HOSPITALITY
MAY 14 TO JUNE 18, 2020
LEYSIN, SWITZERLAND
LE01-6-20
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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
Jane Ohlin, Program Leader
PHONE  (850) 545-2089
EMAIL  johlin@dedman.fsu.edu

Cynthia Johnson, Program Faculty
PHONE  (850) 556-9210
EMAIL  crjohnson2@dedman.fsu.edu

Liz Schultz, Program Assistant
EMAIL  els16b@my.fsu.edu

ALPINE LEARNING CENTRE
CENTRE VILLAGE CAMPS
Route de Belvedaire
1854 Leysin
Suisse

PHONE  (011) 41 24 493 3060
FAX    (011) 41 24 493 3061

EMERGENCY PHONE NUMBERS
POLICE  117
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U.S. EMBASSY IN SWITZERLAND (Bern)
Sulgeneckstrasse 19
CH-3007 Bern

PHONE  (011) 41-31-357-7011
FAX    (011) 41-31-357-7320
EMERGENCY LINE (011) 41-31-357-7777
(after hours, weekends, holidays)
EMERGENCY FAX (011) 41-31-357-7280
WEBSITE  http://bern.usembassy.gov

U.S. CONSULATE AGENCY IN SWITZERLAND (Geneva)
America Center of Geneva
Rue Versonnex 7
1207 Geneva

PHONE  (011) 41-22-840-5160 and 5161
FAX    (011) 41-22-840-5162
EMAIL  geneva-ca@state.gov

INTERNATIONAL CALLS
Making international calls from the U.S. to Switzerland:
First dial “011” (for international call), followed by “41” (the
country code), then the specific area code (dropping the first
zero) and location number.

Making international calls from Europe to another
country: use the prefix ‘00’ instead of ‘011’. To make an
international call to the U.S., dial ‘00’ followed by ‘1’ (the
country code), then dial the phone number you wish to use
with the area code.

Time Differences: Time in Leysin is ahead of Eastern
Standard Time by six hours and Pacific Standard Time by
nine hours. Time is represented by a 24 hour clock. Example:
14:00 hours is 2:00 PM.
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 at 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 classes.

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.

Global Citizenship Certificate program helps undergraduate students develop invaluable cross-cultural skills and global competencies needed to be a global-ready graduate. Students who enroll in the certificate take 1 required course, Global Perspectives, and 3 electives. The required course counts toward FSU Liberal Studies X, E-series, and writing requirements. Students can choose from 500+ courses to fulfill the elective course requirement. In addition, students participate in 8 intercultural events on campus and a sustained international experience abroad, which you have already done! Enroll in the Global Citizenship Certificate to ensure your study abroad experience counts toward the certificate. Visit cge.fsu.edu/globalcitizen to learn more about the benefits, criteria, and requirements. You can also email us at globalcitizen@fsu.edu with questions.

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

- Reading & Writing Center (RWC)
  http://wr.english.fsu.edu/Reading-Writing-Center/RWC-Online
- Academic Center for Excellence (ACE)
  [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

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

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

- **Visa Instructions:** No visa is required for U.S. citizens to enter Switzerland.

- **Flight/Visa Restrictions:** Due to airline restrictions, traveling on a one-way ticket may not be allowed. Please check with your airlines before purchasing a one-way ticket.

- If you **intend to study abroad for two consecutive semesters**, contact an Immigration Specialist to verify if additional steps are required for immigration purposes: IP-Visas@fsu.edu.

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

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

All visa information is correct at the time of publication, but terms, fees, and guidelines are subject to change without notice.
BEFORE DEPARTURE & PROGRAM SPECIFICS

FLIGHT INFORMATION
There is no group flight for this program and your Program Fee does not include airfare. As previously stated, traveling on a one-way ticket may not be allowed due to airline restrictions. Please check with your airlines before purchasing a one-way ticket.

You should make arrangements to arrive in Geneva, Switzerland on the start date of the program, May 14, 2020, and depart Geneva on the end date of your program, June 18, 2020, as stated on the International Programs website and IP student portal. You may need to depart from the U.S. one day before the program’s start date in order to arrive on time. A group pick-up from Geneva is provided. You should plan to arrive in Geneva no later than 12:30 pm on May 14. The on-site Orientation is mandatory for all students.

