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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    8:00am - 5:00pm EST
       Monday - Friday

CLASSROOM/HOUSING LOCATION
Villa Garden
Darko Simek
Branitelja Dubrovnika 24
Dubrovnik

PHONE   (011)385-91-5445-395
EMAIL   dsimek@globalnet.hr

STAFF CONTACTS
Dr. Lee Metcalf, Program Leader
EMAIL   lmetcalf@fsu.edu
CELL PHONE  850-509-0862 (iphone so you can
       use imessage)

EMERGENCY PHONE NUMBERS
LOCAL POLICE/FIRE/AMBULANCE   112

US EMBASSY
Ulica Thomasa Jeffersona 2
10010 Zagreb
Croatia

PHONE   (011)385-1-661-2200
WEBSITE   https://hr.usembassy.gov/

INTER-UNIVERSITY CENTRE (UCI)
Don Frana Bulica 4
HR-20000 Dubrovnik, Croatia

PHONE   (011)385-20-413-626 (or 413627)
FAX   (011) 385-20-413-628
EMAIL   iuc@du.tel.hr
WEBSITE   http://www.iuc.hr/

INTERNATIONAL CALLS
Making international calls from the US to Croatia: First dial
“011” (for international call), followed by “385” (the country
code), then the specific area code (dropping the first zero)
and location number.

Making international calls from Croatia to the US: First dial
“001” followed by the U.S. city area code and the seven-digit
telephone number.

Time Differences: Dubrovnik time is ahead of Eastern
Standard Time by six hours, Central Standard Time by seven
hours, Mountain Standard Time by eight hours, and Pacific
Standard Time by nine hours. Daylight Savings Time changes
often occur on different dates in Europe than in the U.S.
There are a number of tutoring resources available at Florida State University to assist you academically, both in Tallahassee and abroad. Online tutors in many subject areas 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/
- **University Libraries: Office of Distance Library Services** - https://www.lib.fsu.edu/department/distance-learning

**OFFICE OF ACCESSIBILITY SERVICES (OAS)**

OAS 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 OAS by calling 850-644-9566 (Voice) or 850-644-8504 (TDD). For more information, visit https://dsst.fsu.edu/oas.

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**FSU ENHANCEMENT PROGRAMS RELATED TO STUDY ABROAD**

**The Garnet and Gold Scholar Society**

- garnetandgoldscholar.fsu.edu
- garnetandgoldprograms.fsu.edu

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
- 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.

**The Global Citizenship Certificate**

- cpg.fsu.edu/globalcitizen
- globalcitizen@fsu.edu

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 1 required course, Global Perspectives, and 5 electives. The required course counts toward FSU Liberal Studies X, E-series, and writing requirements. Students can choose from 500+ courses to fulfill the elective course requirement.

In addition, students participate in 8 intercultural events on campus and a sustained international experience abroad, which you are about to do!

Enroll in the Global Citizenship Certificate before you leave to ensure your study abroad experience counts toward the certificate.
FLIGHT INFORMATION

There is no group flight for this program, and your program fee does not cover airfare.

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.

Do not purchase airfare until you are notified by International Programs to do so. You will receive a notification in your IP Student Portal. If you choose to purchase airfare before you are instructed to do so, International Programs is not responsible for any fees associated with your flight changes or cancellations.

You should expect to adhere to any entry requirements that may be in place at the time of your program, including submitting proof of a negative COVID-19 test result prior to departure/upon arrival or proof of COVID-19 vaccination. Updates about entry requirements will be provided through the IP Student Portal.

Once you are notified by International Programs to book your travel arrangements, you must submit your flight itinerary through the IP Student Portal. All flight information will be provided to the program staff. It is important that they receive this information in order to monitor student arrivals.

We strongly advise you to purchase airfare and travel insurance directly with the airline 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 details. Click here for more information about travel insurance and trip cancellation policies. Note: Airfare costs are not included in your program fee, and FSU will not reimburse any costs or fees associated with flight changes or cancellations due to COVID-19 should they occur.

