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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  
international.fsu.edu

**HOURS**  
8:00 A.M. to 5:00 P.M. EST, Monday - Friday

**PROGRAM LEADERS AND STAFF CONTACTS**

Dr. Nina Efimov, Program Leader  
U.S.A. PHONE 850-644-8182  
RUSSIA PHONE 011-7-915-124-8299  
EMAIL nefimov@fsu.edu

Dr. Nadia Puriaeva, Moscow State University Contact  
PHONE (011) 7-095-939-3017  
FAX (011) 7-095-939-1984  
EMAIL msu.Russian@cs.msu.su

**U.S. EMBASSY (Moscow)**  
Bolshoy Devyatinsky Pereulok 8.  
Moscow 121099, Russian Federation

**PHONE** 011-7-495-728-5000  
**FAX** 011-7-495-728-5090  
**WEBSITE** [http://moscow.usembassy.gov/](http://moscow.usembassy.gov/)

**RECOMMENDED MEDICAL FACILITY**  
INTERMEDCENTER/AMERICAN MEDICAL CENTER  
4th Monetchikovsky per. 1/6, p. 3 (entrance from 5th Monetchikovsky per, 14)  
Website: [http://www.intac.ru/](http://www.intac.ru/)

**PHONE** (495) 937-5757  
**FAX** (495) 959-4273

**HOURS** Mon-Fri 08:30am-10:00pm,  
Sat 9:00am - 5:00pm.

**INTERNATIONAL CALLS**  
Making international calls from the U.S. to Russia: First dial “011” (for international call), followed by “7095” (the country and city codes), then the location number (dropping the first zero).

**Time Differences:** During the summer, Moscow is eight hours ahead of Eastern Standard Time, nine hours ahead of Central Standard Time, ten hours ahead of Mountain Standard Time, and eleven hours ahead of Pacific Standard Time.

**MOSCOW STATE UNIVERSITY (MAILING ADDRESS)**  
(Student’s Full Name)  
FSU Summer School  
International Russian Language, Room 817-a  
Moscow State University  
Vorobyovy Hills  
119899 Moscow  
Russia
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. FSU students are encouraged to get involved with the Garnet and Gold Scholar Society and the Global Citizenship Certificate program. These two resources provide special recognition as global-ready graduates.

TUTORING RESOURCES
There are a number of tutoring resources available at Florida State University to assist students academically, both in Tallahassee and abroad. Online tutors are available through the following programs:

- Reading & Writing Center (RWC)
  [http://wr.english.fsu.edu/Reading-Writing-Center/RWC-Online](http://wr.english.fsu.edu/Reading-Writing-Center/RWC-Online)
- Academic Center for Excellence (ACE)
  [http://ace.fsu.edu/](http://ace.fsu.edu/) ACE provides free tutoring in many subject areas, including accounting, biology, chemistry, economics, math, statistics, and physics.
- University Libraries [https://www.lib.fsu.edu/](https://www.lib.fsu.edu/)

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

- **Passport:** Participants must hold a U.S. passport that is valid for EIGHTEEN months past the end date of the program.

- If you do not currently have a passport or have enough validity or visa pages, you should apply for a passport IMMEDIATELY! It may be necessary to expedite the order. Please review estimated times carefully. Any financial penalties associated with delayed arrivals or cancellations will be your responsibility. You may access the following website for instructions and passport applications:
  
  [http://travel.state.gov/content/travel/english.html](http://travel.state.gov/content/travel/english.html)

FSU International Programs is a U.S. Passport Acceptance Facility, so you can apply for your passport and have passport photos taken in our office. For details, call 850.645.9714 or visit [http://international.fsu.edu/Passports.aspx](http://international.fsu.edu/Passports.aspx).

- **Copy of Passport Pages:** After you receive your passport, make several photocopies of the pages that contain the issue date, your signature, and your photograph. Leave one copy at home with your family, send one copy to our Tallahassee office, 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.

- **Visa Instructions:** You will not under any circumstances be allowed into Russia if you do not have a valid passport and visa. The dates on the visa may cover only those dates indicated for the program or on your Russian government issued invitation letter.

- **Travel outside the Program:** Due to visa processing times, international travel during the months prior to the start of the program will be limited. Please contact an Immigration Specialist at [IP-Visas@fsu.edu](mailto:IP-Visas@fsu.edu) if you have international travel plans.