Your program housing will begin on the start date of your program and end on the end date. IF YOU PLAN ON ARRIVING EARLIER OR WISH TO STAY LATER, YOU MUST MAKE ARRANGEMENTS TO STAY IN A HOTEL.

Again, your return flight should depart Geneva on June 18, 2020. We will stay in Geneva the night of June 17.

Once you are able to purchase airfare and you finalize your travel arrangements, submit your flight itinerary through the IP student portal. Your flight arrangements will be provided to the on-site staff to monitor student arrivals.

You may want to consider purchasing travel insurance when booking your flight. Travel insurance typically covers flight cancellation fees, lost luggage or other losses incurred while traveling, etc. Speak with your airline for more information. If your flight is canceled, delayed, or you miss a connection notify the International Programs staff via email or phone.

ARRIVING IN SWITZERLAND
When you arrive in Geneva, go through passport control, collect your luggage, and clear customs before meeting the Program Leader and your Program Assistant for the group pick-up. They will meet you outside the customs area, located inside the airport. When you exit the Customs area, turn right and go past Airport Information and the Tourist Offices.

Contact Dr. Ohlin if you experience any cancellations or delays:

If you miss the group pick-up, you can travel to Leysin by train. DO NOT ACTIVATE YOUR EURAIL PASS. From the Geneva airport train station, take the train to the Leysin-Feydey train station. Please note that you will need to transfer trains in Aigle. The journey will take approximately 2.5 hours and cost around $75. Here are detailed directions if you are missing the group pick-up.

IN TRANSIT
- Domestic flights. Arrive at the airport ticket counter two hours before your departure time. Check with your specific airline to find out the recommended pre-flight allowance.
- International flights. Arrive at the airport ticket counter three hours before your departure time.
- Keep your boarding pass until you have landed, cleared immigration and customs, and have collected your luggage.
- Have your passport and immigration letter accessible in your carry-on luggage.
- During your flight make sure to drink lots of water to stay hydrated. Get up and walk around once an hour to help your circulation. Do simple stretches while in your seat. Try to sleep; it will help you combat jet lag. Wear layers, as the temperature on the plane and in airports can vary.
BEFORE DEPARTURE & PROGRAM SPECIFICS

HOUSING
You will live and take classes in the Alpine Learning Centre. We will be staying in the annex of the Centre, with shared rooms including a sink and a south-facing balcony. The building includes wireless internet, community bathrooms, a laundry facility, and lounge area. The internet access is slower and less reliable than you are used to here in the States. The main building includes classrooms, a dining room, a reading room, and a game room. Bed linens are furnished and laundered. You must provide your own bath towels. A safe will be provided for each student. You will need to provide your own padlock that is ¼ inches or smaller. We advise against leaving sentimental valuables or large sums of cash in the safe.

Washers and dryers will be accessible, but the Centre will charge a minimal usage fee of 2 Swiss Franc to wash and 2 Swiss Franc to dry. This price includes laundry soap. The number of machines is limited, so students must plan ahead when doing their wash between trips. Do not leave washing to the last minute. It may also be helpful to intentionally take clothing that dries quickly, even if it means you must wear multiple layers to stay warm. There is a full-service wash available locally you can use if you'd like. You can ask the staff members at Village Camps for details.

Meals begin with Saturday dinner and continue through either Tuesday lunch or an optional packed lunch for the train. Breakfast is offered Sunday through Tuesday.

Visitors are not allowed to be housed in the Centre, or to take meals there. We adhere to this rule firmly. Leysin offers several good, reasonable hotels for visiting guests.

Rooming assignments will be made based on a combination of factors such as type of program, housing preference, availability and special needs as indicated in the information you provide on the Medical, Special Needs, Housing questionnaire in the IP student portal. Roommate assignments are made by our staff and cannot be changed.

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. It is your responsibility to familiarize yourself with the housing rules and regulations for your specific program. Refer to the FSU International Programs Contractual Agreement and the Housing Terms and Conditions for details. You are required to read and sign the FSU International Programs Contractual Agreement in the IP student portal as it outlines your contractual obligations as a participant on our program.

