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Welcome to Fordham University’s London Centre!

We wish you well as you embark on what will undoubtedly be a culturally and academically enriching journey. This handbook will answer many of your questions about studying in the United Kingdom (UK) in general and participating in programs at the London Centre in particular. Additionally, you may wish to consult guidebooks, the internet and other sources for additional information about travelling abroad.

Fordham University’s London Centre is located in Kensington Square, an oasis of calm in one of the world’s busiest capital cities, yet within a minute’s walk of the underground, buses, cafes, bars, cinemas, and high-street stores.

Courses take place in classrooms at the London Centre, where students can also do academic work and practice. For relaxing, students have access to the comfortable Heythrop Student Union Lounge, where they can socialize with Heythrop College students. The Dining Room serves affordable meals on campus, while nearby Kensington High Street also offers a wide variety of options for meals and necessities.

The campus has a wonderful and peaceful garden for relaxing or studying.

The London Centre is housed within the premises of Heythrop College. Heythrop, a small college that specializes in Philosophy and Theology, was originally a religious foundation, set up in 1614 by the Society of Jesus (the Jesuits) to train its own members. Since 1970 it has been a college of the University of London, open to all.

Fordham University London Centre
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London W8 5HQ
United Kingdom
Tel: +44 (0)207 937 5023
Fax: +44 (0)207 937 5380
E-mail: londoncentre@fordham.edu
Web: www.fordham.edu/Londoncenter

How to find us:
Nearest Underground (Tube) stop: High Street Kensington (Circle/District Line)
Course Schedule*
Spring 2013 term:

January 8            Group Transportation from Airport / Move in
January 9-11         Orientation
January 14           Classes Begin
February 25-March 1  Semester Break
March 28-April 1     Easter Break
April 19             Classes End
April 21             Vacate Flats (by 12 noon)

*Please note: Though highly unlikely, all program dates are subject to revision.

Academic Programs
Fordham's semester programs in London include a series of special courses offered at the London Centre. Participants combine classroom study with regular outings and excursions that feature London as their text.

You will shortly receive further information regarding your academic program.

Grades and Transcripts

Grades
You will receive a letter grade for each course. Credits earned abroad may have an important effect on any scholarships or financial aid you receive at home. Keep in mind that many institutions require that you earn a grade of at least "C" in order to receive credit from abroad. Be sure to find out before leaving your home campus how grades earned abroad will be interpreted and if they will be calculated into your grade point average.

Transcripts
At the conclusion of your study abroad semester, an official Fordham University transcript will be issued for your grades. The official transcript will be sent to the address that you specify on the Transcript Release Request form you submit, with a copy to your permanent address. In most cases, transcripts are issued in February for fall semester participants and in June for spring semester students. Fordham University will not release transcripts until all fees are fully paid.
Passport
You must have a valid passport that is valid for the entire duration of your stay in order to enter the UK. If you do not already have a passport, you should apply for one immediately. For more information on how to apply for a passport, please visit the US State Department: [http://travel.state.gov/passport/passport_1738.html](http://travel.state.gov/passport/passport_1738.html)

Entering the UK
In order to study in the UK, depending on your program and your length of study, you will be taking one of two possible routes:

1. **Student Visitors**
   If you are studying in the UK for one semester (or less than six months), are not participating in an internship (work placement), and do not intend to work, you are eligible for the Student Visitor category.

OR

2. **Tier 4 (General) Students**
   If you are studying for a full year (or longer than six months) or you plan on participating in an internship, or you intend to work, you are eligible for the Tier 4 (General) Student category, and you need to obtain a visa before you travel to the UK.

Student Visitors

As a US citizen:
Your Student Visitor status is granted upon your arrival in the UK (at the port of entry), with a stamp in your passport. You do not need to apply prior to your departure (unless special circumstances apply).

It is important that you read the information on the following website:
[http://www.ukba.homeoffice.gov.uk/visas-immigration/visiting/student/visa/](http://www.ukba.homeoffice.gov.uk/visas-immigration/visiting/student/visa/)
Please read carefully the entire “Do you need a visa?” section, as there may be special circumstances that apply to you (for example, if you have a criminal record or you have previously been refused permission to enter the UK), in which case you may need to apply for a visa in advance. (See section "Should you apply for a visa if you do not need one?")

After your flight arrives, you will go through Customs and Immigration, where you will meet with an Immigration Officer. The immigration officer will request the following:

1. **Your passport** – must be valid, and must not expire while you are in the UK
2. **Student Visitor Letter** from Fordham University London Centre - confirming your participation in a Fordham sponsored study abroad program
3. **Student Visitor Support Letter** from Fordham University (New York) - indicating that your tuition, housing and non-academic program fees have been prepaid in the US
4. **Proof of a return ticket** – to demonstrate your willingness to leave the UK when your studies finish
5. **Proof of funds** – bring an original, personal bank statement that shows that you have access to approx. $5500 for living expenses (an electronic statement will only be accepted if it has an official stamp on
each page); You could also provide a parent’s bank statement, along with a an original letter, dated and signed, giving you access to funds. Other forms of financial guarantee are acceptable, please contact us for more details at LDA@fordham.edu. (More details provided in Appendix B)

**Note:** Please be sure to convert the closing balance on your bank statement into pound sterling, using the exchange rate for the date of your statement. You can handwrite this amount on the bank statement. The UKBA requires that the following website is used to calculate the foreign exchange rate: [www.oanda.com/convert/classic](http://www.oanda.com/convert/classic)

**If you enter the UK via Ireland**, you should actively seek out an Immigration Official upon arrival in the UK to ensure that your passport is stamped with the student visitor endorsement.

