INSIGHTS OF INTERNATIONAL HIGHER EDUCATION

May 22 to May 29, 2017
London, England
LN91
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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 8:00A.M. to 5:00P.M. EST, Monday - Friday

THE LONDON STUDY CENTER
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
kpm@admin.fsu.edu

Dr. Lisa Bowers Isaacson, Senior Associate Director
lbowersi@admin.fsu.edu

Program Assistants
londonPA@admin.fsu.edu

Dr. Kathy Guthrie, Program Leader
kguthrie@fsu.edu

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) 7127753133

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

On-site Programs Manager
Cell Phone 011 44 (0) 7801254010

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
24 Grosvenor Square
London, W1A 2LQ
United Kingdom

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

INTERNATIONAL CALLS
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: 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 and attending centre-organized excursions may be required for some courses. This means you must be prepared to maintain a high level of performance. All academic and administrative communication between FSU London staff and students will be through your FSU email account. If you are not an FSU student, FSU provides you with a temporary FSU email for the semester. Please activate this email account and check it regularly. 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.

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](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** [https://www.lib.fsu.edu/](https://www.lib.fsu.edu/)

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](http://dos.fsu.edu/sdrc).
BEFORE DEPARTURE

VISA REQUIREMENTS FOR U.S. CITIZENS
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**: All participants 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 Short Term Students a ‘Passport Letter’ to their 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**: All students 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

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

All visa information is correct at the time of publication, but terms, fees, and guidelines are subject to change without notice.
FLIGHT INFORMATION
There is no group flight for this program, and your program fee does not include airfare. You must be able to provide your return flight details from the UK back to the States at the UK border so be prepared by purchasing a round trip ticket at the time you book your travel.

Do not purchase a plane ticket for your program until instructed by International Programs to do so. You will receive an email from International Programs (ip-info@fsu.edu) with flight details.

When you are instructed to do so, you should purchase a plane ticket that will allow you to arrive in London on the start date of your program, May 22, 2017. 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 are mandatory. There is no pickup or drop off at the airport. You are responsible for your own transportation to and from the airport.

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

Your return flight should depart London no earlier than the last day of your program, May 29, 2017. You must check out of program housing on the morning of that day. You will be responsible for getting yourself to the airport in time for your departure.

The first day of housing is the start date of the program. Please be aware housing check-in cannot occur before this date. STUDENTS ARRIVING EARLIER OR WISHING TO STAY LATER MUST MAKE ARRANGEMENTS TO STAY IN A HOTEL. Please visit our website for a list of suggested hotels and hostels:
http://www.international.fsu.edu/Documents/ImportantDocuments/StudyCenters/London_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, all students must email their flight itinerary to the IP Office (ip-info@fsu.edu). All flight information will be provided to the London staff. 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.

You may want to consider purchasing travel insurance when booking your flight.

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 and official letter from FSU 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 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.

- 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!) All students should state they are pursuing a full-time course of study in London. You will need a Short Term Student stamp in your passport.
- Follow these instructions 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.

For students arriving at *Heathrow Airport*, 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.

Alternatively you can take the *Gatwick Express to Victoria Station which has a 30 minute journey time but which 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 arrivals.

*You can get a 25% discount when using either the Heathrow Express or Gatwick Express if you show your International Student Identification Card (ISIC) at the time you purchase your ticket at the ticket office. If you board the train without purchasing your ticket, you will NOT be eligible for the 25% discount.
**LONDON HOUSING**

Student housing will either be on-site at FSU London or at a comparable off-site location nearby. **Be aware that housing check-in cannot occur before 10:00 AM on the first day of your program.** Housing assignments will be made based on information provided in your housing preference form. **No changes can be made.** Approximately one to two weeks prior to departure, you will be notified about whether you will be housed in FSU London or in off-site housing. 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 a large number of stairs with no elevator. 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. For contractual details about your program housing, rules, and regulations for your specific program, please refer to the FSU International Programs Contractual Agreement located in the Important Forms packet and the Housing Terms and Conditions located in this document.

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**

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. **Students are responsible for cleaning up after themselves when the kitchen or bathrooms have been used, making their own beds and for keeping their rooms 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 any damages are found upon your departure, these may be assessed to your FSU account.

