lifetime trip to Prague only to discover that you have a major research paper due around that time.
- You will receive a cultural calendar of activities planned for all students upon your arrival. It would be a shame to book a trip that clashes with an activity arranged by the Valencia Study Center that cannot be changed.
- The travel plans of your peers. One of the joys of studying abroad is the opportunity to build friendships through travel and shared experiences.
- Due to the compact nature of the summer programs, course meeting times will be intensive and may only allow some independent travel. Summer programs may have mandatory academic excursions that take place over a weekend. Participants of summer programs should be flexible with their weekend plans.

Do not plan travel that will cause you to miss classes; strict academic standards will be maintained on the programs. Your grade may be reduced by any unauthorized absence from class.

For safety purposes, you will be instructed by the Valencia staff to fill out a mandatory online independent travel form each time you plan on traveling outside of Valencia. More information will be provided to you in an email from IP-Info@fsu.edu prior to departure.

EXCURSIONS
Both local and more distant travel opportunities relate in critical ways to academic study. There are classes Monday through Thursday which will allow you to join the Friday trips or other field trips to explore the region. Each term students and faculty spend three to four days in Madrid and/or Barcelona, Andalucía or another region of Spain enjoying comfortable accommodations and a wealth of important sites.

CLIMATE & PACKING
All airlines have different policies regarding the number, size, and weight of bags allowed on domestic and international flights. Fees for having too many bags or exceeding size and weight limits are steep, and also vary by airline. It is important that you determine the restriction on your particular airline before you pack. Please be aware that you will be responsible for carrying your own bags, packs, etc. Restrictions regarding carry-on baggage are different for each airline and sometimes vary depending on your originating, transferring and/or terminating airport. Also, requirements change based on current events. It is imperative that you check your specific requirements just prior to your departure and plan accordingly. Use the IP luggage tag and luggage strap you received to ensure your bag is marked in capital letters with your name, address, and final destination both on the inside and on the outside of the bag. It is recommended that you pack 1 or 2 outfits in your carry-on in case of flight delays/cancellations or lost luggage.

Valencia is warm in the summer and early fall. Average temperatures range from mid 70s to 90s (Fahrenheit). Temperatures in late fall and winter (November - February) in Valencia usually drop into the 40s at night, rising to the high 60s to low 70s during the day. The winter nights can get cold due to the wind and humidity. We advise you to bring at least a windbreaker or jacket, regardless of the time of year. Recent students have suggested comfortable walking shoes or hiking boots are a must. Also, the Spanish dress more conservatively so females are advised against wearing short shorts and spaghetti straps in many places. Although rain is not frequent, when it does rain, it pours. If you make excursions to other cities you will encounter temperatures even colder than those in Valencia. It consistently rains or snows in northern Spain during the winter. Europeans in general do not heat their buildings as warmly as in the U.S., therefore, you must take warm clothing with you, or be prepared to buy it there. We recommend dressing in layers whether you are inside or outside. For updates on weather conditions, visit https://www.accuweather.com/en/world-weather.

You should not bring any valuable or sentimental items such as jewelry, expensive watches, expensive cameras, or keepsake items you would regret losing. You also don’t want to bring any electrical appliances such as hair dryers, heaters, etc. The electricity in many countries is twice as powerful as in the U.S. and will cause those items to burn out.

Explore the International Programs Pinterest account for more packing tips.
MAIL
Please share the following information with those in the U.S. who are interested in sending you mail while you are abroad.

The Spanish mail system is sometimes unpredictable. The Spanish mail system works well if you are sending letters, using international airmail stamps, taking from 10-14 days usually. **However, when sending packages overseas, ALL international packages will be stopped at Customs.** If the recipient of the package is not a Spanish resident themselves, there will be no way for the package to be released to them. Packages can only be released if the recipient has a Spanish TAX ID NUMBER. In this case the package can be released by paying the custom duty fee which will be 30% on the amount shown as the insured or stated price.

