



# Travel Newsletter

Institute  
for Study  
Abroad  
BUTLER UNIVERSITY

## SCOTLAND

Spring 2012

DECEMBER 15, 2011



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### 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 the U.K. 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 Edinburgh, 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 Scotland 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\*
- 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.\**

## Packing for Your Family Visit

You may want to pack a small gift for your host family. Don't go overboard, but past students have found that something from their home state—specialty foods, professional sports paraphernalia and scenic calendars—make good gifts.



## 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 Scotland! Your body needs to get used to the different time zone. Go out in the sunshine, if possible, and get as much fresh air as possible.

## Customs Forms

As your plane descends into the U.K., your flight attendants will hand out a few forms with customs and agricultural declarations. You can bring into the country duty-free goods valued up to £145, one liter of spirits or two liters of wine, and 200 cigarettes. Do not bring explosives or flammable fluids. Remove the price tags and wrappings from any new purchases; you don't want to pay customs charges on new items. If you have nothing to declare, go through the green channel.

If you have a question about declaring goods, declare them. It's not a problem to declare something you don't have to. However, if you neglect to declare something customs considers dangerous to agriculture or against the law, you could be fined, deported or imprisoned.

## Clearing Immigration

When you go through immigration, the officials will question 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 Scotland office:

C/O Ruth Casey  
Director of Scottish Programs  
Institute for Study Abroad  
26 Rutland Square, Ground Floor  
Edinburgh  
EH1 2BW  
Phone: 0131 221 9617  
Fax: 0131 228 1181  
Email: rcasey@ifsa-butler.org

## Lost Luggage

If your luggage doesn't come out of the carousel, see the airline officials to file a lost luggage claim **before leaving the baggage claim area**. You can give them the orientation hotel address (see below). **Do not give the IFSA-Butler Scotland office address.**

If you lose your luggage, let our IFSA-Butler Scotland office staff know.

## Arrival Information

Orientation begins with the arrival of the group flight, if one is offered for your program. If you arrive on the group flight, members of the IFSA-Butler Scotland office will pick you up at the airport.

If there is no group flight or suggested flight for your program, you are considered an independent traveler. Independent travelers must arrive at the orientation hotel by **3 p.m.** on the program start date. See "Traveling to Orientation" for directions.

Hotel check-in begins at 2:30 p.m. If you arrive in Edinburgh before 2:30 p.m., you should make your way to the hotel and ask reception staff to put your luggage in storage.

**Orientation hotel:** Apex International Hotel  
31-35 Grassmarket  
Edinburgh EH1 2HS  
Telephone: 0131-300-3456

**Group 1:** University of Glasgow, Glasgow School of Art  
Suggested flight arrives: January 2 at 7:35 a.m.,  
Continental #36

**Group 2:** University of Edinburgh, University of Edinburgh  
Parliamentary Internship  
Group flight arrives: January 11 at 10:15 a.m., BMI #52

**Group 3:** University of St. Andrews  
Suggested flight arrives: January 30 at 7:35 a.m.,  
Continental #36

**Group 4:** University of Stirling  
Suggested flight arrives: February 8 at 7:35 a.m.,  
Continental #36



## Traveling to Orientation

We recommend taking a taxi to get to your orientation hotel. Turn left out of the arrivals hall and go to the official taxi stand at the airport. You can expect to pay £18–£22 to get from the airport to the hotel. If hailing a taxi on the street, be sure to get a licensed black taxi with a meter; drivers without meters may overcharge you.

A cheaper alternative is to take the airport express bus to the city center (Waverley Bridge). The airport bus costs £3.50 from Edinburgh Airport to Waverley Bridge. This bus stop is a 10- to 15-minute walk or short taxi ride (£4–£5) from the hotel.

## If You Get Separated from the Group

If you get separated from the group after you land in Edinburgh, make your way to the orientation hotel (see previous page). If you need help, call the Scotland office at 0131-221-9617 or toll-free at 800-731-3271.

You can also call the hotel for directions. The phone number for the hotel is listed in the "Arrival Information" section on the previous page.