**HOUSING AMENITIES**

- Housing will be fully equipped with everything you will need, including one or two bathrooms with a shower, a hair dryer, an iron, ironing board, microwave, oven, dishes, pots and pans, tea kettle, refrigerator, freezer, clothes hangers, wardrobe and more. Cleaning products and toilet paper are the students’ 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.** American versions of these will only work if you bring an adapter and a transformer, which are bulky and heavy to travel with. Hair dryers are provided free at your accommodation. Hair straighteners and curling irons can be purchased at a low cost at local shops.
- There are free laundry facilities in the building.
- 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.
- There will be an individual safe in your room. Locks for them are available for free rental from the reception desk.
- All off-site accommodations provide comparable facilities.
PERSONAL TRAVEL
You are no doubt eager to explore both the United Kingdom and areas of continental Europe. **Please wait until you have arrived in London and have received your class schedule before you book any trips away from FSU London.** Waiting until classes have started will allow you to make your plans around the following factors:

- Academic deadlines for exams, papers and presentations.
- The travel plans of your peers. One of the joys of studying abroad is the opportunity to build friendships through travel and shared experiences.
- Owing to the compact nature of the summer programs, course meeting times will be intensive and cultural events will be scheduled throughout the program. It is therefore possible that you will have limited opportunities for independent travel.

**Do not plan travel that will cause you to miss classes; strict academic standards will be maintained on the programs.**

Summer programs may have mandatory academic excursions that take place over a weekend. Participants of summer programs should be flexible with their weekend plans.

For safety purposes, you will be instructed by the FSU London staff to fill out a mandatory online independent travel form each time you plan on traveling outside of London. 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 prior to your departure and plan accordingly.

Use the IP luggage tag and luggage strap you received to ensure your bag is marked in capital letters with your name, address, and final destination both on the inside and on the outside of the bag. It is recommended that you pack 1 or 2 outfits in your carry-on in case of flight delays/cancellations or lost luggage.

The average temperatures in London in the fall, winter and spring are comparable to temperatures in northeastern states. The climate is generally damp, so it may feel colder than it actually is. You will need warm clothes (sweaters, etc.) and a raincoat because it often rains in London. You can follow the weather leading up to your semester abroad at: [http://www.cnn.com/WEATHER/cities/world.html](http://www.cnn.com/WEATHER/cities/world.html).

- Buildings are generally not air-conditioned in the summer months, 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 and fall/spring break traveling
  - a small day bag (packed inside your suitcase) for day trips
- The electrical current in London is different than in the U.S. Do not bring anything electrical unless you bring an adapter. As previously stated, don’t bring any electrical appliances such as hair dryers, heaters, etc. The electric current will cause those items to burn out. Some of these items are provided at your accommodation or you can purchase them upon your arrival.
- You should not bring any valuable or sentimental items such as jewelry, expensive watches, expensive cameras, or keepsake items you would regret losing.

Explore the [International Programs Pinterest account](https://www.pinterest.com) for more packing tips!
MAIL
Please share the following information with those in the U.S. who are interested in sending you mail while you are abroad. The 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 US Post Office.

Airmail 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.

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

TELEPHONES & COMMUNICATION
Your apartment has a telephone that can only be used to receive incoming calls, call emergency services and to make calls with a calling card. We advise that you wait until you have arrived in London to purchase a calling card because many of the ones in the States are costly and do not work within the British telephone system. The calling cards are readily available at local corner shops near FSU London and are relatively inexpensive.

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

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.

CELL PHONES
It is not mandatory to buy a cell (‘mobile’) phone while you are in London, but it is highly recommended. If you want to use your own phone, you’ll need to unlock your phone and make sure your phone is GSM-capable before departure.

With your own phone, you can buy a prepaid UK SIM plan, either for phone calls only or for calls and data. Another option is to buy a Pay-As-You-Go Top Up phone upon your arrival in London. This phone, which can be purchased for as little as $20, can be used for local and national calls in the UK, calls to and from the U.S. and continental Europe, and calls within continental Europe. Specific calling costs vary according to the phone but you can expect to pay 4p a minute for calls to the U.S. and 30p per minute for the first three minutes, dropping to much less thereafter for calls within the UK. With most phones, you will not be charged for incoming calls. Calls to other countries will vary in cost, and calls received or made while you are in another country will almost certainly be extremely expensive. We highly recommend only using your UK-based cell phone for emergencies while you are outside of the UK.

We strongly suggest that you do not buy a pay-as-you-go cell phone in the U.S. to take to England. 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 London. In addition, we strongly recommend against buying a contract phone while you are overseas. The costs associated with these contract plans are very hard to control and students might find themselves being billed for unexpectedly high amounts. Though it is unusual, we have had students who were billed for thousands of dollars’ worth of calls. The FSU London staff will be happy to advise you on the various Pay-As-You-Go options once you are in London, as well as direct you to the nearby phone shops.

