GLOBAL SPORT MANAGEMENT
JUNE 25-AUGUST 4, 2019
VALENCIA, SPAIN & LONDON, ENGLAND
ML76
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INTERNATIONAL PROGRAMS OFFICE
A5500 University Center
282 Champions Way
P.O. Box 306240
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
(011) 34-96-356-3053

Ignacio Messana, Director
imessana@fsu.edu
(011) 34-649-365-403
(Cell Phone is to be used in emergencies only)
Alicia Martinez, Associate Director
alicia.martinez@fsu.edu

THE LONDON STUDY CENTRE
Florida State University
99 Great Russell Street
London WC1B 3LH
England

PHONE From USA: 011 44 20 78133223
Inside UK: 020 78133223
FAX 011 44 20 78133266

HOURS 8:30a.m. to 5:30p.m., Monday - Friday

Dr. Kathleen Paul, Director
kpmus@admin.fsu.edu
Dr. Lisa Bowers Isaacson, Senior Associate Director
lbowersi@admin.fsu.edu
Kathryn Behringer, Senior Programs Manager
kbehringer@fsu.edu
Emily Greene, Programs Manager
egreene@fsu.edu
Megan Griffin, Student Affairs Manager
mgriffin2@fsu.edu
Program Assistants
londonPA@admin.fsu.edu

PROGRAM LEADER CONTACT INFORMATION
Dr. Jason Pappas
850.645.0239
jpappas@fsu.edu
Dr. Kylee O’Daniel
614.404.0705
kodaniel@fsu.edu

EMERGENCY PHONE NUMBER – SPAIN
Fire, Ambulance, Police  112

U.S. EMBASSY – SPAIN
Calle Serrano, 75
28006 Madrid, Spain

PHONE 011-34-91-587-2200
WEBSITE https://es.usembassy.gov/embassy-consulates/madrid/

EMERGENCY PHONE NUMBERS – LONDON
In emergency situations, the London staff may be called at the numbers provided. Please reserve these numbers for emergencies only.

Dr. Kathleen Paul
Cell Phone 011 44 (0)7793504166
Home Phone 011 44 (0)1727753133

Dr. Lisa Bowers Isaacson
Cell Phone 011 44 (0)7545865637

On-site Programs Manager
Cell Phone 011 44 (0) 7753212039

London Emergency Response Services
Fire, Ambulance, Police 999 (or 112 or 911)
Non-Emergency Police 101
Holborn Police Station 020 8721 2692

AMERICAN EMBASSY - LONDON
33 Nine Elms Lane
London
SW11 7US

PHONE 011 44 20 7499 9000
WEBSITE http://uk.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.

Making international calls from the U.S. to England: First dial “011” (for international call), followed by “44” (the country code), then the specific area code (dropping the first zero) and location number.

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

British time is ahead of Eastern Standard Time by five hours, Central Standard Time by six hours, Mountain Standard Time by seven hours, and Pacific Standard Time by eight hours. Daylight Savings Time changes often occur on different dates in the U.K. than in the U.S.
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.

TUTORING RESOURCES
There are a number of tutoring resources available at Florida State University to assist you 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](http://wr.english.fsu.edu/Reading-Writing-Center/RWC-Online)

- **Academic Center for Excellence (ACE)**
  [http://ace.fsu.edu/](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](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 – SPAIN

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 U.S. CITIZENS – UK

SHORT TERM STUDENTS (Less than Six Months Study)

- **No Visa Needed:** U.S. citizens studying less than six months are classified as Short Term Students and do not require a visa. Short Term Students are not permitted to secure employment or volunteer while participating in the study abroad program.

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

- **Passport Letter:** International Programs will mail you a ‘Passport Letter’ to your permanent address approximately three weeks before departure. Please keep this with your passport to show Immigration upon your arrival in order to receive a “Student Stamp”. You must also have it with your passport each time you leave and re-enter the UK during your program.

- **Flight restrictions:** You must book an international flight to London. A flight or layover from Ireland does not count as an international flight. All flights arriving from Ireland do not go through passport control and therefore, you will not receive the appropriate “Student Stamp”. 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 U.S. 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.
Before Departure & Program Specifics

Flight Information – Overview
There is no group flight for this program and your Program Fee does not include 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.**

You should make arrangements to arrive in Valencia on the start date of your program, **June 25, 2019**, and depart London no earlier than the end date of your program, **August 4, 2019**. 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.