VISA REQUIREMENTS FOR NON U.S. CITIZENS AND U.S. CITIZENS LIVING ABROAD:

Non-U.S. citizens and U.S. citizens living abroad are asked to contact an International Programs’ Immigration Specialist at [IP-Visas@fsu.edu](mailto: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 purchase tickets that arrive in Moscow on May 7, 2017 and depart on June 16, 2017. There will be a group pick-up tentatively scheduled at 6pm at the Sheremetyevo International Airport (SVO) airport on May 7th. You will be notified of the confirmed time of the pick-up at a later date. Please keep in mind travelers to Moscow generally have to depart the U.S. the day before the arrival date. Due to immigration regulations you will not be able to arrive in Moscow early or stay after the program. You must register with Moscow State University immediately upon arrival since they are the sponsor of your visa.

If you cannot make the group pick up, you will have to make arrangements for your own transportation ONLY through Moscow State University. Please contact Dr. Efimov (nefimov@fsu.edu) and she will send the information to MSU administration and they will arrange a ride for you from the airport to Moscow State University. The cost for this transfer will be approximately $50-$75 one way and you will have to pay Dr. Nadya Puriaeva, your Russian Coordinator at MSU, upon your arrival to Moscow.

Once you have completed your travel arrangements, all students must [email their flight arrangements to the IP Office](mailto:ip-info@fsu.edu). A final list of all flight schedules will be given to the Program Leader who will be meeting you at the airport upon arrival, so it is imperative that you submit your information to International Programs. All students must also email copies of their detailed itinerary to the Program Leader, Dr. Efimov at [nefimov@fsu.edu](mailto:nefimov@fsu.edu). Additionally, we recommend that you confirm your itinerary 48 hours prior to departure.

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.
ARRIVING IN MOSCOW

The Customs Declaration Form is as important a document as your passport and travel visa. Your original passport, visa, and Customs Declaration Form will be collected from you by Dr. Efimov, the Program Leader. She will hold them in a safe place for the duration of the program. Lost declaration forms are extraordinarily difficult to replace. It is better if you carry around a photocopy of the relevant pages of your passport.

- A representative of Moscow University will meet you outside of Customs, in the arrival area of the airport. He/she will escort the group to a chartered bus, which will take you to the dormitory.
- While retrieving your luggage and loading it on the bus, never leave it unattended. When you leave Russia you are obliged to take with you every item you have listed on your customs declaration, with the obvious exception of money you have spent during your trip. You must keep receipts of purchase of all items bought with hard currency. Also keep all receipts of currency exchange transactions and the receipts you get when, or if, you use your credit card to get rubles from ATMs. The receipts from your ATM transactions will indicate you received and spent additional rubles while in the country.

HOUSING

The program is housed at the Moscow State University main campus student dormitory in the Main Building. The MSU Main Building is connected to four wings that contain the dormitory rooms. The campus is located in the Vorobyovy Hills (Sparrow Hills) area of Moscow, about 15 minutes away from the city's center. Students live in suites, consisting of two separate bedrooms with a common entrance, and a shared toilet, hand basin, and shower. Please be aware you may be housed with Russian students or other foreign students studying at Moscow State University.

There is a kitchen and a TV room on most floors as well as an entrance lounge with armchairs and sofas. For more descriptions and photos of the MSU dorms, visit the MSU website at http://www.msu.ru/en/. The dormitory area is very secure. The university administration has made it hard for any person who does not live in the dormitory to obtain access. Each student will be issued a MSU student I.D. card.

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 located in the Important Forms packet and the Housing Terms and Conditions located in this document.

You are required to sign the FSU International Programs Contractual Agreement as it outlines your contractual obligations as a participant on our program.

PERSONAL TRAVEL

You are no doubt eager to explore areas of your study abroad location. It is best to wait until you have arrived in your study abroad location before you book any independent travel, unless instructed to do so by your Program Leader. 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 somewhere only to discover that you have a major research paper due around that time.
- You will receive a cultural calendar of activities planned for all students upon your arrival.
- The travel plans of your peers. One of the joys of studying abroad is the opportunity to build friendships through travel and shared experiences.

