VALENCIA INTERNSHIP

Spring 2019, Summer 2019, Fall 2019, Spring 2020
TABLE OF CONTENTS

IMPORTANT CONTACTS 1

ACADEMICS 2
INTERNSHIP MATTERS
FSU ENHANCEMENT PROGRAMS RELATED TO INTERNING ABROAD
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
CELL PHONES & COMMUNICATION
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

TIPS AND RESOURCES 11
ONLINE RESOURCES

EXPLORING SPAIN INFOGRAPHIC 12-13
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     850.644.8817
       850.645.4659
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
FAX (011) 34-96-356-3053

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.
INTERNSHIP MATTERS
Participating in an internship program requires a high level of responsibility. You are not only representing FSU, but you are also representing your internship organization, academic program and yourself. An internship is a unique opportunity to help you prepare for the future. It demonstrates your ability to adapt to unfamiliar situations and easily navigate change. It can help you narrow your focus, clarify career goals, and gain self-confidence and professionalism. As outlined in other FSU International Programs Internship materials, we do not guarantee specific placements. Rather, we do our best to match your interests and abilities with placements available to us. Regardless of your situation it is highly unlikely that every element of your internship will go as planned. International Internships require a high degree of tolerance for ambiguity from the application process through the completion of the placement. This is an opportunity to challenge yourself and "learn by doing" so make the most of it! This is an opportunity to challenge yourself and "learn by doing" so make the most of it!

FSU ENHANCEMENT PROGRAMS RELATED TO INTERNING 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.

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 and Spring Interns: 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, [https://travel.state.gov/content/passports/en/go/schengen-fact-sheet.html](https://travel.state.gov/content/passports/en/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 intend to intern abroad for two consecutive semesters, you must contact an Immigration Specialist as soon as possible at IP-Visas@fsu.edu.

Summer Interns: 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](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**

Interns should wait until they have a confirmation internship placement before purchasing a flight. There is no group flight for this program, and your program fee does not include airfare. As previously stated, traveling on a one-way ticket may not be allowed due to airline restrictions. Please check with your airlines before purchasing a one-way ticket.

When your placement is confirmed, you should make arrangements to arrive in your study abroad location on the **start date** of the program and depart on the **end date** of your program as stated on the International Programs website. You must depart from the U.S. one day before the program’s start date in order to arrive on time. For example: if the start date is August 30, you must leave the U.S. on August 29. All on-site orientations 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 program housing will begin on the start date of your program and end on the end date. **IF YOU PLAN ON ARRIVING EARLIER OR WISH TO STAY LATER, YOU MUST MAKE ARRANGEMENTS TO STAY IN A HOTEL.** For a list of hotels near the Study Center, please visit our website: [http://www.international.fsu.edu/Documents/ImportantDocuments/StudyCenters/Valencia_AreaAccommodations.pdf](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.

**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 departures 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 Blanquieras, 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 Blanquieras, 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 one of the FSU Valencia Study Centers or at a comparable off-site location nearby. Some of the housing locations may not be exclusive to program participants. You will be notified about your housing location approximately one to two weeks prior to departure.

Be aware that housing check-in cannot occur before 9:00am on the first day of your program. If you are unable to check-in to your room when you arrive, there will be space available for you to store your belongings. 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, will be communicated upon arrival, and cannot be changed.

During your on-site orientation, you will be advised of the Valencia Study Center Housing Rules & Regulations. Violation of any of the housing policies is grounds for dismissal. It is your responsibility to familiarize yourself with the housing rules and regulations for your specific program. Refer to the FSU International Programs Contractual Agreement and the Housing Terms and Conditions for details You are required to sign the FSU International Programs Contractual Agreement as it outlines your contractual obligations as a participant on our program.

HOUSING AMENITIES
- The Valencia Study Center apartments have 3 to 5 bedrooms (double or triple occupancy) and 3 or 4 bathrooms to share, telephone, air conditioning/heat, fully-equipped kitchen, and personal study space. In addition, each student will have his/her own wardrobe. A locked file cabinet per student or one safe per room will be provided.
- Other housing facilities provided will have apartments that hold 2 to 5 students with 1 to 4 rooms.
- Washing machines and dryers or cloth drying racks are available.
- Linen service and weekly cleaning are included. Cleaning products and toilet paper are your responsibility.
- You will be able to access your housing facility with either a swipe card or a set of keys given to you upon arrival.
- The study center and apartment buildings are equipped with Wifi.
- The electrical current in Europe has two times stronger voltage (220 volts) than in the U.S. (110 volts). Do not bring anything electrical, such as hair straighteners, blow dryers, or curling irons. Hairdryers, hair straighteners and curling irons can be purchased at a low cost at local shops.

