INTENSIVE FRENCH

June 30 to July 29, 2018
Paris, France
PA98
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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

PROGRAM STAFF INFORMATION
Dr. Virginia Osborn, Program Leader
EMAIL vosborn@fsu.edu
PHONE 850-644-8601
International phone number will be provided to students upon arrival

HOUSING
Cité Internationale Universitaire de Paris (known as CIUP or Cité)
17 Boulevard Jourdan
75014 Paris

HOUSING PHONE +33 01 44 16 64 00

EMERGENCY PHONE NUMBER
In emergencies, the Program Leader may be called at the number provided to the left. Please reserve the use of these numbers for emergencies only.

Local Police 17
Medical Help/Ambulance (known as SAMU) 15
Europe-wide Emergency Service 112
Fire 18

U.S. EMBASSY
2, avenue Gabriel
75382 Paris Cedex 08

PHONE
Switchboard +33 1 43 12 22 22
Calling within Paris 01-43-12-22-22
FAX +33 1 42 66 97 83
EMAIL http://france.usembassy.gov/

INTERNATIONAL CALLS
Making international calls from the U.S. to France: First dial “011” (for international call), followed by “33” (the country code), then the specific area code (dropping the first zero) and location number.

Making international calls from France to the U.S.: First dial “00” (for international call), followed by “1” (the country code), then the specified U.S. phone number with area code.

Time Differences: French time is ahead of Eastern Standard Time by six hours, Central Time by seven hours, Mountain Time by eight hours, and Pacific Coast Time by nine hours.
ACADEMIC MATTERS
This program is first and foremost an academic one, so you should be prepared to invest as much time, effort and thought into your coursework as you do on your home campus. Since classes are small, you will have more interaction with your fellow students and with faculty than you have on main campus. There will be a greater emphasis on participation in class discussions. This means you must be prepared to maintain a high level of performance by being an active and committed participant in your class.

FSU ENHANCEMENT PROGRAMS RELATED TO STUDY ABROAD
FSU students are encouraged to get involved with the Garnet and Gold Scholar Society and the Global Citizenship Certificate program. These two resources provide special recognition as global-ready graduates.

The Garnet and Gold Scholar Society program facilitates involvement and recognizes the engaged, well-rounded student who excels within and beyond the classroom in the areas of Leadership, Internship, Service, International, and Research. A student who has met the criteria in three of the five areas is eligible for consideration. All study abroad programs organized through the International Programs Office qualify for the international experience portion of the International Area. Visit http://garnetandgoldscholar.fsu.edu/ or email GarnetandGoldProgram@fsu.edu to learn more.

The Global Citizenship Certificate program helps undergraduate students develop invaluable cross-cultural skills and global competencies needed to be a global-ready graduate. Students who enroll in the certificate take 2 required courses, Global Perspectives and Global Citizenship, and 2 electives. Both required courses count toward FSU Liberal Studies X, E-series, and writing requirements. In addition, students participate in 8 intercultural events on campus and a sustained international experience abroad, which you are about to complete! Enroll in the Global Citizenship Certificate before you study abroad to ensure your experience counts toward the certificate. Visit cge.fsu.edu/globalcitizen or contact an advisor at globalcitizen@fsu.edu to learn more.

TUTORING RESOURCES
There are a number of tutoring resources available at Florida State University to assist 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: Office of Distance Library Services**
  [https://www.lib.fsu.edu/department/distance-learning](https://www.lib.fsu.edu/department/distance-learning)

STUDENT DISABILITY RESOURCE CENTER (SDRC)
SDRC provides reasonable and appropriate accommodations for students with documented disabilities. Documented disabilities and accommodations vary in nature, and though the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 do not apply extraterritorially, we do our best to accommodate our students. If you anticipate needing to request accommodations for a documented disability, please schedule an appointment with the SDRC by calling 850-644-9566 (Voice) or 850 644-8504 (TDD) and provide appropriate information on your Special Needs form. For more information, visit http://dos.fsu.edu/sdrc.
VISA REQUIREMENTS FOR U.S. CITIZENS
No visa is required for U.S. citizens to enter France.

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

- **Flight/ Immigration Restrictions**: No visa is required for U.S. citizens to enter France.

REQUIREMENTS FOR NON U.S. CITIZENS AND US CITIZENS LIVING ABROAD:
If you are a non-U.S. citizen or U.S. citizen living abroad, contact an International Programs’ Immigration Specialist at IP-Visas@fsu.edu. You may be required to apply for a visa on your own or you may have additional visa requirements and expenses.

