Please review the following steps you need to take in preparation for your independent internship abroad. Refer to the International Programs student portal for additional information you need to know prior to departure.

INTERNSHIP MATTERS
As an Independent Intern, participating in an internship program requires a high level of responsibility. You are not only representing FSU, but you are also representing your internship organization, academic program and yourself. An internship is a unique opportunity to help you prepare for the future. It demonstrates your ability to adapt to unfamiliar situations and easily navigate change. It can help you narrow your focus, clarify career goals, and gain self-confidence and professionalism. Regardless of your situation it is highly unlikely that every element of your internship will go as planned. International Internships require a high degree of tolerance for ambiguity from the application process through the completion of the placement. This is an opportunity to challenge yourself and “learn by doing” so make the most of it!

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.

INTERNATIONAL PROGRAMS STUDENT PORTAL
You will use the student portal to submit required information, view upcoming deadlines, and prepare for your international program. It is your responsibility to login frequently to complete tasks and view new updates from our office. Log in here: https://studentportal.international.fsu.edu/

PROGRAM FEES & DUE DATES
Your payments and/or a Fee Deferment is due one week after being admitted into the program. Should you wish to cancel on or prior to the one week deadline, your cancellation must be placed in writing to IP-Cancel@fsu.edu to be valid. If you have not withdrawn from the program as of the close of business one week after date of admittance, you become fully liable for the entire program cost. For more information about our fee liability and refund policy, visit the Money Matters area of the IP student portal or your program page on the International Programs website, and navigate to the Money Matters tab.

Please note: Technology fees as well as facilities and equipment fees are assessed by FSU and not included in the International Programs program fee.

*If you anticipate receipt of financial aid or scholarships to assist with the payment of fees, you may need to complete a Fee Deferment.
- **FSU students**: review your Financial Aid file and make certain all required steps are complete and disbursement is scheduled prior to departure. Click here for details.
- **Non-FSU students**: consult with your home institution prior to departure to ensure all required steps are complete for financial aid and disbursement is scheduled prior to departure. Note: Non-FSU students cannot defer the commitment fee, but may defer up to 50% of the remaining balance once the commitment fee is paid. Click here for details.

Included in the IP Program Fee
Included in your program fee is international health insurance through CISI, as well as the cost of the tuition for the number of credit hours requested by the student. We also provide administrative support, which includes collecting student contact information, their foreign host details, and emergency contact information.

FLIGHT ARRANGEMENTS
The program fee does not include airfare. It is your responsibility to arrive in your internship location on time. Once you have completed your travel arrangements, submit your travel itinerary through the student portal.

PASSPORT INFORMATION
Many countries require your passport be valid for at least six to eighteen months after your date of return into the U.S.

Students who do not have a passport at the time of application or do not have at least six months of validity from the end of the program should apply for one IMMEDIATELY! Please review estimated passport processing times and visa deadlines (if applicable), as it may be necessary to expedite the order. Any financial penalties associated with delayed arrivals or cancellations will be your responsibility. You may access the following website for instructions and passport applications: https://travel.state.gov/content/travel/en/passports.html.

FSU International Programs is a 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.

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 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.

STUDENT VISAS
Certain countries require student visas regardless of country of origin, while other countries may require a student visa only of non-U.S. citizens. Rules, requirements, and procedures change frequently. All independent interns should check with the U.S. Department of State at travel.state.gov and the appropriate consulate for visa, entry and immunization requirements. If you have any questions or concerns, please contact our Visa Specialists at IP-Visas@fsu.edu.

Obtaining the correct visa for your internship is your responsibility.

INOCULATION/MEDICAL CONCERNS AND SPECIAL NEEDS
Florida State University requires certain immunizations prior to your registration for classes. All recently admitted FSU degree-seeking students (freshman and transfer students) 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 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/. Please note that some countries have specific requirements for inoculations based on past locations the traveler has visited. It is the student’s responsibility to confirm whether or not the previous travel requires additional inoculations.

Be sure to bring sufficient quantities of any prescription medications with you to last the duration of your stay. Keep these in their original containers. 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. If you use glasses or contact lenses, take an extra pair and/or the prescription. Complete routine medical and dental care before you leave.

If you wish to receive accommodations for special needs, it is imperative that you register with the FSU Student Disability Resource Center (SDRC) as soon as possible, so we can assess our ability to provide appropriate accommodations. For more information, please visit their website: https://dos.fsu.edu/sdrc/. The unique nature of independent internships presents additional challenges in this area.

INSURANCE
Your Program Fee includes international medical and evacuation insurance coverage through Cultural Insurance Services International. You can access the policy online: International Protection Plan http://international.fsu.edu/Documents/HealthSafety/CISIInsurancePolicy.pdf. The coverage will be effective for participants from the day the program starts until the day the program ends. Please note: this policy is NOT intended to replace your domestic coverage. For more information, visit https://studentinsurance.fsu.edu.

MONEY AND CURRENCY
Bring or have access to multiple sources of funds (debit card, credit card, etc.). Credit cards are useful in the event of an emergency and for everyday purchases. 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. There are several credit cards on the market with no foreign transaction fees.

Do your research to see which one is best for you.

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

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

Ensure that any student loans you have requested will be available for disbursement during the term abroad. Disbursement usually occurs after students have left the U.S. Make arrangements for your check to be deposited, if that is your chosen method of disbursement.

COURSE REGISTRATION
In order to receive academic credit for an internship, you must have an instructor from each department or school in which you are taking the course(s) oversee your internship experience. Your instructor will supervise the academic portion of your course(s) and submit your grade(s) for the course(s). The instructor must complete a Directed Individual Study/Internship Course Approval & Supervision Form (DIS form). This form will indicate the course prefix and the number of credits to be earned. The International Programs Internship Coordinator builds and registers you for your courses.

PERSONAL TRAVEL
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 internship location. More information will be provided to you as a notification in your student portal prior to departure.

ALCOHOL AWARENESS & ILLEGAL DRUGS
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 international internship programs. Violation of this policy may result in immediate dismissal from the program and disciplinary action upon return to campus. International Programs’ policies follow either the U.S. law or local law, whichever is more stringent with regard to drug use. For complete information on student judicial processes, victim rights, and appeals see the Student Conduct Code.

RULES, POLICIES & PROCEDURES
Independent Interns 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 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.

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/.

Be aware that you are subject to the laws of the country in which you are traveling. It is your responsibility to familiarize yourself with the laws and culture.

Use the buddy system—try to travel with friends as much as possible and always tell someone where you are going and when you expect to return. Depending on the nature of your independent intern accommodations, you may need to creatively use technology to check-in and out. 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. 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 in the host country.

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 lifelong health and wellness. For more information, visit http://chaw.fsu.edu.

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