FALL 2019 | SEPTEMBER 4 - DECEMBER 22

PRE-DEPARTURE GUIDE

UF IN LONDON

BUSINESS STUDY ABROAD PROGRAM AT
FOUNDATION FOR INTERNATIONAL EDUCATION
Welcome to the UF in London program!

You are about to embark on a learning adventure of a lifetime! We hope that your time in London is successful. We know you may have many questions about what to expect. It is natural to be both elated and anxious, having mixed emotions about leaving home and embarking on your new life abroad. Through this experience, you will gain a better appreciation and understanding of both your own culture and that of your host country. The value of the self-awareness and insights you will gain will be immeasurable.

Studying abroad is an exhilarating time - a time when you can sharpen your mind, discover new interests, and be exposed to new ideas. The fascinating people you will meet will expand your knowledge of the world in wonderfully unexpected ways. When you first arrive, you will find a warm and receptive community that prizes cultural diversity, social responsibility, and individual excellence!

Your primary purpose in attending the program with FIE is to succeed in your academic endeavors, but success requires more than hard work. The success of your experience depends in part upon your own efforts to acclimate yourself to living and studying in a foreign country. Your health, leisure, and social life are also vitally important!

This guide provides information to prepare you for your study abroad experience: what you need to know before leaving home, what to expect when you arrive, and all the services, facilities, and activities provided at the study center and residence halls. The staff at FIE is available to provide information on various aspects of student life in London. So read, enjoy, and keep this guide for future reference.

We wish you all the best in your new adventure.

Joe, Jason, and Kelly

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FIE ADDRESSES AND PHONE NUMBERS

Foundation House
114 Cromwell Rd
London SW7 4ES, UK
Phone: 011.44.(0).207.591.7750

Foundation House is the location of offices and classrooms. It is within easy walking distance of all residences.

Metrogate House
3-7 Queen’s Gate Terrace
London SW7 5PE, UK
Phone: 011.44.(0).207.823.7440

Metrogate House residence is the mailing address for all students, regardless of residence assignment.

FIE Emergency Phone: 011.44.(0).207.808.0131
GENERAL INFORMATION

Administrative Issues

- If you have not already done so, be sure to provide any changes to your flight itinerary to the International Programs staff at the Heavener School of Business and to your online FIE application.
- Be sure to update your permanent and local addresses with the UF Office of the Registrar prior to your departure. You can do this by logging on to one.uf.edu.
- Since you will be living abroad and will most likely not be able to handle personal matters that arise in the USA, we suggest that you sign financial and medical power of attorney forms. These forms will give a designated representative, such as a family member, the authority to speak to university representatives on your behalf. You can pick up the necessary forms at UFIC.
- Register with the U.S. Department of State through their Smart Traveler Enrollment Program. The web address to register your information and travel destination(s) is step.state.gov/step. Download their app to your phone to receive alerts from countries that you designate.

Finances

Program fees are due 30 days prior to the start of the program. If you have any questions concerning fee payment or Financial Aid, Florida Prepaid, or any scholarships, contact June Bristol in the UF International Center at 001.352.273.1504 or at jbristol@ufic.ufl.edu.

Helpful Tips:

- Inform your bank and/or credit card company that you will be leaving the country. They may freeze your account if you do not notify them in advance as a way to protect you against theft.
- Check the Dollar-Pound exchange rate regularly and plan your budget accordingly (www.oanda.com/currency/converter).
- ATM machines will generally offer the most advantageous exchange rates. Make sure your ATM card is part of the Visa/PLUS or MasterCard/Cirrus network and includes a chip.
- Research whether your bank assesses international transaction fees. Some banks may have foreign partners whose ATMs you can use for a lower fee.
- Visa and MasterCard are widely accepted in London. American Express may be accepted in some locations, and Discover is very unlikely to be accepted. Check if your credit card provider charges international transaction fees.
- Create and make a note of the PIN number for each of your credit cards. Although PIN entry is not common for chip credit cards in the US, it is the norm across Europe.
- PIN numbers for credit and debit cards should have four digits for ease of use.
- Make a list of all the credit and debit cards you take with you, along with the telephone numbers to call in the event of a loss. Record the long distance telephone number, as 800 numbers do not work when calling from abroad. Keep one list in a safe place separate from your wallet and another list at home with your family.

As a guide, it is recommended that students budget $800-1,000 per month for living expenses not included within the program fee. London is expensive, as are most large European cities. Students should arrange for additional funds if they plan to travel outside of London.

Information for Parents

Leave the following information with your parents:

- Names, phone numbers, emails, and address of the staff at FIE
- Names, phone numbers, emails, and addresses of all important UF contacts
- Your return dates with flight information and times. They will want to know when they can expect to have you back home!

Heavener International Programs - Social Media

Join the program Facebook group: UF in London - Intern, Study & Explore with FIE. All program participants are invited to the group and may post and communicate with current and past participants.

You can also follow the International Programs Student Ambassadors’ (IPSA) Instagram account (@HeavenerAbroad) to share your photos/videos and see photos/videos from other students who are currently abroad on Heavener programs or exchanges. Don’t forget that you will be eligible to become an IPSA after returning in case you are interested!
Communication

Email
You are expected to check your UF email account while in London in order to stay up-to-date with communication.

Phone
Having a cell phone that works internationally is a great way to communicate with family and friends back home, as well as those in the program. Because it is a necessity in emergency situations, it is strongly recommended for all program participants. The good news is that, with the right information, setting up international cell phone service can be a relatively quick, painless, and (if you plan well) inexpensive process. Here are some options:

- **Travel Cell Phone Providers:** Some companies specialize in providing cell phones to international travelers. Many of these companies will offer you a cell phone and/or SIM cards for use abroad, a local phone number in the countries you will be traveling in, and rates that are competitive with local providers. In the past, we have used PicCell Wireless. You receive the SIM card and cell phone before leaving the USA so you have a phone that works upon arrival.

- **Local Pre-Paid Cell Phones/SIM Cards:** It is generally inexpensive and easy to find a pre-paid phone in London. Alternatively, you may be able to purchase a local SIM card that you may be able use with your US phone if it is unlocked. You will have the comfort of knowing that you will not be shocked by a large phone bill at the end of the semester. Purchase as many minutes, data, text messages, etc., as you think you will need at the beginning and then refill (‘top up’) as necessary. Keep in mind, though, that you will not be able to get your money back for pre-paid minutes not used. One drawback is that you will not have a cell phone upon your arrival abroad. These phones/SIM cards should be available at most phone/wireless stores in London. Some large phone networks/retailers are Orange, Vodafone, O2, and Three. However, you may also try Carphone Warehouse, which can often be cheaper. Alternatively, giffgaff is an online-only retailer that offers SIM cards. Be sure to research different options for pricing, where coverage extends, and inclusions that best suit your need.

- **Your Current Cell Phone:** Depending on the type of cell phone and carrier you have, it may be possible to use your U.S. cell phone overseas by setting up an international plan with your U.S. carrier. As this option can be costly, make sure you are aware of all fees and rate, as well as inclusions (e.g., texting/calling and data limits). Be aware that using a U.S. cell phone abroad without a prepared international plan will likely be very expensive and is therefore not recommended.

Note that in the UK and throughout Europe, cell phones are called ‘mobile phones’.

International Calling Procedures

- To dial abroad from the USA: 011 + country code + telephone number
- Country code for the UK = 44
- To dial to the USA from abroad: 001 + area code + telephone number
- Within the UK, be sure not to omit the 0 included at the beginning of UK numbers.

Electricity
The voltage in the UK is 220/240. Any electrical items you bring from home will need an adapter to fit into electrical sockets and a converter if the voltage requirement differs. We recommend that you purchase adapters and converters (if necessary) before leaving. If you had planned to bring certain electrical items such as hairdryers, straighteners/curling irons, radios, etc., we recommend to instead purchase those in the UK as needed.

Below are pictures of an adapter for the UK with three prongs and a sketch of a converter with a continental adapter for mainland Europe. The converter changes the European 220/240 volts to the 110 volts needed for American appliances; however, their function can be variable and may fail. If you travel to mainland Europe, be aware that the adapters for their electrical plugs differ from the UK plug adapters. Mainland Europe does, however, operate on the same 220/240 volts system.
Suggested Packing List

Clothes/Accessories (Girls)
• 3 pairs jeans
• 2 pairs khaki or black slacks
• 2-3 skirts
• 3 dresses
• 1 professional outfit for interview (internship)
• 5-8 long- and short-sleeved tops
• Cardigan/sweater
• Athletic wear
• 2 pairs sneakers
• 1 pair wedges, flats, or sandals
• 1 pair boots – combat or comfortable (spray with waterproofing)
• Accessories (light scarves, inexpensive jewelry, etc.)