All visa information is correct at the time of publication, but terms, fees, and guidelines are subject to change without notice.
FLIGHT INFORMATION

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

You should make arrangements to arrive in Paris on the start date of your program June 30, 2018 and depart Paris no earlier than the end date of your program, July 29, 2018.

You will most likely need to depart the United States one day before the program’s start date in order to arrive on time. All orientation/welcome activities that take place upon arrival are mandatory.

There is no group airport pickup for this program and students should arrive in the morning on the first date of the program, June 30, 2018.

Your housing will not be available until the official check-in day of the program, June 30, 2018. If you arrive earlier, you will need to look for accommodations in town for the extra nights.

You must check out of program housing on the morning of the last day of your program, July 29, 2018. You will be responsible for getting yourself to the airport in time for your departure. After your official check out date of the program, you will need to book other accommodations if you are extending your stay.

Once you have completed your travel arrangements, all students must email their flight arrangements to the IP Office (ip-info@fsu.edu).

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.

IN TRANSIT

- **Domestic flights.** In general, arrive at the airport ticket counter **two hours** before your departure time. Check with your specific airline to find out the recommended pre-flight allowance.
- **International flights.** Arrive at the airport ticket counter **three hours** before your departure time.
- **Keep your boarding pass.** Some airlines require it for baggage claim. Also, it will help if your luggage gets lost.
- **Have your passport accessible.**
- **During your flight,** drink lots of water and get up and walk around at least once during the flight. Try to sleep; it will help you combat jet lag. Wear layers as the temperature on the plane and in airports may vary.
ARRIVING IN COUNTRY
There is no airport pick-up, but getting to Cité Universitaire via RER from the airport is relatively easy. Here are the directions to the Cité Universitaire from Charles de Gaulle (CDG) airport:

Follow the signs to the RER station; purchase a one-way ticket (aller), which should cost about €10. Board the train going in the direction of Cité Universitaire. The train makes about sixteen brief stops, but you do not have to make any changes. When you get to stop called “Cité Universitaire”, go out the one available exit. **Be sure to keep your ticket because you will need it at the Cité U. exit.** Put the ticket in the machine—it will go through and then pop up. Pull the ticket out of the slot and the gate will open. When you get upstairs, the Cité Universitaire will be right in front of you across a very busy street.

Once across the street, turn right and **walk down boulevard Jourdan (stay on the main boulevard)** for about 5 minutes or less to an entrance where you will see the Maison des Provinces de France. **(Address: 55 boulevard Jourdan, you may enter via gate 47 or 57.)**

Another option is the Paris Shuttle (about 31 euros for a single rider or cheaper rates for up to 8 people - feel free to share with other program participants). This service will provide you with a van lift from the airport directly to the Cité. To make a reservation prior to leaving the U.S., go to their website at [http://parishuttle.com](http://parishuttle.com). They will give you detailed directions on what you will need to do upon your arrival in Paris. You can book and prepay online. Keep your booking confirmation with your carry-on luggage so you can access it when you arrive in the airport. When you arrive in the airport, look for a France Télécom public phone (near the exit doors of the terminal. It is the only one you can use to call the shuttle) and call the Paris Shuttle hotline for free using the telephone number on your booking confirmation to notify an agent that you have arrived. The agent will instruct you which exit to wait for your Paris Shuttle van. If arriving before 7 AM or after 11 PM, you should coordinate a pickup spot with the Paris Shuttle company prior to landing since the hotline will be closed. This service is cheaper the more people you book the reservation with (up to 8). If booking with other participants, be sure to coordinate where you will meet when you land prior to your departure. Also exchange phone numbers so you can notify each other if you are delayed. The Paris Shuttle will not honor your reservation if you are late.

If you cannot locate a France Telecom phone, go to any of the information desks and ask them to dial the number for you.