**Important Notes:**

- You will not be permitted to work or participate in an internship.
- A Student Visitor status is only valid for 6 (six) months and cannot be extended. I.e. if you decide to return to the UK for a second semester, you will need to apply for a Tier 4 (General) Student Visa.
- You will need to have the documents listed above ready when you travel in and out of the UK during the term. Each time you enter the UK, you will go through Immigration and will be asked to produce the above documents.

Keep one complete set of photocopies of all your crucial documents with you, and another one in a safe place you can access as needed.

**Note for Citizens of Other Countries:**

You may need a visa even for a stay of less than six months. Please check the following website to see if the UK government requires you to apply for a visa: [www.visa4uk.fco.gov.uk/Welcome.htm](http://www.visa4uk.fco.gov.uk/Welcome.htm). If you need to apply for a UK visa in advance, please contact the London Centre AS SOON AS POSSIBLE.

If you are an international student, study abroad may affect your status in the US: You should visit the International Student’s office on your home campus to discuss your plans well in advance of studying abroad.

**Tier 4 (General) Student Visa**

If you are planning to do an internship (for academic credit), or work during your semester abroad, or will be studying abroad for longer than six months, you will need to apply for a Tier 4 (General) Student Visa before traveling. This process can take six weeks or more, so you need to act in time.

Students must complete an online application ([www.visa4uk.fco.gov.uk/ApplyNow.aspx](http://www.visa4uk.fco.gov.uk/ApplyNow.aspx)), as well as complete a paper form to be sent to the Consulate with their passport, visa fee, photograph, visa letter and proof of funding. Tier 4 (General) Student Visa applications require biometric information as part of the visa application process. Biometric information includes 10-finger scans and a digital photograph.

If you are considering studying abroad for longer than one semester, participating in an internship, or working, please contact the London Centre AS SOON AS POSSIBLE for guidance.

**Travel Documents**

In addition to your passport, make sure to keep **originals** of various letters and documents related to your study abroad course/program and visa and have them ready to show at the request of immigration authorities
when entering the UK. Also, make sure that you have necessary bank statements about your source of funding for the time you will be studying abroad.

Make two sets of photocopies of important documents listed below. Leave one set of copies at home, and keep the other with you in a separate place from your actual documents:

- Passport
- Plane tickets
- US Student ID
- Insurance info
- Letters to Immigration Authorities
- Emergency contacts

**Registering at the US Embassy**

All students who are US citizens are encouraged to register themselves with the US Embassy in London before departure from the US. Travel registration is a free service and it allows you to record information about your upcoming trip abroad with the *Department of State* which can use to assist you in case of emergency (e.g. international, political, or family emergencies, stolen or lost passport, etc.). Please visit the *Department of State*’s web site to register: [https://travelregistration.state.gov](https://travelregistration.state.gov) and print the confirmation page after you have registered and keep it for your records.
Budgeting for Personal Expenses While Abroad

It is difficult to give advice on how much money to budget for studying abroad. The amount of spending money required varies with each student and it will depend on lifestyles and currency exchange. Consider your spending patterns at home. Participants often say that while abroad, they spent one and a half to two times what they might have spent on their home campus. To this you must add funds for extra travel.

From past semesters’ experience, the London Centre recommends that participants **budget approximately $5,500 - $6,000 per semester**. Our budget estimates are as follows: $2,500 for food, $1,750 for travel (flight and local travel), $200 for books and $1,500 for other personal expenses. Please be advised that the flats in London are fully-equipped with kitchens so participants will be able to prepare their own meals or dine out according to their preference. **Don’t forget to budget for any health costs or emergencies!** For information about local travel, see [www.tfl.gov.uk](http://www.tfl.gov.uk) – please note that full term study abroad students are eligible for student discounts on Oyster cards. You will receive more information about this later.

**Potential expenses to keep in mind when working out your study abroad budget:**

- Tuition (plus university and study abroad fees)
- Housing
- Meals
- Airfare
- Local Transportation (in London, UK)
- Passport/visa
- Immunizations/preventive medicines
- Books and supplies
- Communication costs (phone, e-mail, postage)
- Health insurance / medical care abroad
- Clothes
- Gifts
- Recreation and travel
- Personal expenses

Accessing Money

While overseas, keep in mind that your US dollars are converted at that day’s rate of exchange. There are several ways to handle your personal funds, and you will want to have this determined before leaving the US.

**Be sure to notify your bank and credit card company that you will be travelling overseas.** With identity theft on the rise, sudden charges in a foreign country may seem suspicious and your debit/credit cards may be put on freeze until you notify them otherwise.

**ATMs**

Most students access home funds through automated teller machines (ATMs) which process US ATM cards. However, since most ATMs abroad will only access a checking account, do not leave your funds in a savings account before departure. ATMs overseas are used the same as they are in the US: your home checking account is debited for your withdrawal, and you secure local currency. You may be charged a service charge, and the current exchange rate is used in the transaction. **Be sure to check with your local bank concerning use of your particular ATM card abroad.**

**Credit Cards**

Credit cards such as VISA, MasterCard and American Express (to a lesser extent) are honored abroad. It is advisable to carry a major credit card to use for general purchases and for emergencies. Be aware too that many small stores, restaurants and street vendors may not accept credit cards.
Pounds sterling (in the UK) and other European currencies may be withdrawn from some ATM machines by credit card. To do this, set a PIN number with the credit card company. **Note:** This is an expensive way to access funds as interest is charged from the date of withdrawal.

**Traveller’s Checks**

Some participants prefer to bring money in the form of traveller’s checks. American Express traveller’s checks are recognized and accepted by all major banks in the world. You may cash traveller’s checks at a bank, but not personal checks. Leave a copy of the serial numbers of your traveller’s checks at home and take another with you, separate from the checks themselves. As you cash in the checks, keep a tally of which ones remain unredeemed.