If the package is going to be sent, the commercial value on the package should be between zero and a maximum of $40 dollars and it should be an item for personal use. Once it is in Spain, the customs process will delay the delivery of the package from 10 to 30 additional days or completely stop the package from being delivered. Several items can't be sent from the U.S. due to customs regulations: medicines, cosmetics, food. If these items are stated on the package content, the package will be stopped at Customs and returned to sender. **THIS IMPACTS U.S. POSTAL, FED-EX, UPS,ETC!!**

In short, please do not attempt to send packages to Spain.

You should have letters sent to the Valencia Study Center address provided in the Contact Information section of this packet. The letters should be addressed as follows:

“Student first name and last name”
Calle Blanquerías 2
46003 Valencia

TELEPHONES & COMMUNICATION
Public phones are rare to find in the city. There are phone marts where phone calls to the U.S. can be made at reasonable rates. Information on the variety of telephone procedures available will be given to you at your orientation in Spain. To dial direct from Spain to the U.S., the international dialing codes are: 00 (international prefix); 1 (country code for U.S.); then dial the number. Calling direct from Spain is less expensive than calling Spain from the United States. Buy a prepaid phone card while in Valencia. Do not purchase the prepaid phone card in the U.S.

Other popular options to keep in touch with family/friends back home include Skype, FaceTime, Viber, and WhatsApp. If you have a smartphone, download these apps before you travel abroad so you will be able to activate the account. You will be able to communicate internationally for free through connecting via WiFi.

CELL PHONES
It is not mandatory to buy a local SIM card while you are in Valencia but it is highly recommended. If you want to use your own phone, you’ll need to unlock your phone and make sure your phone is GSM-capable before departure. With your own phone, you can buy a prepaid Spanish SIM plan, either for phone calls only or for calls and data for about 20 euros. You might be able to put your U.S. plan on hold while abroad and save on your monthly service fee. Another option is to purchase a pay-as-you-go phone. With either of these options, you will not be charged for incoming calls while you are in Spain. Calls to other countries will vary in cost, and calls received or made while you are in another country will certainly be very expensive; you can monitor your balance and call records through the internet. Be careful to limit calls during travel outside Spain, as roaming charges can be expensive. You will get additional information on companies and fare options during orientation in Valencia. If you decide to use your U.S. cellphone, make sure to turn off Roaming before you leave. Otherwise you might end up with a very large phone bill when you get back.

COMPUTERS
There is a **computer lab** at the Valencia Center. Former program participants recommend bringing a laptop abroad. If you want to bring your laptop, we recommend the following:

- Check if your computer has a built-in transformer that is capable of handling the different voltages. You will also need a converter for the plug. (i.e. from two flat prongs to two round prongs).
- If you take a laptop with you, it is at your own risk. Check your homeowner’s insurance to make sure that it is covered when you are away from your primary residence. If not covered by your homeowner’s insurance, you may want to check into laptop insurance through [www.safeware.com](http://www.safeware.com), a worldwide insurance provider for all electronic devices (e.g. laptop, digital camera, iPod, etc.). They also have a provision for non-electronic personal property.
- **Do NOT pack your laptop or laptop charger in your checked luggage.**

Students not residing in the study center apartments will have full access to the communal areas of the study center, which is wireless.
EXPENSES WHILE IN VALENCIA

Be aware of the state of the Spanish economy, especially as it affects your independent activities. By most standards, you will find the cost of living in Valencia similar to Tallahassee, and that is probably how you should plan your budget. Like most students, you will learn how to shop around and find the real bargains in the shops and street markets.

Based on past participants’ feedback, a 6-week summer program budget of $2,000-$3,000 is suggested for personal expenses. For fall or spring semesters (15 weeks each) a budget of $4,500-$5,500 is recommended. Many students spend more, depending especially on how much independent travel they do. You are also responsible for staple items in your room. In general, you can buy lunch or dinner for about $9 in an inexpensive restaurant in Valencia, plus cab fare. A good way to estimate what you might need in Valencia is to assume that whatever you spend here in the U.S. (in dollars), you will spend the same (numerical) amount in euros. Take that dollar amount and convert to euros.