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

Summer programs may have mandatory academic excursions that take place over a weekend. Participants of summer programs should be flexible with their weekend plans. Due to the compact nature of the summer programs, course meeting times will be intensive and independent travel time may be limited.

For safety purposes, you will be instructed by the International Programs staff and Program Leaders to fill out a mandatory online independent travel form each time you plan on traveling outside of your study abroad location. More information will be provided to you in an email from IP-info@fsu.edu prior to departure.

CLIMATE AND 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. Pack 1-2 outfits in your carry-on in case of flight delays/cancellations or lost luggage.
CLIMATE AND PACKING CONTINUED
May through June the average daily minimum temperature is 35° – 50°F and the maximum is 50°- 65°F, but there can be unusually warm weather during the summer and unusually cold weather in the first week of the program. Past participants have indicated you should be prepared for warm as well as cold weather. Bring clothing that can be layered, and don’t forget to include a warm (but not too bulky) coat, such as a pea coat.

Follow the weather leading up to the program at: http://weather.cnn.com/weather/forecast.jsp?locCode=MOSX

- The electrical system in Russia is 220 volts, 50 cycles. Any plug-in appliance you bring from the U.S. must have an outlet adapter and a converter (transformer).
- Russians are a gift giving society. You are not required to give any gifts while you are on the program, but you may want to bring a couple of inexpensive items that are American in nature for such purposes.

Dress in Moscow is as varied as it comes; however, darker colors are most common. In most cases, you will not need to bring dressy clothes, but Muscovites are known to dress up when out on the town. We recommend the following for most occasions: sweatshirts; jeans or pants, T-shirts; regular shirts (long sleeve and short sleeve); socks, pajamas, slippers, light robe; enough underwear to last for a few weeks; a warm sweater; a light, warm jacket (raincoat/windbreaker—preferably waterproof); shoes (comfortable and water-resistant—make sure you break in new ones); sneakers, walking shoes; bathing suit; women: one or two good dresses for semi-formal occasions; men: one or two good pairs of slacks, a jacket, and a tie for semi-formal occasions.

Past participants have indicated that there are occasions where formal wear is appropriate. This is not a requirement of the program but certainly students are welcome to bring formal wear.

Sweats and other athletic gear are inappropriate in a Russian classroom as well as in public. Shorts (of modest lengths) are now acceptable wear around the dorm and for informal occasions, but Russians do not often wear shorts.

Towels and bed linens are changed every seven to ten days, but you may want to bring with you an extra bath towel (Russian bath towels are quite small compared to American towels), a washcloth, and a bathmat are also recommended for your packing list.

TRANSPORTATION
You will receive a Metro (subway) pass with a small amount of funds to start you off upon arrival in Moscow. These passes are inserted into the automatic turnstiles at the entrance to each Metro station.

The Metro system is not always the easiest system for foreigners to use, but it will get easier with practice and once you are familiar with the Cyrillic alphabet. Take some time to familiarize yourself with the Metro system, and you will find your first few experiences on the Metro will go more smoothly. For more information about the Russian Metro System, visit the following website: http://engl.mosmetro.ru/pages/page_0.php?id_page=8. For additional information check out this website (it’s in Russian): www.metro.ru.

The Metro, buses, trolley cars, and trams are generally very crowded. Be prepared for pushing and shoving as you get on and off. Sometimes a bus will turn up and take the place of a tram or trolley car.

Exercise caution when using a taxi: do not get in a taxi with a passenger already in it, and come to an agreement with the driver about the price before entering the cab. Only use official taxis.

Be cautious as a pedestrian. Often drivers (for reasons known only to them) reverse against the flow of traffic! It is important to remember that in Moscow PEDESTRIANS DO NOT HAVE THE RIGHT-OF-WAY.
MAIL
Please share the following information with those in the U.S. who are interested in sending you mail while you are abroad.

There is a post office in the Main Building of MSU. At your Moscow Orientation you will be given details on how and when to use this facility. However, please be aware mail posted in the U.S. with destinations in Russia can take a very, very long time to reach that destination—up to six weeks. In some cases mail becomes lost and never reaches its destination. For this reason, do not mail any kind of package or letter containing valuables and/or money.