Your housing in Valencia will not be available until the official check-in day of the program, **June 25**. If you arrive earlier, you will need to look for accommodations in town for the extra nights. For a list of hotels near the Valencia 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)

There will be a break in your program beginning Friday, **July 5**. You will be responsible for making your own way to London on or by Monday, **July 8**. Program housing will be provided in Barcelona throughout the free weekend (checkout July 8). This weekend may also be used for independent travel.

You must check out of program housing on the morning of the last day of your program, **August 4**. 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. Please visit our website for a list of suggested hotels and hostels near the Valencia Study Center: [http://www.international.fsu.edu/Documents/ImportantDocuments/StudyCenters/Valencia_AreaAccommodations.pdf](http://www.international.fsu.edu/Documents/ImportantDocuments/StudyCenters/Valencia_AreaAccommodations.pdf)

If you wish to travel around the UK or Europe before or after your program in London, it is possible to store a moderate amount of clearly-labeled luggage at FSU London while you are away.

**Once you have completed your travel arrangements, you must email your flight arrangements to the IP Office (IP-Info@fsu.edu).** Your flight arrangements will be provided to the program staff and it is very important that they receive this information in order to monitor student arrivals.

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.

If your flight is canceled, delayed, or you miss a connection on your way to your study abroad location, contact the International Programs staff via email or phone.

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 during your 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.

The group pick-up for your arrival in Valencia will take place at a time (TBD) between 10:00am and 4:00pm **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. A set time for group pick-up will be communicated prior to your departure.

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 tram (line 1 or 5) to the Xativa or Colon stops. Your ticket may be purchased in 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.
Before Departure & Program Specifics

**FLIGHT INFORMATION – UK**
Reminder: You must book an international flight to London. A flight or layover from Ireland does not count as an international flight.

Airport pick-ups are provided at approximately 9:30a.m., 11:30a.m., and 1:30p.m. from Terminal 3 at Heathrow Airport, all on July 8. Space in these pick-ups can only be guaranteed to students who fill out FSUIP’s Independent Travel Form indicating their travel over the program’s free weekend by a set date (TBD). You may check-in to FSU London starting at 10:00a.m. Housing will be available by 4:00p.m. All orientation/welcome activities that take place upon arrival are mandatory.

Once you have completed your independent travel arrangements from Barcelona to London, all students must complete the Independent Travel Form (https://international.fsu.edu/informationrequest/travel/travelform.aspx). Students should select “London” as their program location within the form. All travel information will be provided to the London staff and group pick-ups will be conducted for students flying into Heathrow Airport. You must arrive on the morning of the start date of the London-portion of the program (July 8) to be picked up at the airport (in accordance with the scheduled pick-ups). You should expect to take approximately an hour and a half from landing to exiting into the arrivals hall. Arriving earlier than the start date or after the program begins will result in your having to make your own arrangements from the airport to FSU London.

**ARRIVING IN THE UK**
Before you go through immigration control in the UK, you will receive a Landing Card on the plane to fill out with your name, date of birth, address in London, and flight details. Your address is 99 Great Russell Street, London WC1B 3LH; Telephone: 020-7813-3223. You will go through immigration first and then you will claim your luggage after clearing the UK border. **DO NOT use the eGates (electronic entry) at the UK border. You must go to the Border Guard in order to obtain a Short Term student stamp.**

- The Passport Letter will be mailed to you approximately three weeks before your program begins. It is critical that this original letter is kept with your passport at all times. You will also be required to present this letter along with your passport when you pass through immigration and each time you leave and re-enter the UK during your program.
- Be sure to have your passport, round-trip airline ticket, Passport Letter, and this packet of information readily available. (DO NOT PACK THEM IN YOUR CHECKED LUGGAGE!) You should state you are pursuing a full-time course of study in London. You will need a Short Term Student stamp in your passport.
- Follow the instructions listed below to get from your arrival airport to FSU London.