**Note:** One cannot cash US personal checks unless at an American Express office, and then only with a specific type of American Express Card.

**Cash**

Bring some cash: £100-£150 in British pounds sterling and $150-$200 in US dollars. Carrying American tens and twenty dollar bills is convenient for changing money in airports and train stations, where high commissions on traveller’s checks can be a problem. Always remember that traveller’s checks and credit cards are replaceable, but cash is not.

**Tips on Saving Money**

- **Avoid touristy restaurants:** Restaurants off the high (main) streets are usually much more reasonably priced.

- **Shop at family-run businesses:** A family-run business is often less expensive. In a “mom-and-pop” shop you are more likely to encounter people who care about their reputation and customers.

- **Have a picnic:** £10 or less can often buy a nice picnic lunch for two. Shop at the local market and make sandwiches.

- **Use ATMs:** You can take out cash fast for a small transaction fee when you use an ATM. You can minimize transaction fees by making fewer and larger withdrawals. Just make sure to secure the cash in a safe place.

- **Buy a Phone Card on-site, not in the US:** International phone cards are generally sold at newsstands throughout the world. They offer calls to the US at cheaper rates than cards you can purchase prior to departure in the US.

- **Make the most of public transportation:** Public transportation will always be your cheapest option when traveling. Know the fares and options—buses in England, for example, are cheaper than the “Tube” and Rail service; and “Oyster cards” are cheaper than paying as you go. (www.tfl.gov.uk)

- **Use email and Skype to keep in touch:** Email is cheaper and faster than mailing a post card. Skype is cheaper than using a payphone.

- **Use your student ID:** Museums, public transportation systems, movie theaters, operas, and plays all offer student discounts in many parts of the world. It does not hurt to flash your ID and ask every time you purchase a ticket.
HEALTH & SAFETY INFORMATION

Health Recommendations
In order to properly prepare for your study abroad experience, we recommend that you do the following:

- Before your departure, make sure that you are in good health, obtain any immunizations that are required and learn as much as you can about the health and safety conditions in your host country. A general physical and dental exam is recommended before leaving the United States, particularly for those with prior known conditions.
- Be clear and honest about your health needs when applying for a study abroad program and when making your housing arrangements, as travel and stress can exacerbate existing conditions. This includes issues such as medical needs, allergies, psychological treatments, dietary requirements (including vegetarianism) and disabilities. If you have any kind of mental health problems or eating disorders (or if you have had in the past), think carefully about your decision to study abroad, and please discuss these issues with your physician and with your mental health practitioner.

Pre-existing Conditions
If you have an ongoing medical problem, such as allergies or diabetes, or are taking medications, you must take special precautions in preparing for and managing your condition overseas. Please make sure to discuss any health issues, ongoing medical/mental health treatment, and any pre-existing conditions with your physician prior to travelling to the UK. Also discuss how you will be able to ensure that you have access to sufficient supplies of any medication, or any medical/mental health services you may need while abroad. It is also advisable to discuss how and what services/treatments your insurance will cover while you are abroad. Keep in mind to avoid not taking your medication while abroad, as this might only worsen existing conditions.

It is absolutely essential that participants with known conditions alert Fordham University’s International & Study Abroad Programs (ISAP) Office as well as the London Centre. This information will remain confidential, but it is necessary in the event of a medical emergency. If you need assistance with arranging health services in London, please contact the London Centre as soon as possible.

Prescriptions
Access to certain medications can be limited while abroad (especially in locations outside of Western Europe) so you should talk to your doctor about how to take care of all prescriptions before you leave.

- Make sure all drugs are in the original pharmacy containers and are clearly labeled, and that you bring a sufficient supply to last the entire term away.
- It is advisable to carry copies of your prescriptions as well as a letter from your doctor or pharmacist describing your medicines, their dosage and a generic name for them as well as the condition being treated. This letter could help avoid problems with Customs, and it could be helpful in cases of emergency.
- Remember to bring a copy of your vision prescription along with an extra pair of glasses/contact lenses, and a complete medical record.
- During travel to your program site, put any prescription medication, eyeglasses and contact lenses in your carry-on bag. Do not take the risk of these items being misrouted or lost with your checked luggage.
Immunization
Check with health care providers to ensure that your immunizations are up-to-date. Although there are no vaccinations necessary to travel to the UK, vaccinations may be necessary if you travel to other countries. Check with the appropriate consulate and your doctor concerning vaccinations or medications you may need throughout your time overseas.

World and Regional Health Conditions
For medical-related information about traveling abroad please check the following websites:
- US Department of State - http://travel.state.gov For Travel warnings and Consular Information Sheets. This site lists travel warnings for Americans and informs the public of conditions abroad that may affect their safety and security.
- U.S. Department of State Tips for Students provides information on medical insurance and what consular officers can and can not do to help U.S. citizens while abroad.
- Centers for Disease Control (CDC) - http://www.cdc.gov/travel For Traveler’s Health. This site includes vaccination recommendations and information on the latest outbreaks of diseases around the world, and provides health information on specific destinations.

Health Insurance
It is required that all study abroad students have private medical insurance coverage while abroad. Please review your current health insurance plan to make sure that it will provide adequate coverage while you are out of the U.S. A comprehensive protection plan is strongly recommended. It should provide benefits in the event of any accidents or illnesses that may occur, medical evacuation and repatriation of remains. The following important questions will help you assess your coverage and determine if you need a supplement:
- Does your current insurance provide coverage outside of the United States?
- If it does cover you abroad, how will you be reimbursed for expenses?
- Does your insurance cover non-emergencies, e.g., prescriptions and doctor visits?
- What does your current policy exclude from coverage (injuries received while driving a motor vehicle, sporting injuries, etc.)?
- What is the maximum amount of coverage your insurance provides?
- Is emergency medical transportation/evacuation covered?
- Is repatriation of remains covered and if so, what is the maximum amount payable?