WHILE YOU’RE IN TRANSIT

• Keep your boarding pass until you have landed, cleared immigration and customs, and have collected your luggage.

• Have your passport accessible in your carry-on luggage.

• During your flight make sure to drink lots of water to stay hydrated. Get up and walk around once an hour to help your circulation. Do simple stretches while in your seat. Try to sleep; it will help you combat jet lag. Wear layers, as the temperature on the plane and in airports can vary.

• You should expect to be required to wear a mask throughout your flight, including in connecting airports. You may also be required to wear a mask upon exiting the plane until you check into your apartment.

ARRIVING IN CROATIA

There is no train service to Dubrovnik, but there are trains to Zagreb and either flights or buses from there to Dubrovnik. There is also ferry service from Bari, Italy to Dubrovnik.

If you fly in, there is a Croatian airlines bus from the Dubrovnik airport into the city which is 40 Kuna. The bus is located at the curb just outside the door of the baggage claim. You will get off the airport bus at the Pile Gate. From there, you can either walk up the hill (go toward the Hilton Hotel) to the housing or take a bus one stop. There are also cabs available from the airport, which are around 260 Kuna. Uber is available, and if you are interested, Dr. Metcalf can arrange for private transportation to meet you at the airport at your expense. If you arrive in Dubrovnik by bus or by ferry, you can take a bus or a cab heading to the Pile Gate. Ask the driver to let you off one bus stop before the Pile Gate. The housing will be across the street.

Dr. Metcalf will have a Canvas course site which will include maps of Dubrovnik, details about flight arrangements, etc. You can also join the program Facebook page: Regional Security and Cooperation in Southeast Europe.
All housing accommodations provide comparable facilities; however, we cannot guarantee that each residence will have the exact same amenities. Each student housing facility has safety and security measures, which may vary by location.

All rooms are double/triple occupancy, bath with a shower. They will be air-conditioned with free wireless internet access. Kitchen facilities are available. The house is approximately a 5-minute walk from the old town.

Rooming assignments will be made based on a combination of factors such as type of program, housing preference, availability, and special needs as indicated in the information you provide on the Medical, Special Needs, Housing questionnaire in the IP Student Portal. You will receive your roommate assignments during check-in to program housing. Roommate assignments are made by our staff and cannot be changed.

During your on-site orientation, you will be advised of the 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.

At the end of the program, the housing facilities will be inspected. They should be neat, clean and in the condition in which they were found. If your housing is left in an un-fit state or if any damages are found upon your departure, additional charges may be assessed to your FSU account.
PERSONAL TRAVEL
Due to the uncertain nature of the COVID-19 pandemic, all program elements including the program calendar, weekly schedule, classroom environment, course delivery method, housing arrangements, transportation policies, and international or in-country travel restrictions are subject to modification at any time in order to comply with local public health restrictions as well as the policies and practices of Florida State University.

FSU’s current independent travel policy allows students to travel independently commensurate with any local, national, or international guidance and restrictions. Independent international travel is not recommended.

FSU will continue to review its independent travel policy as conditions abroad change, but there is a possibility independent travel could remain restricted or limited during your program. Failure to adhere to the independent travel policy could have significant consequences, including potential removal from the program.

Please wait until you have arrived and received your class/program schedule before you book any independent trips.

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

For safety purposes, you will be instructed by International Programs to fill out a mandatory online independent travel form each time you plan on traveling outside of your program. More information will be provided to you in the IP Student Portal prior to departure.

CLIMATE
The weather is going to play a large role in how you pack for your time abroad. Monitor the weather before departure and research climate trends for your location to pack accordingly.

