

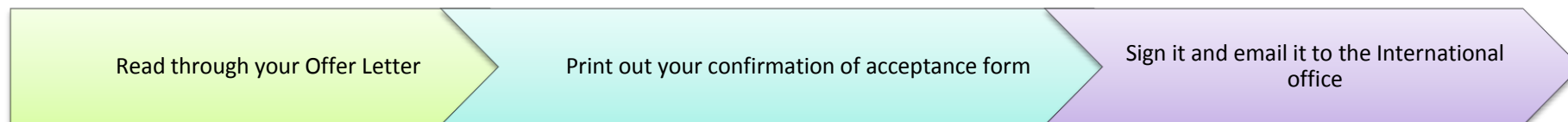
General Information Sheet - Semester 2, 2016



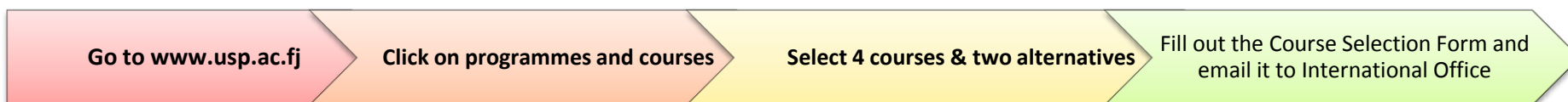
Step by Step Processes

It is very important that you understand the processes involved with completing your admission processes **before** you come to USP. Please follow the flowchart below to complete the necessary steps.

Step 1: Receiving your offer letter and confirming your acceptance



Step 2: Course Selection and Confirmation (Only for STUDY ABROAD & EXCHANGE STUDENTS)



NB: You will need to take note of the [Course Description Key](#) (access to modes of delivery, location and semester key) when selecting courses. Ensure that the courses that you have selected are face to face and offered in semester 2 2016.

Step 3: Study Permit and Housing Applications



Step 4: Confirming your Arrival Date and Time



Note: Confirmation of Courses

Only students who are enrolled in a Study Abroad Programme or an Exchange Programme are required to fill out a Confirmation of Course Form. **All other students**, including Preliminary, Foundation, Certificate, Bachelor's Degree, Postgraduate Degree (Masters + PhD) **do not** need to fill the form.

International Student Arrival Day and Airport/Bus Terminal pick up

- To qualify for free pickups from the Nausori/Suva airport or the Suva Bus Terminal, students are advised to arrive in Fiji on designated arrival days. The designated arrival day for all new International students will be **Monday 4th July, 2016**.
- USP International will offer pick up services to all international students who arrive at the Nausori/Suva airport or the Suva Bus Terminal on **Monday 4th July. Pick-up services will only be offered during office opening hours (i.e. 8:00am to 5:00pm FJST)**.

Any student who arrives before or after this date **must** arrange their own transportation to the University. If you are arriving in a group of **more than** 10 students on the same flight from Nadi to Suva between 6:00am-8:00am *or* 5:00pm-8:00pm on Monday 4th July, we may be able to arrange for a group pick up from the Nausori Airport.

- It is highly recommended that you arrange for a domestic flight from Nadi to Suva/Nausori airport. Ground transportation from Nadi International airport can take up to 4-5 hours to Suva. The approximate distance between Nadi International Airport to Suva is approximately 190KM.
- If you are arriving at the Nausori/Suva airport outside of the arrival day, you can catch a **Yellow Airport Taxi** for approximately FJD\$30 (approx. USD \$15) to USP. You need to provide your residential address to the taxi driver (for example, if you are residing on campus, you can ask them to drop you at the Halls of Residence, etc.) If the taxi driver is not sure where to drop you, ask for assistance at the main security gate.
- You must email your confirmed ticket to the USP International Office at least 2-3 weeks prior to your arrival; and indicate if you require pick-up (for those arriving on Monday 4th July).

International Student Orientation

- This is mandatory for all new students. The orientation program for the Laucala Campus in Suva will be held from **Wednesday 6th July to Saturday 9th July**. The Orientation will cover all important aspects of your study abroad at USP, including course registrations, classes, tutorials, safety and security, campus life, traveling, health, etc. Attendance will be taken throughout the orientation week.

Registration

- It is mandatory for all students to seek academic advising during orientation and academic advising week. All students coming to study at USP through ISA, ISEP, UWP, CARPIMS and Exchange agreements must seek assistance from the USP International Office for registration of courses during orientation week. While we will try our best to assist you, it is your responsibility to ensure that you are properly registered in the right courses by the registration deadline.
- All students who are enrolled in a Study Abroad Programme (for one or two semesters) must seek assistance from the USP International Office for registration of courses during orientation week.
- Online Registration will open a few weeks before the commencement of the Semester. Students can register for their courses, however, all students must verify their registrations with USP International on **Thursday 7th and Friday 8th**. USP will not be held liable for any student who does not verify their registrations on these dates.

- The last date/deadline for registration of courses will be on **Friday 8th of July, 2016**.
- All continuing students must visit their relevant faculty for academic advising.
- ***Continuing students are those that are enrolled in a full Degree Programme, for example Bachelor of Arts in Sociology and Psychology, Masters, PhD, etc. If you are unsure, please check with us via email.**

Payment of Fees

- The deadline for the payment of Semester II fees is **Friday 15th July, 2016**. Fees must be paid in full by this date.
- It is your responsibility to access your invoice via your SOLS account (www.student.usp.ac.fj) and to ensure that your fees are paid. If your fees are not paid by the deadline, a late fee penalty will apply; and you may be deregistered from your courses; and your transcripts may not be released to you at the end of semester. This will not only affect your transcripts and future enrollment at USP but may also affect your study permit.
- If you are studying at USP through one of the following programmes, the above information on fee payment does not apply to you: Globalinks, UWP, ISEP, CARPIMS and Exchange students (some exceptions may apply – please refer to the note below).