Supplemental Insurance
As a participant in a Fordham University study abroad program, you are provided with a supplemental insurance. This is already included in the program fee. Please note that this insurance should not replace your primary medical insurance, but only complement it. Please check with your primary insurance company regarding details of your insurance and how it covers you while studying abroad.

For more information about the supplemental insurance coverage:
http://www.inext.com/plans/comprehensive/comprehensive.aspx

Need additional international health insurance coverage? Try these companies:
CISI: 1.800.303.8120 www.culturalinsurance.com
ISI: 1.888.247.1387 www.internationalstudentinsurance.com
STA: 1.800.781.4040 www.statravel.com
ISIC: 1.800.223.7986 www.isic.org
Getting Medical Care Abroad
Upon your arrival in London, the London Centre will provide detailed information about the UK health-care system and local healthcare providers as well as familiarize you with procedures in the event of sickness or a medical emergency. Please contact the London Centre if you need specific information before your departure.

Be aware that, apart from emergency care, you will need to pay for any medical care while you are in the UK – make sure to budget accordingly for this and keep receipts. Afterwards you can submit your claim to your insurance company for reimbursement.

General Information Regarding Safety
Personal safety requires that you pay careful attention to your surroundings and act accordingly. Whether you are an experienced traveller or this is your first time abroad, keep in mind that your London program staff will have many years’ experience working with American students in the UK so listen to their suggestions and advice. Safety will be everyone’s concern.

Behaviour
It is important that you pay particular attention to the acceptable norms of conduct in your host community and abide by those standards. Under most circumstances simple honesty, courtesy, restraint and respect for the law are usually sufficient guides for proper conduct anywhere.

Politics are taken very seriously by UK university students. If you encounter anti-American sentiment, be prepared to handle it graciously. As a guest in a foreign country, it is inappropriate for you to interfere in the domestic affairs of your host country. Involvement in demonstrations or meetings which governmental authorities declare illegal may result in interruption of your academic schedule, personal injury, and open manifestations of hostility and violence to yourself and other students (either as random targets or as representatives of the United States).

Safety Recommendations
The safety of students is vitally important to Fordham University and to its London Centre staff. The London and New York offices regularly monitor U.S. Consular advice as well as State Department travel advisories. Evacuation of students participating in Fordham’s London programs would likely not occur unless recommended or required by either the U.S. Embassy or the U.S. State Department. Please contact our International & Study Abroad Programs (ISAP) office at 1.718.817.3464 or the London Centre at +44(0)207.937.5023 with any questions or concerns.

For more information on safety and security, visit the U.S. Department of State website:

- Tips for students travelling abroad: http://travel.state.gov/travel/livingabroad_studying.html
- Travel Registration: https://travelregistration.state.gov/ibrs/ui/
A Special Note for Parents and Guardians

What can families do to assist a student with living abroad in safety? Here are a few things to consider:

1. Establish a communication plan with your son/daughter. Keep in mind that during a crisis, phone communication may be unreliable, as cell phone centers may be temporarily unavailable. Consider setting up an alternative method of communicating with your son/daughter, such as e-mail and internet phone links such as Skype.

2. Regular contact will reduce your anxiety and allow you to have updates from your son/daughter.

3. Please ensure that your son/daughter advises the London Centre staff of any personal itineraries, outside of the program venue. Travel outside of the London during a time of crisis may be inadvisable; therefore, any decision to do so should be made with your prior knowledge and approval.
## PACKING

### Packing
Check your airline’s website for the most recent regulations on luggage weight, size, and number of pieces. In general, you are allowed 2 or 3 pieces of luggage on most flights (1 or 2 to check in, one to carry on board with you). Keep one change of clothes, toiletries, identification (passport, visas, ID card, etc.), and any medication in your carry-on luggage in case your checked-in luggage is delayed or lost. Make sure all your suitcases and carry-on bags have nametags with the address of London Centre. Please do not lock your checked baggage; if you wish to do so, use a **TSA Accepted and Recognized Lock** to ensure that it will not be broken. For a list of accepted locks and for more travel information, please visit the Transportation Security Administration’s (TSA) website (www.tsa.gov).

### Clothing
The UK is often cold and sometimes rainy during the winter and early spring. Building interiors can reflect the dampness, so you will need warm clothes. The best clothing to take is a selection of fleeces, woolens and cottons, or no-iron cotton blends to wear in layers. Pack clothes that do not require much care or drying time. *(Please note that washers and dryers in the flats take a much longer time than ones in the US.)* Also, it is most important to have comfortable walking shoes. Be prepared to travel and walk around outside on those cold rainy days.

In preparing to pack for the semester in London, take less rather than more. Lay out everything you think you absolutely must have, and then put back half of that. Storage space is limited in student accommodation, so plan accordingly. Choose comfortable items, and leave room for the items you may purchase while abroad.

Make sure to bring at least one set of more formal clothing (e.g. suit, shirt, dress shoes, etc.), for company or theatre visits or attending functions.

### Electrical Equipment and Computers
The UK is on a different voltage system. Most American electrical appliances such as hairdryers and curling irons have to be used with an adapter and voltage converter, which can be purchased in the US or in the UK. However, electrical appliances with converters tend to burn out and they can blow out electrical systems in buildings. In most cases, it is easier, cheaper and safer to wait and buy needed appliances abroad. Most electronic items such as laptops, mobile phones and iPods only need an adaptor, which can be bought in the US or in the UK. Wireless connection is available in the flats as well as at the London Centre.

