THEATRE STUDY FOR THE BFA
LONDON, ENGLAND
JUNE 5 – JULY 2, 2020
LN79-6-20
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**EXPLORING THE U.K. INFOGRAPHIC**
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 CENTRE
Florida State University
99 Great Russell Street
London WC1B 3LH
United Kingdom

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

FAX 011 44 20 78133266
WEBSITE https://international.fsu.edu/london/
HOURS 8:30a.m. to 5:30p.m.GMT, Monday - Friday

Dr. Kathleen Paul, Director
kpaul@fsu.edu

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Olivia Jaworski, Administrative Officer
ojaworski@fsu.edu

Program Assistants
londonPA@admin.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)1727753133

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

On-site Staff
Katie Behringer 011 44 (0) 7869 519977
Megan Griffin 011 44 (0) 7753 212039

London Emergency Response Services
Fire, Ambulance, Police 999 (or 112 or 911)
Non-Emergency Police 101
Camden Police Safer Neighborhood Team 020 7404 1212

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 United Kingdom: 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 the United Kingdom to the U.S.: First dial “001” followed by the U.S. city area code and the seven digit telephone number.

Time Differences: GMT – Greenwich Mean 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 by being an active and committed participant in your class. 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 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 1 required course, Global Perspectives, and 3 electives. The required course counts toward FSU Liberal Studies X, E-series, and writing requirements. Students can choose from 500+ courses to fulfill the elective course requirement. In addition, students participate in 8 intercultural events on campus and a sustained international experience abroad, which you have already done! Enroll in the Global Citizenship Certificate to ensure your study abroad experience counts toward the certificate. Visit cge.fsu.edu/globalcitizen to learn more about the benefits, criteria, and requirements. You can also email us at globalcitizen@fsu.edu with questions.

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)

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

SHORT TERM STUDENTS (Less than Six Months Study)

- **No Visa Needed:** U.S. citizens studying for less than six months are classified as Short Term Students and are not required to apply for a visa prior to arrival in the UK. Short Term Students are not permitted to secure employment 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 the United Kingdom.

- **Immigration Letter:** International Programs will mail you an ‘Immigration 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 cannot book a flight into London that has a layover in the Republic of Ireland. There is an open border (Common Travel Area) between Ireland and the UK. Passengers landing from Ireland do not go through immigration, meaning you will not receive the required Student Stamp when arriving in the UK. Due to airline and immigration restrictions, traveling on a one-way ticket may not be allowed. Please check with your airline before attempting to purchase 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 a U.S. citizen living abroad, contact an International Programs’ Immigration Specialist at IP-Visas@fsu.edu. You may be required to apply for a visa on your own or you may have additional visa requirements and expenses.

All visa information is correct at the time of publication, but terms, fees, and guidelines are subject to change without notice.
FLIGHT INFORMATION
There is no group flight for this program, and your program fee does not include airfare. As previously stated, traveling on a one-way ticket may not be allowed due to airline restrictions. Please check with your airlines before purchasing a one-way ticket.

You should make arrangements to arrive in London on the start date of the program, June 5, 2020 and depart on the end date of your program, July 2, 2020 as stated on the International Programs website and IP student portal. You may need to depart from the U.S. one day before the program’s start date in order to arrive on time. The on-site Orientation is mandatory for all students. All travel arrangements must be made so you can attend Orientation.

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 the start date of your program, June 5, 2020. 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.

You must check out of program housing on the morning of the last day of your program. You will be responsible for getting yourself to the airport in time for your departure.

Your program housing will begin on the start date of your program and end on the end date. IF YOU PLAN ON ARRIVING EARLIER OR WISH TO STAY LATER, YOU MUST MAKE ARRANGEMENTS TO STAY IN A HOTEL. Please visit our website for a list of suggested hotels and hostels:
http://www.international.fsu.edu/Documents/ImportantDocuments/StudyCenters/London_AreaAccommodationList.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 submit your flight itinerary through the IP student portal. All flight 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 program 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.

