Welcome to the International Programs (IP) family! Please review the following steps you need to take in preparation for your program abroad. We recommend referencing this document before and during your program for important information pertaining to International Programs and Tallahassee main campus.

**FLIGHT ARRANGEMENTS**

There is no group flight for this program and your program fee does not include airfare. You may purchase your airfare for the **fall term** if you are admitted and fully intend to participate in the FYA program. You will receive a list of participants via email after the commitment fee due date, May 1, 2019. Reference the Site Specific Packet for your location BEFORE purchasing airfare (see links below). There may be flight restrictions based on the visa requirements for your location if a visa is required.

- **Florence Site Specific Packet**
- **London Site Specific Packet**
- **Panama Site Specific Packet**
- **Valencia Site Specific Packet**

These packets are also available on your program page underneath the Dates & Docs tab.

**PRE-DEPARTURE ORIENTATION MEETING**

Rather than attending a regular orientation session with the Office of New Student and Family Programs, you are required to attend IPRe-Depart, a two day, one night session hosted on main campus by International Programs. This mandatory meeting will cover everything from academic policy and procedures, academic advising, class registration, packing tips and finances, to location specifics and safety. It will also provide you with the opportunity to meet and form relationships with fellow program participants. Parents, guardians, and other family members are welcome. By attending, you will receive the information you need before departing on your study abroad experience.

To register for the 2019 FYA IPRe-Depart session on June 27 and 28, 2019, please complete our online registration form: [https://fsu.qualtrics.com/jfe/form/SV_9sKptUNohoht34V](https://fsu.qualtrics.com/jfe/form/SV_9sKptUNohoht34V)

If you are unable to attend IPRe-Depart, complete our online appeal form: [https://fsu.qualtrics.com/jfe/form/SV_42BITFGixV8pXDF](https://fsu.qualtrics.com/jfe/form/SV_42BITFGixV8pXDF).

Your appeal will be considered.

When you return from being abroad, you will attend a mandatory main campus orientation meeting. Registration for this event will be emailed to you by the Office of New Student and Family Programs. It is usually scheduled the Thursday or Friday before classes begin for that semester. Please plan accordingly. DO NOT REGISTER AND PAY FOR MAIN CAMPUS ORIENTATION PRIOR TO GOING ABROAD.

**FSU EMPLID/FSUID/EMAIL ACCOUNT**

If you have not already activated your FSUID, please do so prior to IPRe-Depart. Having an FSUID does not mean your account is automatically activated. You must take the necessary steps to activate it online: [https://fsuid.fsu.edu/OIMSelfService/](https://fsuid.fsu.edu/OIMSelfService/). Your FSUID will give you access to the myFSU portal, Student Central, your @my.fsu.edu account, and Canvas. You must have an activated FSUID in order to register for classes. The University REQUIRES all students to establish and use their FSU email accounts. Frequently log into myFSU Student Central ([http://sc.my.fsu.edu/](http://sc.my.fsu.edu/)) to access your FSU email account.

**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 on programs requiring more than six months of passport validity will be notified by the International Programs office.

If you 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, you 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](https://travel.state.gov/content/travel/en/passports.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 if you are in our area. For details, call 850.645.9714 or visit [http://international.fsu.edu/Passports.aspx](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.

You will also need to provide one copy to our Tallahassee office. **Make sure the passport is signed before you submit a copy to our office.** You can send the copy to [IP-Info@fsu.edu](mailto:IP-Info@fsu.edu) through a secure system such as FSU Dropbox. Instructions on how to use FSU Dropbox can be found online: [https://dropbox.fsu.edu/about.php](https://dropbox.fsu.edu/about.php). You may also send it by mail or drop it off at our office during business hours. **Do not email it!**
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. Reference the Site Specific Packet for your location or visit the Visa tab on your program page for more information. Any non-U.S. citizen or a U.S. citizen living outside of the U.S. should contact our Visa Specialists at IP-Visas@fsu.edu as soon as possible. A non-U.S. citizen or a U.S. citizen living abroad may be required to apply on their own or may have additional visa requirements. Independent travel or summer location options may be affected due to immigration changes. International Programs will notify participants of any changes as we become aware.

London, Spain, and Florence students should not plan any summer 2019 travel requiring a passport. Your passport will need to be submitted to International Programs or the appropriate consulate for the processing of your visa. This does not pertain to Panama participants who will apply for and obtain a visa in Panama.