In June, Dubrovnik is generally hot and sunny, but some years it is somewhat rainy and cool. Air conditioning is increasingly available, but many places will still not have it so dress accordingly. Dubrovnik is a resort town so you will see more shorts and other casual clothes than in most of Europe, but you will need some nicer clothes for the conference part of the program. It is advisable that you begin monitoring the weather in Croatia a few weeks before your departure. This will help you pack appropriately and efficiently. Pack lightly. You will have to carry your luggage upstairs so be prepared.

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 prior to your departure and plan accordingly.

Ensure your bag has a luggage tag with your name, address, and final destination. It is recommended that you pack 1 or 2 outfits in your carry-on in case of flight delays/cancellations or lost luggage.

We recommend researching ways to access a textbook as an eBook (electronic book) through the FSU Bookstore, FSU Libraries, Amazon, or other online sites. Keep in mind that not all textbooks are available as ebooks. If you wish to ship textbooks or other course materials to your study abroad location, reference the Mail section of this document and contact the International Programs office with any questions. Plan to bring textbooks and other required course materials with you. You will receive information from the International Programs office when it is time to register for classes with details about textbooks. As a reminder, textbooks are not included in the program fee and will most likely need to be purchased prior to departure.

Make several photocopies of the pages in your passport that contain the issue date, your signature, and your photograph. Leave one copy at home with your family and take another copy with you in case your passport is lost or stolen. Carry a copy separate from your passport when you are traveling.

You should not bring any valuable or sentimental items such as jewelry, expensive watches, expensive cameras, or keepsake items you would regret losing.
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:

1. **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.

2. **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 SIM plan, either for phone calls only or for calls and data.

3. **Purchase an inexpensive phone with a local plan in-country and pay for more minutes/data as needed.**
   - A pay-as-you-go phones are fairly inexpensive, and can be used for local and national calls in your study abroad country, calls to and from the U.S., and calls within continental Europe.

   **We strongly suggest that you do not buy a pay-as-you-go cell phone in the U.S. to take abroad.** Students who have done this in the past have frequently found the phones do not work. It is far cheaper and more efficient to buy the pay-as-you-go phone abroad.

4. **Use the Wi-Fi available in program facilities or around the city with your phone in airplane mode.**
   - Make sure to turn off roaming before you leave, just in case. Otherwise you might end up with a large phone bill when you return to the US. Apps you can easily use while connected to Wi-Fi include Skype, FaceTime, GroupMe, and WhatsApp. If you have a smartphone, download these apps before you travel so you will be able to activate the account. **Note:** Students who plan to purchase a SIM card or phone abroad should use this option in the meantime... or to save on data use!

**COMPUTERS**

Free, wireless internet will be provided in your housing, and the IUC has a computer lab. There are several Internet cafes in Dubrovnik, and most have Skype capabilities. Prices may vary per internet cafe.

Students should plan to bring a laptop or tablet with them. Students will need their laptop/tablet during any periods of quarantine or isolation that may be required. We recommend doing the following prior to departure:

- **Bring a plug adaptor so your computer can charge on a foreign outlet.**
- **Check your homeowner’s insurance to make sure that your computer is covered when you are away from your primary residence. If not covered by your homeowner’s insurance, you may look into insurance through [http://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.**

**MAIL**

Please share the following information with those in the US who are interested in sending you mail while you are abroad.

Due to the short nature of this program, please discourage your family and friends from mailing packages to you during your study abroad program.
EXPENSES WHILE IN CROATIA
In estimating your financial needs while abroad, calculate the amount of money you will need for meals for the entire period of your stay; costs for your personal entertainment and social activities.

CURRENCY
Croatia uses the Kuna as the national currency. Kuna are not available in the United States. However, you can use ATMs or a currency exchange at the Dubrovnik airport. The airport bus will also take Euros if you have any.

Health & Wellness

INOCULATIONS/MEDICAL CONCERNS

BEFORE DEPARTURE:
We encourage all students with underlying health issues that may increase the severity of infection should they contract COVID-19 to discuss their study abroad plan with their doctor/specialist.

