



# Travel Newsletter

Institute  
for Study  
Abroad  
BUTLER UNIVERSITY

## ENGLAND

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### CONTENTS

- 1 Important Reminders
- 1 Check In and Boarding Passes
- 2 Travel Problems?
- 2 Baggage Allowances
- 2 Security Check
- 2 Your Carry-On Bag
- 2 Travel Tips
- 3 Customs Forms
- 3 Clearing Immigration
- 3 Lost Luggage
- 3 Currency
- 3 Updated Calendar
- 4 Where Should I Be and When?
- 4 Group Flight Travelers: If You Get Separated from the Group
- 4 Independent Traveler Information
- 5 Orientation and Hotel Directions for Independent Travelers
- 6 If You Arrive Early
- 7 Program Calendar

## Important Reminders

### Documents

Before you get on a plane, make sure you have:

- Your **passport**
- **Student validation document** (included in this mailing)

Remember, you will not be allowed to board your flight and/or clear immigration in London without these items.

### Payments

Make sure you have paid your **program fee** and/or taken care of your financial aid. We can't place you in housing if your program fee isn't paid.

### Travel notification form

Send us your **travel notification form** if you haven't already done so. We need to know when to expect you in case you don't arrive on time.

## Check In and Boarding Passes

### Allow plenty of time

Whether you take the group flight or travel independently, you should plan to arrive at the airport three hours before your international flight. This will allow you enough time to check in, get a boarding pass, clear security and make it to your gate.

### Check in!

You must check in for your flight. Otherwise, the airline can assign your seat to someone else.

### Checking your baggage

At your domestic airport, find out if your domestic airline has an agreement with your international carrier to check baggage. If so, your domestic airline may be able to check your bags all the way through to London, and you will also receive your international flight boarding pass at your domestic airport.

If your bags can't be checked through to your final destination, you'll have to do the following once you arrive at your international departure airport: Claim your luggage, check in and re-check your luggage with your international airline and go through security again to re-enter the gate area.

Get to the gate in plenty of time so you don't miss your flight!



## Travel Problems?

If you are delayed and might miss a flight, you'll need to make arrangements to get on the next available flight:

### Students on the group flight

Contact Advantage Travel at **800-788-1980** and let them know about your flight delay or missed connection. Advantage can help get you on a new flight if necessary. Leave a message if no one picks up; Advantage checks messages regularly and will return your call.

### Students traveling independently

Contact your airline (not travel agent!) to make alternate flight plans.

### All students

Call IFSA-Butler at **800-858-0229** to let us know about your new travel plans. We will then inform our London office of any delays on your behalf. We monitor messages on flight days, including evenings and weekends, so leave a detailed message if you do not speak with someone directly.

Leave your name, airline, new flight numbers, departure and arrival times, and the name, phone number and room number of your hotel if necessary.

**Be sure to call IFSA-Butler on our general line at 800-858-0229 to ensure that the correct person gets the message.** Please do not leave a message about travel problems on your program advisor's voicemail.

## Baggage Allowances

Check with your domestic and international airlines for baggage allowances. If you try to check luggage that exceeds their limits, you may have to repack or pay an excess baggage fee. Do not overpack!

We do not recommend bringing items such as skis and bikes. If you feel you must bring your own, call both your international and domestic carrier for information about packing and excess baggage fees.

Do not lock your luggage. The U.S. Transportation Security Administration (TSA) has asked travelers to keep suitcases unlocked so they can be easily searched. Putting locks on your luggage can result in damaged, lost or delayed bags.

## Security Check

You will have to undergo numerous security checks. Do not joke about having weapons or explosives. Be patient and cooperative with all airport personnel.

You may be required to turn on electronic equipment or remove batteries from electronics. Be sure your electronics are fully charged, and include the power cord or battery in your carry-on.