If you are planning to travel around Europe you should expect to spend at least $70 per day.

MEAL VOUCHERS

While school is in session, all participants will receive a €7 meal voucher per day (4 per week). Breakfast on class days will only be offered during the fall and spring semesters.

CURRENCY

Spain uses the euro as the national currency. Visit http://www.xe.com/currencyconverter/ for current exchange rates.

EXCHANGE MONEY

Exchange some dollars for euros at the international airport before you leave the U.S. In general, it is a good idea to exchange around $100, the amount depending on how much currency you may need before you are able to reach a bank. For exchanging money in banks in Spain or Europe make sure you have your passport with you.

BANKING

We recommend you set up on-line banking for your bank accounts prior to departure from the U.S. so you can monitor your account while overseas.

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.

Before using an ATM or debit card overseas, we recommend the following:

- 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 credit card companies to “freeze” an account if suspicious or fraudulent activity is suspected.

- 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 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.

- Keep a record of all credit/debit/ATM card numbers and the phone numbers you would need to call, with area codes, if they are lost or stolen. Keep this record in a safe place separate from your cards, and you should provide a copy to family at home.

For those who receive financial aid, ensure that any student loans you have requested will be available for disbursement during the term abroad. Disbursement usually occurs after students have left the U.S. Make arrangements for your check to be deposited, if that is your chosen method of disbursement.
INOCULATIONS/MEDICAL CONCERNS
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.

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 location(s) the traveler has visited. It is the student’s responsibility to ensure previous travel has not triggered additional requirements.

- A tetanus booster shot is suggested if you have not had one within the past 10 years.
- We highly recommend that you bring sufficient quantities of your prescription medications with you to last for the duration of your stay. Keep these in their original containers with copies of the prescriptions and place them in your carry-on luggage. Be sure to 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. After discussing medications with your doctor, students will need to work with their insurance company to cover the vacation prescription. Students who experience difficulty in obtaining a vacation prescription should seek assistance from our office.
- If you wear glasses or contact lenses, take an extra pair and/or the prescription.
- Complete routine medical and dental care before you leave.

The CISI insurance provided is included in your program fee and the policy is available on our website: http://international.fsu.edu/Documents/HealthSafety/CISIInsurancePolicy.pdf. You will want to familiarize yourself with the coverage details.

ALCOHOL AWARENESS & ILLEGAL DRUGS
The legal age for drinking alcohol in Spain is 18. This means that you will likely have the opportunity to buy and drink alcohol legally. It is in your interest to recognize that this right carries a great deal of responsibility. FSU Valencia has a strict code of conduct relating to the use of alcohol, violations of which will likely result in a judicial hearing with the possible sanction of being dismissed from the program. In short, know your limits and drink in moderation if you choose to do so, but not to excess.

Florida State University has a zero-tolerance policy regarding the possession, use, manufacture, production, sale, exchange or distribution of illegal drugs by students participating in FSU study abroad programs. Violation of this policy may result in immediate dismissal from the program; and disciplinary action onsite or upon return to campus. International Programs’ policies follow either the U.S. law or local law, whichever is more stringent with regard to drug use. For complete information on student judicial processes, victim’s rights, and appeals see the Student Conduct Code: http://dos.fsu.edu/srr/.
POLICIES & SAFETY

RULES, POLICIES & PROCEDURES
Florida State degree-seeking, transient and special students are bound by the rules, policies, and procedures set forth in the FSU General Bulletin and Student Handbook. It is your responsibility to familiarize yourself with these before you leave. You may locate the FSU General Bulletin online at http://registrar.fsu.edu/ and The Code of Student Conduct at http://dos.fsu.edu/srr/conduct-codes/student-conduct-code. The Office of Student Rights and Responsibilities updates any changes to the Code of Student Conduct.