International Programs will provide visa guidance for all locations prior to departure. Due to visa processes, FYA students must spend their first two semesters in the same location. FYA students will be able to change locations for their third semester and will be asked for confirmation of this location choice after the start of the fall term when summer 2019 courses are determined. Immigration for FYA summer locations will be reviewed at iPre-Depart.

Program Fees
You must complete your payments and/or the Fee Deferment Form by the payment dates listed for your program (visit the Dates & Docs tab on your program page). If you apply to the program after these dates have passed, you must complete the relevant program payments or submit a deferment form immediately to be eligible for admittance. Students who are late in completing program payments or filing a deferment form run a substantial risk of being cancelled from the program and may still be liable for fees. Should you wish to cancel on or prior to the published due date, your cancellation must be placed in writing to IP-Cancel@fsu.edu to be valid. For more information about our fee liability and refund policy, visit your program page and navigate to the Money Matters tab.

International Programs accepts payment by check (made out to Florida State University), money order, and the following credit cards: American Express, Discover, MasterCard, FSU Card, and VISA. You may also phone in credit card payments at 850-644-3272 or 1-800-374-8581. We do not currently charge a service fee for credit card payments received in person or by phone. We will advise you of any changes. Our office does not have the ability to accept online payments at this time.

Once the commitment fee is received, International Programs will notify the FSU Admissions and University Housing Offices of your intention to participate in the FYA program. The Admissions office will then adjust their records to reflect that you are an FYA student. Students whose admission is rescinded by the Office of Admissions after the International Programs commitment fee has been paid or deferred remain fee liable for the commitment fee. Refer to Conditions of Admission sent to you by the Admissions office.

Mark your calendar with the payment deadlines for your program:

ADMISSIONS AND/OR HOUSING DEPOSITS
If you have already paid an Admissions and/or on campus Housing deposit prior to signing up for the FYA program, you will receive a refund once International Programs receives your commitment fee. The FSU Admissions and University Housing offices will process a refund of any paid deposits when they are informed by International Programs of your decision to participate in the FYA program, which occurs once the commitment fee has been paid or deferred. This process can take up to four weeks.

UNIVERSITY FEES NOT INCLUDED IN THE IP PROGRAM FEE
Florida State University assesses a Technology Fee (a rate per credit hour for all students, regardless of location of study) which is NOT included in the International Programs fee. The technology fee is assessed once the student registers for classes for a given semester; this fee is paid directly to Student Business Services. To pay the fee, you may mail a check directly to Student Business Services, A1500 University Center, Tallahassee, FL 32306-2394 or remit payment online at www.fees.fsu.edu. Failure to pay this fee will result in a late payment charge assessed to the student by Student Business Services (http://studentbusiness.fsu.edu/payments).

International Programs has no control over the technology fee or any associated late payment penalty. The technology fee for the 2018-2019 school year was $5.25 per credit hour.

International Programs fees DO NOT include Facilities and Equipment Fees which are assessed each semester for some majors (Digital Media Production, Fine Arts, Motion Picture Arts, Music, Nursing, etc.) even though you are studying abroad. If you are in one of these colleges/majors, you will be assessed a fee. Details can be found on the Registration Guide, under Fees and Financial Information (http://registrar.fsu.edu/registration_guide/).
ADMISSIONS NEXT STEPS
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FINAL TRANSCRIPTS AND TEST CREDIT
Your final official high school transcript, showing graduation date, official college/university transcript(s) if dual enrolled, and official SAT/ACT score reports must be submitted BY EARLY JULY to the Office of Admissions, Florida State University, 282 Champions Way, P.O. Box 3062400, Tallahassee FL 32306-2400. DO NOT SEND OFFICIAL TRANSCRIPTS TO THE INTERNATIONAL PROGRAMS OFFICE. Use this same address to send AP and CLEP results. Upon receipt of your final transcript(s) and exam scores, the Office of Admissions will check for successful senior-year performance, and verify the self-reported grades and exam scores you provided on your admissions application. Refer to Condition of Admission in Freshman Enrollment Information in your Admissions portal.