## Your Carry-On Bag

Be sure to pack:

- Passport (and at least one copy of it)\*
- Student validation document\*
- Plane tickets or e-ticket confirmations\*
- Cash, ATM card, credit cards\*
- This newsletter
- Insurance coverage details\*
- List of contact names, phone and fax numbers, and email for:
  - Parents and relatives
  - Study abroad advisor at your home college
- Camera
- Medications and prescriptions\*
- Spare glasses/contacts
- Updated transcript (unofficial is fine)
- Toiletries (liquids, gels and/or aerosols must be 3.3 ounces or less and fit comfortably in one clear, re-sealable quart-sized plastic bag)
- Something to read/listen to
- Water (purchased after clearing security)
- Change of clothes in case your luggage is lost

*\* Keep these items and other valuables secure and with you at all times.*

## Travel Tips

Below are some tips for staying comfortable during your long flight and once you land:

- Wear loose, layered, comfortable clothes.
- Try to sleep as much as possible on the plane.
- Drink as much water as possible on the plane.
- Avoid drinking alcohol, which will dehydrate you.
- Don't nap when you arrive in London! Your body needs to get used to the different time zone. Go out in the sunshine and get as much fresh air as possible.



## Customs Forms

As your plane descends into England, your flight attendants will hand out a customs declaration form. You can bring duty-free goods valued up to £145, one liter of spirits or two liters of wine and 200 cigarettes into the U.K. Remove the price tags and wrappings from any purchases; you don't want to pay customs charges on new items.

If you don't have anything to declare, go through the green channel. If you have something to declare, go through the red channel.

Remember, it's not a problem to declare something you don't have to. However, if customs officers discover that you neglected to declare something required, they can fine, deport or imprison you.

## Clearing Immigration

When you go through immigration, the officials will ask the purpose of your visit. Tell them that you are a student and present your **passport, student validation document** and **landing card** from the airplane.

If the official asks for your address and you do not yet have one, give them the address of our London office:  
21 Pembridge Gardens  
Notting Hill Gate  
London W2 4EB  
Telephone: 020-7792-8751 (within the U.K.)

## Lost Luggage

If your luggage doesn't come out of the carousel, see an airline official to file a lost luggage claim **before you leave the baggage claim area**. You can give airline officials the address listed above. Be sure to give your name c/o Institute for Study Abroad.

If you lose your luggage, let our London staff know and follow any instructions given to you by airline officials. Keep your lost luggage file number handy.

## Currency

One option is to acquire a small amount of British pounds before you depart. Large banks and travel agencies sometimes keep pounds on hand; otherwise, you will have to order them in advance. You can also exchange dollars for pounds at any large U.S. airport or upon arrival at the airport in London.

## Updated Calendar

We've included an updated England program calendar in this mailing. Please check to see if any dates have changed. Remember that exam dates are provisional; you should verify exam dates after arriving at your host university before confirming your flight home.



Questions? Call us at 800-858-0229 or visit us online at [www.ifsa-butler.org](http://www.ifsa-butler.org).





## Where Should I Be and When?

We can't wait to meet you in London! We have a fun, informative and comprehensive orientation planned for you. Wondering when you'll meet up with us?

Below is a quick overview.

### Group Flight Travelers

If you are traveling on the group flight, we'll meet you at the airport and provide transportation to your orientation accommodation.

Once you exit Customs at the airport in London, look for a large IFSA-Butler sign.

### Independent Travelers

Independent travelers must make their way from the airport in London to the orientation location listed on the following page. Please be sure that you arrive at your orientation location by **2 p.m. on the program start date**.

Travel instructions and orientation details begin on the next page. Please read the information carefully to make sure you head to the correct place!

## Group Flight Travelers: If You Get Separated from the Group

If you're a group flight traveler and you get separated from the group after you land in London, make your way to your orientation accommodation. The orientation housing for each group is listed in the "Independent Traveler" information on the following pages.

## Independent Traveler Information

### When should I arrive for orientation?

Independent travelers should arrive at their assigned orientation accommodation by **2 p.m.** on the program start date. See the details for your program on the following page. Please read the information carefully!

### Who will pick me up?

As mentioned in our previous newsletters, we aren't able to pick up independent travelers at the airport in London, even if you arrive at the same time as the group flight. Fortunately, travel into London is quick and easy, and we've included instructions at right.

## How do I get to London from the airport?

### Directions from Heathrow Airport

The easiest and fastest option into central London is the Heathrow Express (15-minute ride; costs about £18 one-way), which will take you straight to Paddington Station in central London.

Note that a return ticket is valid for only 30 days, so you should purchase a single (one-way) ticket.