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

FIRST CLASS EURAIL PASS & OTHER TRANSPORTATION
Students are required to purchase a Eurail First Class Youth 1-Month Global Pass. At the time of publication, this pass costs $736 if purchased through STA travel. You should also purchase the pass loss and theft coverage, which is an additional $16. This ticket is like cash, so if you lose it and it is not insured, you have no recourse for reimbursement. You may want to invest in a cover for your pass to avoid physical damage. You must buy this pass before you leave the U.S. You will activate your pass as a group once you are in Switzerland.

Do NOT purchase a “share pass” with friends or family members. The First Class Pass costs more, but it permits you to travel rapid, luxury TGV trains, to travel in much greater comfort and safety, and to use the First Class cars and compartments as money-saving “hotel rooms” on the occasional night en route. If you intend to stay longer than the program, a two-month pass may be worth considering. Students with a one-month pass should only ‘activate’ their pass (thus, beginning the clock on their month) when instructed by the program staff. Typically, this is done on the first group trip, which is a two-night stay in Interlaken.

For current rates, visit: https://rail.statravel.com/dc1a-eurail-global-pass, http://www.eurail.com/eurail-passes/global-pass or www.AAA.com. If you plan to purchase your ticket and insurance through AAA, it may be easier to call them and speak to a representative rather than using their ‘rail pass finder’. Please be aware, routes to some destinations (i.e. Paris and Amsterdam) require an additional booking fee, and there is usually a charge for reserving seats (as opposed to finding one when you board).

Trans-European train lines run regularly out of Aigle, the small town at the base of our mountain, allowing access to basically anywhere you want to go. The use of the trains is convenient and uncomplicated. Between Aigle and Leysin, is a delightful, 2-car cog train that goes up every hour and goes down the mountain every hour throughout the day and evening hours. In Leysin, walking will be your main method of transport.

Air travel is also easily accessible. Airlines such as Ryan Air and Easy Jet typically offer budget flights to several destinations around Europe.
PERSONAL TRAVEL
You are no doubt eager to explore Switzerland and the surrounding areas. The academic schedule is arranged so that you will have free time to travel. **Please wait until you have arrived and receive your class schedule 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 do not want to book a once-in-a-lifetime trip only to discover that you have a major research paper due around that time.
- You will receive a finalized cultural calendar of activities upon 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. Your grade may be reduced by any unauthorized absence from class.

Summer programs may have mandatory academic excursions that take place over a weekend. If you are participating in a summer program, you should be flexible with your weekend plans.

For safety purposes, you will be instructed by International Programs to fill out a mandatory online independent travel form each time you plan on traveling outside of your program. More information will be provided to you in the IP student portal prior to departure.

CLIMATE & PACKING
All airlines have different policies regarding the number, size, and weight of bags allowed on domestic and international flights. Fees for having too many bags or exceeding size and weight limits are steep, and also vary by airline. Determine the restriction on your particular airline before you pack. **You will be responsible for carrying your own bags, packs, etc.** Restrictions regarding carry-on baggage are different for each airline and sometimes vary depending on your originating, transferring and/or terminating airport. Also, requirements change based on current events. It is imperative that you check your specific requirements just prior to your departure and plan accordingly. Use the IP luggage tag you received to ensure your bag is marked in capital letters with your name, address, and final destination both on the inside and on the outside of the bag. It is recommended that you pack 1 or 2 outfits in your carry-on in case of flight delays/cancellations or lost luggage.

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

Plan to bring textbooks and other required course materials with you. You will receive information from the International Programs office when it is time to register for classes with details about textbooks. As a reminder, textbooks are not included in the program fee and will most likely need to be purchased prior to departure. We recommend researching ways to access a textbook as an eBook (electronic book) through the FSU Bookstore, Amazon, or other online sites. Keep in mind that not all textbooks are available as ebooks. If you wish to ship textbooks or other course materials to your study abroad location, reference the Mail section of this document.

Bringing a backpack or duffel bag is recommended for weekend trips. You may choose to travel to a variety of climates during your independent travel dates. Past participants recommend bringing layers and comfortable shoes.

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

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

Reference the International Programs packing list for more packing tips!
MAIL
Please share the following information with those in the U.S. who are interested in sending you mail while you are abroad.

All mail should be addressed to you at the address listed for the Alpine Learning Centre in this packet (page 1), with your name on the first line and “FSU” on the second. All overseas mail should be sent via airmail if you desire for it to arrive in a reasonable amount of time. Expect airmail from the States to Leysin to arrive in 5 to 7 days.