**ARRIVING IN LONDON**
Note: it can sometimes take up to 90 minutes to pass through immigration and baggage claim.

If you plan on arriving at Heathrow Airport on arrivals day, there will be three coaches departing at approximately 9:30a.m., 11:30a.m., and 1:30p.m. Heathrow Airport has five terminals. A Florida State University representative will be waiting at the Meeting Point in Terminal 3. If you are entering the arrivals areas of Terminals 1, 2, and 3 you should make your way to the Meeting Point in Terminal 3 (a 10 minute walk). If you are entering Terminals 4 and 5 you should make your own way to the arrivals area of Terminal 3 using the free train transfers between the terminals. If you enter the arrivals area of any terminal after 1:30p.m. you should plan on making your own way to FSU London.

The cheapest and fastest route is to take the Underground into central London. If you have minimal luggage that you can handle on public transport, this is an advisable route. Follow the signs for the London Underground to purchase a single (one-way) ticket to Russell Square. This should cost around £6. Board any Piccadilly Line train and ride this for around 45 minutes to Russell Square station. Exit the station and take a cab to FSU London. The cab fare should cost roughly £5, depending on traffic.

You could also travel into Central London on the Heathrow Express. This option appears easy, but is actually a more expensive and more difficult way to approach FSU London.

A ticket on the Heathrow Express will cost approximately £21.50 to take you into Paddington Station, which is still a few miles west of FSU London. From Paddington, you will either need to take two Underground lines (which is a hassle with luggage and will cost more money), or you will need to take a cab, which will cost a minimum of £15, depending on traffic. If you have a minimal amount of luggage, you might want to consider the Piccadilly Line route outlined above for ease and the cheapest price.

If you plan on arriving at Gatwick Airport you should plan on making your own way to FSU London. Make your way to the South Terminal, where the railway station is located. Purchase a single (one-way) ticket to St. Pancras Station, which should cost roughly £8-11. Board a Thameslink train towards Bedford; you will get off the train at St. Pancras International. The journey time is 45 minutes to St. Pancras. Then take a taxi to FSU London, which should cost about £5-10, depending on traffic.

Alternatively, you can take the Gatwick Express to Victoria Station which has a 30-minute journey time and costs around £18. The taxi fare from Victoria Station to FSU London is also more expensive at around £15 with fares slightly higher for late-night or rush hour arrival.

**TRANSPORTATION**
Students will be provided transport passes in both Valencia and London to be used for class excursions and personal transportation. Both cities have extensive public transport networks including buses, trams, the tube, and taxis.
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 – VALENCIA
Students are housed in an off-site location near the FSU Valencia Study Center. 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.

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.

HOUSING – LONDON
Student housing will either be on-site at FSU London or at a comparable off-site location nearby. The off-site housing locations may not be exclusive to program participants. As previously stated, you may check-in to FSU London starting at 10:00a.m. Housing will be available by 4:00p.m. If you are unable to check-in to your room when you arrive, there will be space available for you to store your belongings. Housing assignments will be made based on information provided in your housing preference form. No changes can be made. You will be notified about your housing location approximately one to two weeks prior to departure. You will receive your roommate assignments during check-in at FSU London.

We are very fortunate that FSU London is located in the heart of central London, but please be aware that there are certain ‘quirks’ with all buildings as old as ours (17th century home registered on the National Heritage list for England). These differences are part of the experience of immersing yourself in another, much older culture. Rooms may be smaller than you are used to and there are many stairs with no elevators. On the plus side, you will be living in Central London, just a few minutes’ walk from the British Museum, Covent Garden, West End theatres and Trafalgar Square.

Come prepared to cook most of your own meals while you are in London. Cooking in your flats is a great way to:

- save money and time
- help keep you healthy as you eat fresh food and vegetables
- develop relationships with your flatmates through communal cooking and meals
- add variety to your life as you try new dishes and discover the wonderful food markets of London

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

A note on noise: The law in England forbids excessive noise after 11:00 p.m. The police and the local borough authority strictly enforce this rule. Quiet hours are in effect from 11 p.m. until 8 a.m., during which time no noise should be heard outside student rooms. At all other times residents should be aware of the effects of their noise on others and respond appropriately to requests to lower volume.
**HOUSEKEEPING – LONDON**
Your flats will be cleaned once a week, but you must leave your flat in such a condition that the cleaners can do their job. This cleaning consists of mopping the floors throughout the flat, cleaning kitchen and bathroom surfaces and sinks and the removal of trash bags. Housekeeping staff will not clear away personal possessions, clean dishes left in sinks, or pick up dirty laundry left on the floors. Above all, you should remember that primary responsibility for the cleanliness of your flat remains with you and your flatmates. **You are responsible for cleaning up after yourself when the kitchen or bathrooms have been used, making your own beds and for keeping your room reasonably tidy.**

At the end of the program, the flats will be inspected. They should be neat, clean and in the condition in which they were found. If the flat is left in an un-fit state or if any damages are found upon your departure, these may be assessed to your FSU account.