SAFETY & SECURITY
Our highest priority is the welfare and security of our students, faculty, staff and facilities. We have emergency plans in place for each of our locations and work closely with our insurers and 24/7 emergency response providers to monitor and respond to all situations worldwide. It is our policy to follow guidance from the respective U.S. Embassies, U.S. State Department, as well as local officials and keep students apprised of any new information. For more information on IP’s security policies and procedures, please contact our Director of Risk and Emergency Management, Chris Carroll at 850.644.7823 or ccarroll@fsu.edu.

- **Resources.** Even though students are not on the main campus, they have access to many resources should they encounter issues while abroad. Program staff members are available to support students in a variety of ways, including connecting students with other professionals locally and/or on the main campus.
  - **Victim Advocate Program.** The University takes very seriously all types of victimization, including sexual violence, relationship violence, and domestic violence. Advocates are available and on-call 24 hours a day to provide confidential support services, even for students who are abroad. For more information on the Victim Advocate Program, visit http://victimadvocate.fsu.edu.
  - **University Counseling Center.** The Counseling Center is a welcoming and confidential place to discuss questions and concerns such as homesickness, struggles with relationships, sexual identity, cultural issues, and more. Visit https://counseling.fsu.edu/ for more information.
  - **Center for Health Advocacy & Wellness.** The Center for Health Advocacy & Wellness encourages students to make healthy lifestyle decisions that facilitate academic success and lead to life-long health and wellness. For more information, visit http://chaw.fsu.edu/.

- **The U.S. State Department** maintains a web site of information for Americans studying abroad, including current travel advisory warnings, at: http://studentsabroad.state.gov/.

- **The Smart Traveler Enrollment Program (STEP)** is a free service provided by the U.S. Government to U.S. citizens who are traveling to, or living in, a foreign country. STEP allows you to enter information about your upcoming trip abroad so that the Department of State can better assist you in an emergency. We strongly recommend you register here: https://step.state.gov/step/.

- **Waivers.** All IP participants will be given a Waiver of Liability via email. It must be signed and submitted to IP.

- Be aware that you are subject to the laws of the country in which you are traveling.

- Always carry a photocopy of the picture and signature pages of your passport with you. Keep another copy in your room separate from your passport. Leave one copy at home in the U.S. with your family or a relative.

- Use the buddy system—try to travel with friends as much as possible and always tell your roommates or friends where you are going and when you expect to return. Bystander intervention is a powerful opportunity and responsibility for those within our community.

- **Valuables.** Students should not take sentimental valuables on their program. Students should not leave cash, passports, or other items of value unattended in their rooms. If a locker or safe is provided, students are strongly encouraged to use it to store anything of value at all times. Students should plan regular visits to the cash machine rather than leaving large amounts of cash in their rooms. Students are responsible for ensuring their rooms are left secure at all times – do not prop open doors, do not leave doors and windows unlocked, do not give keys to anyone. Students are strongly encouraged to purchase insurance that will cover their belongings while abroad, whether a standard homeowners or renters policy.

- **Pickpocketing.** In most large cities throughout the world, pickpocketing is the most common crime and can happen anytime, anywhere! We caution you to always be aware of your surroundings. While traveling in some areas beware of beggars who try to distract you with papers, boxes, or excessive body movements. Coats and purses are often stolen in crowded areas. Keep them close to you and lock your pack zippers with a combo lock. Secure your valuables if you are traveling on an overnight (“sleeper”) train.