### Insurance for Personal Effects
Students should make sure that their personal effects are insured under an existing homeowner's and travel insurance policy or separately. Neither Fordham University nor our colleagues who manage the flats in which program participants live while in London can be responsible for the loss or theft of personal effects such as clothes, cameras, laptop computers, sports equipment, jewelry, etc. Plan to leave good jewelry and other valuables at home.
UPON ARRIVAL

From the Airport

Make sure your name and the following address and phone number are written on your luggage tags and somewhere inside the luggage as well:

```
c/o Fordham University London Centre  Tel: +44(0)207 937 5023
23 Kensington Square
London W8 5HQ
United Kingdom
```

Fordham’s London Centre can provide group transportation from Heathrow Airport on Wednesday, January 8 at 12:00 noon. Please inform the London Centre of all of your arrival details as soon as you have booked your return flights, so that the coach may be booked. We advise you to book a flight which lands by 10:30 am, to give yourself enough time to go through immigration and customs and travel to Terminal 3 if necessary.

If you do not come on the bus, you will need to contact the London Centre in order to arrange your access to your accommodation. It is quite easy to travel to central London from either Heathrow or Gatwick Airport. Depending on how much luggage you have and how much you want to spend, there are several options to get into Central London:

From any London Airport:

- **Car Service** – in the past students and faculty have used Airport Direct – you can arrange a car to meet you at the airport, groups of 4-6 people can share a car (depending on the amount of luggage). Check the website for estimates. Web: [www.airportdirect.com](http://www.airportdirect.com)

From Heathrow:

- **Heathrow Express or Heathrow Connect** – most convenient and middle price options: The Express rail service leaves from Heathrow approximately every 15-30 minutes and takes only 15 minutes to get to Paddington Station in Bayswater, at approximately a cost of £17. Heathrow Connect, from the same platform, is less expensive (£8) but it makes a few local stops and takes about 25 minutes to Paddington Station. Web: [www.heathrowexpress.com](http://www.heathrowexpress.com) ; [www.heathrowconnect.com](http://www.heathrowconnect.com)

At Paddington Station you can transfer onto the tube or you can go to the black taxi cab rank (ignore unlicensed taxi touts!) and take a taxi to your destination. (The taxi fare to the flats would cost about £10-20.)

- **London Underground (Tube)** – least convenient and longest, but least expensive option: Take the Piccadilly Line from Heathrow (this service runs about every 10-15 minutes most of the day into central London). It is cheaper (about £6) but takes about 1 hour. Web: [www.tfl.gov](http://www.tfl.gov)

- **Black Cab** – most convenient but most expensive option: You can take a black cab from the airport to Central London, which will take about 40-60 minutes, depending on traffic. The total cost will be about £60-£70, however, two or three people can be accommodated in one taxi. Take only black cabs, the official London taxi!

From Gatwick:

- **Gatwick Express** – is recommended for travel to London.

The train station is adjacent to the terminals. Tickets (about £17) are available at the ticket counter, or you can buy a ticket on the train for a small premium. The trains take about 30 minutes and arrive at Victoria Station. Web: [www.gatwickexpress.com](http://www.gatwickexpress.com)

At Victoria, you can either take a black taxi (approx. £20) or transfer onto the tube to get to your destination.
Orientation
There are three facets of your LDA Orientation:

- **Required Reading Assignments** for several classes, which must be completed before the program starts. You will have received these assignments from the London Centre well before the program begins.
- **Pre-Departure Information** which will include your Fordham University acceptance letter as well as Student Visitor support letters to present to the Immigration Officer when you go through UK Immigration Control at Heathrow or Gatwick Airport.
- **London-Based Orientation Program**, which will take place at the London Centre upon your arrival. Information Sessions will cover housing, banking, health and safety, transport and the services available from the London Centre. You will meet with LDA’s Director, who will outline the program in more detail and you will have an opportunity to meet many of the Faculty. Attendance is mandatory.

**HOUSING**

About Your Housing
The London Centre works directly with educational housing providers to arrange the housing orientation and other details regarding student accommodation. During Orientation, you will receive detailed information on topics ranging from the maintenance of the flats to policies in case of an emergency.

The student apartments are located in residential areas of Central London, within an easy commute to the London Centre. You will receive more information regarding your housing closer to your departure.

You will receive further information regarding your housing shortly.

Vacating Your Accommodation
You must move out of your room and remove all personal effects by 12 noon on the day advised. To arrange early move-in, please contact the London Centre and we will put you in touch with the housing providers directly. **Please note:** once the semester is over, if damage fees are assessed by the housing provider or if you have any outstanding balance, transcripts will not be released until all such fees are paid.
LOCAL TRAVEL & COMMUNICATION

Public Transportation - Oyster Cards

Public transportation in London is very expensive compared to systems in the US. The cheapest way of using public transportation (bus, tram, Tube, DLR) is by using Oyster cards (sort of like MetroCard in New York City). These are credit card sized and computerized. Oyster card users get a considerable fare reduction compared to those who buy paper tickets, so you should not be without one. More information about London public transport upon your arrival, but feel free to explore the website of Transport for London: www.tfl.org.uk

18+ Student Oyster Photo Card

All students should obtain an 18+ Student Oyster Photo Card for a 30% savings on the cost of adult Travelcards and Bus & Tram Pass season tickets which can be valid for seven days or one month. (Note: No discount applies on “pay as you go” Oyster card or cash.)