Clothes/Accessories (Guys)
• 3 pairs jeans
• 2 pairs khaki or black slacks
• 1 suit for interview (internship)
• Belt and tie(s)
• 4 long-sleeved button-down shirts
• 3-4 polo shirts
• 4 T-shirts
• 5 undershirts
• 5 pairs running shorts
• Athletic wear and shoes
• Sweatpants
• Nice pair shoes and dress socks

Clothes/Accessories (Everyone)
• Underwear and socks (enough for 14 days)
• Light-weight or rain jacket
• Warm coat, scarf, gloves, hat, and boots for cold weather
• Swimsuit and flip-flops
• Pajamas
• Sunglasses
• Hat (not ball cap)
• Comfortable walking shoes
• Sufficient business casual attire (internship)
• Umbrella

In Your Carry-On
• Important documents (passport, IDs, travel documents, FIE information, pre-departure guide, credit/debit cards, etc.)
• List of emergency phone numbers
• Prescription medication and original prescription
• Generic medication (if needed/desired)
• Glasses and/or contacts (if applicable)
• Laptop, cell phone, camera, and chargers
• Adapters and converters (if needed)
• One change of clothes
• Good book(s) and/or magazine(s)

Other
• Towel and washcloths (bring one and buy others upon arrival; bed linens will be provided)
• Spare glasses and/or contacts (if applicable)
• Small sewing kit
• Travel size bottles and Ziploc® bags (all sizes)
• Toiletries, including feminine items (if applicable): toothbrush, toothpaste, shampoo/conditioner, soap/body wash, razor/shaving cream, brush/comb, lotion, perfume/cologne, makeup/nail supplies, tampons, etc.
• Copies of your resume
• Shout® Wipes and Color Catcher® sheets
• Hangers
• Course materials (if applicable)

IPSA Suggestions on Other Possible Items to Pack
• Spiral notebooks
• Bathrobe/slippers for dorm
• Inexpensive wristwatch
• Padlock and little locks
• Water bottle
• Headphones/ear buds
• Neck pillow, ear plugs, eye mask
• Clothesline with clothespins or clips
• Clothes to layer for cooler temperatures
• One outfit for every weather scenario
• Cards/easy games
• Pillowcase
• First Aid kit/Band-Aids
• Sufficient quantities of contacts and solution, Advil, Tylenol, Pepto, Sudafed/allergy medications (as needed)
• HDMI cable, Ethernet cable
Packing Tips

If you take prescription medication, bring a large enough supply with you to last the duration of your stay and also bring a copy of your prescription. Take any preferred non-prescription medications with you, as obtaining American name-brand drugs may be difficult while in the UK.

Try to pack as lightly as possible. Remember that you will have to carry whatever you bring. Almost anything you may need can almost certainly be purchased while abroad (e.g., clothes, accessories, linens, toiletries/hygiene items, generic medications, etc.). Take care to plan appropriately and consider what you may acquire while abroad that you will have to pack when returning to the USA. **Do not bring valuable or non-replaceable items with you, such as expensive jewelry.**

Check with your airline to confirm what the weight and/or size limitations are for your luggage and for carry-on baggage and stay within those guidelines! Since weight limits are usually 50 lbs/23 kg, it is advised to use luggage no larger than 24 inches.

Here are some additional tips in relation to packing clothes:
- People in other countries dress more formally than in the USA.
- Include durable, drip-dry, no-iron clothes.
- Take items that have multiple uses.
- Consider physical and social climate.
- Dark colors do not show dirt as readily.

For a better idea of what clothes to bring, look over the average weather data for your program location: [www.holiday-weather.com/london/averages](http://www.holiday-weather.com/london/averages). Of course, average weather data may not always fit exactly with what you will encounter, so you should also check the actual weather leading up to your trip. You may also want to think about what you plan on doing in your free time (in case you travel to anywhere that might have a different climate), as well as how much shopping you plan on doing.

For more information about packing with regard to your internship, please refer to the 'Internship Information' section of this guide.
HEALTH AND SAFETY INFORMATION

Insurance
Students are covered by short-term international health insurance through Endsleigh Insurance Services, Ltd. Complete information on the insurance policy is available online at www.fie.org.uk/insurance.

At the mandatory FIE orientation upon arrival, you should receive copies of the Endsleigh Insurance policy along with the FIE Medical Information document with instructions on what to do if you are ill.

The policy has a one-time deductible of £25 per claim (£100 for Personal Liability), after which the remaining costs of treatment should be covered. Contacting the Endsleigh Insurance company in advance to be sure that you are fully covered for your specific medical case is highly suggested. Always inform the FIE staff of your medical status and treatment.

Medical Assistance
For common or minor illnesses/medical issues, students have access to various General Practice (GP) facilities located near FIE and the residences.

The cost of visiting the doctor can vary. For a list of available facilities and cost estimates, consult the ‘Medical Services’ section of FIE’s website: fie.org.uk/medical-services. Note that for dentists, only dental emergencies are covered through Endsleigh Insurance.

Before making an appointment with the doctor, you should always check with the FIE Student Life team or, at least, the Residence Life Supervisor (RLS) in your residence to see if any changes have been made to the steps for receiving medical care.

In the event of a medical emergency, you may call 999 to request an ambulance or, if able, take a cab and go to one of the following Accident & Emergency (A&E) departments:

- helsea & Westminster Hospital
  369 Fulham Road, SW10 9NH
  Phone: 0203.315.8000

- St. Mary’s Hospital
  Praed Street, W2 1NY
  Phone: 0203.312.6666

When seeking medical care, be sure to have your U.S. doctor’s name on hand, as well as details of any medications you are taking. Keep all receipts for your records in the event that they are needed for insurance purposes.

Safety and Security
Use good judgment and common sense! Don’t walk alone at night, never leave your belongings unattended, etc. Bad things can happen regardless of your location if you don’t take reasonable precautions. Always guard your belongings when in public and be aware of your surroundings at all times. Students have had purses, laptops, and camera bags stolen from them even when the items were just on the ground next to them. Be vigilant with your possessions.

Common Precautions
The following are some steps that should be taken to make your stay in London more pleasant:

- Make copies of your passport, documents, and credit cards. Keep the copies separate from the originals and leave a copy with your family in the USA.
- Protect your valuables at all times. Men - place your wallet in your front pocket. Ladies - hold your purse across your body and toward the building side of the street, as purses can easily be snatched by people riding on motorcycles or scooters. Beware of using purses with a brand name displayed prominently.
- Carry only enough cash and documents needed for one day.
- When traveling on overnight trains, always stay in a compartment with other people. Make sure to use the night lock located at the bottom of your compartment door and keep all money, valuables, and documents close to your person.
- Always be alert and conscious of your surroundings.
- Do not operate any motor vehicles (e.g., cars, motorbikes, scooters, etc.) and be conscientious of whatever vehicle you ride in (e.g., taxis, Ubers, etc.). If you rent a bicycle, ride carefully.
Procedure for Emergencies
In the event of physical harm or an emergency, please contact the local police: 999. Then, follow the steps below:

1. Call the FIE emergency phone: 011.44.(0).207.808.0131.
2. After the situation has stabilized, contact the insurance provider, Endsleigh Insurance: 011.44.(0).845.271.4472.
3. Notify your family.
4. Contact the University of Florida International Center: 001.352.273.1539. State your name, program, location, and the nature of the emergency. During evenings and on weekends (Eastern Time), instead call the University of Florida Police Department at 001.352.392.1111. They will then contact the on-call International Center representative.