- **Weapons.** Students are strictly prohibited from keeping or using firearms, knives, weapons (including pellet, air guns, paintball guns or other dangerous articles or substances). Furthermore, mace and/or pepper spray may be illegal in the countries that you visit. It is your responsibility to know the laws regarding weapons in the host country if you intend to bring any item for self-defense.
HOUSING TERMS AND CONDITIONS

The following regulations for the International Programs student housing are based upon the Florida State University Contractual Agreement and the rights and responsibilities of individual members of the university community as spelled out in the ‘Codes of Student Conduct’ in the:

- Florida State University General Bulletin (http://registrar.fsu.edu/bulletin/)
- Florida State University Student Handbook (http://dos.fsu.edu/resources/student-handbook), and

These rules and responsibilities have been adapted and supplemented where appropriate to take into account the special needs of each program. The housing rules are designed to conform to the local laws protecting the mutual rights of both students and our local neighbors. We are guests in another country and we should respect and abide by the customs of the people. Since the housing and academic components are tied together very closely, the program staff must ensure that your stay in the residence facility provided enhances the overall mission of the program.

Carefully read these regulations and responsibilities. All occupants/participants in program-provided housing are obliged to conform to them so the overseas experience may be a positive one for everyone associated with our program. The program staff is responsible for ensuring these rules are enforced. He/she has the authority to supplement them at any time to deal with circumstances that affect the integrity of an academic and social/cultural program that functions in a foreign country. The program staff has the authority to dismiss from the program any occupant/participant who does not comply with all rules.

I. AGREEMENT TO GENERAL TERMS

A. Participants are reminded that our program-provided housing is in facilities regulated by the respective country’s law. Although the FSU rules and regulations apply on our study program, the law of the land where any misdemeanor occurs takes precedence and FSU cannot break these regulations or laws.

B. All program dates are advertised as first night in program housing to morning of the last day of the program. The FSU International Programs Contractual Agreement, appropriately signed, is effective from the morning on the date of the first night in housing of a particular program until the morning of the day of program departure. Specific times vary by country. More information is provided in the housing section of this packet.

C. If an occupant/participant voluntarily withdraws from a program and is released from this legal document he/she must vacate the residence within 24 hours of that decision. In the case of expulsion or immediate suspension/dismissal, another breach of contract, or a judicial process, the occupant/participant must vacate the residence immediately.

D. The acceptance of this FSU International Programs Contractual Agreement by Florida State University/International Programs Association, Inc., does not guarantee assignment to any particular room. Roommate preferences, however, will be honored as far as possible and practicable.

E. Under this document, the Florida State University, in conjunction with the Study Center program staff, reserves the right to formulate and put into effect other rules and regulations which, in their judgment, may be necessary for the safety, care, and cleanliness of the premises and for the preservation of mutual rights and responsibilities of the occupants/participants of the building, and the inhabitants of the neighborhood. All occupants/participants agree to abide by any and all additional rules and regulations adopted for those purposes.

F. Under this document, all occupants/participants are responsible for reading, understanding, and adhering to the general applicable regulations, rules, and procedures concerning student codes and policies as set forth in official publications of Florida State University. Such publications include the current editions of the General Bulletin, the FSU Student Handbook, and the Florida State University International Programs Important Forms packet.

G. All Florida State University International Programs facilities are designated no-smoking facilities. Smoking or vaping of any substance is prohibited throughout the buildings. All occupants/participants agree to accept this condition. Deviations from this policy, if they exist, will be provided in your country specific orientation package.
II. AGREEMENT TO GENERAL CONDITIONS AND RESPONSIBILITIES OF PROGRAM PARTICIPANTS

A. Respect for Persons
1. Program participants must be cognizant of the rights of others and avoid activities, which unnecessarily disturb individuals or groups, or interfere with the normal activities of International Programs. These include, but are not limited to, intimidating behavior, physical assault, hazing, or unsuitable or boisterous conduct. Participants should be aware of the effects of their noise on others and respond appropriately to requests to lower volume.

2. Florida State University respects and celebrates the diversity of its students. Statements of intolerance and/or harassment pertaining to race, creed, color, sex, religion, national origin, age, disability, veterans’ or marital status, sexual orientation, gender identity, gender expression, or any other protected group status are neither appropriate nor tolerated and can lead to dismissal from the program.