CELL PHONES & COMMUNICATION
Telephones are available on some floors of the dormitory wings (zones). Local calls are usually free; to make an international call you must call collect or use a calling card. To call the U.S. from Moscow you should dial ‘8’ then wait for a dial tone, then 101+ the area code+ the phone number.

Public telephones now require telephone cards, similar to ones in most Western European cities. These cards can be purchased, among other places, in the Metro stations at the cashier (kassa). You will be provided with a cell phone with a local number as part of your program for emergency purposes. These phones allow for free incoming calls. Additionally, you may also want to consider contacting your cell phone provider here if you have a smart phone and want to have access to data without excessive roaming charges. Other popular options to keep in touch with family/friends back home include applications like Skype, Whatsapp, Face Time and Viber. You may communicate with family and friends for free using Wifi.

Access numbers for phone cards or making collect calls in Moscow:
AT&T U.S. Direct: (tel. 325-5042)
Sprint Express (tel. 155-6133)
MCI Call U.S. (tel. 10-800-497-7222

If you decide to use your U.S. cellphone, make sure to turn off Roaming before you leave.

COMPUTERS
If you would like to bring a laptop, check if your computer has a built-in transformer that is capable of handling the different voltages. You will also need an adapter for the plug (i.e. from two prong to three prong or from flat to round prongs). It is not uncommon for laptop computers to be stolen or broken while abroad, so 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.

There are several internet cafés in Moscow, one of the closest is located at the university in the building where most of your classes will be held. There is an additional one near Metro station Frunzenskaya, called Café Max. On campus, there is a restaurant/café that provides internet service at no charge.
CURRENCY & BANKING

EXPENSES WHILE IN RUSSIA
In estimating your financial needs while you are in Russia, 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 laundry and similar personal expenses, including your personal entertainment and social activities costs. We recommend you budget at least $1,000-$2,000 for your personal expenses. However, please consider your own personal spending habits and budgeting skills and plan accordingly.

If you manage to pack smartly (refer to the lists), your major expenses will be your meals. Since you will have access to the Moscow State University student cafeteria, you will be able to eat at a subsidized rate. The University Cafeteria is rated "very good" and inexpensive by its regular customers. A three-course lunch there will cost about $5-$10 (in rubles). Breakfasts and evening meals are much the same price. Past students have recommended that you also eat in the café located in the hotel wing of the university. The meals are more expensive, but the quality is very good. As a general rule of thumb, the cost for eating outside of the university will be much the same as it is here. There are inexpensive fast food options and also very expensive restaurants with everything in between.

CURRENCY AND THE ECONOMIC SITUATION
The present economic difficulties that have persisted in Russia for the past decade make it difficult to predict a total recovery in the Russian banking system any time soon. With our Russian hosts, Moscow State University, we will be monitoring the situation constantly to bring you safe and practical procedures for protecting your money while in Russia. At this time, the general consensus among U.S. institutions with programs in Russia is a recommendation that students take with them clean, unaltered U.S. currency (new bills, if possible) in a variety of denominations. We do not recommend storing all your money in one place.

As of February, 2017-
1 Russian ruble is equivalent to $0.017 American dollars (which means 1 American dollar is $58.71 rubles)
The ruble is the national currency of Russia, abbreviated “p” (which represents the “r” sound in Russian). There are paper notes in denominations of 100; 200; 500; 1,000; 5,000; 10,000; 50,000; and 100,000; there are coins for lower denominations. The value of the ruble fluctuates. Visit the following website to find today’s exchange rate:
http://www.xe.com/currencyconverter/

- You may see a few kopecks still floating around—these were worth one one-hundredth of the old rubles (similar to our penny) but are now no longer used as currency.
- IMPORTANT! Because the ruble’s exchange rate has been known to fluctuate wildly, it is best to exchange your dollars for rubles in smaller yet comfortable amounts from week to week.

- There is an American Express office in Moscow so if you have American Express Travelers Checks you will always have a place to change your money. Traveler’s checks may be cashed at state-run exchange offices, most major banks, and most major hotels. Commission fees vary.
- Keep all your exchange receipts in a safe place in case the tamozhnik (customs official) requests to see them when you exit Russia.
- Never get involved in any offers to exchange money on the street or in any other unofficial location. These types of informal exchanges are illegal and have the potential to be highly dangerous. The few extra rubles you may get per dollar just aren’t worth the risk.