<table>
<thead>
<tr>
<th>Emergency Phone Numbers</th>
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<tbody>
<tr>
<td>Police/Fire/Ambulance</td>
<td>999</td>
</tr>
<tr>
<td>FIE Emergency Phone</td>
<td>011.44.(0).207.808.0131</td>
</tr>
<tr>
<td>UF International Center</td>
<td>001.352.273.1500</td>
</tr>
<tr>
<td>UF Police Department (evenings/weekends)</td>
<td>001.352.392.1111</td>
</tr>
<tr>
<td>Pan-European/EU Emergency Line</td>
<td>112</td>
</tr>
</tbody>
</table>

*The Pan-European emergency number 112 works in any EU country from any telephone and it's also the number to call for any emergency services if you’re using a cellular/mobile telephone.*
## PROGRAM CALENDAR

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, August 20</td>
<td>UF EP business courses begin</td>
<td>Begin watching lectures</td>
</tr>
<tr>
<td>Wednesday, September 4</td>
<td>Arrival in London</td>
<td>Check in at Metrogate House</td>
</tr>
<tr>
<td>Thursday, September 5 -</td>
<td>FIE Orientation</td>
<td>Attendance mandatory</td>
</tr>
<tr>
<td>Saturday, September 7</td>
<td>FIE classes begin</td>
<td>Attendance mandatory</td>
</tr>
<tr>
<td>Monday, September 9</td>
<td>FIE classes begin</td>
<td>Attendance mandatory</td>
</tr>
<tr>
<td>Friday, October 25</td>
<td>Last day of FIE classes</td>
<td>Except Fundamentals of Finance</td>
</tr>
<tr>
<td>Monday, October 28 -</td>
<td>Mid-semester break</td>
<td>No FIE classes</td>
</tr>
<tr>
<td>Friday, November 1</td>
<td>Internships begin;</td>
<td>Attendance mandatory</td>
</tr>
<tr>
<td>Monday, November 4</td>
<td>Internships begin;</td>
<td>Attendance mandatory</td>
</tr>
<tr>
<td>Monday, November 25</td>
<td>Last day to withdraw from UF EP business courses</td>
<td>Refer to UF’s course withdrawal policy</td>
</tr>
<tr>
<td>Wednesday, December 4</td>
<td>Last day of UF classes</td>
<td>Last day of lectures</td>
</tr>
<tr>
<td>Saturday, December 7 -</td>
<td>UF final exams</td>
<td>Refer to your syllabus and the ‘UF Exams’ section of</td>
</tr>
<tr>
<td>Friday, December 13</td>
<td></td>
<td>this guide for exact dates</td>
</tr>
<tr>
<td>Friday, December 20</td>
<td>Last day of internships; Last day of FIE IIC seminars</td>
<td>Remember to turn in all timesheets</td>
</tr>
<tr>
<td>Sunday, December 22</td>
<td>Program ends</td>
<td>Residences must be vacated by noon</td>
</tr>
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## ORIENTATION SCHEDULE

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Session</th>
<th>Location</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday, September 4</td>
<td>Morning</td>
<td>Arrival &amp; Check-In</td>
<td>Metrogate House</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>Evening</td>
<td>Residence Life Welcome Meeting</td>
<td>Student Residence</td>
<td>N/A</td>
</tr>
<tr>
<td>Thursday, September 5</td>
<td>Morning</td>
<td>Document Registration</td>
<td>Foundation House</td>
<td>Bring passport and printout of return flight</td>
</tr>
<tr>
<td></td>
<td>Afternoon</td>
<td>Living in London Orientation</td>
<td>Royal Geographical Society</td>
<td>Admin/Residence Life/Student Life</td>
</tr>
<tr>
<td></td>
<td>Evening</td>
<td>West End Theatre Show</td>
<td>Duchess Theatre</td>
<td>TBD</td>
</tr>
<tr>
<td>Friday, September 6</td>
<td>Morning</td>
<td>Learning in London Orientation</td>
<td>Royal Geographical Society</td>
<td>Academics/Internships</td>
</tr>
<tr>
<td></td>
<td>Evening</td>
<td>Welcome Reception</td>
<td>Millennium Gloucester Hotel</td>
<td>Drinks &amp; Canapes/Raffle/Exhibition Stands</td>
</tr>
<tr>
<td>Saturday, September 7</td>
<td>Morning</td>
<td>Blue Badge Guided Coach Tour</td>
<td>Departs from Student Residence</td>
<td>Bring Oyster card</td>
</tr>
<tr>
<td></td>
<td>Afternoon</td>
<td>Parliament Tour</td>
<td>Houses of Parliament</td>
<td>Time slot will be assigned (approx. 2 hours)</td>
</tr>
</tbody>
</table>

*All of the above is tentative and subject to change. The FIE orientation schedule will be finalized upon arrival.*
Immigration and Visa
Students who plan to participate in an internship or service learning placement in the UK are required to obtain a student visa well in advance. By the time you depart, you should already have your Tier 4 visa.

If questions are asked about your internship placement by the immigration officers, simply say you are in the UK as a student for a program of study. Make it clear that the internship is unpaid and is part of the program of study for which you are receiving academic credit.

It is recommended that U.S. citizens bring the following documents to prove that you are a student and in the UK for academic reasons:

- A valid U.S. passport with a UK Tier 4 visa
- Proof of adequate funding for the semester (i.e., bank statement, credit card, scholarship award letter)
- Proof of plans to leave at the end of the semester (i.e., return ticket)
- Details about the program through FIE (i.e., pre-departure guide)

Arriving in London
FIE is located in the upscale Kensington neighborhood within London. There are many shops, restaurants, and other places of interest nearby. When you arrive in London, make your way directly to Metrogate House for check-in. At check-in, students will be told which residence they have been assigned and will be provided with the walking directions to that residence.

Please note that many transportation options tend to be cash only. Regardless of which option you choose, it is suggested that you have cash on hand just in case. You may take out some cash before you leave. Alternatively, the airport has ATMs available.

From Heathrow Airport (LHR)

- **Train**: The Heathrow Express offers direct train service from Heathrow Airport to London Paddington Station. Trains stop at Terminals 2 and 3, as well as Terminal 5. If you arrive at Terminal 4, you may take the free airport transfer to Terminals 2 and 3. Trains depart every 15 minutes and operate from just after 5a.m. to just before midnight every day of the week. The journey takes approximately 15 minutes. A one-way ticket will cost around £25. Once at Paddington Station, follow the black lines on the floor to the taxi stand and take a cab to Metrogate House. The cost of the cab should be £15-20 depending on traffic.

- **London Underground/Tube**: The least expensive route is to take the Tube directly from the airport at £6 per ticket. Follow the signs in the terminal to the Underground and take the Piccadilly Line (dark blue) to Gloucester Road. The journey takes approximately 40 minutes. From the Gloucester Road stop, walk or take a taxi to the residence. The walk is half a mile and takes around 10 minutes; this should be easy to do if you pack light.

- **Taxi**: The most expensive route is to take a cab directly from Heathrow Airport. A licensed black cab can cost around £70-95 depending on traffic. As this is costly, you may want to pre-arrange sharing a cab with another UF student if you have heavy luggage. **Do not share a taxi from the airport with anyone you do not know!**

From Gatwick Airport (LGW)

- **Train**: Follow signs at the airport to the trains. Take the British Rail Gatwick Express train or the Southern Rail train from the Gatwick airport to Victoria train/Tube station. The Gatwick Express one-way ticket costs around £20. The Southern Rail tickets can vary depending on the hour of the day. Trains generally leave approximately every 15 minutes. Ask which platform to wait on, as Gatwick is also a mainline station with trains to other destinations. Once you arrive at Victoria station, take a taxi from the taxi stand to Metrogate House. This will cost around £15. Even though Gatwick airport is farther out than Heathrow, it is a very simple process to get into town.

- **Do not take a taxi from Gatwick Airport, as it is often more than £150.**

Please note that many transportation options tend to be cash only. Regardless of which option you choose, it is suggested that you have cash on hand just in case. If you are unsure about payment options, ask the driver/conductor before you set off. You may take out some cash before you leave. Alternatively, the airport has ATMs available.
HOUSING AND LOCAL INFORMATION

Student Services
The staff at FIE welcome your questions and will do their best to assist you.

FIE Addresses and Telephone Numbers
FIE Foundation House
114 Cromwell Road
London SW7 4ES

Foundation House number: 011.44.(0).207.591.7750
FIE 24/7 emergency number: 011.44.(0).207.808.0131

Metrogate House
3-7 Queen's Gate Terrace
London SW7 5PE
United Kingdom

Metrogate House number: 011.44.(0).207.823.7440
Metrogate House fax: 011.44.(0).207.591.7755

FIE Foundation House is where classrooms and offices are located. It is within an eight-minute walking distance of all FIE residences. Metrogate House is where the main Residence office is located. It also serves as the mailing address for students at FIE (i.e., have all mail/packages sent here). Some staff offices and a few classrooms can also be found at Metrogate.