From Paddington you can either take a cab directly to your orientation accommodation, or you can take the tube (subway) to the nearest station. A single tube ticket is £4. See your orientation group listing below for directions and approximate cab costs.

The other option is to take the tube the entire way into central London. This ride takes over an hour, but it will cost only about £5. Take the Piccadilly line to Earl's Court Station. See your orientation group listing for directions from Earl's Court.

Keep in mind that there a lot of stairways involved in taking the tube.

### Directions from Gatwick Airport

Take the Gatwick Express to Victoria Station (30-minute ride; costs about £18 single).

Note that a return ticket is valid for only 30 days, so you should purchase a single (one-way) ticket.

From Victoria you can either take a cab directly to your orientation accommodation, or you can take the tube (subway) to the nearest station. A single tube ticket is £4. See your orientation group listing for directions and approximate cab costs.

The tube does not go all the way out to Gatwick, so your only other option is EasyBus, which costs between £1-10 and goes to Victoria or Earl's Court stations.



## Orientation and Hotel Directions for Independent Travelers

Independent travelers will meet either at our office or at the St. Giles Hotel, depending on their program. Contact us with any questions!

### Groups that Meet at the IFSA-Butler Office:

21 Pembridge Gardens  
Notting Hill  
London W2 4EB

#### Arriving January 3:

*Birkbeck, University of London*  
*University College London students living at*  
*21 Pembridge Gardens and 5 Praed Street **only**.*

**Arriving January 16:** *City University; University of Leeds*

**Arriving January 20:** *University of Bristol*

**Arriving January 27:** *University of Nottingham*

#### Directions

Our London office is located conveniently about 150 meters from the Notting Hill Gate Station in central London.

**Cab:** Approximately £10 from Paddington, £15 from Victoria and Earl's Court. Baggage is extra.

**Tube directions:** From Earl's Court, Paddington or Victoria, take the Circle line (available at Paddington and Victoria only) or the District line to the Notting Hill Gate station.

When exiting the tube, head north on Pembridge Gardens (the road flanked by the Royal Bank of Scotland and the Book Warehouse) and the office will be on your right. It has a blue door and a fair amount of foliage out front.

**Note:** London students who will be living at 21 Pembridge Gardens and 5 Praed Street will move into their rooms upon arrival. All other students will first receive an orientation packet and other information at our office, and then walk with our staff to the Umi Hotel, which is just around the corner from the office:

Umi Hotel  
16 Leinster Square  
London W2

### Groups that Meet at the St. Giles Hotel:

St. Giles Hotel  
Bedford Avenue  
London W1

#### Arriving January 3:

*King's College London*  
*Queen Mary, University of London*  
*Royal Holloway, University of London*  
*SOAS, University of London*  
*University of Sussex*  
*University College London students living in university*  
*housing **only***  
*University of Westminster*

#### Arriving January 6:

*University of East Anglia*  
*University of Essex*  
*University of Kent*  
*Lancaster University*  
*University of Oxford*  
*University of York*

#### Directions

**Cab:** Approximately £15 from Paddington, Victoria and Earl's Court. Baggage is extra.

**Tube:** From Paddington or Earl's Court, take the Circle (available at Paddington only) or District Line to Notting Hill Gate station, then change to a Central Line (eastbound) train and go to the Tottenham Court Road station.

From Victoria, take the Victoria Line to Oxford Circus, then change to the eastbound Central Line and go to the Tottenham Court Road station.

At the Tottenham Court Road station, find the exit for the Dominion Theatre. The hotel will be a one-minute walk north on Tottenham Court Road on the right.

**University College London students:** As noted above, your orientation accommodation is dependent on your housing assignment for the semester. You should receive your housing assignment by mid-December.