PAYMENT DEADLINES, DEFERMENTS & FINANCIAL AID
Students who have applied for financial aid should check their myFSU account. In the My Finances section of the home page, click the Financial Aid tab for award and other information. Again, pay attention to the important dates and deadlines for your program. Your place in the program is not confirmed until you pay the $2500 commitment fee. As an FYA student, you cannot defer the $100 application fee or the $2500 commitment fee. After you pay the commitment fee, you have the option to complete a Fee Deferment Form for the remaining program payments if you plan to use financial aid or scholarships to assist with payment of fees. The form can be found under the Money Matters tab of your program page. The form must be returned in accordance with the payment deadlines for your program.

You become fee liable for the non-refundable $2,500 commitment fee on the date of receipt of payment of the fee. Navigate to the Money Matters tab on your program page to view the First Year Abroad Fee Liability policy.

Review your Financial Aid file and make certain all required steps are complete prior to departure. Please contact the International Programs Financial Aid team at IP-FinancialAid@fsu.edu or 850.644.3272 with any questions about financial aid.

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 must complete the required Student Immunization Form. The form must be submitted directly to Florida State University Health Services (see form for details).

You must also show proof of adequate domestic (U.S.) health insurance coverage. Information on how to purchase or waive health insurance can be found here: http://studentinsurance.fsu.edu/. Although International Programs provides overseas health insurance, you must also have domestic coverage.

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 vacation prescription, seek assistance from your 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. If time permits, you may wish to schedule a face-to-face meeting before or after IPre-Depart. For more information, please visit their website: https://dos.fsu.edu/sdrc/.

INSURANCE
Your Program Fee includes international medical and evacuation insurance coverage. Here is a link to the policy coverage: International Protection Plan (http://international.fsu.edu/Documents/HealthSafety/CISInsurancePolicy.pdf) underwritten by ACE American Insurance Company and handled for us by Cultural Insurance Services International, 1 High Ridge Park, Stamford, Connecticut 06905-1322. 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. You must maintain your domestic policy in compliance with the Affordable Care Act.
ADMISSIONS NEXT STEPS
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ACADEMIC INFORMATION
The ALEKS math placement test is an online, skill-based assessment exam that assists our Math Department in placing you in the appropriate math course during your first semester at FSU. You are REQUIRED to take the ALEKS placement exam if you intend to register for Analytic Trigonometry (MAC 1114), Pre-Calculus Algebra (MAC 1140), Calculus with Analytic Geometry I (MAC 2311), Calculus with Analytic Geometry II (MAC 2312) or Calculus for Business (MAC 2233) as your first mathematics course at FSU (in your first semester or subsequent semesters) regardless of AP/IB/AICE/CLEP scores or incoming credit. Students must take the ALEKS test online before registering for any of the math courses listed above. Students should take the ALEKS test before the scheduled IPre-Depart meeting date so they are able to register for a math course while on campus for the IPre-Depart meeting. Compliance with the placement testing requirement will be monitored by the Math Department prior to and during the drop/add period. The Math Department will communicate with students directly regarding any placement testing compliance issues.

To register for the ALEKS exam, go to www.aleks.com and sign up for an account. You will need an access code to successfully sign up. Procedures for taking the ALEKS test are described via the following link: http://www.math.fsu.edu/~bellenot/ALEKS/. If you have any questions regarding the sign up process, please contact the FSU Mathematics Department: https://www.math.fsu.edu/.

IDS2060 Global Engagement is a fall semester course that is required of all freshmen starting their Florida State career overseas. It is a one-credit online course that allows you to examine your study abroad country through first-hand encounters and engagement. The coursework gives you the opportunity to explore your country’s unique customs, values, and traditions and compare it with your own through actively participating in cultural experiences. In addition to weekly reflective assignments, the course will ask you to choose a specific custom to report on – such as looking at race and social class through the football and cricket sporting cultures in England or the significance of the patriarchal society through the courtship dances in Italy.

COURSE REGISTRATION
Registration for spring classes will take place in mid-November; registration for summer classes will take place in mid-March. You will receive an email from International Programs informing you when registration is open with step-by-step instructions for online registration. Take care of all holds before registration opens. If you have a hold on your account, you will not be able to register for classes. Many classes have caps and do fill up quickly. It is your responsibility to be ready for registration so you are able to enroll in the classes you wish to take while abroad.