Housing Information
FIE offers student accommodation throughout Kensington. The student residence buildings are usually mid- to late-nineteenth century converted townhouses. The three residence buildings are Metrogate House, Hyde Park Gate, and Manson Place. UF students are generally assigned to the same residence, depending on numbers or other needs.

For photos of the buildings and additional information on the various residences, visit the FIE website for London housing: www.fie.org.uk/homepage/housing/london-housing.

Facilities include:
- Combination of two-, three-, and four-bedded rooms in residence hall or apartment-type hall
- Wireless and Ethernet internet connections
- Fully equipped kitchens with tables and seating
- Laundry facilities with washers/dryers (except Hyde Park Gate; students can use Metrogate House facilities)
- Common room with TV, video, and DVD player
- Study room located on the lower ground floor of Metrogate House
- 24-hour security service
- Dedicated live-in Residence Life Supervisors
- CCTV monitoring surveillance system outside all buildings
- IT support for the wireless network every day of the week from 9a.m. to 10p.m., including weekends and holidays. Support for students’ personal devices is available from 9a.m. to 5p.m. on business days.
- Residences are secured with locks on all external doors.

Student apartments have various layouts. Most students live in double-occupancy rooms, while others may live in triple, quad, or, less often, single rooms. Bedrooms are fully furnished, and linens are provided. Shared kitchens are equipped with utensils, cookware, dishes, and silverware. Irons can be borrowed from the reception desk or Residence Life Supervisor. There is one ironing board in each kitchen. The common living areas and spaces in each residence hall allow students to interact with one another. Residences are heated but not do not have air conditioning.

All cable and wireless network use should comply with FIE rules and policies, as well as both UK and US internet and software usage regulations. FIE’s networks are for educational use and purposes only. Some activities are strictly prohibited, including unauthorized downloading of programs/files, accessing pornographic sites.

For more information, visit the FIE website: www.fie.org.uk/housing-faq. FIE maintains its right to alter student accommodation in the event of unforeseen circumstances, up to and during the established program as otherwise stated. FIE as-
No guests are allowed to stay in the students' accommodation. There are hotels located nearby where friends and family can stay. A great place for friends to stay while visiting in London that offers short-term accommodations is the International Students House (ISH). ISH (ish.org.uk) is a student residence and a unique social, cultural, and recreational center. ISH is also a charity with the sole aim of improving international understanding and friendship. It offers various accommodations with a wide range of services and events for students year-round. Located close to London's West End, on the beautiful Regents Park, ISH is a central place to meet students from Britain and around the world. The house has over 700 beds, three bars, a restaurant, an internet café, fitness center, and public meeting rooms all for students.

Library and Information Resources

- **Birkbeck College Library**: FIE’s agreement with Birkbeck College, part of the University of London, allows students access to this excellent college-focused library via day passes. The Birkbeck College Library offers extensive academic resources, including books, journals, a reference section, electronic resources, videos and DVDs, photocopying, and computers. Study spaces are also available.
- **Kensington Public Library**: Students can register at this public library and use a variety of resources. Only a short walk from the FIE Foundation House, the Kensington Central Library is found near Kensington High Street.
- **British Library**: The Director of Academic Programs can arrange special access for students to appropriate library resources in London. The British Library, one of the world’s largest and most important libraries, is available for use by advanced students on the recommendation of their faculty.
- **Women’s Library**: This specialist library stands out among many in London. The Women’s Library is the central British collection of materials on feminist and women’s issues. It is located on the campus of the London School of Economics.
- **FIE Student Computer Lab**: Metrogate House features a Study Center Computer Lab dedicated to open student access and general use on a round-the-clock basis. The facility contains computers equipped with the full range of Microsoft Office applications and gives students fast and unrestricted online connectivity. All computers are connected to laser printers and scanner dedicated to student use. The lab is monitored at all times by Metrogate staff and the IT Manager.

Sports and Leisure

As a small organization, FIE does not have its own sports facilities. FIE has therefore negotiated with larger neighboring universities an opportunity for students to join the Student Union and take advantage of their recreational and sporting facilities.

All FIE students get a membership ID card to Imperial College Student Union. This membership allows students to sign up to any Student Union club or society, which include fitness and sports club options. Search for clubs and societies is at: www.imperialcollegeunion.org. Please note that he Imperial College gym is only for use by Imperial College students and is typically not available for FIE students. Joining Imperial College Student Union clubs or societies is a fantastic way to interact with local students. Keep in mind that that you will have an Imperial College Student Union Associate membership. The website to see what the Associate membership offers: www.imperialcollegeunion.org/your-union/how-were-run/membership.

FIE has relationships with local gyms, some of which enable students to join at a discounted rate. If you are interested in joining a gym while you are in London or are interested in fitness in general, see the following link: www.fie.org.uk/fitness. Access to facilities is paid for on a visit-by-visit basis and students are not obligated to any contracts. There are other options in the area, and the FIE Student Life team can help with information. In addition, there are a lot of green spaces to jog. Routes and ideas for runners can be found on the Runners Forum website. Use the site search for route finder: www.runnersforum.co.uk.

As London is a very expensive city to live in, one role of the Student Life Team is to help students economize, research, and offer cheaper alternatives while in London. Be sure to check with them for suggestions on saving money. Regular postings on the FIE, London Facebook page (www.facebook.com/FIELondon) will include activities and updates which are free or cheap. FIE also offers optional group excursions at a good rate, such as an adventure trip to Wales and a Harry Potter Studio tour. FIE also offers a number of interest groups that students can get involved in. These include groups for LGBT students, students who are part of Greek life in the USA, and more.

If any questions about sports and leisure you have are not addressed, consult with the FIE staff (particularly the Student Life and Residence Life staff) to see if they have any recommendations. You may also consult Appendix E (‘IPSA Tips and Tricks’) at the back of this guide for further suggestions.
Local Transportation
London has a well-developed public transportation system, making it very convenient to explore the city. The London Underground, more commonly referred to as the Tube, provides a link between stations around the city center and to areas farther out. Gloucester Road and South Kensington stations are both located near Foundation House and the residences. The bus is also an option for traveling throughout the city; some bus lines run near to Foundation House and the residences. All students will receive a transportation pass for Zones 1 and 2 on the Tube, as well as all local buses, valid for the duration of the program. Be sure to refer to Appendix B ("Maps") at the back of this guide.

Student ID Cards
FIE partners with STA Travel to provide you with the International Student ID Card (ISIC). This student ID card entitles you to many discounts in London, the UK, and throughout Europe. Ask for the student rate at museums, cinemas, etc.
UF Course Materials
Buy all course materials before leaving the USA. You may contact students currently studying abroad about purchasing books through the Facebook group. All course textbooks will be available for pick-up at the UF Bookstore before the beginning of the semester. If you are away from Gainesville, you can order your books online and have them shipped to you (within the US). Noteshells are available on course websites, or you may purchase by calling Target Copy at 352.376.3826.

Please note: Verify on the course website any changes to the books prior to your departure.

ENT3003 – Dr. Christopher Pryor
• No textbooks

Again, be sure to purchase your books for the UF business courses before leaving the USA. Due to customs and mail difficulties, you cannot expect to receive books shipped to the UK.

UF Course Lecture Download Procedures
The UF online business courses consist of videotaped lectures given by UF professors during the current semester. These lectures are uploaded to the UF servers approximately two to three hours after the lectures are given at UF. You may stream lectures through the video lecture website while at your residence but if this causes network problems or slowdowns, you may want to download the lecture files and then view the lectures.

Access the video lectures via the WCB MyHeavener website (warrington.ufl.edu/undergraduate-current-students/video-lectures) using one of the options below. You may also use the normal lecture/video download link on the E-Learning Canvas system course website.

• **Mediasite**: This is the best solution for watching classes on your internet-connected computer. Mediasite supports Mac/PC desktop streaming and downloads connected via Wi-Fi. This method works best with a super-fast/high-speed internet connection.

• **iTunes**: If you have a mobile device or have limited access to a Wi-Fi connection from your computer, you may want to download the lectures to your device for offline viewing. This may be the best option for downloading lectures to view later. Check your current edition of iTunes to see if it is compatible and then subscribe to the lectures via www.apple.com/itunes.