CELL PHONES & COMMUNICATION
Staying connected to your family and friends while you are abroad is extremely important. Establish a communications plan prior to departure. Whether it’s setting up a Skype meeting every Sunday night, sending them messages over WhatsApp, or checking-in with them on social media, make sure you keep in touch!

Though it is not mandatory to use your cell phone abroad, consider one of the following options. Do your research to see which option is the best fit for you:

- Add an international plan through your current service provider. This tends to be the most expensive option. Talk to your service provider for details. Each provider offers varying international plans.

- Purchase a sim card in-country for your current phone. You will need to unlock your phone and make sure your phone is GSM-capable before departure. You can buy a prepaid SIM plan, either for phone calls only or for calls and data.

- Purchase an inexpensive phone with a local plan in-country and pay for more minutes/data as needed.

We strongly suggest that you do not buy a pay-as-you-go cell phone in the U.S. to take abroad. Students who have done this in the past have frequently found the phones do not work. It is far cheaper and more efficient to buy the pay-as-you-go phone abroad.

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

- If you have access to a landline phone, you can purchase a calling card to make international calls. The calling cards are readily available at local corner shops.

COMPUTERS
The annex in which we will be staying has wireless internet access, though Internet connectivity will not be as consistent or reliable as you are used to in the U.S. Brace yourself for this, as students can find it frustrating. Many students choose to bring their own laptops.

If you want to bring your laptop, we recommend doing the following:

- Check if your computer has a built-in transformer that is capable of handling the different voltages. You will need an adapter for the plug (i.e. from flat to round prongs).

- Please note that if you take a laptop with you, it is at your own risk. Check your homeowner’s insurance to make sure that it is covered when you are away from your primary residence. If not covered by your homeowner’s insurance, you may want to check into laptop insurance through http://www.safeware.com/, a worldwide insurance provider for all electronic devices (e.g. laptop, digital camera, iPod, etc.). They also have a provision for non-electronic personal property.

- Do NOT pack your laptop or laptop charger in your checked luggage.
EXPENSES WHILE IN SWITZERLAND
In estimating your financial needs while you are abroad, calculate the amount of money you will need for meals for the entire period of your stay; your transportation and lodging costs for any personal trips you will be taking, and your personal entertainment and social activities costs. Do your research!

This program incorporates independent travel into the curriculum. If you are planning to travel around Europe, you should expect to spend at least $70 per day.

CURRENCY
Switzerland uses the Franc as the national currency. Exchange some dollars ($75-$100) for Francs before you leave the U.S. Don’t exchange more than $100, you just need enough to get you to Switzerland and to a bank abroad. Visit http://www.xe.com(currencyconverter/) for the current exchange rate.

Be aware that your independent travels will take you to countries that use different currencies, most commonly the Euro.

BANKING
We recommend you set up online banking for your bank accounts prior to departure from the U.S. so you can monitor your account while overseas. The easiest way to access money is from an ATM. You can use a Debit Card at any ATM to withdraw cash whenever you need it though there will often be a withdrawal fee. Keep in mind you may encounter restaurants and shops that only accept cash during your travels.

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

Before using a credit or debit card overseas, we recommend the following:

- Contact your financial institution(s) before you leave the U.S. to make sure your debit card is activated for international use. You will also need to inform them of your dates/location abroad. If you fail to contact your financial institution(s), it is not unusual for credit card companies to “freeze” an account if suspicious or fraudulent activity is suspected.

- Make sure your debit/ATM card is linked to a checking account, rather than to a savings account, so you will have access to your funds.

- If you have a pin longer than 4 digits or based on letters, you may have trouble using it abroad. You will need to change your pin before departure.

- You should also contact your financial institution for information regarding ATM transaction fees. You can limit the fees if your U.S. bank has a ‘sister’ bank in the host country and/or if you limit your withdrawals, though we do not advise keeping large sums of money on your person or stored in your residence, even if a safe is provided. If a safe is not provided, we encourage students to lock valuables in their suitcase when leaving the housing accommodation.

- Keep a record of all credit/debit/ATM card numbers and the phone numbers you would need to call, with area codes, if they are lost or stolen. Keep this record in a safe place separate from your cards, and you should provide a copy to family at home.

