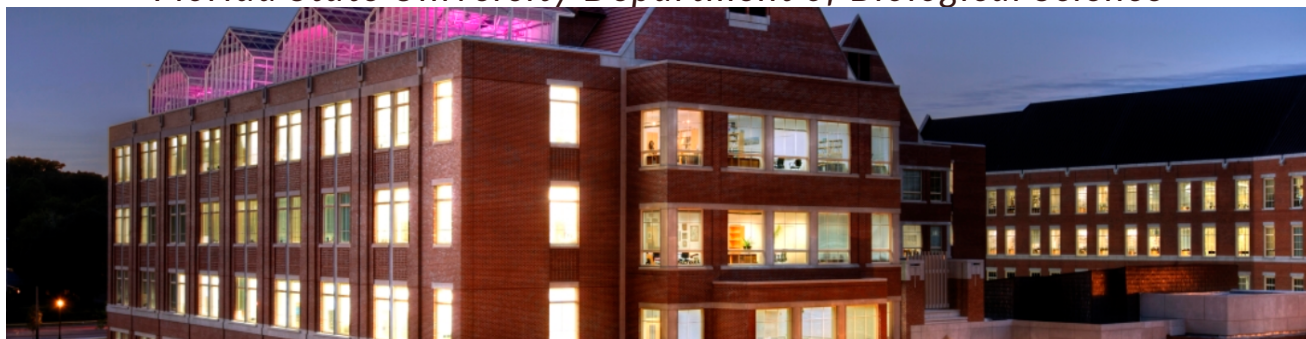




# WELCOME INTERNATIONAL GRADUATE STUDENTS

*Florida State University Department of Biological Science*



## TRANSITIONING TO LIFE AT FSU

*Department of Biological Science is excited you're here!*

This document contains helpful tips, web links, and contacts that we hope will help you have a smooth transition to life in Tallahassee as a graduate student in the Department of Biological Science.

### **Where To Start**

If you haven't already, please contact the Center for Global Engagement (CGE): <https://cge.fsu.edu/international-students/new-students>

CGE will help you with all questions pertaining to:

- Immigration and F-1 / J-1 Visas
- Employment Restrictions
- CGE Orientation (this is separate from Biology Orientation)
- Funding Requirements

### **General Advice From Past Students**

International students should arrive in time for the first CGE Orientation. Later dates may delay your paperwork and paycheck. Latin American and Caribbean (LAC) students have unique program requirements and benefits. **For more information on the LAC program:** <https://gradschool.fsu.edu/funding-awards/financial-support-general-information/latin-america-caribbean-lac-scholarship> **For more general advice for all international students:** <https://www.bio.fsu.edu/eerdg/General%20tips%20and%20advice%20for%20new%20students.pdf>

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*Florida State University  
Department of Biological  
Science*

*319 Stadium Dr.,  
Tallahassee, FL 32304*

*(850) 644 - 3700*



## Biological Science Orientation

Orientation for the Department of Biological Science is required and occurs the week before classes begin. You will go to this orientation, not The Graduate School's "New Student Orientation".

**Questions:** KIN 1063 or email: [gradinfo@bio.fsu.edu](mailto:gradinfo@bio.fsu.edu)  
call 850 644-4783

## Enrollment

You can enroll in courses through your MyFSU account under the "My Courses" tab, <https://www.my.fsu.edu/>

Before enrolling in courses, you must clear all of your Holds. Holds are tasks that must be completed in order for you to be eligible to enroll in courses. Your Holds are listed under the "My Tasks" tab on the right side of your MyFSU page.

### For more information and a list of Holds:

<https://cge.fsu.edu/international-students/new-students/step-13-register-classes>

### To clear your CGE Check-In Hold:

<https://cge.fsu.edu/international-students/new-students/step-9-check-cge>

### For more information on Enrollment:

<https://cge.fsu.edu/international-students/current-students/enrollment>

**Enrollment Questions:** KIN 1063 or email: [gradinfo@bio.fsu.edu](mailto:gradinfo@bio.fsu.edu)

## Requesting Keys

You can request keys to your office and lab through the FSU Facilities Key Shop. Requests must be approved by your advisor and Debbie Jensen.