HOUSING
Cité Internationale Universitaire de Paris (known as CIUP or Cité)

17 Boulevard Jourdan
75014 Paris

You will be housed in single, dormitory-style rooms at the “Cité Universitaire,” an international student community in southern Paris. Each room has a bathroom, small fridge, Ethernet cable, full size desk, and a land-line telephone. You will have access to kitchen facilities, there are two located on each floor of the building, Kitchen utensils will be limited, if there at all, so you may wish to purchase a few items upon arrival. to share with your fellow students, if you wish to do a lot of cooking. Washing machines and dryers are located within the residence and are less expensive to use than “outside” laundromats. Students are responsible for making their own beds and for keeping their rooms reasonably tidy. Light cleaning is provided by the Cité Universitaire, but you will have to cooperate by keeping your living area tidy. You should note your floor’s cleaning schedule posted on the bulletin boards of each floor. Bed linens are provided and will be laundered every other week. **You must supply your own washcloths and towels,** so it is recommended you bring one set to start with and buy more as needed once you arrive.

You do not have to bring sheets and bedcovers, but you will need to bring a towel. While you prepare for your trip, **make sure that your laptop or tablet** (if you plan on bringing one with you) **has a port for an Ethernet cord.** If it does not, bring a USB adaptor for the internet with you. It might be harder to find one in France and will be more expensive. Remember that each room will include an Ethernet cord, since there is **no Wi-Fi** in the bedrooms. There is Wi-Fi in the main floor lobby area.

Living and studying in your room will be very similar to dormitory living at a typical college campus. Conveniences such as shops, markets, grocery stores, bakeries, and dry cleaning businesses, etc., can be found throughout this area.

During your on-site orientation, you will be advised of the Housing Rules & Regulations. Violation of any of the housing policies is grounds for dismissal. For contractual details about your program housing, rules, and regulations for your specific program, please refer to the FSU International Programs Contractual Agreement 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.
TRANSPORTATION IN PARIS
You will have little difficulty getting around Paris. The city’s subway system, the Métro, is comprehensive and easy to use. You will have a metro pass (Carte Navigo) which provides you with unlimited metro travel for the duration of the entire program. There is also a bus system. Of course, there are guidebooks and maps you can buy while you are in Paris. You will find you will do a great amount of walking in Paris, so bring walking shoes! Consult http://www.ratp.fr for planning your transportation within Paris.

PERSONAL TRAVEL
You are no doubt eager to explore France. It is best to wait until you have arrived in Paris and begun classes before you book any independent trips. Waiting until classes have started will allow you to make your plans around the following factors:

- Academic deadlines for exams, papers and presentations.
- You will receive a cultural calendar of activities planned for all students upon your arrival. It would be a shame to book a trip that clashes with an activity arranged by the program.
- The travel plans of your peers. One of the joys of studying abroad is the opportunity to build friendships through travel and shared experiences.
- Due to the compact nature of the summer programs, course meeting times will be intensive and may only allow some independent travel. Summer programs may have mandatory academic excursions that take place over a weekend. You should be flexible with your weekend plans.

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

For safety purposes, you will be instructed by our staff to fill out a mandatory online independent travel form each time you plan on traveling outside of Paris. More information will be provided to you in an email from IP-Info@fsu.edu prior to departure.

CLIMATE & PACKING
All airlines have different policies regarding the number, size, and weight of bags allowed on domestic and international flights. Fees for having too many bags or exceeding size and weight limits are steep, and also vary by airline. It is important that you determine the restriction on your particular airline before you pack. Please be aware that you will be responsible for carrying your own bags, packs, etc. Restrictions regarding carry-on baggage are different for each airline and sometimes vary depending on your originating, transferring and/or terminating airport. Also, requirements change based on current events. It is imperative that you check your specific requirements just prior to your departure and plan accordingly. Use the IP luggage tag 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.

During July, Paris has an average daytime temperature of 76º and an overnight low of 58º. It can be fairly rainy, and on some days during the summer the city may feel rather sultry. Europeans in general do not have air conditioning in many buildings. We advise that you bring some warmer clothing with you for chilly evenings and a raincoat.

When packing for summer please remember that churches do not allow shorts, halter tops, or miniskirts. You are advised to bring a cardigan or light jacket to cover your shoulders with for church visits. It is advisable to bring a raincoat, a warm jacket or coat, sweaters/cardigans and good walking shoes or boots. You may also wish to bring warm indoor clothing like a robe, pajamas and slippers. You may also want to bring an overnight bag for weekend trips. For updates on weather conditions, visit www.weather.com.

You should not bring any valuable or sentimental items such as jewelry, expensive watches, expensive cameras, or keepsake items you would regret losing. You also do not want to bring any electrical appliances such as hair dryers, heaters, etc. The electricity in many countries is twice as powerful as in the U.S. and will cause those items to burn out.