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

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

Be sure to bring sufficient quantities of your prescription medication with you to last for the duration of your stay. Keep these in their original containers with copies of the prescriptions and place them in your carry-on luggage. Bring a copy of a legible prescription from your doctor and be aware that not all U.S. drugs are available elsewhere. *In particular, Adderall and Concerta are not available in all countries. Don’t postpone discussing your prescription needs with your doctor.* You will likely need to work with your insurance company to cover your vacation prescription. If you experience difficulty in obtaining a prescription for your time abroad, seek assistance from our office.

We also recommend doing the following:

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

The CISI insurance provided is included in your program fee and the policy is available on our website: [http://international.fsu.edu/Documents/HealthSafety/CISIInsurancePolicy.pdf](http://international.fsu.edu/Documents/HealthSafety/CISIInsurancePolicy.pdf). You will want to familiarize yourself with the coverage details. **This policy is NOT intended to replace your domestic coverage.**

**ALCOHOL AWARENESS & ILLEGAL DRUGS**
The legal age for the drinking of alcohol in Switzerland is 18. This means that you will likely have the opportunity to buy and drink alcohol legally. It is in your interest to recognize that this right carries a great deal of responsibility. The 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 outcome of being dismissed from the program. For instance, no hard liquor is permitted in all FSU residences, and no open containers are allowed on FSU-sponsored transportation and excursions. In short, know your limits and drink within moderation if you choose to do so, but not to excess.

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

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

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

Resources
- **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 must sign and submit a Waiver of Liability through the IP Student Portal.
- Be aware that you are subject to the laws of the country in which you are traveling.
- Always carry a photocopy of the picture and signature pages of your passport with you. Keep another copy in your room separate from your passport. Leave one copy at home in the U.S. with your family or a relative.
- Use the buddy system—try to travel with friends as much as possible and always tell your roommates or friends where you are going and when you expect to return. Bystander intervention is a powerful opportunity and responsibility for those within our community.
- **Valuables.** Students should not take sentimental valuables on their program. Students should not leave cash, passports, or other items of value unattended in their rooms. If a locker or safe is provided, students are strongly encouraged to use it to store anything of value at all times. Students should plan regular visits to the cash machine rather than leaving large amounts of cash in their rooms. Students are responsible for ensuring their rooms are left secure at all times — do not prop open doors, do not leave doors and windows unlocked, do not give keys to anyone. If students notice others in the building leaving the main entrance door unsecured, they should notify the IP staff immediately, even if there are others living in the building who are not FSU program participants. Students are strongly encouraged to purchase insurance that will cover their belongings while abroad, whether a standard homeowners or renters policy. The International Programs insurance policy does not cover loss or theft of participants’ possessions.
- **Pickpocketing.** In most large cities throughout the world, pickpocketing is the most common crime and can happen anytime, anywhere! We caution you to always be aware of your surroundings. While traveling in some areas beware of beggars who try to distract you with papers, boxes, or excessive body movements. Coats and purses are often stolen in crowded areas. Keep them close to you and lock your pack zippers with a combo lock. Secure your valuables if you are traveling on an overnight (“sleeper”) train.
- **Weapons.** Students are strictly prohibited from keeping or using firearms, knives, weapons (including pellet, air guns, paintball guns or other dangerous articles or substances). Furthermore, mace and/or pepper spray may be illegal in the countries that you visit. It is your responsibility to know the laws regarding weapons in the host country if you intend to bring any item for self-defense.
TIPS FROM STUDENTS ON WHAT YOU SHOULD KNOW
These comments came from students who recently attended our study abroad program in Switzerland:
• Try to familiarize yourself with the train system before you leave.
• Pack as light as possible when traveling independently.
• Pack snacks.
• Budget ahead of time for what you plan to spend while traveling independently.
• Washers and dryers are limited, so don’t leave it to the last minute each week.

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

http://www.tripadvisor.com (online travel guide)
http://www.railpass.com/ (Eurail pass information)
http://www.letsgo.com/ (on-line travel guide, check out the “HotLinks” button)
http://cnn.com/WEATHER/ (daily weather forecasts)
https://www.roughguides.com/ (travel guide)
https://nolesabroad.international.fsu.edu/ (FSU International Programs blog with articles from former program participants)

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

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

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