• **RSS Feed for Windows**: This service is provided as an alternative subscription method to using iTunes. RSS syndication is only supported on the Windows PC. Please use Firefox or Internet Explorer to access RSS feeds, as RSS is not currently supported by Google Chrome.

**Choose “View Tutorial” for the format you wish to use in order to learn about how to subscribe and access the video lectures under “Help Me Choose” on the MyHeavener website.**

UF E-Learning/Canvas
If you are registered for a business course, the E-Learning website contains all the course information for the online courses: syllabus, assignments, grades, etc. To access, visit the Academic Technology website at elearning.ufl.edu.

Log on to the system entry. Once logged on, you simply click on the course link to view all resources for the course. Various support services are available on the Academic Technology site. You may also find it useful to change your time zone on Canvas so that you can see due dates/times in your local time instead of U.S. Eastern time.

UF Virtual Private Network
UF’s Virtual Private Network (VPN) is a set of technologies that allows users to build secure “virtual” paths between hosts on insecure networks. By connecting to the VPN service, you appear to other hosts at UF as if your computer were on the UF network, which allows you to gain access to external resources from off campus (such as library databases) that are based on UF source addresses. With VPN you can access UF resources and sites that are often restricted abroad (YouTube, Pandora, etc.). To download VPN, follow the instructions at net-services.ufl.edu/provided-services/vpn/clients.
**UF Exam Procedures**
Exams for UF EP business courses will be administered through ProctorU. Access to ProctorU guidelines and information can be found on the Canvas site for each course. It is essential for test takers to have a webcam, speakers, and a microphone in their computer. It is also crucial to have a reliable internet connection and, above all, a private space to take the exam. It will be very important for students to make arrangements promptly after arriving at their study abroad destinations with their roommates and/or educational institutions abroad to have access to testing spots before exams. For academic integrity purposes, you may receive a different version of the exam. Exam dates are listed below.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENT 3003</td>
<td>No proctored exams</td>
</tr>
</tbody>
</table>

Check your course syllabus for the most accurate schedule of exams. However, note that in the event of a conflict with your program schedule (e.g., a UF EP course exam during the program’s break week), Heavener International Programs and/or your professor will contact you with a resolution and/or revised exam date.

Please note that ProctorU exam time windows will be adjusted to the European time zones.

**No make-up exams will be given! It is imperative that you arrange your travel schedules around the exam times.**

**Grading Guidelines for FIE Courses**
Grades earned in courses offered by FIE, will be posted to the UF transcript but will not be calculated into the UF GPA. Grades will appear on the UF transcript as assigned by the FIE school of record, Drexel University.

The grades will not be converted to an S/U grade. For example, if a student earns a B, UF will post that grade even though it is not calculated in the UF GPA.

**Exceptions**
Grades earned in a course taken at FIE used to fulfill a specific business degree requirement (core or major) will affect that particular GPA.

Here are a couple examples:
- A business student of any major takes International Business at FIE. That grade would be calculated into the core GPA.
- A marketing student takes Global Marketing at FIE. That grade would be calculated into the major GPA.

Keep in mind that the Warrington College of Business uses three GPAs to certify graduation:
- **The UF GPA:** This consists of all the courses taken at the University of Florida or an exchange program (UF in London through FIE is not an exchange)
- **The core GPA:** This consists of all business core courses: MAN3025, MAR3023, FIN3403, MAN4504, QMB3250, BUL4310, and GEB3373.
- **The major GPA:** This consists of all courses taken to fulfill a major, like finance, management, or an area of specialization.

**Classroom Behavior**
Please refer to Appendix D ('Classroom Behavior Guidelines') at the back of this guide for more information regarding behavioral expectations.
**Internship Overview**

By now you should have read through the ‘Internships’ section of the FIE website (fie.org.uk/internships/london/internships), as well as the FIE International Internship Handbook. As an FIE intern, you are responsible for the information in this document, which discusses placements and what can be expected of interns.

On these webpages, you found guidelines on how to write your internship documents and examples of a standard British CV and cover letter. Take a moment again to review this information as you prepare for your internship.

**Internship Realities**

It is quite common and perfectly understandable to have high expectations for the experience in London. While we and FIE absolutely encourage students to expect the best from the program, it is also important to stay grounded and realistic in terms of expectations. It is vital to know that internships are not nearly as widespread or popular abroad as they are in the USA. So what does this mean on a practical level?

Here are some things to bear in mind:

- **All placements are entry-level positions.** As an undergraduate intern, your tasks will reflect that of a student looking to gain work experience in a field you hope eventually to enter professionally. Be aware that confidentiality policies, qualifications, and union rules could limit your exposure. All students should expect to be involved in a variety of tasks in the workplace (e.g., data entry, collection, analysis, research, communications, etc.).

- **The majority of internships are in small- or medium-sized organizations, regardless of the work sector.** These placements allow students to be integrated within the business or organization. Most larger companies and corporations (such as big law firms, media companies, and international banks) have in-house internship programs aimed at British students. Often, these placements are highly competitive, recruited up to a year in advance, and many times require a full-time commitment and are thus not compatible with the FIE programs. FIE has learned from its extensive experience with internships that in the majority of instances, students get a more inclusive and personal experience at smaller placements. Don’t be surprised if you do not recognize the name of your placement - London is an enormous city!

- **It is difficult to generalize, as there is such a wide diversity of placements, but the UK and its industries are often very different from their counterparts in the USA.** This means it is important to research your field in a British context because there will likely be significant differences. For example, in politics, although the UK and the USA stem from similar democratic ideologies, the parliamentary system is structured differently; Members of Parliament (MPs) tend to be much more focused on local constituency issues rather than politics on the national level.

- **For those who will be working in creative industries, it does not necessarily mean you will be working directly on creative tasks.** Due to the competitive nature of the industry, purely creative positions in the arts and media fields are not typically available to a student intern. The majority of creative decisions are made by more senior employees, such as a director, project manager, curator, or designer. However, just being in such an environment is a wonderful and eye-opening experience and a great way to observe and network.

- **The best interns are open-minded and flexible, willing to work hard, and willing to take on unexpected challenges.** There is a terrific experience waiting for you in London, and it’s up to you to make the most of it!

**Packing Tips for the Internship**

It is hard to predict exactly what you will be expected to wear in your placement, as it will vary a great deal depending on the exact company you will be interning for. Simply try your best when packing, utilizing the guidelines below; most students find that they anticipated the dress code well. During your interview, remember to ask what you will be expected to wear during your internship and have a look around at what your co-workers are wearing. Most businesses in London require employees to wear business casual clothes to work. The working style in the UK will be different in many aspects, and dress code is only one of those aspects. However, outlined below, some industries will be more formal. Hence, what you should pack for your internship depends on a number of factors. See the following suggestions:

The interview

Everyone needs to bring at least one business formal outfit for their interview regardless of work sector. This can also be used for business meetings, conferences, or special events once your placement starts. First impressions count, so you will want to dress your best for the interview regardless of the dress code at the organization. You won’t be criticized for being too dressy. It is better to be overdressed than underdressed for an interview.

Be sure that your clothes are professional! When dressing for your internship, make sure that even the smallest detail of your outfit reflects a professional attitude. For example, make sure your shoes are polished if you are wearing a suit, and that clothes are ironed.
Never wear ripped, dirty or scruffy clothing. Also, don’t wear anything inappropriate or too revealing! In other words, avoid short skirts or low-cut or midriff-bearing tops and flip flops. You are entering a work place environment, so select your clothes with utmost care and professionalism.

**The industry that you will be working in**

What you will be expected to wear at work will largely be determined by the field you will be working in.

If you will be interning in finance, politics, business, economics, or law, you may be expected to wear a suit or something similar every day. This doesn’t necessarily mean a full suit with jacket and tie, but slacks or skirt and a nice, professional-looking shirt may be sufficient.

If you are interning in media, education, communications, a charity, or a creative environment, it is likely you will wear business casual clothes to your placement (e.g., a collared shirt and khaki/black pants, or sweater and a skirt). Jeans may also be acceptable in a more casual workplace or on Fridays.

If you are working in the fashion industry, work attire will likely be more trendy and fashionable. For a good reference on what’s “in” at the moment, check out European fashion magazines or websites. You will by no means be expected to wear designer clothes, but your outfits will need to be well-put together. Fashion environments could also be fairly casual but with more attention to details like accessories.