Explore the International Programs Pinterest account 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 French mail system is generally very good. Airmail will usually take from 7-10 days. Use international airmail stamps; regular mail will cause your letter to go by boat, taking about six weeks to deliver. When sending packages overseas, neither overestimate nor underestimate the value of the materials in the package. You will pay up to 30% customs duty on the amount shown as the insured price. There should be no commercial value on the package.

You should have your mail sent to the address listed for the Cité Universitaire in the Contact Information section of this packet, with your name on the first line. Letters sent to you will be delivered to the reception desk of the Maison. Important note: You must check with the receptionist to see if you have a letter. Packages and letters sent via expedited services and private carriers WILL NOT be delivered to the Maison. You will have to go to the post office where the parcel has been delivered, along with your reception airbill, in order to pick these items up.

CELL PHONES & COMMUNICATION
While it is not mandatory that you buy or rent a cell phone while you abroad, it is highly recommended. Past students have found that it is easiest to buy a phone and pay for calls and messages as you go. The phones can be used for both calls in your study abroad location and for calls to and from the U.S. Local stores will sign you up with the carrier who is offering the best rates available at the time of your purchase. Calls made or received while you are in other countries may be very expensive.

Students with unlocked phones also have the option to purchase a SIM card in Paris, and get a local French phone plan while they are abroad.

We do not suggest that you use your US cell phone with your normal plan. Roaming charges and other charges will result in a very expensive phone bill. However, if you still choose to use your US cell phone, please check with your carrier concerning fees, roaming charges and coverage. If you decide to use your U.S. cellphone, make sure to turn off Roaming before you leave.

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 Wi-Fi.

COMPUTERS
If you want to bring your laptop, please 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 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.

Again, make sure that your laptop or tablet (if you plan on bringing one with you) has a port for an Ethernet cord. If it does not, bring a USB adaptor for the internet with you. It might be harder to find one in France and will be more expensive. Remember that each room will include an Ethernet cord, since there is no Wi-Fi in the bedrooms. There is Wi-Fi in the main floor lobby area.
EXPENSES WHILE IN FRANCE
In estimating your financial needs while you are in Paris, 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 free weekend, your laundry, and similar personal expenses including your personal entertainment and social activities costs. By most standards, you will find that the cost of living in Paris is rather expensive, so plan accordingly.

Those on a 4-week session may expect a range of $1,000 – $2,000 for meals, incidental expenses in Paris, and personal travel. The average estimate for a summer 4-week European program was around $1,500. Many students spend more; depending especially on how much independent travel they do and how frequently they dine out.

A good way to estimate what you might need in Paris is to assume that whatever you spend here in the U.S. (in dollars), you will spend the same (numerical) amount in euros. Take that dollar amount and convert to euros.

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

CURRENCY

EXCHANGE MONEY
Exchange some dollars for euros at the international airport before you leave the U.S. In general, it is a good idea to exchange around $100, the amount depending on how much currency you may need before you are able to reach a bank.

BANKING
We recommend you set up on-line banking for your bank accounts prior to departure from the U.S. so you can monitor your account while overseas.

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

Before using an ATM or debit card overseas, we recommend the following:

- Contact your financial institution(s) before you leave the U.S. to make sure your ATM or Debit card is activated for international use. You will also need to inform them of your dates/location abroad. If you fail to contact your financial institution(s), it is not unusual for credit card companies to “freeze” an account if suspicious or fraudulent activity is suspected.
- Make sure your debit/ATM card is linked to a checking account, rather than to a savings account, so you will have access to your funds.
- If you have a pin longer than 4 digits or based on letters, you may have trouble using it abroad. You will need to change your pin before departure.
- You should also contact your financial institution for information regarding ATM transaction fees. You can limit the fees if your U.S. bank has a ‘sister’ bank in the host country and/or if you limit your withdrawals, though we do not advise keeping large sums of money on your person or stored in your residence, even if a safe is provided.
- Keep a record of all credit/debit/ATM card numbers and the phone numbers you would need to call, with area codes, if they are lost or stolen. Keep this record in a safe place separate from your cards, and you should provide a copy to family at home.