**HOUSING AMENITIES – LONDON**
- Housing will be fully equipped with everything you will need, including one or two bathrooms with a shower, iron, ironing board, microwave, oven, dishes, pots and pans, tea kettle, refrigerator, freezer, clothes hangers, wardrobe and more. Cleaning products and toilet paper are your responsibility.
- Each flat also has a living room area with a television and is 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 are provided free at your accommodation or you can obtain one from FSU London Reception. Hair straighteners and curling irons can be purchased at a low cost at local shops.
- Laundry facilities are available.
- You will be assigned two towels, a top sheet, a bottom sheet, a duvet, duvet cover, two pillows, and pillowcases. Linens will be changed weekly.
- You will have an individual safe or access to a safe. Locks for them are available for free rental from FSU London Reception.
- All off-site accommodations provide comparable facilities.

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.
PERSONAL TRAVEL
You are no doubt eager to explore Europe. **Please wait until you have arrived in Valencia and have received your class schedule before you book any independent trips (aside from your independent travel from Barcelona to London which may be booked ahead of time).**

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 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 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 International Programs staff to fill out a mandatory online independent travel form each time you plan on traveling outside of your study abroad location. More information will be provided to you in an email from IP-Info@fsu.edu prior to departure.

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.

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. Former students have used websites such as Chegg.com to rent textbooks for the duration of the program at a low cost. We recommend researching ways to access a textbook as an eBook (electronic book) through the FSU Bookstore, Chegg, 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 International Programs with any questions.

Valencia is warm in the summer and early fall. Average temperatures range from mid 70s to 90s (Fahrenheit). 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.

Temperatures in London in the summer generally range from highs in the 70s to lows in the 50s. The climate is generally damp, so it may feel colder than it actually is. You will need a raincoat because it often rains in London.

- The buildings in England are sometimes not air-conditioned to the same level as they are in America, including student housing.
- Whatever you pack, leave room in your luggage for the items you will surely buy while in London. In other words, don’t pack too much!
- Too much luggage is heavy to carry and costs you more to transport. We recommend you bring
  - a large suitcase for transport of clothes across the Atlantic
  - a medium sized backpack for weekend traveling
  - a small day bag (packed inside your suitcase) for day trips


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.

Reference the **International Programs packing list** 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.

Given the length of time the program spends in Spain, there is no practical way for students to receive mail during the Spain component of the program. Please discourage family members and friends from planning to send any mail or packages to Spain.

The London Study Centre Reception Desk will no longer accept FedEx packages for students so please ensure that any packages sent to you are sent through either UPS or the U.S. Post Office.

Airmail to the UK usually will take 7 days. People writing to you should be sure to buy and use airmail stamps; failure to do so will cause their letters to go surface mail, which will take about 6 weeks to deliver. Have mail sent to the FSU London address listed in the Contact Information section of this packet, with your name on the first line.

Shipments to the UK from outside the E.U. often incur IMPORT DUTY. You will have to pay these taxes unless the goods are labeled correctly. Be sure to let the person shipping you the package know the following rules:

1. DO NOT overestimate the cost of goods for insurance purposes; this will only drive up the cost of the import duty.
2. DO NOT ship alcohol, tobacco or perfume, as these goods will incur extra import duty.
3. You can ship personal effects (clothes, school supplies, etc.) worth up to $25.00 tax free.
4. You can ship a GIFT worth up to $50.00 tax free. Other items may incur taxes, which can be very high.
5. Items like cheese or meat products are banned. A list of banned/restricted goods can be found online: https://www.gov.uk/duty-free-goods/banned-and-restricted-goods

You will not be able to receive your package at the Study Centre until any charges are paid in full.

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

Purchase an inexpensive phone with a local plan in-country and pay for more minutes/data as needed. Local stores will sign you up with the carrier who is offering the best rates available at the time of your purchase.