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 London, 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 until you have landed, cleared immigration and customs, and have collected your luggage.
- Have your passport and immigration letter accessible in your carry-on luggage.
- During your flight make sure to drink lots of water to stay hydrated. Get up and walk around once an hour to help your circulation. Do simple stretches while in your seat. Try to sleep; it will help you combat jet lag. Wear layers, as the temperature on the plane and in airports can vary.
ARRIVING IN THE UK
After you land, you will go through immigration control. 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. After this, you will collect your luggage and go through customs before exiting into the airport.

- E-Gates and UK Entry Clearance: As of May 2019, US citizens are permitted to use the electronic facial recognition gates at Immigration Control when entering the UK. If you are a Short-Term student however, you must NOT use the e-Gates and must see a Border Force Officer to receive the Short-Term Student stamp. This stamp serves as your permission to live and study in the UK for the duration of your course. If you do not receive this stamp, you will have to leave the UK and re-enter in order to receive it. If you are studying on a Tier 4 (General) Student visa, you may use the e-Gates as your Entry Clearance has already been granted via the vignette in your passport.
- The Immigration 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, Immigration 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 (‘The Tube’) 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-£10, 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 £12. 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 arrivals.
Housing

London Housing
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 10:00 a.m. Housing will be available by 4:00 p.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. Rooming assignments and locations will be made based on a combination of factors such as type of program, housing preference, availability and special needs as indicated in the information you provide on the Medical, Special Needs, Housing questionnaire in the IP student portal. You will 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
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, additional charges 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, 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 Wi-Fi.
- 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 are provided at check in. Please use your safe to store all valuables including your passport and money. Once locked, keep your safe key in a secure place.
- Housing facilities are not air conditioned. This is standard across Europe, and we appreciate your accommodation of this difference. Fans may be provided, and we encourage you to purchase other personal fans/cooling mechanisms as needed.
- 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 both the United Kingdom and areas of continental Europe. The academic schedule is arranged so that you will have a number of three-day weekends (only one per four-week summer session) in which to achieve this. **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.** 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.
- **FSU London’s cultural calendar, including additional activities and opportunities, is distributed by International Programs prior to your departure and a final copy is presented by FSU London upon your arrival.** It would be a shame to book a trip only to discover that its dates conflict with an activity arranged by FSU, the date of which cannot be changed. Please note: daytrips are mandatory when required by an instructor.
- **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. Your grade will be reduced by any unauthorized absence from class.

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 to travel outside of London. More information will be provided to you in the IP student portal 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.

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

Plan to bring textbooks and other required course materials with you to London. 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. We recommend researching ways to access a textbook as an eBook (electronic book) through the FSU Bookstore, 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 FSU London with any questions.

The temperature in London during the summer can be hot and most buildings, including our housing facilities, are not air-conditioned.

You should monitor the weather before departure to plan accordingly: [https://www.accuweather.com/en/world-weather](https://www.accuweather.com/en/world-weather).

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

Reference the [International Programs packing list](https://www.accuweather.com/en/world-weather) for more packing tips!
**COMMUNICATION & ELECTRONICS**

**MAIL**
Please share the following information with those in the U.S. who are interested in sending you mail while you are abroad. The 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** 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 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](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 UK 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.** A pay-as-you-go Top Up 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 within the UK, dropping to much less thereafter. 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.

**COMPUTERS**

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 computer labs, which are open 24 hours a day, 7 days a week and there is wireless internet throughout the building, including the flats.

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/](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.**

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. 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.

Use the Wi-Fi available in the Study Center and around the city while the phone is in airplane mode. Make sure to turn off roaming before you leave, just in case. Otherwise you might end up with a very large phone bill when you return to the U.S. Apps you can easily use while connected to Wi-Fi include Skype, FaceTime, Viber, and WhatsApp. If you have a smartphone, download these apps before you travel abroad so you will be able to activate the account.

If you need to fax or receive a fax document while you are abroad, 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.

**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 U.S. Post Office.

### Airmail

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.

**Shipment 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 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.**
5. **Other items may incur taxes, which can be very high.**
6. **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](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.**
- **Purchase a sim card in-country for your current phone.**
- **Purchase an inexpensive phone with a local plan in-country and pay for more minutes/data as needed.**

We highly recommend only using your UK-based cell phone for emergencies while you are outside of the UK.

**COMPUTERS**

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 computer labs, which are open 24 hours a day, 7 days a week and there is wireless internet throughout the building, including the flats.