For shoes, we recommend that men bring a pair of black dress shoes. These can be worn at the interview and for a typical work day if you are working in a more formal environment. For women, we suggest packing a pair of heels and a pair of nice flats.

For those students working in a more casual industry, a pair of nice sneakers may be also acceptable for work. Keep in mind that you will be doing a lot of walking in London, so don’t pack shoes that will be too uncomfortable. Please note that flip-flops are not suitable for the workplace.

Do not stress out if you do not have a lot of “work attire”. It is best if you select a few key items that you can mix and match. Men could change a tie and shirt but wear the same slacks. Women could bring plain pants and skirts to interchange with different tops. We can’t repeat it enough: Don’t overpack! If you are interning in a more casual industry, it is likely that your work attire may not be all that different than your everyday dress. Plus, you can always purchase items once you arrive in London, as there are plenty of great stores that are not too expensive.

**The season and weather**

Since the weather can be variable, it is important that you pack clothes that can be layered. Most offices are heated but do not have air conditioning. On cooler days, it is advisable to wear a cardigan or sweater and a long-sleeved shirt. Also, don’t forget a raincoat or jacket and umbrella, as it will likely be raining frequently while you are in London. In warmer temperatures, you may want to wear a short-sleeved shirt (not tank tops, as they are not professional) and pants or a knee-length skirt to work. If you prepare for a variety of different temperatures, you should be fine.

**What you feel comfortable and confident in**

When you feel comfortable and have confidence in what you are wearing, it is reflected in your attitude and performance. When packing, consider what looks flattering on you and what is appropriate for the work you will be doing. Obviously, working at a desk vs. working on a film set vs. working with children would all require different selections.
**TRAVEL INFORMATION**

**It is strongly recommended not to organize trips (i.e., buy airfare, train tickets, etc.; book hotels, hostels, etc.; book tours, events, etc.), without first consulting your finalized FIE class schedule, internship schedule, and exam dates of all courses, both UF and FIE. It is also strongly recommended that you do not travel any weekend before an exam.**

**Travel Tips**

- Buy a London- and Europe-specific travel guide before you go. Make sure you actually read it! It will really save you time, money, and a lot of headaches. Alternatively, do some research online using the websites listed in this guide as a basis.

- Budget airlines like EasyJet and Ryanair are good ways to travel; however, be sure to check where flights depart from/arrive to, as these airlines often operate from smaller airports that are not in the city center. Discount airlines generally charge very steep prices for checked luggage. Carry-on luggage is recommended, though be sure to check with your airline, as there are typically strict size/weight requirements and occasionally fees, as well.

- When traveling by plane around Europe, be sure to research transportation options to and from the airports. Take into account the cost for this transportation, especially because the airports may be far from the center of the city, as mentioned above. When traveling by air, it’s best not to take a flight that departs very early in the morning, as there may be no transportation to the airport.

- Train travel is sometimes cheaper than traveling by air. They are a great way to travel long distances to various European cities. Check out [www.eurostar.com](http://www.eurostar.com) for more info. Reservations are usually required.

- Another inexpensive mode of transportation is Euro Lines ([www.eurolines.com](http://www.eurolines.com)). This is a bus line that goes to major cities and takes you right to the center of the city. However, travel time tends to be very long. It is generally the cheapest if you book far enough in advance.

- Ensure that you have a valid ticket for whatever transportation method you are using. More often than not, trains and buses between cities have restrictions so that a ticket is only valid for a certain time/route. If you are unsure about where to purchase a ticket or if the ticket is restricted, ask for clarification. Further, many trams, buses, and train require a ticket to be validated/punched (i.e., ‘activated’) by using a machine that may be located either on the vehicle itself or at a station. Again, ask for clarification if you are unsure. Police and other enforcement authorities frequently engage in checking tickets for validity and will take you off the transportation vehicle and fine you (often a hefty sum that is much more than the price of a ticket) if you are caught with the wrong ticket.

- Try using [www.hostels.com](http://www.hostels.com), [www.hostelworld.com](http://www.hostelworld.com), or a general Google search for hostels and budget hotels. The rating systems tend to be fairly accurate, so it’s best pay attention to them. It is not recommended to stay in anything lower than an 80% rating. Make sure to always keep your belongings locked up when staying at a hotel, hostel, airbnb, etc. (e.g., in a locker, in a safe, in your padlocked luggage), even if your room is locked.

- You may consider buying a sleep sack (available through [www.magellans.com](http://www.magellans.com)) and travel shammy towel, because some hostels require you to rent sheets and towels, which can be expensive, though not always. Depending on your needs, it may also be good to purchase a decent-sized travel backpack.

- It’s good to carry cash with you when you travel because you may not know whether a hostel accepts cards. Also, many street vendors (e.g., for food, trinkets, etc.) only accept cash. Make sure to bring your passport when staying in hostels because they may ask to see it for security purposes.

- In all big cities, pickpockets can be a problem. Be especially careful on the subways, buses, and airports. You may consider buying a money belt. This is only a warning, but be aware that there may be groups of children and women that try to distract you and pickpocket. When you see someone on the street or subways begging for money, just continue walking or firmly tell them no.

- Again, make a list of all the credit and debit cards you take with you, along with the telephone numbers to call in the event of a loss. Record the long-distance telephone number, as 800 numbers do not work when calling from abroad. Be sure to have copies of your passport, IDs, and any other important documents, as well. Keep one copy of everything in a safe place separate from your wallet (e.g., in a safe place within your residence) and another copy at home with your family.

- Keep your purse/wallet/backpack on your person at all times. Do not set anything down on the floor or hang it on a chair.
Checking for Bed Bugs
With planning your trips and studying for your classes, the last thing you may think about is keeping your bed free of bed bugs. However, with recent news about outbreaks of bed bugs, being prepared can help you avoid suffering from the torture of a bed bug infestation. Here are some steps you can take to avoid bed bugs while traveling:

1. When you enter a hotel room or hostel, do not immediately unpack or put your bags on the bed. Take your luggage to a clean bathtub or a rack that will keep it off the floor until you have inspected the room.
2. Grab a flashlight (or use the flashlight app on your phone) to inspect the bed.
3. Pull the blanket and linens off the bed. Start with the corners, where bed bugs like to hide, and look for bugs or dark brown blood spots. Closely examine the folds and seams in the corner of the mattress for signs of bed bugs.
4. Remove the bed cover and check the surface of the bed sheets. Again, you will be looking for small brown spots and dried blood or bugs themselves. Also check any upholstered furniture for signs of bed bugs. The bugs like to hide in dark places, so check the seams and folds of the furniture.
5. Look behind the headboard and in any grooves on the headboard or nightstand. Shine the flashlight in the dark areas as you look for bugs.

If you do find bed bugs, leave the room immediately and contact the hotel/hostel management. Ask to be placed in another room or go to another hotel/hostel.

For more information, check out these resources:
- UF/IFAS - Identifying Bed Bugs: sfyl.ifas.ufl.edu/bed-bugs/identifying-bed-bugs
- BBC video: youtu.be/ObVqT9daRuc

Below are photos of the bugs’ rapid growth to help you identify what they look like:
APPENDIX A: WEBSITES AND APPS

Important Websites
- UF in London Program Website: warrington.ufl.edu/undergraduate-international-study/outgoing/international-programs/uf-in-london
- FIE London: www.fie.org.uk/programs/by-location/London
- UFIC (UF International Center): internationalcenter.ufl.edu/study-abroad
- U.S. State Department - Smart Traveler Enrollment Program: step.state.gov/step
- London Transportation: tfl.gov.uk
- U.S. Embassy in the UK: uk.usembassy.gov

Other Useful Apps/Websites

Planning and Preparation
- **TripIt** is a free app that keeps track of all your flight info in one place and offline. Just forward your confirmation email, and all the data is populated within seconds to your account.
- **Skyscanner** is a global search engine that enables people to find comparisons for flights.
- **Kayak** is an impressively useful flight search engine.
- **Entrain** helps to reduce the symptoms of jet lag in an easy and effective way.
- **Weather Channel** lets you stay up on the forecast hourly, daily, and/or weekly for your next destination. Add up to 10 cities.