Note: Students including those on Exchange Agreements residing at the Halls of Residence or any other on-campus accommodation are expected to pay for their accommodation fees upon check-in; and other applicable fees by the fee payment deadline.

Transportation from Nadi to Suva and temporary accommodation in Nadi

While we highly recommend that you take a connecting flight from Nadi International Airport to Suva/Nausori airport; the following ground connections are available in cases where domestic flight connections are unavailable; or if you prefer ground transportation.

✚ **Coral Sun/TTF Transportation** – Tour desk is located at the Nadi International Airport. The bus fare is approximately FJD\$25 one way. Passengers are picked up from the airport (or hotels, if you book from a hotel) and dropped off at the Suva Holiday Inn, which will be your final destination (the last stop). We recommend that you take a taxi to USP, which would cost you approximately FJD\$4 -7. If you arrive on **Monday 4th July**, we will be happy to pick you up from the Holiday Inn during office hours. All students are required to provide us with their confirmed ticket and arrival information.

✚ **Sunbeam Transport/Pacific Transport** – these coaches pick up passengers from the bus bay at the Nadi airport, and costs approximately FJD\$15 - \$18 one way. The last stop will be at the Suva Bus station, which will be your final destination. We recommend taking a taxi to USP, which should cost you approximately FJD\$4-7; or if you arrive on Monday 4th July, we will be able to pick you up during office hours.

✚ We do not recommend taking a taxi alone from Nadi to Suva as the cost can range between FJD\$180-\$250. We strongly encourage students to **refrain** from using mini-buses, mini-vans, private vehicles and unregistered taxis/vehicles.

Tips when using taxis:

- Pick a taxi that has a taxi sign and a yellow number plate, especially one with a LT number plate, for example, LT 2165. Some taxis are also registered with a LH number plate – these are legal, however, they do not have a meter; and operate on a HIRED basis. They can be expensive. Try not to get a taxi with a LH number plate; instead opt for one with a LT number plate.

- Insist that the driver turn on the taxi meter, which starts at FJ\$1.50 flag fall (\$2 after 10pm)
- You should pay the driver in Fijian Dollars. We highly recommend that you keep coins and pay your fare using coins. Change your money at Nadi airport upon arrival.
- Don't get into personal conversations with the driver.
- Don't accept offers for sight-seeing.
- Don't act all 'touristy' because if you do, there is a chance that you'll get ripped off! Pretend to know where you are going; even if you don't! ☺
- **Give this direction to the driver if you are arriving at the Holiday Inn:** 'Please take me to USP through Pratt Street, Knolly Street and Flagstaff. And please turn on your meter. I also need a receipt for USP.*
- **Give this direction to the driver if you are arriving at the Suva Bus Terminal:** 'Please take me to USP through McGregor Road and Flagstaff. And please turn on your meter. I also need a receipt for USP.*

Very important:

*If you give the driver these instructions, you should arrive at USP between 5-10 minutes; and your taxi fare should not be more than \$7-\$8. Some drivers may tell you that their meter is not functional; or that they don't have a receipt; or that they don't have change. Be firm (but polite) and say that you will get another taxi and cannot use their service. Often at times, these alibis are used so that drivers can make more money; unfortunately, they can happen anywhere; so its always a good idea to know what to say and when. Start the conversation as soon as you get into the cab; and don't be afraid to ask the driver to stop if he uses any of the excuses above.

Short-term accommodation in Nadi

If your flight arrives into Nadi Airport late at night, and you are not able to get a connecting flight into Suva, it is perhaps better that you arrange for accommodation in Nadi at your expense. It is suggested that you check your ticket and make prior arrangements. These are some affordable accommodation, however, the choice to use them (or not) should be at your own discretion:

- Smugglers Cove - <http://www.smugglersbeachfiji.com/>
- Sandalwood Lodge - <http://www.sandalwoodfiji.com/>
- Nadi Bay resort - <http://www.fijinadibayhotel.com/>

*Some resorts/hotels may offer pickups from Nadi Airport, but you must email the resort and enquire. If you are using a taxi, remember it operates on a meter!

Offer Letter

- ✚ Please carry a copy of your **Official Offer letter** and **Fiji Immigration Permit Approval/Facilitation Letter** with you on your travel to Fiji. You may be requested to present it to an immigration official when you arrive at Nadi International Airport. Remember your USP Offer letter is **not** a visa or study permit.

Important Dates

- ✚ Semester 2, 2016 classes will commence on **11th July** and ends on **11th of November**.
- ✚ Mid Semester break will be from **27th August – 4th September**.
- ✚ Study break will be from **22nd October – 30th October**.
- ✚ Exam period will be from **31st October – 11th November**.
- ✚ Semester 2 officially ends on **11th November**.

USP International Emergency Phone Number

- ✚ USP International has a **24 hour emergency phone**, which is to be used in times of **emergencies**. The phone number is: **+679 940 2787** (if you are calling from outside of Fiji). If you are calling within Fiji, dial 940 2787.
- ✚ Email address: international@usp.ac.fj Office phone: +679 3232 743

Note: Please refer to USP.IO-Doc.1C for instructions and information on Study Permits.