You will receive application instructions from the London Centre. FYI - You will need a digital passport sized photo to upload as well as a credit card or debit card to pay the £10 application fee. You can have your card mailed directly to the London Centre, but make sure to clearly indicate “Fordham” when entering the London Centre’s address, otherwise the card will not get to the Centre!

Note: Applications cannot be submitted more than 4 weeks in advance of the start of your course. The earliest you can apply is on September 1.

Communication

It is important to know how to communicate with your program administrators, family and friends while you are overseas. Whatever method you choose, be sure to arrange some form of communication with your family before you leave. Be sure they know how to reach you at all times. If necessary, messages may be left for you at the London Centre telephone, and in an emergency, your parents may call the London Centre staff members’ mobile phones. You will be provided with these telephone numbers upon arrival in London.

E-mail

Although it is not necessary to bring your own laptop, many students bring theirs for the added convenience. There is a broadband wireless connection in the London flats, but it is shared and will not work for film or video download. The London Centre has computers with access to the internet for your use as well as wireless internet if you wish to use your own laptop. Additionally, Internet Cafes are very affordable and widely available in London.

Postal Mail

It is advisable that any mail be sent directly to the London Centre’s address. Packages should clearly display the RECIPIENT’S NAME as well as “C/O FORDHAM LONDON CENTRE” in case they need to be signed for (there is no reception desk at the flats). Note: Packages (items other than documents) sent by courier services (DHL, UPS, FedEx) are usually held at customs until all necessary paperwork is completed and any customs charges are paid. Recipients are responsible for completing all such paperwork as well as paying any charges.

Letters from the US to the UK should be marked and paid at “Air Mail” rate to ensure prompt delivery. If not marked, mail may be sent by ship and can take up to three months to be delivered.
Telephones

The flats have telephones that accept incoming calls. For outgoing calls, a calling card must be used. Calling cards can be bought at newsstands and supermarkets and we advise that you have one of these on hand from the beginning of the semester. There are also a number of British telecommunication companies that will set up an account for you and debit your credit card. For example, Alpha Telecom (www.alphatelecom/uk) generally charges approximately 5p (approximately 8 cents) per minute to call from London to the US. Before you leave home, you may want to buy a phone card from a US telecommunications company that has access numbers abroad. This is very convenient in most places, but be warned, these calls are not cheap. Many students use Skype to communicate with their family and friends.

Mobile Phones

We encourage all students to have a local mobile phone while they are in the UK to be used in case of emergency. A “tri-band” phone will work in the UK, but it will be expensive to use your US cell phone provider, who will charge “roaming” rates for calls originating outside the US. You may wish to consider buying a SIM card from a UK mobile phone company (all companies have shops on the high streets), and sign up for a UK “pay-as-you-go” call plan. This will allow you to access relatively cheap rates for US calls and also domestic UK and European calls. If you do not have a tri-band phone, you can buy a relatively cheap handset (around £10-£15) and set up a pay-as-you-go plan.

Tips on Telephoning

If you are calling from the United States, you must remember to first dial for an overseas line and then add the country code. For example,

- To call the UK from the US: dial 011 44 + the number (drop the first 0 of the local area code)
- To call the US from the UK: dial 00 1 + the number

Most phone numbers in London begin with 020 7 (central London) or 020 8 (greater London) prefix. You have to dial the number starting with either 7 or 8 if calling from within London and the whole code if calling from outside London.
POLICIES AND PROCEDURES

General Information

Students enrolled in Fordham University’s London programs come from diverse colleges and different geographic regions with a broad spectrum of personal values and goals. During your stay overseas, your actions will be a reflection on yourself as well as on the London Centre, American international education and the United States. It is important, therefore, that you pay particular attention to the acceptable norms of conduct in your host country and abide by those standards. Under most circumstances simple honesty, courtesy, restraint and respect for the law are usually sufficient guides for proper conduct anywhere.

Important: Students enrolled in study abroad programs are expected to comply at all times with Fordham University’s Code of Conduct (see Appendix A) and all other rules, regulations and policies contained in the Student Handbook and other University publications. They are also expected to conform to the rules, policies, and standards applicable on site at Fordham University’s London Centre.

Fordham University reserves the right to expel any student in London Centre programs at any time. Any student dismissed from the program will not be allowed to remain in the program and must vacate his or her housing within 24 hours. The student is responsible for making travel arrangements home and paying all expenses incurred subsequent to the dismissal. No refund of fees will be given, and a full report of the grounds for dismissal will be made to the Fordham University International & Study Abroad Programs (ISAP) Office as well as the student’s home institution where applicable.

LDA Guidelines

LDA is not a conventional study abroad program. It is closer in style to a British Theatre School involving regular attendance daily. Each class happens once only and missing a class causes problems to you and your group and makes it difficult to catch up. Please do everything you can to keep absences to unavoidable situations, e.g. medical issues.

1. Students are expected to attend every class of every course for which they are registered. Serious illness, injury or emergency are, with proper documentation, the only acceptable excuses for lateness and absence.

2. Attendance is taken at the beginning of each class and punctuality is a must. Being more than 10 minutes late will be considered as an absence.

3. Absence from class must be reported in advance or as soon as possible by the individual student to the London Centre office, and appropriate documentation submitted.

4. As assessment is partly based on the student’s progress throughout the term, more than two unexcused absences will have a negative impact on the final grade.

5. Any student who has been excessively absent from a course (for any reason) may be required to withdraw from that course without receiving credit.

6. Participation is a crucial element of all classes. Students are expected to actively contribute during every class session, as well as work on several group projects throughout the term that require theatrical
performance on a small level. It is a requirement that every member of the class is respectful of the opinion and performances of their classmates.