Accommodation
- **HostelWorld** works in a pinch to land last-minute budget accommodation. Try to ensure your hostel has the following: Lockers, A/C or heating, linens/towel provided, walking distance to method of public transportation. Also ensure your hostel is rated roughly 80% or better.
- **Airbnb** and **HomeAway** help you find and make private accommodation reservations. These can be especially useful when traveling with multiple people.

Money Matters
- **XE** lets you keep track of fluctuating conversion rates throughout your trip so you know exactly how much that fancy dinner equated to in US dollars.
- **Mint** is a great way to budget while abroad, and it also lets you keep track of your balances.

Navigation/Transportation
- **Google Maps** is one of the best options to explore new places. Traffic updates, public transit, city tours with 360-degree street views, plus a voice-guided, turn-by-turn GPS navigation are merely some of the features this mobile app offers so you can navigate like a pro. Individual city maps can be downloaded to your device for offline use.
- **Citymapper** is similar to Google Maps in that you can specify a location that you want to go to, and it will tell you the best way to get there, using up-to-date public transit information. It will also estimate the price of transportation. Citymapper functions in many, but not all, large European cities.
- **Walkit.com** is similar to Citymapper. It can provide details about the distance between two places in London.
- **Uber** is not hard to strongly recommend (as well as other local taxi apps) over waving down taxis. Forget all about the stress of making sure the meter is set correctly, if you have the right bills on hand, being ripped off by the classic "you handed me a 5, not a 20" scam. Just link up your bank account to the app, and the rest is easy. Note: Uber is not available in some locations/countries.
- **Tube Map** enables you to view Tube maps for all lines of the London Underground. The app also includes a route planner, service alerts, and other helpful information to make your travel as smooth as possible.

Communication
- **WhatsApp, GroupMe, Viber, iMessage, Google Hangouts, and Skype** are all messaging and calling apps that use data or Wi-Fi. You can use them in order to keep in touch not only with friends and family back home but also all of your new international friends and others on the program!
• **Google Translate** can make or break your ability to travel through a country in which you do not speak the language. With the ability to download the dictionary per language, you also ensure you have access to the translate ability when away from data or Wi-Fi.

• **TravelSafe** is a potentially life-saving database of emergency service numbers for just about every country.

**Leisure**

• **Meetup** is a website/app that organizes online groups according to interests that host in-person events for people to get to know each other and engage in activities.

• **TripAdvisor** is extremely useful for locating nearby restaurants and attractions, and will use your current position and GPS to guide you to your destination. With tips, rankings, and reviews, it will ensure that you’re well-traveled and well-fed, no matter the city.

• **Like a Local** will let you avoid the tourist traps and tell you where the real hotspots in town are located. The app lets real locals post reviews and insights about their favorite places in town for you to see. They’re picky about the locals they use, so you won’t be getting reviews from someone who’s only lived there a week.

• **Historypin** is a location-aware augmented reality app that is full of interesting elements. Chief among them is the ability to point your phone’s camera at historic buildings (in tons of cities across the globe) and see a selection of vintage images nearby that can be layered over the modern building or space in front of you. There’s also an option to toggle back and forth and, in many cases, pick photos from different years. These photos come from numerous sources, including other users, and are accessible as collections, as walking tours, or simply via a map showing available photos nearby.

• **Visit London** contains useful information for a visitor to London.

• **Timeout London** has information on various sociocultural events taking place in London.

• **The London Evening Standard** is the main newspaper within London. In addition to news, the website also contains information on various sociocultural events taking place in London.

**Travel**

• **Smart Traveler** is an essential tool, especially when traveling to less stable regions. It is somewhat like an abridged version of the CIA’s World Fact Book and has a dossier on every country around the globe, as well as up-to-the-minute travel warnings, be they based on political uprisings or natural disasters. Especially handy is the inclusion of STEP, which lets travelers e-register with their local U.S. embassy or consulate when abroad for an added layer of safety and also lets travelers receive alerts by email.

• **STA Travel and Student Universe** are websites popular for student travel.

• **Kayak** is a website for flight and hotel plans.

• **Skyscanner** is a website for budget air travel.

• **Rail Europe** is a website for rail travel throughout Europe.

• **National Rail** is a website for train travel throughout the UK.

• **LoungeBuddy** knows that even within the elite jet set, there are various classes of traveler, and different airport lounges to match. Whether you need a quick pre-flight shower or are hungering for a smorgasbord of exotic fruit, this neat app will suggest a lounge, complete with user reviews. All you have to do is type in your airport and level of access, and the rest is taken care of.

• **Rome2Rio** is a website that compares suggested routes and prices using plane, train, bus, car, and ferry between two locations.

• **Weekend Student Adventures (WSA Europe)** has designed an app that provides a ton of “on-the-go” tips and tricks for many cities. Download city chapters for free and opt into newly-updated sites and favorite venues.

• **Rick Steves Audio Europe** is well-done, free, and informative. Search and download all the subjects on your destinations before you leave on your trip, and listen to them on the plane ride in order to get well-prepared. The entire Rick Steves website also has a wealth of travel information.

**Miscellaneous**

• **UKCISA** provides guidance and information for international students in the UK on a wide variety of topics from visas to health care.

• **British Council** is similar to the UKCISA website with useful information for students coming to the UK.

• **VAT Refund** information can be found at [www.gov.uk/tax-on-shopping/taxfree-shopping](http://www.gov.uk/tax-on-shopping/taxfree-shopping).
FIE Locations in Kensington
Foundation House and FIE Residences: Hyde Park Gate, Manson Place, and Metrogate House
London Underground: Zone 1

Tube map of Lost London

For details on each stop, see http://londonist.com/2016/03/lostlondonmap
APPENDIX C: U.S. EMBASSY INFORMATION

U.S. Embassy in London
The Embassy of the United States of America in London is the diplomatic mission of the United States of America to the UK. The Embassy is located at 33 Nine Elms Ln, London SW11 7US. Under Ambassador Robert Wood "Woody" Johnson IV, the Embassy team works to protect and promote U.S. interests in the UK through diplomatic relations with the British government, commercial contacts within the business community, and public diplomacy.

Ambassador: Robert Wood "Woody" Johnson IV
Address: 33 Nine Elms Ln, London SW11 7US, United Kingdom
Phone: 011.44.(0).20.7499.9000
APPENDIX D: CLASSROOM BEHAVIOR GUIDELINES

Classroom Behavior Overview
Most students exhibit appropriate behavior in class, but sometimes there is disagreement over the definition of “appropriate” behavior. There can be diverse expectations between students and instructors arising from different perceptions related to behavior. Instructors come from the mindset “if express permission has not been given, then a behavior is not allowed” whereas many students come from the mindset “if we have not been told otherwise, then the behavior is allowed.” Essentially, students should ask if they are not sure about any behaviors.

Learning is a group activity, and the behavior of each person in class in some way or the other affects the learning outcomes of others. If these thoughts and the following rules are kept in mind, the classroom experience will be a better one for everyone involved. The following are some basic guidelines on classroom behavior. A faculty member will develop his/her own version of these rules. So, it is vital to read the syllabus for specific rules in each course.

Recommended classroom behavior:
- Class begins promptly at the beginning of the class period. It is advisable that you be in your seat and ready to start participating in class at that time.
- Always bring the required supplies and be ready to be actively engaged in the learning process. This communicates preparedness and interest.
- Don’t read the newspaper during class! Put it away before the start of class. Your attention should be focused on the business at hand – the class, its content, and the professor.
- Turn your cell phone off or to vibrate before the start of class. Put away laptops and other electronic devices unless otherwise approved.
- Check with the instructor to see if they have any policies regarding bringing a drink or a snack to class. In conjunction with this, please PICK UP YOUR TRASH when you leave the room.
- Your professor expects your full attention for the entire class period. It is wise to ask the professor what their preference is if you expect to leave before the class is over or if you arrive to class late. Should you try to sit as close to the door as possible so you may leave with disturbance; and similarly should you just slip in as quietly as possible and take the first available seat you come.
- Do not sleep in class! Dozing off, laying your head on the desk, or sleeping in class is rude, and it is distracting to others.
- Turn in assignments on time.
- Being courteous in class does not mean that you have to agree with everything that is being said. However, your point will be much more credible if conveyed without rudeness, aggression, or hostility. If you strongly disagree with your professor, it is a good idea to speak with him/her after class.
- When you have a question or comment, please raise your hand first as a courtesy to your classmates and the professor. Remember, your questions are NOT an imposition – they are welcome. Chances are, if you have a question, someone else is thinking the same thing but is too shy to ask it. So, ask questions! You’ll learn more, it makes the class more interesting, and you are helping others learn as well.
- If an emergency arises that requires an absence from a session, it is your responsibility to get the notes and all other information that was covered in class from a colleague.