EXCHANGE MONEY
Exchange some dollars for Russian currency at the international airport before you leave the U.S. In general it is a good idea to exchange around $50 to $100, the amount depending on how much currency you may need before you are able to reach an ATM, bank or an American Express office.

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

Before you leave the U.S. you should contact your financial institution(s) to make sure that your ATM or Debit card is activated for international use and to receive information regarding ATM transaction fees. Some larger banks/credit cards (i.e. Bank of America, Chase, Citibank, Capital One) may have special accounts that waive these fees. 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.

The easiest and least expensive way to access cash in Russia is through your ATM card. There are ATM machines located on the MSU campus. ATM’s are also readily available throughout Moscow and usually have English menu options. You may find it useful and convenient to bring with you about $300 or so in new, clean bills in denominations of 10’s, 5’s, and 1’s (sometimes exchange offices and merchants will not accept old, dirty, and/or crumpled notes). If you choose to use dollars as currency in Russia, you do so at your own risk, although it is usually the seller, not the buyer, who pays the penalty if caught. Officially, all cash transactions in Russia should be made in rubles. You will find it cheaper to pay for most items this way.

You may see a few kopecks still floating around—these were worth one one-hundredth of the old rubles (similar to our penny) but are now no longer used as currency.

IMPORTANT! Because the ruble’s exchange rate has been known to fluctuate wildly, it is best to exchange your dollars for rubles in smaller yet comfortable amounts from week to week.
BANKING CONTINUED
Bring at least one credit card in the event of an emergency. Credit cards are also useful for everyday purchases and offer excellent exchange rates.

MasterCard and Visa are the most widely accepted credit cards overseas. It is worth considering a credit card with “chip and pin” technology, as this is the standard abroad. Contact your credit card companies and inform them of your dates/location abroad. It is not unusual for credit card companies to “freeze” an account if suspicious or fraudulent activity is suspected. Be sure when paying by credit card: the transaction is properly recorded, you keep the receipt, and the carbons are destroyed.

If you are paying for a meal by credit card, leave the tip in cash; otherwise, the waiter/waitress will never see it! It is possible to get cash advances in Russia with a MasterCard or Visa, as long as you have a PIN. However, remember that cash advances on Credit Cards may result in expensive fees.

Keep a record of all credit/debit/ATM card numbers and the phone numbers you would need to call if they are lost or stolen. It may be difficult to call U.S. toll-free numbers from abroad, so make note of numbers with area codes. 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 you are 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.

MONEY BELTS
A money belt is by far a safer means of carrying your money than a billfold or purse. If you choose to carry a purse or billfold, please beware that they will be a prime target in crowded Metro stations and on packed buses. Unless absolutely necessary, try not to carry large amounts of cash on you or keep money in your room. Pickpockets and petty thieves are a persistent problem in Russia. Valuables such as traveler’s checks and jewelry may be locked in your luggage in your room. You can divide the money you carry in pockets and money belts, and wear it under your clothes, along with a copy of your passport and visa in case you are stopped by the police in a routine check. Be cautious of anyone, even police officers who ask to see your original passport. You should always keep a clear copy of your passport and visa, but rarely will you need your original passport while in Moscow. We recommend that you do not take expensive jewelry, watches or things of high sentimental value, as you may lose them, or they may get stolen. Be careful when traveling around with your passport. If you lose your passport you may not be able to replace it and may have to go home early.
IMMUNIZATIONS/MEDICAL CONCERNS
Florida State University requires certain immunizations prior to your registration for classes. Recently admitted FSU degree-seeking students (freshman and transfer students) must complete the required Student Immunization Record. All non-FSU students must submit their required Student Immunization-Insurance Record. Both forms can be downloaded here: http://studentinsurance.fsu.edu/immunizations.html. Forms must be mailed or faxed directly to Florida State University Health Services, Health Compliance Office, 960 Learning Way, Tallahassee, FL 32306-4178, fax (850) 644-8958.

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

Professor Efimov, our Program Leader, is a native Muscovite, and her counsel and advice should be taken before any doctor’s visits are attempted. She will accompany you, help you to get the insurance claim forms signed by any relevant authority, and generally help you through the ordeal.