### To request Keys:

[https://www.bio.fsu.edu/property\\_request\\_form.php](https://www.bio.fsu.edu/property_request_form.php)

## Employment

You may be employed through the department as a Teaching Assistant (TA) or Research Assistant (RA). Any employment you accept **must** be on-campus work that does not exceed 20 hours per week.

### For more information on employment restrictions:

<https://cge.fsu.edu/international-students/current-students/employment>

### For Department of Biological Science New

**Employee Paperwork and Payroll:** Debbie Jensen, [djensen@bio.fsu.edu](mailto:djensen@bio.fsu.edu)

## Health Insurance & Immunizations

All FSU students are required to have health insurance. You can purchase health insurance through the university. The fee for health insurance will go to your student account on MyFSU. Wait to pay this bill until Graduate Student Health Insurance Subsidies have been issued by the Graduate School to cover part of your fee. If you have personal health insurance, please contact CGE to confirm that it meets university requirements. Prior to enrollment you must also show proof of required immunizations.

### To purchase FSU Student Health Insurance:

<https://studentinsurance.fsu.edu/>

### For information on required Immunizations:

<https://studentinsurance.fsu.edu/immunization-requirements>

### For more information on health requirements:

<https://cge.fsu.edu/international-students/new-students/step-7-fsu-health-compliance>

## What Is Canvas?

Canvas is a student-teach portal. You will use Canvas as a student in your courses and as a teacher if you are a TA. Canvas can contain: assignments, lectures, grades and more depending on the course. **Visit:** <https://canvas.fsu.edu/> and use your FSU ID and password to login.



## Meet New People

Florida State University hosts a variety of social events and clubs designed to help students meet new people and bond over shared interests. Within our department, we have weekly coffee cart and Friday graduate student happy hour. Here is just a small sample of the many university wide opportunities available here at FSU...

**Cultural Partner Program** pairs an American graduate student with an international graduate student to foster cross-cultural social interactions:  
<https://cge.fsu.edu/intercultural-programs/cultural-partner-program>

**International Coffee Hour** is a weekly event at CGE where international and US students, faculty, and scholars can mingle over coffee and snacks:  
<https://cge.fsu.edu/intercultural-programs/international-coffee-hour>

**International Bazaar** is our campus's big showcase of cultural traditions from across the globe with dance performances, foods and traditions shared:  
<https://cge.fsu.edu/intercultural-programs/international-bazaar>

### A few clubs and organizations:

Black Graduate Student Association (BGSA)  
Graduate Women in Science (GWIS)  
Hispanic Graduate Student Association (HIGSA)

## Email Etiquette

It is customary in the USA to keep emails short and direct. Emails typically begin with:

"Dear Dr. \_\_\_\_\_,"

...and end with a short

"Thank you,

[Your name]"

### For a short online course on US email conventions:

<https://www.oercommons.org/courseware/module/17254>

## Culture Shock

It is normal to experience "culture shock" when moving to a new place. Culture shock is the feeling of being overwhelmed by unfamiliar cultural surroundings. Programs like the Cultural Partner Program are a great way to ask questions about US and Florida culture in a comfortable setting.

### For more information on Culture Shock:

<https://exchanges.state.gov/non-us/adjusting-new-culture>

<https://www.gooverseas.com/blog/how-to-deal-with-culture-shock-while-studying-abroad>

## USEFUL CONTACTS IN THE DEPARTMENT OF BIOLOGICAL SCIENCE FOR WHEN YOU FIRST ARRIVE

*Department Chair:*

*Dr. Tom Haupt, [haupt@bio.fsu.edu](mailto:haupt@bio.fsu.edu)*

*Diversity Committee Member and Associate Chair for Academic Programs:*

*Dr. Nora Underwood,  
[nunderwood@bio.fsu.edu](mailto:nunderwood@bio.fsu.edu)*

*Graduate Academic Assistant:*

*[gradinfo@bio.fsu.edu](mailto:gradinfo@bio.fsu.edu)*

*Program Associate Human Resources:*

*Debbie Jensen, [djensen@bio.fsu.edu](mailto:djensen@bio.fsu.edu)*

*For a complete list:*

*<https://www.bio.fsu.edu/administration.php>*