Good manners provide the foundation for proper classroom behavior. Stated another way, all students, regardless of the many perspectives they may bring to a given class, are expected to be courteous while in the classroom. Notably, students must be open to and respectful of the learning process in the classroom, even if, at times, their own beliefs or views about the material being presented are different.

Although all students are expected to exhibit appropriate conduct, some simply do not know what constitutes proper classroom behavior. Some unacceptable classroom behaviors occur regularly on campus. Misconduct— which instructors are asked to bring to a halt— includes, but is not limited to, the following:
- Students continuing to talk after being asked by the instructor to stop
- Students conducting side conversations during instruction
- Students nonverbally showing disrespect for others
- Students using vulgar, obscene, or other inappropriate classroom language
- Students making disparaging remarks or making slurs based on age, religion, race, ethnicity, gender, nationality, disability, or sexual orientation
- Student tardiness and disturbing classroom entrances
- Students getting up during class, leaving, and then returning
- Students packing up books and/or belongings before class is dismissed
- Students using their cell phones, allowing them to ring, or text messaging during class
- Students inappropriately using computer or other technology in a disruptive way
- Students verbally indicating dissatisfaction with an activity, assignment, or grade
- Students sleeping in class and other inattentive behavior

**The UF Honor Code**

Preamble: In adopting this Honor Code, the students of the University of Florida recognize that academic honest and integrity are fundamental values of the University community. Students who enroll at the University commit to holding themselves and their peers to the high standard of honor required by the Honor Code. Any individual who becomes aware of a violation of the Honor Code is bound by honor to take corrective action. Student and faculty support are crucial to the success of the Honor Code. The quality of a University of Florida education is dependent upon the community acceptance and enforcement of the Honor Code.

The Honor Pledge:

We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity by abiding by the Honor Code.

On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: “On my honor, I have neither given nor received unauthorized aid in doing this assignment.”
APPENDIX E: IPSA TIPS AND TRICKS

London Semester Abroad
IPSA Tips & Tricks

CITY LIFE—EAT, SHOP AND BE MERRY

RESTAURANTS, CAFÉS, AND PUBS
- Da Mario - Really good Italian food; 10-15 minute walk from Manson Place
- La Brioche - Nice place to get breakfast, coffee, or tea; 2 minute walk from Manson Place
- Drayton Arms - Wednesdays has £10 burger, chips, and a pint; 10 minute walk from Manson Place
- Cubana - Cuban restaurant/bar that has BOGO pitchers for happy hour; get off at the Waterloo tube stop
- Nandos - The staple British fast food that is every Brits favorite; 5 minute walk from Manson Place
- Scoop - The best gelato around; 2 minute walk from Manson place
- Ben’s Cookies - Missing Midnight cookies? Give Ben’s a try!; 2 minute walk from Manson Place
- Fryer’s Delight - Cheap and delicious fish, chips, meat pies; Holborn Station

SITES TO SEE AND PLACES TO SPEND TIME
- Kensington Gardens/Hyde Park - Beautiful place to take a walk, ride a bike, or simply relax with a book and snack; 10 minute walk from Manson place
- Greenwich - Take a relaxing river ride to Greenwich, visit the Grand Meridian and the Naval Museum; take the ferry from Tower Bridge to Greenwich
- Theatre District (West End) - Watch world class plays and musicals, or simply walk around and see all of the historic theaters; Get off at Piccadilly, Tottenham Court, or Covent Garden tube stations. Always ask for student price!
- Parliament Square - Must-sees, such as the Parliament building, Big Ben, the London Eye, and Westminster Abbey; Get off at Westminster Tube Station
- Museums - London is home to some of the world’s finest museums including the British Museum, The Natural History Museum, and the Victoria and Albert Museum
- Churchill’s Bunker - A must-see museum that takes you into Churchill’s WWII bunker
- Camden Lock Market - Best place to find souvenirs shops, local artist and vendors, and amazing food; Get off at Camden Town Tube Station
- Borough Market - London’s most renowned food and drink market; Take the tube to the London Bridge station
- The Shard - This is the tallest building in the UK and has a bar at the top where you can take in breathtaking views of London; Take the tube to London Bridge station
- Harrods - The most famous luxury department store in the UK, this is a must see, even if you don’t purchase anything; get off at the Knightsbridge station

Shopping Shout-outs!

Regent Street
The major shopping district of the city! Perfect for clothes, shoes and more with a mix of higher end stores and budget friendly stores like H&M & Forever 21.

Waitrose
The larger grocery store chain is located right next to Manson Place, while little Waitrose is near the flats. Plenty of produce and variety of items.

Tesco
Also good for groceries and right next to the larger Waitrose. Less fresh produce, but more grab-n-go type of food.

Sainsbury’s
Budget friendly groceries and much larger than the other stores listed. It is good for Uber runs with friends.

Argos
If you need inexpensive stuff for your flat, use Argos! You can order whatever you need (pillows, comforter, towels, etc.) and they deliver!
CULTURAL INSIGHTS

- In the UK it is often rude to say “excuse me” so you will often hear people say “sorry” instead—this is a good habit to pick up.
- Brits love to “take the piss” out on each other. If at your internship or a meeting someone makes you a star of jokes, this means they like you. So smile and laugh, too.
- In your internships, you will often have to clarify when something is due or the expectation for what you are doing. The Brits are non-direct and will give seemingly ambiguous tasks—ask questions if you need to.
- When making tea or coffee, it is rude to not offer everyone in your office a ‘cuppa’ tea. Everyone in the office will make other people tea, from the intern, all the way up to the CEO. Relish the moment you take the plunge, you’ve become an insider!
- In the UK, “pants” is used to say underwear and pants are called “trousers”. Don’t embarrass yourself with this easy blunder.

WEATHER REPORT

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THE STUDY PART OF STUDY ABROAD

Local Courses @ FIE

- **What to expect?** Small courses, must be present, laid-back to some regard, expectation for UF students is high, variety of instructors from different countries.
- **British Life & Business:** This course is all about field trips and is exam driven—it is likely your grade will be largely based on a midterm and final. Great way to learn about the UK!
- **Internship Seminar:** This course will guide you through the process of observing similarities and differences between the US and the UK. Be prepared to journal and strive to be genuinely thoughtful and reflective about your experiences.

FIE Staff

FIE has a large staff working to provide student services and support. If you have problems with accommodation, if you find yourself struggling at your internship or want to find ways to connect to local events or organizations—reach out to the pros! They are there for you. Check your Predeparture Guide or the FIE website to determine who to chat with.

UF EF Courses

- Bring Smoking Notes & any course textbooks
- All exams will be proctored in-person at FIE. Do not plan any trips until you have your exam schedule. There are no excuses for missing an exam.

WHAT I WISH I KNEW BEFORE ARRIVING

Don’t fall victim to over-packing. In the end, you will have to leave clothes, shoes, or other items in London. You can find very affordable clothes to buy while there. Primark and H&M are great for budgets!

Trips do not have to be planned before you go abroad. Find groups on your program who want to go to the same places and plan as you go! Finding flights and train tickets is relatively easy and inexpensive. You can book last minute flights and still manage to stay on a budget.

Get ready for the time of your life. These next 3 months will be full of memories, new adventures, and self discovery. The biggest advice an IIEA can give is to be open to new experiences and be adaptable in your flats, at your internships, and in your travels. Things may take a different direction than planned, but that is the fun of Study Abroad.

DAY TRIPS FROM LONDON

- **Windsor:** take First Great Western train from Paddington, 30 min. 1-way. **Eat:** Limes Bakery. **See:** Windsor Castle & Savill Garden.

- **Colchester:** take Greater Anglia train from Liverpool Street, 1 hr. 1-way. **Drinks:** The Art Café & The Fat Cat. **See:** Do a walking tour and see hidden gems in Britain’s oldest recorded town!

- **Whistable:** take Southeastern train from Victoria, 1 hr & 30 min. 1-way. **Eat:** Waltzalow’s Kentish Pantry. **See:** the sea and take a swim or walk along the coast. **Drink:** Duke, a pub next to beach.