B. Respect for Property and Living Space
1. Program participants are expected to respect university property as well as the property of other community members.
   a.) University property may not be removed from any room or from public areas.
   b.) Out of respect for the community environment, sports and general rowdy behavior are not permitted either in the Study Center or in program-provided housing.
   c.) Participants may not affix any items to the walls of the residence
   d.) Participants in program-provided housing may not remove, alter, or tamper with door closures, security equipment, or locks, nor may they wash or hang laundry in their rooms.
   e.) Students are expected to report all maintenance issues. If a maintenance issue is unreported and results in major damages, students may be held responsible for costs.

2. Participants in program-provided housing should ensure their rooms are properly cared for. It is the responsibility of all to maintain a standard that provides cleaning and care of the room.

3. Participants in program-provided housing are responsible for the reasonable care of their assigned living spaces and their equipment and appliances. Charges will be assessed for damages to, unauthorized use of, or alterations to, rooms, equipment, and buildings as well as for special cleaning necessitated by improper care of rooms or equipment.

4. Unless it can be determined otherwise, occupants/participants are jointly responsible for damages done to public areas and equipment in their living quarters. Public areas are defined as those areas available for use by all program participants living in a shared area. Charges for damages to public areas and equipment, other than those determined to be the result of normal wear and tear, may be assessed of all program participants of a particular room or floor, or of the residence as a whole.

5. Authorized administrative personnel may enter rooms for the purposes of cleaning, normal inspection, and maintenance. Occupants’/participants’ personal property is not subject to search without the express approval of the owner except in circumstances when a reasonable belief exists that the room is being used for an illegal purpose or a purpose which would otherwise seriously interfere with discipline and/or an occupant’s/participant’s personal safety.

6. Florida State University/International Programs Association, Inc. is not liable for damage or loss of personal property, failure or interruption of utilities, or unforeseen accidents or injuries. The organizations named above will be liable only for those damages or injuries caused by negligence on the part of their employees, agents, or representatives while they are working within the scope of their employment or agency. Occupants/participants are strongly advised to secure their own personal property insurance.

C. Respect for Housing Operations
1. It is expected occupants/participants will comply with reasonable requests from the program staff and the housing administrative staff.
   a. Residents will identify themselves when asked and will provide true and accurate information.
   b. Residents will refrain from harassment and verbal abuse of staff personnel.

2. Room keys may be neither lent to nor borrowed by anyone. Such actions violate administrative codes, are not permissible, and constitute grounds for dismissal. For personal safety reasons, the propping open of exterior doors is strictly prohibited.
3. Occupancy of rooms is reserved only to those program participants to whom the room has been assigned.
   a. Room transfers, if possible, may be made only after receiving approval from the program staff.
   b. After reasonable notice, room assignments may be changed, cancelled, or terminated at any time by the program staff in the interest of public order, health, discipline, maximum utilization of facilities, or disaster.

4. You will receive specific information regarding the guest policy for your International Program location during the on-site orientation. Some programs prohibit guests in residential areas. If you are staying on a program that does allow guests, the following rules apply:
   a. No guests are allowed in program housing between the hours of 11 p.m. and 7 a.m.
   b. Guests must be accompanied by their resident hosts at all times throughout the visit and may not be unescorted at any time in the residential areas.
   c. All guests must abide by the housing rules and regulations applicable to the resident host and must immediately depart the premises when told to do so by the host or program staff. Host may be held responsible for violations of their guest(s).