For those who receive financial aid, ensure that any student loans you have requested will be available for disbursement during the term abroad. Disbursement usually occurs after students have left the U.S. Make arrangements for your check to be deposited, if that is your chosen method of disbursement.
INOCULATIONS/MEDICAL CONCERNS
Florida State University requires certain immunizations prior to your registration for classes. All newly admitted degree-seeking students (freshman and transfer) and non-FSU students must complete the required Student Immunization Form. The form must be mailed or faxed directly to Florida State University Health Services, Health Compliance Office, 960 Learning Way, Tallahassee, FL 32306-4178, fax (850) 644-8958.

It is very important that you make yourself aware of specific requirements and health matters in your program location. The Health and Wellness Center offers a travel clinic which provides immunizations (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.
- We highly recommend that you bring sufficient quantities of your prescription medications with you to last for the duration of your stay. Keep these in their original containers with copies of the prescriptions and place them in your carry-on luggage. Be sure to bring a copy of a legible prescription from your doctor and be aware that not all U.S. drugs are available elsewhere. In particular, Adderall and Concerta are not available in all countries. Don’t postpone discussing your prescription needs with your doctor. After discussing medications with your doctor, students will need to work with their insurance company to cover the vacation prescription. Students who experience difficulty in obtaining a vacation prescription should seek assistance from our office.
- If you wear glasses or contact lenses, take an extra pair and/or the prescription.
- Complete routine medical and dental care before you leave.

The CISI insurance provided is included in your program fee and the policy is available on our website: http://international.fsu.edu/Documents/HealthSafety/CISIInsurancePolicy.pdf. You will want to familiarize yourself with the coverage details.

ALCOHOL AWARENESS & ILLEGAL DRUGS
The legal age for drinking alcohol in France 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 International Programs has a strict code of conduct relating to the use of alcohol, violations of which will likely result in a judicial hearing with the possible sanction of being dismissed from the program. In short, know your limits and drink in moderation if you choose to do so, but not to excess.

Florida State University has a zero-tolerance policy regarding the possession, use, manufacture, production, sale, exchange or distribution of illegal drugs by students participating in FSU study abroad programs. Violation of this policy may result in immediate dismissal from the program; and disciplinary action onsite or upon return to campus. International Programs’ policies follow either the U.S. law or local law, whichever is more stringent with regard to drug use. For complete information on student judicial processes, victim’s rights, and appeals see the Student Conduct Code: http://dos.fsu.edu/srr/.
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 to follow guidance from the respective U.S. Embassies, U.S. State Department, as well as local officials and keep students apprised of any new information. For more information on IP’s security policies and procedures, please contact our Director of Risk and Emergency Management, Chris Carroll at 850.644.7823 or ccarroll@fsu.edu.

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

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

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

- **Waivers.** All IP participants will be given a Waiver of Liability via email. It must be signed and submitted to IP.
- **Be aware that you are subject to the laws of the country in which you are traveling.**
- **Always carry a photocopy of the picture and signature pages of your passport with you. Keep another copy in your room separate from your passport. Leave one copy at home in the U.S. with your family or a relative.**
- **Use the buddy system—try to travel with friends as much as possible and always tell your roommates or friends where you are going and when you expect to return. Bystander intervention is a powerful opportunity and responsibility for those within our community.**
- **Valuables.** Students should not take sentimental valuables on their program. Students should not leave cash, passports, or other items of value unattended in their rooms. If a locker or safe is provided, students are strongly encouraged to use it to store anything of value at all times. Students should plan regular visits to the cash machine rather than leaving large amounts of cash in their rooms. Students are responsible for ensuring their rooms are left secure at all times – do not prop open doors, do not leave doors and windows unlocked, do not give keys to anyone. 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.
HOUSING TERMS & 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/)
- 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 or vaping 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.
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 site)
http://railpass.com (Eurail pass information)
http://www.state.gov/travel/ (U.S. State Department’s information for Americans)
http://www.letsgo.com (on-line travel guide)
http://travel.state.gov/travel/living/living_1243.html (tips on living abroad from the State Department)
http://nolereservations.blogspot.com/ (FSU International Programs blog with articles from former program participants)

USEFUL APPS
Google Translate (instantly translates words, phrases, and web pages between English and over 100 other languages)
Dark Sky (With down-to-the-minute forecasts, you’ll know exactly when the rain will start or stop, right where you’re standing)
Mobile Passport (authorized by U.S. Government to get through customs upon your return to the U.S. Allows you to use the dedicated mobile passport line in 21 participating airports).

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

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