If you decide to use your U.S cellphone, make sure to turn off roaming before you leave. Otherwise you might end up with a very large phone bill when you return to the U.S.

COMPUTERS
FSU London has a library that is open to students 6 days a week and has a variety of textbooks, fiction and DVDs available for loan. There are computer labs, which are open 24 hours a day, 7 days a week and there is wireless internet throughout the building, including the flats. Many students recommend bringing a laptop abroad. If you want to bring your laptop, check if your computer has a built-in transformer that is capable of handling the different voltages. You will also need an adapter for the plug. (i.e. from two prong to three prong or from flat to round prongs). Please note that if you take a laptop with you, it is at your own risk. If you do choose to bring a laptop, 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 in your checked luggage.
EXPENSES WHILE IN LONDON
In estimating your financial needs while abroad, calculate the amount of money you will need for meals (kitchen facilities are part of your housing provisions) for the entire period of your stay; your transportation and lodging costs for any personal trips you will be taking, 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.

- Based on past participants’ feedback, a 15- to 16-week semester budget of $3,000 - $5,000 is needed for meals, incidental expenses in London, and personal travel. This amount is only for those who plan to live on a shoestring budget. The average estimate of student spending during the spring semester was $5,000. 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 around Europe during your midterm break, you should expect to spend at least $70 per day.
- To get a sense of the cost of living in London you may wish to compare the Consumer Price Index (CPI) of Tallahassee to London. Students can find the cost of living comparisons on this website: http://www.xpatulator.com/. Tallahassee is not listed, so you will need to substitute another city, like Jacksonville. London is listed so you will be able to make that comparison.

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
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. Visit the following web site for the current exchange rate: http://www.xe.com/currencyconverter/.

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. Students are typically not eligible to open a UK bank account.

Bring or have access to at least one credit card in the event of an emergency. If you need to visit a doctor or hospital, you will likely have to pay prior to the service, and then submit an insurance claim afterward. Credit cards are also useful for everyday purchases and offer excellent exchange rates. MasterCard and Visa are the most widely accepted credit cards overseas. A credit card with “chip and pin” technology is worth considering, as this is the standard abroad.

If you intend to use an ATM or debit card overseas, 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/locations 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. PLUS, STAR and CIRRUS cards are the most widely accepted overseas. A STAR/Debit MasterCard is accepted anywhere the STAR, MasterCard or PLUS symbols are displayed. 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 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 transactions fees. You can limit the fees if your U.S. bank has a ‘sister’ bank in the host country and/or if you limit your withdrawals, though we do not advise keeping large sums of money on your person or stored in your residence, even if a safe is provided. Keep a record of all credit/debit/ATM card numbers and the phone numbers you would need to call, with area codes, if they are lost or stolen. Keep this record in a safe place separate from your cards, and you should provide a copy to family at home.

Ensure that any student loans you have requested will be available for disbursement during the term abroad. Disbursement usually occurs after students have left the U.S. Make arrangements for your check to be deposited, if that is your chosen method of disbursement.
INOCULATIONS/MEDICAL CONCERNS
Florida State University requires certain immunizations prior to your registration for classes. Recently admitted FSU degree-seeking students (freshman and transfer students) must complete the required Student Immunization Record. All non-FSU students must submit their required Student Immunization-Insurance Record. Both forms can be downloaded here: http://studentinsurance.fsu.edu/immunizations.html. Forms must be mailed or faxed directly to Florida State University Health Services, Health Compliance Office, 960 Learning Way, Tallahassee, FL 32306-4178, fax (850) 644-8958.

It is very important that you make yourself aware of specific requirements and health matters in your program location. The Health and Wellness Center offers a travel clinic which provides immunizations (http://www.tshc.fsu.edu/travel.html). Additional information is available through the Centers for Disease Control and Prevention’s site: www.cdc.gov/travel/. Please note that some countries have specific requirements for inoculations based on past location(s) the traveler has visited. It is the student’s responsibility to ensure previous travel has not triggered additional requirements.

• A tetanus booster shot is suggested if you have not had one within the past 10 years.
• Specify every health concern you have on your Medical Self-Report Form (In Important Forms Packet).
• 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.

ALCOHOL AWARENESS & ILLEGAL DRUGS
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. In either case, 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.