- A tetanus booster shot is suggested if you have not had one within the past 10 years.
- We recommend Hepatitis A and B vaccinations (at least 6 weeks prior to departure) to protect against viral infections.
- Specify every health concern you have on your Medical Self-Report Form (In Important Forms Packet).
- We highly recommend that you bring sufficient quantities of your prescription medication with you to last for the duration of your stay. Keep these in their original containers with copies of the prescriptions and place them in your carry-on luggage. Be sure to bring a copy of a legible prescription from your doctor that includes the chemical formula or ingredients. Be aware that not all U.S. drugs are available elsewhere. In particular, Adderall and Concerta are not available in all countries, so don’t put off discussing this 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. Also take with you a legible doctor’s prescription of any special medicines you take. This prescription should also include the chemical formula or ingredients.
- If you wear glasses or contact lenses, take an extra pair and/or the prescription.
- Complete routine medical and dental care before you leave.
- Please be aware, certain strains of venereal disease, including HIV/AIDS are very prevalent in Russia. No effective contraceptive devices will be available other than what you bring with you.

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. You will want to familiarize yourself with the coverage details. You must pay your bills for any medical care in Moscow at the time of your visit to a doctor, after which you file any appropriate claim, less the deductible, with the insurance company. Remember, FSU cannot be responsible for the payment of your medical bills.

OTHER HEALTH WARNINGS
In Moscow and St. Petersburg the water made available through the public water systems is NOT DRINKABLE! Do not drink it straight from the tap. Any water taken from the faucets should be boiled vigorously before using it for making tea, coffee or any other drink. The water is fine for brushing your teeth and bathing, but should not be ingested. Bottled water is readily available on the university campus and throughout the city in hard-currency shops. You can buy it in larger containers and transfer it when you need it to smaller, handier water bottles. During the summer be particularly wary of dairy products and ice cream. They may not be fresh. Before you eat any fruits or raw vegetables, wash them in previously boiled water. All these precautions will be worth your while to avoid becoming ill in Moscow whenever possible.

ALCOHOL AWARENESS AND ILLEGAL DRUGS
You may already know that the legal age for the drinking of alcohol in the Russia is 18. This means that you will have the opportunity to buy and drink alcohol legally. It is in your interest to recognise 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, 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 Conduct Code.
POLICIES & SAFETY

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

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

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

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

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

- Waivers. All IP participants will be given a Waiver of Liability via email. It must be signed and submitted to IP.

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

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

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

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

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

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

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.
HOUSING TERMS & CONDITIONS

HOUSING TERMS AND CONDITIONS

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

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

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

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

I. AGREEMENT TO GENERAL TERMS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

C. Respect for Housing Operations
1. It is expected occupants/participants will comply with reasonable requests from the program staff and the housing administrative staff.
   a. Residents will identify themselves when asked and will provide true and accurate information.
   b. Residents will refrain from harassment and verbal abuse of staff personnel.
2. Room keys may be neither lent to nor borrowed by anyone. Such actions violate administrative codes, are not permissible, and constitute grounds for dismissal. For personal safety reasons, the propping open of exterior doors is strictly prohibited.

3. Occupancy of rooms is reserved only to those program participants to whom the room has been assigned.
   a. Room transfers, if possible, may be made only after receiving approval from the program staff.
   b. After reasonable notice, room assignments may be changed, cancelled, or terminated at any time by the program staff in the interest of public order, health, discipline, maximum utilization of facilities, or disaster.

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

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

ONLINE RESOURCES
The more information you find out about the country beforehand, the better off you will be once you get there. Here is a list of a few web sites that may be helpful as you begin your information search:

http://www.statravel.com (student travel information)
http://www.state.gov/travel/ (U.S. State Department’s information for Americans living abroad)
http://nolereservations.blogspot.com/ (FSU International Programs blog with articles from former program participants)
http://www.gov.ru (Russian Government)
http://www.gum.ru (GUM, the large above-ground Russian mall on Red Square)
http://www.letsgo.com (on-line travel guide)
http://www.travlang.com/languages (a great resource for language study)
http://www.fodors.com/ (on-line travel guide)

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

Connect with International Programs on social media
Internal Programs Facebook
Internal Programs Twitter
Internal Programs Instagram