## If You Arrive Early

IFSA-Butler cannot accommodate early arrivals. If you plan to arrive in Scotland before the first day of the program, we suggest finding accommodation via a guidebook. We recommend:

- *Lonely Planet Travel Survival Kit* ([www.lonelyplanet.com](http://www.lonelyplanet.com))
- *Rough Guides* ([www.roughguides.com](http://www.roughguides.com))

You might consider staying in a youth hostel, since these are usually cheaper than a hotel. Check out the Scottish Youth Hostel Association on the web at [www.syha.org.uk](http://www.syha.org.uk) or Hostelworld at [www.hostelworld.co.uk](http://www.hostelworld.co.uk).

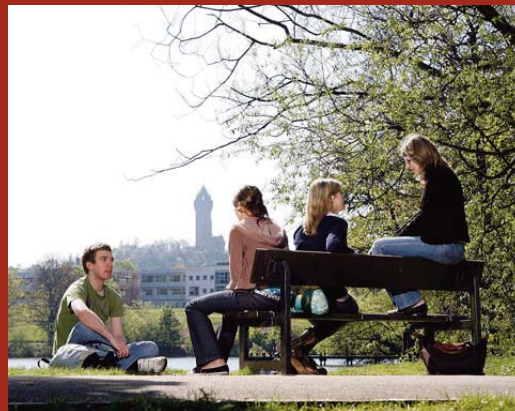
IFSA-Butler does not have luggage storage facilities. If you arrive before orientation to travel, you can leave your luggage at a Left Luggage facility in the airport or at Edinburgh Waverley train station. There is a small fee for each piece of luggage you leave.

## Currency

You can exchange currency at the airport. If you are arriving late at night or at the weekend, it is a good idea for you to bring some pounds sterling with you, as the banks and currency exchange facilities may be closed. Banks in the U.K. are generally open weekdays from 9:30 a.m. to 4:45 p.m. Some banks have limited opening hours on Saturday from 9:30 a.m. to 12:30 p.m.

## Updated Calendar

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



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



# Program Calendar

## Scotland 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>Glasgow School of Art</b>	<b>University of Edinburgh</b>	<b>University of Edinburgh Internship</b>
Group Flight Departs	January 1	January 10	January 10
Arrive in Edinburgh*	January 2	January 11	January 11
Program Starts	January 2	January 11	January 11
IFSA-Butler Orientation	January 3	January 12-13	January 12-13
Residence Begins	January 3	January 14	January 14
University Orientation	January 4	TBA	January 16
Family Visit	TBA	TBA	TBA
Spring Classes Begin	January 4	January 16	January 16
Spring Vacation	March 23-April 13	April 9-20	N/A
Exams	N/A	April 30-May 25	N/A
Program Ends	June 9	May 26	April 28

	<b>University of Glasgow</b>	<b>University of St. Andrews</b>	<b>University of Stirling</b>
Group Flight Departs	January 1	January 29	February 7
Scotland Arrival*	January 2	January 30	February 8
Program Starts	January 2	January 30	February 8
IFSA-Butler Orientation	January 3-4	January 31-February 1	February 9-10
Residence Begins	January 4	February 1	February 11
University Orientation	January 5-6	February 2-5	February 11-14
Family Visit	TBA	TBA	TBA
Spring Classes Begin	January 9	February 6	February 15
Spring Vacation	March 26-April 13	March 24-April 9	April 2-9
Exams	April 23-May 18	May 14-24	May 15-June 2
Program Ends	May 26	May 25	June 2

\* All students must arrive in Edinburgh by this date. Independent travelers should arrive at the orientation accommodation in Edinburgh by 3 p.m. on the day marked "Arrive in Edinburgh."

These dates are correct as of **November 11, 2011**, but must be regarded as provisional, given the mutability of Scottish university calendars. Family visit dates are also provisional and will be confirmed at the IFSA-Butler orientation.

Upon arrival at the host institution, students should check the exam schedules before confirming return travel plans. Exam 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.

Program housing is available until the program end date.

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