7. Fordham University’s London programs follow academic policies (including the grading system as well as academic integrity policy) outlined in Fordham University’s Undergraduate Bulletin: http://www.fordham.edu/UndergraduateBulletin/

8. Theatre visits and cultural excursions organized by the London Centre are considered scheduled contacts. These are part of the program and are therefore mandatory to attend.

**Drug and Alcohol Abuse**

It is the policy of Fordham University to create a community that allows the student to take full, healthy advantage of the educational and personal opportunity offered by study at the London Centre.

As part of a community, students share responsibility for the health and well-being of the group, and are held directly accountable for making informed and low-risk health decisions about their own consumption of alcohol. Students are responsible for compliance with the laws of the United Kingdom, and are also expected to show prudence in all their behaviour while abroad, including the consumption of alcoholic beverages.

Disruptive behaviour resulting from alcohol abuse, violation of local law, or violation of Fordham University policy is grounds for disciplinary action and possible dismissal from the program. Such behaviour may also subject the student to prosecution under the local laws of England.

**Illegal drugs** are governed by harsh penalties and strict enforcement. If you are caught with either soft or hard drugs abroad, you are subject to local, not US laws and constitutional rights. Penalties for possession or trafficking are often the same. If you are convicted, you face the possibility of a jail sentence and a stiff fine.

All students should become familiar with Fordham’s Student Code of Conduct. (See Appendix A)

**National Laws and Policies**

Fordham University respects UK laws and requires that our students do the same. These are not unlike the laws governing the USA, and a law-abiding student has nothing to fear. Law enforcement and court procedure, however, may differ sharply. You must be prepared to assume responsibility for your actions. If you do have difficulties with the authorities, remember that you are subject to local laws.

We call your attention especially to the following:

**Mace and pepper spray** are illegal substances in the UK and cannot be legally carried. Do not bring them with you.

**Shoplifting is a serious crime** in the UK. It is punishable by fine and imprisonment, and young people are under particularly strict surveillance.
APPENDIX A: STUDENT CODE OF CONDUCT

Our University, like every community, has a set of standards for the conduct of its members. The University’s Board of Trustees sets these standards, and every member of our community agrees to abide by them when each becomes a student or is employed by the University. The functioning of our University depends in part on these standards.

THE UNIVERSITY CODE of CONDUCT

The following actions are considered violations of the University Code of Conduct and are punishable by sanctions imposed in accordance with the published judicial procedures of the University:

1. All forms of dishonesty, including cheating, plagiarism, supplying false information to any University official, as well as forgery or use of University documents or instruments of identification with intent to defraud.

2. Theft from or damage to University property and/or theft of or damage to the property of another while located on the property of the University. Knowingly receiving, retaining, or disposing of the lost or mislaid property of a member of the University community or of the University itself.

3. Unauthorized entry, use, or occupation of University facilities, as well as the unauthorized possession, duplication, or use of keys to University facilities.

4. Tampering with or misusing fire alarms, fire-fighting equipment, or safety equipment.

5. Harassment of another person, whether physical, sexual, or verbal, either oral or written.

6. Physical abuse, sexual abuse, threats, intimidation, coercion, and/or other conduct which threatens or endangers the health or safety of any person.

7. The unauthorized selling, purchasing, producing, or possession of any lethal weapons, explosives, fireworks, or incendiary devices.

8. The unauthorized selling, purchasing, producing, possession, or use of barbiturates, amphetamines, marijuana, hallucinogens, opiates, or other addictive and illegal drugs or drug paraphernalia.

9. Engaging in or inciting others to engage in conduct which interferes with or disrupts any University function, or which prevents or limits the free expression of the ideas of others, or which physically obstructs or threatens to obstruct or restrain other members of the University community or visitors.

10. Failing to surrender the University Identification Card upon request of clearly identified University personnel (this includes campus security personnel). All members of the University community are required to have the University Identification Card in their possession while on campus.

11. Engaging in lewd, licentious, or disorderly conduct.

12. Failing to comply with the direction of clearly identified University personnel (this includes campus security guards) in the performance of their assigned duties.

13. Violation of the published University regulations including but not limited to those regarding Motor Vehicles, Residence Halls, and the McGinley Student Center.
APPENDIX B: STUDENT VISITOR INFORMATION

UK IMMIGRATION RULES
http://www.ukba.homeoffice.gov.uk/policyandlaw/immigrationlaw/immigrationrules/

Requirements for Leave to Enter as a Student Visitor

56K. The requirements to be met by a person seeking leave to enter the United Kingdom as a student visitor are that he:

(i) is genuinely seeking entry as a student visitor for a limited period as stated by him, not exceeding six months; and
(ii) has been accepted on a course of study which is to be provided by an institution which is:
   i) the holder of a Sponsor Licence for Tier 4 of the Points Based System, or
   ii) accredited by a UKBA approved accreditation body, or
   iii) an overseas Higher Education Institution offering only part of their programmes in the United Kingdom, holding their own national accreditation and offering programmes that are of an equivalent level to a United Kingdom degree.

And

(iii) intends to leave the United Kingdom at the end of his visit as stated by him; and
(iv) does not intend to take employment in the United Kingdom; and
(v) does not intend to engage in business, to produce goods or provide services within the United Kingdom, including the selling of goods or services direct to members of the public; and
(vi) does not intend to study at a maintained school; and
(vii) will maintain and accommodate himself and any dependants adequately out of resources available to him without recourse to public funds or taking employment; or will, with any dependants, be maintained and accommodated adequately by relatives or friends; and
(viii) can meet the cost of the return or onward journey; and
(ix) is not a child under the age of 18.