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 will be asked to complete and submit the required Student Immunization Form through the IP Student Portal.

Familiarize yourself with the specific requirements and health matters in your program location. The FSU Health and Wellness Center offers a travel clinic which provides immunizations. Click here for additional information available through the Centers for Disease Control and Prevention’s site. Some countries have specific requirements for inoculations based on past locations the traveler has visited. It is the student’s responsibility to confirm whether or not the previous travel requires additional inoculations.

WHILE ABROAD:
Your program fee includes international medical and evacuation insurance coverage through Cultural Insurance Services International (CISI); Click here to access the policy online. The coverage will be effective for participants from the day the program starts until the day the program ends. It includes coverage for treatment of ill students, including those with COVID-19, as well as COVID testing for those who are symptomatic, or those who have had a known exposure to a person who tested positive. It does not cover preventative evacuation due to pandemics or preventative treatments such as vaccinations. There are Teleconsultation Services available. This policy is NOT intended to replace your domestic coverage.

Croatia has a good health care system, and most medical personnel speak English. Students in need of emergency care will likely be treated at the nearby Dubrovnik General Hospital, which is a short drive from program housing. Emergency care is free at the time of service. Less urgent situations should be treated in one of the nearby general practitioner or walk-in clinics. These visits will incur a fee, which students are responsible for paying upfront.

ALCOHOL AWARENESS & ILLEGAL DRUGS
The legal age for the drinking of alcohol in Croatia 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. FSUIP 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 outcome 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 rights, and appeals see the Student Conduct Code: https://sccs.fsu.edu/.

MAPPING YOUR IDENTITIES
Our Mapping your Identities guide will help you explore your identities and evaluate your overall wellness to aid in your preparation for a successful and enriching study abroad experience. It will also help you understand others on your program and be better allies for them.
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 Student Conduct Code at https://sccs.fsu.edu/conduct-codes/student-conduct-codes. The Office of Student Rights and Responsibilities updates any changes to the Student Conduct Code.

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 you are not on the main campus, you have access to many resources should you encounter issues while abroad. Program staff members are available to support you in a variety of ways, including connecting you 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.
  - **Counseling & Psychological Services at FSU.** Counseling and Psychological Services 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 you 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 must sign and submit a general Waiver of Liability & COVID-19 Waiver through the IP Student Portal.

- **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 program 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. Beware of strangers who try to distract you with papers, boxes, or strange gestures. Smartphones and purses are often stolen in crowded areas, cafes, restaurants, and pubs. Keep them close to you and within your own sight, but out of the reach of strangers. Secure your valuables when you use public transportation, especially if you are travelling on an overnight train/coach.

- **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 Croatia:
• Remember that there is work to do before departure so be sure to check the course Canvas site.

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:
https://letsgo.com/ (online travel guide)
http://www.state.gov/travel/ (US State Department’s information for Americans living abroad)
https://nolesabroad.international.fsu.edu/ (FSU International Programs blog with articles from former program participants)

Looking for something to do in Croatia? Check out these sites:

http://www.tripadvisor.com (online travel guide)
http://www.railpass.com/ (Eurail pass information)
http://www.letsgo.com/ (on-line travel guide, check out the “HotLinks” button)
http://cnn.com/WEATHER/ (daily weather forecasts)
https://www.roughguides.com/ (travel guide)
https://nolesabroad.international.fsu.edu/ (FSU International Programs blog with articles from former program participants)

USEFUL APPS
Jimo (social recommendation app for local spots)
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 US Government to get through customs upon return to the US. 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 US ON SOCIAL MEDIA
International Programs Facebook
International Programs Twitter
International Programs Instagram

Last Updated 3/9/202

All of the information in this packet is accurate at the time of publication. As we have referenced in several other documents, forms and websites, the nature of the COVID-19 pandemic is such that all elements of our programs are subject to change. We will do our best to update this packet and notify you as changes occur.