



Travel Newsletter

Institute
for Study
Abroad
BUTLER UNIVERSITY

WALES

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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 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 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*
- 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, if possible, and get as much fresh air as possible.



Customs Forms

As your plane begins its descent, 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

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.

Arrival Information

If you are traveling on the group flight, our London staff will pick you up at the airport and provide transportation to your orientation accommodation.

Independent travelers should go to the IFSA-Butler London office by **2 p.m.** on January 20.

21 Pembridge Gardens
Notting Hill
London W2 4EB

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 the IFSA-Butler London office, or you can take the tube (subway) to the nearest station. A single tube ticket is £4. See "Directions to the IFSA-Butler London Office" on the next page 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 "Directions to the IFSA-Butler London Office" on the next page for directions and approximate costs.

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 the IFSA-Butler London office, or you can take the tube (subway) to the nearest station. A single tube ticket is £4. See "Directions to the IFSA-Butler London Office" on the next page for directions and approximate 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.

Directions to the IFSA-Butler London office

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.

You will first receive an orientation packet and other information at our office, and then walk with our staff to the Umi Hotel, where you will be housed during orientation. The hotel is just around the corner from the office:

Umi Hotel
16 Leinster Square
London W2

If You Arrive Early

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.

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 £6 per bag, per 24 hours.

Currency

One of the easiest ways to obtain pounds sterling is to withdraw cash from an ATM in the U.K., though there may be a small fee associated with doing so. If you would like to exchange dollars for pounds sterling, you can do so at the airport or at most banks.

You can acquire some British pounds before you depart, but you might need to order them in advance. Some banks and travel agencies keep pounds on hand.

Updated Calendar

We've included an updated Wales 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.



Program Calendar



Wales 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.

	Cardiff University
Group Flight Departs	January 19
Program Starts/London Arrival*	January 20
IFSA-Butler Orientation	January 21-22
Move Into Housing	January 23
University Orientation	January 23-27
Classes Begin	January 30
Spring Break	March 31-April 23
Spring Exams	May 14-June 15
Program Ends	June 16

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

These dates are correct as of October 6, 2011 but must be regarded as provisional, given the mutability of Welsh university calendars.

At some institutions examinations for study abroad students may be concluded before the official end of the academic year. These universities cannot give us final examination schedules at this time.

Upon arrival at the host institution abroad, 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.

Program housing is available only until the "Program Ends" date.

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.