## If You Arrive Early

### Where can I stay?

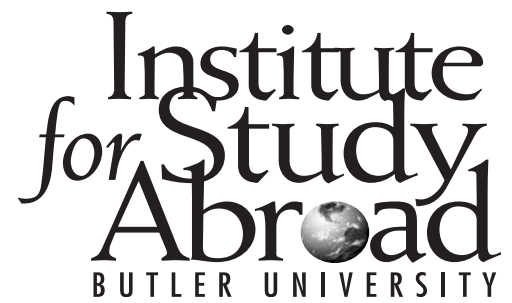
**IFSA-Butler cannot accommodate early arrivals.** If you plan to stay in London before orientation, you may want to consider a youth hostel or hotel. Our London office recommends the following:

- **Lowy Group Hotels:** This facility offers inexpensive to moderately priced accommodation. Use 011-44-20-7221-1400 to call from the U.S., and 020-7221-1400 in the U.K.
- **International Youth Hostel Association (IYHA):** Each of the IYHA hostels in London requires guests to be members. Sign up before you depart the United States by checking out its website at [www.yha.org.uk](http://www.yha.org.uk).

### Luggage storage

IFSA-Butler does not have luggage storage facilities, nor do U.K. airports or train stations have luggage lockers. However, every airport and most train stations will have a service called "Excess Baggage Company." You can store your luggage at a cost of £8 per bag, per 24 hours.

# Program Calendar England Spring 2012



IFSA-Butler arranges optional transatlantic group flights for most programs. Group flights depend on the availability of commercial flights and the number of students attending each university program.

	<b>Birkbeck, University of London</b>	<b>Cambridge University Pembroke College</b>	<b>City University†</b>		
Group Flight Departs	January 2	January 12	January 15		
Program Starts/London Arrival*	January 3	January 13	January 16		
IFSA-Butler Orientation	January 4-5	January 14-15	January 17-18		
Move Into Housing	January 3	January 15	January 16		
University Orientation	January 5	January 16	January 18-19		
Classes Begin	January 9	January 17	January 23		
Spring Break	N/A	March 17-April 22	N/A		
Exams	April 2-5	TBA	TBA		
Program Ends/Move Out	April 7	June 22	April 14		
	<b>King's College London***</b>	<b>Laban</b>	<b>Lancaster University</b>	<b>L.S.E.</b>	
Group Flight Departs	January 2	N/A	January 5	N/A	
Program Starts/London Arrival*	January 3	N/A	January 6	N/A	
IFSA-Butler Orientation	January 3-4	N/A	January 7-8	N/A	
Move Into Housing	January 4	N/A	January 10	N/A	
University Orientation	January 4-6	N/A	January 11-13	N/A	
Classes Begin	January 9	January 9	January 13	January 9	
Spring Break	March 30-April 23	March 30-April 16	March 23-April 20	March 17-April 23	
Exams	April 23-June 1	TBA	TBA	TBA	
Program Ends/Move Out	June 2	June 30	June 30	June 30	
	<b>Queen Mary, University of London</b>	<b>Royal Holloway, University of London</b>	<b>SOAS, University of London</b>	<b>University of Bristol</b>	
Group Flight Departs	January 2	January 2	January 2	January 19	
Program Starts/London Arrival*	January 3	January 3	January 3	January 20	
IFSA-Butler Orientation	January 4-5	January 4-5	January 4-5	January 21-22	
Move Into Housing	January 5	January 5	January 5	January 25	
University Orientation	January 6	January 6	January 8	January 26	
Classes Begin	January 9	January 9	January 9	January 30	
Spring Break	March 31-April 29	March 23-April 23	March 23-April 16	March 23-April 23	
Exams	April 30-June 8	April 24-May 25	TBA	May 21-June 15	
Program Ends/Move Out	June 9	June 9	June 9	June 23	
	<b>University College London/Slade</b>	<b>University of East Anglia</b>	<b>University of Essex</b>	<b>University of Kent</b>	
Group Flight Departs	January 2	January 5	January 5	January 5	
Program Starts/London Arrival*	January 3	January 6	January 6	January 6	
IFSA-Butler Orientation	January 4-5	January 7-8	January 7-8	January 7-8	
Move Into Housing	TBA	January 11	January 11	January 11	
University Orientation	January 5-6	January 12-13	January 12-13	January 12-15	
Classes Begin	January 9	January 16	January 16	January 16	
Spring Break	March 23-April 23	March 31-April 22	March 24-April 23	April 6-May 7	
Exams	TBA	April 30-June 8	TBA	TBA	
Program Ends/Move Out	June 23	June 9	June 29	June 16	