During some semesters, 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 locations.
PERSONAL TRAVEL
You are no doubt eager to explore both Valencia and areas of continental Europe. It is best to wait until you have arrived in Valencia and begun your internship before you book any trips away from the Center. Waiting until your internship has started will allow you to make your plans around the following factors:

- You do not want to book a once-in-a-lifetime trip to Prague only to discover that you have a major project due for your internship 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.

Do not plan travel that will cause you to miss internship days!

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
Due to the nature of internships in Valencia, interns will not be able to participate in the excursions and the program fee reflects this change. Education interns will follow the schedule of the school where they will be interning. Other interns will follow the schedule that their placement organization stipulates. If you will have the day off from your placement on the day(s) that there is an excursion planned at the study center, you can speak to a staff member and see if you can pay to go on the excursion. But, keep in mind that your first responsibility is to your internship organization and you need to be there when scheduled.

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 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.

Interns: Bring appropriate clothing for your program. This includes skirts or nice slacks for women, and slacks, nice shirts and ties for men. Suits or suit jackets are acceptable as well. Ask the Valencia Internship Coordinator what your dress code is before you travel.

Reference the International Programs packing list for more packing tips!
COMMUNICATION & ELECTRONICS

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 Blanquerias 2
46003 Valencia

CELL PHONES & COMMUNICATION
Staying connected to your family and friends while you are abroad is extremely important. Establish a communications plan prior to departure. Whether it’s setting up a Skype meeting every Sunday night, sending them messages over WhatsApp, or checking-in with them on social media, make sure you keep in touch!

Though it is not mandatory to use your cell phone abroad, consider one of the following options. Do your research to see which option is the best fit for you:

Add an international plan through your current service provider. This tends to be the most expensive option. Talk to your service provider for details. Each provider offers varying international plans.

Purchase a sim card in-country for your current phone. You will need to unlock your phone and make sure your phone is GSM-capable before departure. You can buy a prepaid Spain SIM plan, either for phone calls only or for calls and data for about 20 Euros. You will not be charged for incoming calls while you are in Spain.

Purchase an inexpensive phone with a local plan in-country and pay for more minutes/data as needed. 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. We strongly suggest that you do not buy a pay-as-you-go cell phone in the U.S. to take to Spain.

Use the Wi-Fi available in the Study Center and around the city while the phone is in airplane mode. Make sure to turn off roaming before you leave, just in case. Otherwise you might end up with a very large phone bill when you return to the U.S. Apps you can easily use while connected to Wi-Fi 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.

If you have access to a landline phone, you can purchase a calling card to make international calls. We advise that you wait until you have arrived in Spain to purchase a calling card because many of the ones in the States are costly. The calling cards are readily available at local corner shops. 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.

There are also 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.

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, 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 recommended, 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. If a safe is not provided, we encourage students to lock valuables in their suitcase when leaving the housing accommodation.
- 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. All newly admitted degree-seeking students (freshman and transfer) 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 Health and Wellness Center offers a travel clinic which provides immunizations. Additional information is available through the Centers for Disease Control and Prevention’s site: www.cdc.gov/travel/. Please note that some countries have specific requirements for inoculations based on past 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/.
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 https://dos.fsu.edu/srr/conduct-codes/student-conduct-codes. 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 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. If students notice others in the building leaving the main entrance door unsecured, they should notify the IP staff immediately, even if there are others living in the building who are not FSU program participants. Students are strongly encouraged to purchase insurance that will cover their belongings while abroad, whether a standard homeowners or renters policy. The International Programs insurance policy does not cover loss or theft of participants’ possessions.
- **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.
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.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!)
- https://nolesabroad.international.fsu.edu/ (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

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EXPLORING SPAIN

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

El Pardo
Palace of the Marqués de Dos Aguas
Dali Theater Museum
La Alhambra
Museu Picasso
Alcázar de Sevilla

Santiago de Compostela
Bilbao
Pamplona
Pyrenees Mountain Range
Girona
Barcelona
Palma de Mallorca

Salamánca
Zaragoza

La Coruña
Lisbon
Porto

Madrid
Toledo

Córdoba
Granada
Alicante

Seville
Ibiza

PORTUGAL
FRANCE
FOODS TO TRY
Tapas          Tortilla Española
Paella         Horchata y Fartons
Jamon Serrano  Café con leche
Churros y Chocolata

BASIC SPANISH (CASTELLANO)

Hello         Hola          OH-i-aH
Goodbye       Adiós         ah-dee-OHS
Please        Por favor     POUR fah-VOH-RAH
Thank you     Gracias       GRAH-syahs
You’re welcome De nada      DAY NAH-dah
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.