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: http://dos.fsu.edu/srr/
POLICIES & SAFETY

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

SAFETY & SECURITY
Our highest priority is the welfare and security of our students, faculty, staff and facilities. We have emergency plans in place for each of our locations and work closely with our insurers and 24/7 emergency response providers to monitor and respond to all situations worldwide. It is our policy is to follow guidance from the respective U.S. Embassies, U.S. State Department, as well as local officials and keep students abreast 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 http://counseling.fsu.edu/index.shtml for more information.
  - **Center for Health Advocacy & Wellness.** The Center for Health Advocacy & Wellness encourages students to make healthy lifestyle decisions that facilitate academic success and lead to life-long health and wellness. For more information, visit http://chaw.fsu.edu/.

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

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

- **Waivers.** All IP participants will be given a Waiver of Liability via email. It must be signed and submitted to IP.
- Be aware that you are subject to the laws of the country in which you are traveling.
- Always carry a photocopy of the picture and signature pages of your passport with you. Keep another copy in your room separate from your passport. Leave one copy at home in the U.S. with your family or a relative.
- Use the buddy system—try to travel with friends as much as possible and always tell your roommates or friends where you are going and when you expect to return. Bystander intervention is a powerful opportunity and responsibility for those within our community.

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

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

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

- **Please visit this website to review the FSU London Safety Guide:** http://international.fsu.edu/Documents/HealthSafety/SafetyGuide-FSU_London.pdf
HOUSING TERMS AND CONDITIONS

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

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

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

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

I. AGREEMENT TO GENERAL TERMS

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

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

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

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

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

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

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

A. Respect for Persons

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

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

B. Respect for Property and Living Space

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

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

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

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

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

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

C. Respect for Housing Operations

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

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

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

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

TIPS FROM STUDENTS ON WHAT YOU SHOULD KNOW
These comments came from students who recently attended our study abroad program in London:

- Make sure you bring your ISIC card with you as it will allow you to get some great discounts in London.
- There is NO elevator in the building.
- Bring comfortable shoes to wear. You do a lot of walking!
- Research the weather conditions in London before you leave.
- Leave room in your suitcase for souvenirs.

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.statravel.com (student travel information)
http://www.letsgo.com/london (on-line travel guide)
http://www.state.gov/travel/ (U.S. State Department’s information for Americans living abroad)
http://www.journalismnet.com/papers/london.htm (London newspapers on-line)
http://nolereservations.blogspot.com/ (FSU International Programs blog with articles from former program participants)

Looking for something to do in London? Check out these sites:
http://icom.museum/ (Museums around the UK)
http://www.timeout.com/london/ (weekly magazine listing London events)
http://www.londontown.com/ (everything on London)
http://www.londontheatre.co.uk/ (London theatre guide)

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

SUGGESTED READING
Read all you can about London and Great Britain before you go. Here are a few books you may like to read:

Travel Guides:
Eyewitness London Guide by Michael Leapman
The Companion Guide to London by David Piper
The Student’s Guide to London by Larry Lain and Jeff Griffin
Michelin Green Guide to London
Rick Steves’ Guide to Britain

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EXPLORING
THE UK

TOP LONDON ATTRACTIONS
- Westminster Abbey
- Houses of Parliament
- Tower of London
- St. Paul's Cathedral
- Buckingham Palace
- Leicester Square
- Wimbledon
- British Museum
- The London Eye
- Hyde Park
- Piccadilly Circus
FOODS TO TRY
- Fish’n’chips
- Mushy peas
- Chicken Tikka Masala
- Sunday roast
- Cornish pasties
- Yorkshire pudding
- Scones and clotted cream
- Steak and ale pie

LINGO
- Awesome: Ace
- Bathroom: Toilet / loo
- Elevator: Lift
- Exhausted: Knackered
- Chips: Crisps
- Cookie: Biscuit
- To-Go: Takeaway
- Wait in line: Queue
- Thanks / To toast: Cheers
- Thick-cut fries: Chips
- Trash: Rubbish
- Trash can: Bin
- Sketchy: Dodgy

QUICK TIPS
1. The United Kingdom consists of four countries: England, Scotland, Wales, and Northern Ireland. The Republic of Ireland is a different country.
2. Never ‘jump the queue’ (cut in line). Brits are particular about queuing etiquette, and many joke that queuing is a British national pastime.
3. Restaurants will not automatically split the tab for you, but they may let you put different amounts onto different credit cards.
4. You should tip restaurant waitstaff around 10%. Bartenders do not expect tips and may even be confused by your offer. Tip taxi drivers £1 per bag they help you with. Otherwise, taxi drivers do not expect tips—though many will round up to 10% for a tip.
5. No matter the time of year, bring an umbrella! Brits always have access to an umbrella regardless of the season.