We strongly suggest that you do not buy a pay-as-you-go cell phone in the U.S. to take to Spain/the UK. 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 in Italy.

Use Wi-Fi 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 Europe 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.

There are also phone marts in Spain 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.

If you need to fax or receive a fax document while you are in London, a fax machine in the reception area of the Centre is available for your use for a nominal fee. The fax number is 011-44-20-7813-3266.

COMPUTERS
There is a computer lab at the Valencia Study Center. FSU London has a library that is open to students 6 days a week and has a variety of textbooks, fiction books, and DVDs available for loan. There are also computer labs equipped with printers, which are open 24 hours a day, 7 days a week. There is wireless internet throughout the London Study Centre, including the flats.

Former program participants recommend bringing a laptop abroad. If you want to bring your laptop, we recommend doing the following:

• Check if your computer has a built-in transformer that is capable of handling the different voltages. You will need an adapter for the plug (i.e. from flat to round prongs).
• Please note that 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 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.
The unit of currency in Britain is the pound sterling (£), which is divided into 100 pence (p), just as our dollar is divided into 100 pennies. Exchange approximately $200 prior to your departure so that you will have British currency when you arrive. You need to be aware of the state of the British economy, especially as it affects your independent activities. By most standards, London is a very expensive city. You will find while some things cost much more than back home (for example, movies in the U.K. are usually at least twice the cost of movies in the U.S.), other things, such as theatre tickets, are a bargain, at least compared to New York prices.


**BANKING**

We recommend you set up online banking for your bank accounts prior to departure from the U.S. so you can monitor your account while overseas. The easiest way to access money abroad is with an ATM card. You can use a Debit Card at any ATM to withdraw cash whenever you need it though there will often be a withdrawal fee.

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 you may have trouble using it abroad. You will need to have access to your funds.

**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. 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 $12 in an inexpensive restaurant in Valencia. 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.

**EXPENSES WHILE IN LONDON**

In estimating your financial needs while abroad, calculate the amount of money you will need for meals for the entire period of your stay; your transportation and lodging costs for any personal trips you will be taking on the three-day weekends; and your personal entertainment and social activities costs. You will receive an Oyster card (travel card) with credit to aid in some travel expenses for class fieldtrips and Centre excursions. FSU London will also provide a weekly pizza and salad night, continental breakfast on class days, and a farewell meal.

- Those on a 4-week session may expect a range of $1,000 – $2,000 for meals, incidental expenses in London, and personal travel. The average estimate for a summer 4-week program was $1,500. Many students spend more; depending especially on how much independent travel they do and how frequently they dine out. In general, you can buy a lunch for about $8 and dinner in an inexpensive restaurant for around $20 in London.

- A good way to estimate what you might need in London is to assume that whatever you spend here in the U.S. (in dollars), you will spend the same (numerical) amount in pounds (which is considerably more dollars).

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

Class-related excursions are included in the program fee for most classes. Occasionally, there are additional fees to cover expenses such as theatre tickets. This information is available in the textbook compliance section when you register for classes in my.fsu.edu.

**CURRENCY**

Spain uses the euro as the national currency. In general, it is a good idea to exchange around $100 for euros before you leave the U.S., 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.

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 you are abroad. Disbursement usually occurs after students have left the U.S., so make arrangements for your check to be deposited, if that is your chosen method of disbursement.
IMMUNIZATIONS/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 FSU Health and Wellness Center offers a travel clinic which provides immunizations. Additional information is available through the Centers for Disease Control and Prevention’s site: www.cdc.gov/travel/. 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 medication 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 UK has an excellent health care system. Students in need of emergency care will likely be dealt with at the hospital closest to FSU London – University College Hospital. Less urgent situations will likely be dealt with in one of the nearby doctors’ or walk-in clinics. Emergency care is free at the time of service while office visits will incur a small co-pay for which students are responsible upfront.

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 the drinking of alcohol in Italy 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. The Florence Study Center 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 within 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 at: 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/](http://registrar.fsu.edu/) and The Code of Student Conduct at [https://dos.fsu.edu/srr/](https://dos.fsu.edu/srr/). 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](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](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/](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/](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/](https://step.state.gov/).

- **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 & RESOURCES**

**ADDITIONAL 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.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**

*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

*Last updated 2/2019*