BECOMING FAMILIAR WITH FLORIDA STATE UNIVERSITY
Although you will learn a great deal about FSU while attending the mandatory IPre-Depart session, we recommend you review the following sites:

- Academic Maps, Majors, and Program Information: http://www.academic-guide.fsu.edu/
- Advising/Find your Advisor: http://advisingfirst.fsu.edu/
- University Bulletin/Catalog: http://registrar.fsu.edu/bulletin/
- Division of Undergraduate Studies: http://undergrad.fsu.edu/academic-links
- Office of Financial Aid: http://financialaid.fsu.edu/
- New ‘Nole: http://dos.fsu.edu/newnole/
- myFSU Student Central: http://sc.my.fsu.edu/
- Undergraduate Studies – It’s All Academic (2017): https://undergrad.fsu.edu/academic-information/its-all-academic
- Undergraduate Degree Requirements/General Studies Program: http://registrar.fsu.edu/bulletin/undergraduate/information/undergraduate_degree/
- Office of Student Business Services: http://studentbusiness.fsu.edu/
- New Student and Family Programs: http://dos.fsu.edu/nsfp/
- University Housing: https://housing.fsu.edu/
**TUITION WAIVER & PROGRAM DISCOUNT**

**FYA Out-of-State students:** Upon completion of three consecutive semesters abroad and a minimum of 36 FSU credit hours at their European or Panama IP study center with an FSU GPA of 3.0 or better, and having met all financial obligations related to participation in the First Year Abroad program, out-of-state students will receive an FYA waiver reducing the out-of-state tuition rates to the in-state tuition rates for the remainder of their first undergraduate degree at FSU in Tallahassee. This arrangement is contingent upon the student remaining in good academic and judicial standing. Upon return, students must attend consecutive semesters without interruption (summer terms excluded), progressing toward their degree completion, and staying "on map".

**NOTE:** After you complete the FYA program, out-of state FYA students who anticipate receiving the FYA out of state waivers for the following academic year should report to the Office of Financial Aid the value of these waivers as a resource. You can do this by entering the information on the Report Other Financial Aid link in your Student Center. The FSU Office of Financial Aid will review the information, and if necessary, revise your award. Failure to report a resource may require you to repay aid at a later date. Awards are contingent upon continued eligibility and funding from federal, state, and institutional sources, and upon state legislative decisions regarding tuition. Awards are subject to change and may be rescinded or reduced if funding is insufficient or discontinued, or if tuition amounts change. Read more about this at the Office of Financial Aid’s webpage:

- [https://financialaid.fsu.edu/resources](https://financialaid.fsu.edu/resources) (look under Over-Awards)
- [https://financialaid.fsu.edu/terms-and-conditions](https://financialaid.fsu.edu/terms-and-conditions)

**FYA Florida residents:** After earning 14 credits on the FYA program, those with a cumulative FYA GPA of 3.0 or better receive a $1,500 program fee discount toward the next semester. This can result in a savings of $3,000 if earned for both the Spring and Summer semesters.

**SUMMER TERM OPTIONS**

FYA students must complete a full Summer semester (minimum of eleven weeks) to be eligible for an out-of-state tuition waiver. Your summer location options may include:

Students studying in LONDON during the Fall and Spring semesters may have the following options other than remaining in London:
- Florence—eleven weeks (FY03)
- Valencia—eleven weeks (VY03)
- Panama—thirteen weeks (PY03)

Students studying in PANAMA during the Fall and Spring semesters may have the following options other than remaining in Panama:
- Florence—eleven weeks (FY03)
- London—twelve weeks (LY12)
- Valencia—eleven weeks (VY03)

Students studying in VALENcia during the Fall and Spring semesters may have the following options other than remaining in Valencia:
- Florence—eleven weeks (FY03)
- London—twelve weeks (LY12)
- Panama—thirteen weeks (PY03)

It is important that you understand certain immigration restrictions will apply based on your summer session. Immigration for FYA summer locations will be reviewed at IPre-Depart.

**Students will be notified by our office when summer applications are open on the International Programs website.** Students will be required to apply for their location of choice. Shortly after applying, they will receive a confirmation email with details. Students will be allowed to remain at their current Spring location after the close of the Spring semester, and will also be allowed to move in early at their new location, prior to the start of the Summer semester. Specific move-in/move-out dates will be provided toward the end of the Fall 2019 term.

Please email [IP-Freshmen@fsu.edu](mailto:IP-Freshmen@fsu.edu) or call 850.644.3272 with questions about the First Year Abroad program.

(last updated December 2018)