Summary of requirements:

In the UK less than 6 months
No work placement/internship permitted  
No volunteering (paid or unpaid) permitted  
No part-time paid employment permitted  
No extension of leave permitted

Please note: A non-visa national (US citizens are in this category) can request entry as a Student Visitor on arrival at a UK port of entry. A visa national (this depends on your nationality) must apply for a Student Visitor visa by prior entry clearance. The cost for visa nationals to obtain a student visitor visa is currently £76 (as of October 17, 2011).

STUDENT VISITOR LETTERS

Fordham University London Centre and the ISAP Office provide each student original Student Visitor support letters confirming their participation in a Fordham sponsored study abroad program.

US citizens (and other non-visa nationals) bring these letters on the flight to the UK to present upon entering the UK. A visa national must submit these letters with their Student Visitor Visa application and should have a duplicate original of these letters and bring it to the UK.
**Please note:** Students should always travel in and out of the UK with this letter on their person.

**PROOF OF FUNDS**
Student visitors are required to show they can maintain themselves for the duration of their stay in accordance with Paragraph 56K (vii and viii). They should therefore have proof (bank statements, credit card with statement showing the limit, traveller’s cheques, etc.) that confirms the availability of funds.

**Maintenance requirement:**

Monthly living costs - if the student’s place of study is in a central London borough: **£800/month** (always calculated in calendar months and rounded up if needed, so always a multiple of £800).

For example, if a program in London is 15 weeks long (e.g. mid-Jan to mid-April), maintenance is £800 x 4 months (Jan, Feb, Mar, Apr) = students need to show that they have £3,200 available to them.

**Note:** The closing balance of accounts must be given in pounds sterling. This can be written on the document by hand using the exchange rate for the date of the document. The UK Border Agency (UKBA) requires the use of the following to calculate foreign exchange rate:

www.oanda.com/convert/classic

**Funds must be one or a combination of the following:**

a. Cash in an account  
b. Loan in the student’s name  
c. Official financial or government sponsorship (e.g. scholarship)

A. Personal bank statement, which must

Be an original statement  
Be in the student’s own name or included as a joint account holder, or in the name of parent(s)/guardian(s)  
Show the date of the statement  
Show the bank’s name and logo  
Show the amount of money available

If parent(s)/guardian(s) are providing the proof of funds, they must give the student documentation to submit with the visa application. This includes

a. Original or notarized copy of the document confirming the relationship (birth certificate, certificate of adoption, or court document confirming guardian status)  
   AND
b. Original signed and dated letter from the parent(s)/guardian(s), confirming the relationship to the student applicant, the funds available, and consent to make the funds available to the student applicant.

**Note:**  
Mini statements from cash points will not be accepted.  
Electronic bank statements are acceptable as long as they include all the info above, but they must be stamped with the official bank stamp on every page.
B. Letter from a bank, which must

- Be an original on letterhead stationery
- Give the student’s name
- Give the account number
- Be dated
- Include the bank’s name and logo
- Show the amount of money available
- Confirm there is enough money to cover tuition and maintenance

C. Letter from a financial institution regulated by the FSA (in the UK) or the SEC (in the USA) for accounts and/or loans

Must include all information as per B above

D. Letter from an official financial sponsor [Government sponsorship, the British Council or any international organization, company or university], which must

- Be an original on letterhead stationery with the official stamp of the organization
- Include the student’s name
- Give the name and contact details of the financial sponsor
- Be dated
- Give the length of the sponsorship
- Give the amount of money that has been disbursed to the student OR that will be paid to the student OR that will be paid directly to the university towards bills.

**UPON ARRIVAL**

Upon entering the UK, students present the following to an Immigration Officer:

1. Valid passport that will not expire while the student is in the UK
2. Student Visitor Letter from Fordham University
3. Student Visitor Visa Support Letter from Fordham University
4. Proof of funding – to show that they have sufficient funds to support themselves while in the UK
5. Return ticket – to demonstrate their willingness to leave the UK when their studies finish.

**NB:** The UK Border Agency (UKBA) suggests that students arriving in the UK through Ireland should actively seek out an Immigration official upon arrival in the UK to ensure that their passport is stamped with the student endorsement.

Leave to enter should be granted (on Code 5N status) for six months from the date of entry into the UK. Note, however, that an Immigration Officer is authorized to grant less than six months.

Each time students travel outside the UK during their course of study, upon re-entry, they have to show the Immigration officer their Student Visitor stamp and the documents listed above.

**Source:** AASAP/UK Immigration Meeting – London, 8 April and 16 October 2009
APPENDIX C: IMPORTANT INFORMATION

London Centre
Once you have arrived in London, please contact the London Centre with any on-site enquiries that may arise:

Sabina Antal, Academic Coordinator
Graham Bolton, GSB London Program Director
Ellen Newman, LDA Program Director

Fordham University London Centre
23 Kensington Square, London W8 5HQ
United Kingdom

E-mail: LDA@fordham.edu
Londoncentre@fordham.edu
Phone: +44 (0)207 937 5023

Websites for Students Traveling to the United Kingdom

British Government
British consulates and embassies provide up-to-date information about the UK, and they are located in more than a dozen cities in the US.
Website: http://www.ukvisas.gov.uk. (See page 9 for further information.)

American Embassy
The American Embassy is located at 24 Grosvenor Square, London, W1A 1AE, United Kingdom
The switchboard number is +44 (0)20 7499.9000.
Website: http://london.usembassy.gov

U.S. Department of State
The State Department’s website includes useful information for Americans traveling abroad including information on passports, visas, immunizations, medical information and information regarding safety and security conditions abroad.
Website: http://travel.state.gov

Centers for Disease Control and Prevention
The CDC maintains a site with the most up-to-date travel and health information for destinations throughout the world, including the UK.
Website: http://www.cdc.gov/travel/