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/](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.**

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. 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.

Use the Wi-Fi available in the Study Center and around the city while the phone is in airplane mode. Make sure to turn off roaming before you leave, just in case. Otherwise you might end up with a very large phone bill when you return to the U.S. Apps you can easily use while connected to Wi-Fi include Skype, FaceTime, Viber, and WhatsApp. If you have a smartphone, download these apps before you travel abroad so you will be able to activate the account.

If you need to fax or receive a fax document while you are abroad, 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.


**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 group 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 4-week session may expect a range of $1,000 – $2,000 for meals, incidental expenses in London, and personal travel. 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.

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/](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 account(s) prior to departure from the U.S. so you can monitor your account(s) 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 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/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.

- **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.

Ensure that any student loans you have requested will be available for disbursement during the term abroad. Disbursement usually occurs after students have left the U.S. Make arrangements for your check to be deposited, if that is your chosen method of disbursement.
INOCULATIONS/MEDICAL CONCERNS
Florida State University requires certain immunizations prior to your registration for classes. All newly admitted degree-seeking students (freshman and transfer) and non-FSU students must complete the required Student Immunization Form. If you fall into one of these categories, you will be required to submit this form through the IP student portal.

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/](http://www.cdc.gov/travel/). Please note that some countries have specific requirements for inoculations based on past locations the traveler has visited. It is the student’s responsibility to confirm whether or not the previous travel requires additional inoculations.

Be sure to 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. 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.* You will likely need to work with your insurance company to cover your vacation prescription. If you experience difficulty in obtaining a prescription for your time abroad, seek assistance from our office.

We also recommend doing the following:

- If you wear glasses or contact lenses, take an extra pair and/or the prescription if you wear glasses or contact lenses.
- Complete routine medical and dental care before you leave.
- A tetanus booster shot is suggested if you have not had one within the past 10 years.

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](http://international.fsu.edu/Documents/HealthSafety/CISIInsurancePolicy.pdf). You will want to familiarize yourself with the coverage details. This policy is NOT intended to replace your domestic coverage.

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

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

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

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

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

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

- **Waivers.** All IP participants must sign and submit a Waiver of Liability through the IP Student Portal.

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

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

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

- **Valuables.** Students should not take sentimental valuables on their program. Students should not leave cash, passports, or other items of value unattended in their rooms. If a locker or safe is provided, students are strongly encouraged to use it to store anything of value at all times. Students should plan regular visits to the cash machine rather than leaving large amounts of cash in their rooms. Students are responsible for ensuring their rooms are left secure at all times – do not prop open doors, do not leave doors and windows unlocked, do not give keys to anyone. If students notice others in the building leaving the main entrance door unsecured, they should notify 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.** You 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

TIPS FROM STUDENTS ON WHAT YOU SHOULD KNOW
These comments came from students who recently attended our study abroad program 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.
• Do no overpack – you will want to buy souvenirs.
• Plan to save money by being able to cook some of your favorite meals.
• There is no air-conditioning in the flats. Pack accordingly if you are on a summer program.
• Do not ship expensive items from the U.S. (especially technology) as these will incur customs charges.
• For the most part, you do not need to tip in the UK, especially in taxis.

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

Looking for something to do in 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)
https://www.officiallondontheatre.co.uk/ (London theatre guide)

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.)

SUGGESTED READING
Read all you can about London and Great Britain before you go. Here are a few popular books about or that take place in London to get you excited to travel:

Travel Guide: Lonely Planet England by Lonely Planet
Travel Guide: The Rough Guide to London by Rough Guides
London: The Biography by Peter Ackroyd
Londoners by Craig Taylor
Oliver Twist by Charles Dickens
White Teeth by Zadie Smith
London Belongs to Me by Norman Collins
The Cuckoo’s Calling by Robert Galbraith
London: The Novel by Edward Rutherford

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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  Cornish pasties
Mushy peas  Yorkshire pudding
Chicken Tikka Masala  Scones and clotted cream
Sunday roast  Steak and ale pie

LINGO
Awesome  Ace
Bathroom  Toilet / loo
Exhausted  Knackered
Chips  Crisps
Cookie  Biscuit
To-Go  Takeaway

Wait in line  Queue
Thanks / 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.