ADDITIONAL HOUSING INFORMATION
As you may know, Florida State University operates study centers in various countries around the world. Under our contractual obligations, students from one program are **not permitted** to use the housing facilities of another program if they are visiting. If you do have friends on another FSU program, please do not get them into trouble by trying to share their rooms if you visit them. You must arrange for your own housing. This also includes friends and relatives who may be traveling abroad.
TIPS FROM STUDENTS ON WHAT YOU SHOULD KNOW
These comments came from students who recently attended our study abroad program in Valencia:

- Dryers take a very long time so make sure you don’t start one right before class. You are not allowed to hang clothes off the balconies.
- Valencia is still chilly in early May so cardigans/pants are necessary.
- When you take a taxi, make sure to note your surroundings since some taxi drivers try to take a longer route.
- Make sure to turn off roaming on your cell phone before you go, otherwise you’ll end up with a huge bill.
- Some cell phone companies offer a temporary international SIM card to use while abroad. Check with your phone company to see if this would be an option for you.

ONLINE RESOURCES
The more information you find out about the country beforehand, the better off you will be once you get there. Here is a list of a few web sites that may be helpful as you begin your information search:

http://www.visitvalencia.com/en/home (about the city of Valencia)
http://www.valencia-cityguide.com/essential-travel-information/ (City guide)
http://www.culturia.org (cultural site of the city of Valencia)
http://www.comunitatvalenciana.com (tourist sites and useful information of Valencia area)
http://www.andalucia.com (excellent web site with very thorough information)
http://www.statravel.com/ (student travel site)
http://railpass.com (Eurail pass information)
http://www.state.gov/travel/ (U.S. State Department’s information for Americans)
http://www.letsgo.com (on-line travel guide)
http://www.donquijote.org/spanishlanguage/ (brush up on your Spanish!)
http://travel.state.gov/travel/living/living_1243.html (tips on living abroad from the State Department)
http://nolereservations.blogspot.com/ (FSU International Programs blog with articles from former program participants)

USEFUL APPS
Google Translate (instantly translates words, phrases, and web pages between English and over 100 other languages)
Dark Sky (With down-to-the-minute forecasts, you’ll know exactly when the rain will start or stop, right where you’re standing)
Mobile Passport (authorized by U.S. Government to get through customs upon your return to the U.S. Allows you to use the dedicated mobile passport line in 21 participating airports).

(Note: Florida State University is not responsible for the content of external internet sites.)

Connect with International Programs on social media
International Programs Facebook
International Programs Twitter
International Programs Instagram
FSU Valencia Facebook
FSU Valencia Twitter
FSU Valencia Instagram

Last Updated 12/2017
EXPLORING SPAIN

ATTRACTIONS

City of Arts and Sciences
La Almoina
Mercado Central
Sagrada Familia
Park Güell
Royal Palace

El Pazo
Palace of the Marqués de Dos Aguas
Dali Theater Museum
La Alhambra
Musée Picasso
Alcazar de Sevilla
FOODS TO TRY
Tepes                  Tortilla Española
Paella                 Horchata y Fartons
Jámon Serrano         Café con leche
Churros y Chocolate

BASIC SPANISH (CASTELLANO)
Hello                   Hola           OH-lah        OK           Vale
Goodbye                 Adiós           ah-dee-OHS     Good morning Buenos días
Please                  Por favor     POUR fah-VOHR  See you later Hasta luego
Thank you               Gracias        GRAH-syahs    How much...? ¿Cuanto cuesta...?
You’re welcome          De nada        DAY NAH-dah   Where is...? ¿Donde esta...?
Pardon me               Perdón          PEHR-dohn
English                Inglés           een-GLEHS
Yes                    Sí              see
No                     No               noh

QUICK TIPS
1 Most small businesses close down for a lunch break and siesta that is normally between 2:00 PM and 5:00 PM. Dinner is eaten later, generally from 8:30 PM to 10:30 PM.
2 Spaniards greet each other with one kiss on both cheeks, starting typically from right cheek to left cheek. Men generally shake hands with one another.
3 Meeting with family and friends during the week is an essential part of the Spanish culture, whether going for coffee or reuniting for family dinners.
4 Waiters/taxi drivers do not work for or expect tips; they are paid on salary. If the service is exceptional, a 10% tip is appreciated.
5 Restaurants will typically charge you for bread and bottled water.