	<b>University of Leeds</b>	<b>University of Nottingham</b>	<b>University of Sussex</b>	<b>University of York</b>
Group Flight Departs	January 15	January 26	January 2	January 5
Program Starts/London Arrival*	January 16	January 27	January 3	January 6
IFSA-Butler Orientation	January 17-18	January 28-29	January 4-5	January 7-8
Move Into Housing	January 18	January 29	January 5	January 8
University Orientation	January 18-20	January 30-February 3	January 6	January 10
Classes Begin	January 23	January 30	January 9	January 9
Spring Break	March 17-April 16	March 31-April 30	March 17-April 15	March 16-April 23
Exams	May 14-30	May 21-June 9	TBA	TBA
Program Ends/Move Out	June 15	June 23	June 23	June 30
	<b>University of Westminster</b>	<b>Oxford University Hertford College**</b>	<b>Oxford University Lady Margaret Hall**</b>	<b>Oxford University St. Anne's College**</b>
Group Flight Departs	January 2	January 5	January 5	January 5
Program Starts/London Arrival*	January 3	January 6	January 6	January 6
IFSA-Butler Orientation	January 4-5	January 7-8	January 7-8	January 7-8
Move Into Housing	January 7	January 9	January 9	January 12
University Orientation	January 9-13	January 10	January 10	January 12
Classes Begin	January 16	January 16	January 15	January 16
Spring Break	April 9-27	March 10-April 19	March 10-April 22	March 10-April 19
Exams	April 30-May 25	TBA	TBA	N/A
Program Ends/Move Out	May 26	June 16	June 16	June 16
	<b>Oxford University St. Catherine's**</b>	<b>Oxford University St. Edmund Hall**</b>	<b>Oxford University Mansfield College</b>	<b>Oxford University Worcester College</b>
Group Flight Departs	January 5	January 5	January 5	January 5
Program Starts/London Arrival*	January 6	January 6	January 6	January 6
IFSA-Butler Orientation	January 7-8	January 7-8	January 7-8	January 7-8
Move Into Housing	January 10	January 11	January 8	January 11
University Orientation	January 10-11	January 11-13	January 8-14	January 11-15
Classes Begin	January 16	January 16	January 15	January 16
Spring Break	March 14-April 17	March 10-April 19	March 10-April 22	March 10-April 18
Exams	N/A	N/A	TBA	TBA
Program Ends/Move Out	June 20	June 16	June 22	June 16
	<b>University of the Arts, London</b>			
Group Flight Departs	January 2			
Program Starts/London Arrival*	January 3			
IFSA-Butler Orientation	January 3-4			
Move Into Housing	January 5			
University Orientation	January 6			
Classes Begin	January 9			
Spring Break	March 16-April 16			
Exams	TBA			
Program Ends/Move Out	June 23			

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\* All students must arrive in London by the day marked "Program Starts/London Arrival."

\*\* NOTE for Oxford Colleges: Students are expected to be available the week before classes begin for each term (days are already built into the program dates) and to stay on for a week to 10 days at the end of each term. This is for academic reasons and no student should plan to be away from campus in week 0 or 9 on either end of the eight-week official term.

\*\*\* Students will attend a short IFSA-Butler orientation the morning of January 4, followed by university registration at 12 p.m. Students will move into housing either the evening of January 4 or the morning of January 5.

† The program ends/move out date for City University only applies to spring semester students. The program ends/move out date for City University year students is May 31.

**These dates are correct as of November 16, 2011 but must be regarded as provisional, given the mutability of U.K. university calendars.** Optional family visit dates will be confirmed at the IFSA-Butler London orientation.

We have contacted the individual universities for program end dates for all programs. Once you are abroad, please verify these dates with the department(s) in which you are studying. Program end dates will vary from department to department and you will be expected to complete all course obligations prior to your departure. Your program housing will be available only until the program ends date.

Upon arrival at the host institution, students should check the program ending dates for changes before confirming return travel plans. Ending dates vary from department to department, and students must complete all course obligations prior to departure. In addition, students should not make plans to travel on the final day of exams since there may be exams **on** that day.

**Exams must be taken where and when scheduled.** Under no circumstances may students request that an exam time be changed. In England exams are taken under formal examination conditions, and changes cannot be made for individuals.