

## INTRODUCTION

The **Office of International Programs (OIP)** is delighted that you are exploring study abroad opportunities abroad during your 4-year academic career at Stonehill College. The overseas experience can broaden both your academic and personal life and can provide experiences that assist with building a variety of skills that can propel you into a variety of future opportunities such as graduate school, Fulbright and other competitive fellowships, as well as your future career. The OIP staff will assist you through the planning, pre-departure, reentry, and reflection process. We hope that this planning guide will also provide you with comprehensive information that will assist you in making a smooth transition into an overseas experience. We look forward to working with you and your family in the coming months.

Sincerely,

Ms. Alice M. Cronin  
Director of International Programs  
Email: [acronin@stonehill.edu](mailto:acronin@stonehill.edu)

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## GENERAL INFORMATION

The Office of International Programs' mission is to provide academically rigorous programs that assist a student in exploring their major field of study in another country, discover another culture by immersing themselves in the classroom, out of the classroom, and through various experiential opportunities such as volunteering, internships, and co-curricular programs.

It is the opportunity for students to earn credits towards a degree by studying in another country while living in a different culture and experiencing different attitudes, values, and ways of being. Stonehill College is committed to educating its students about the world and the best way to learn is through a study abroad or international internship experience. An international experience will further your academic and personal goals and provide new skills that extend beyond the classroom.

Study abroad is a life-changing experience, which can affect the future course of both your life and your career. It can be of benefit to all students who are interested in and open to experiencing another culture and way of life.

- Learn about your major/minor field of study from a different perspective.
- Greatly increase your level of fluency in a foreign language.
- Become acquainted with another culture and way of life.
- Attain a new worldview.
- See your home country with a different set of eyes.
- Make friends from different cultural backgrounds.
- Increase your marketability after graduation.
- Develop self-reliance, independence, self-advocacy, and overall confidence through an abroad experience.

### OFFICE OF INTERNATIONAL PROGRAMS

The Office of International Programs' role is to support students through the process from application to return from study abroad. The office provides services such as offering a variety of workshops and information sessions, individual advising appointments, collaborative programming with a variety of offices, as well as offers programs upon your return to assist you with the transition back to campus. We hope that we are able to provide the guidance and support that will assist you with selecting a program that will meet your academic and personal goals.

#### STAFF

Alice Cronin, Director

Jennifer McKernan, Assistant Director

Aliki Karagiannis, Advisor

Patty Mead, Administrative Assistant

Office Hours: Monday – Friday, 8:30 am – 4:30 pm

Location: Duffy Academic Center room 131

Appointments/Main Phone: 508-565-1645

Email: [international@stonehill.edu](mailto:international@stonehill.edu)

Website: [www.stonehill.edu/internationalprograms.xml](http://www.stonehill.edu/internationalprograms.xml)

## **STUDY ABROAD REQUIREMENTS**

Students must meet the following requirements in order to be eligible for a study abroad. Students must have an overall cumulative **GPA of a 2.8**, must be in **good academic standing and social standing** as outlined by Stonehill College's Community Standards, students must be **approved by the Director of International Programs and the Dean of Students**, and must meet specific requirements of their study abroad program. Students must also attend a *Getting Started Session* prior to meeting with an OIP staff member.

If a student's community standard violations have changed after their approval and acceptance and prior to departure, an additional review may be necessary and students may lose their approval status for study abroad participation based on the outcome of the specific violation.

## **LOW GPA PETITIONS**

Students with GPA's below the 2.8 will be required to meet with the Director of International Programs and must complete a low GPA petition process. The petition process requires that students write a statement that describes the reason that the GPA is below the requirement and why they would like to be considered for study abroad. In addition, students will need a letter of support from their major(s) department chair and one additional faculty member that has had the student in one or more courses. Students should meet with the Director of International Programs to discuss this process in advance of submission and to discuss other options for overseas study as necessary.

Student petitions will be reviewed by the Director of the Office of International Programs. Students will be notified by mail of the results of their low GPA Petition. Upon approval, students will be permitted to apply to their designated program.

## **INTERNATIONAL STUDENTS**

International students planning to study or intern abroad should consult the Office of Intercultural Affairs to discuss their student visa in the United States.

## **STONEHILL COLLEGE MANDATORY PREDEPARTURE ORIENTATION**

Students are required to attend a mandatory pre-departure orientation offered by Stonehill College the semester prior to studying abroad. The meeting will discuss important aspects of the abroad experience such as academics, health and safety, financial matters, travel information, and a variety of other areas. Students that cannot attend must attend a make-up session prior to leaving campus in order to discuss any of the relevant information that was missed.

## **VISA WORKSHOPS**

The Office of International Programs will offer several workshops to discuss the visa procedures for some of our more popular destinations. Students must attend these sessions in order to receive the necessary letters and paperwork in order to apply for a student visa. While attendance at a workshop is not mandatory, attending a workshop will enable students to become familiar with the visa application process.

## **ON-SITE ORIENTATION PROGRAMS**

Students will also be required to attend all orientation programs upon arrival in the host country. In most cases, a program provider will offer a general orientation program that will discuss your new cultural environment, the academic and programmatic expectations, as well as the health and safety protocols of your program. In addition, you may also need to attend an orientation conducted by your host university or program. This orientation will be similar to your first year at Stonehill where you learn about the campus resources, the on-site staff, and a variety of other components that will make your study abroad experience a success.

# ACADEMICS

One of the central features of a study abroad semester is the academic experience. Students elect their program based on major and minor discipline areas, hands-on practical experience through an internship program, as well as for opportunities to conduct research, service learning, and utilizing the local culture and environment to gain a deeper understanding of areas of interest. Students also have access to experts in a variety of fields which may assist in solidifying their career path after Stonehill College.

We hope that as you considered your study abroad location that you kept the following aspects in mind as a way to leverage the experience overseas.

- Does my study abroad location offer courses in my major/minor that will augment my studies at Stonehill?
- Does my study abroad program have a specific focus in an academic area/discipline that I cannot study at Stonehill?
- Does my program offer internships, volunteer placements, and research opportunities that will provide me with a practical application to the theoretical foundation of study.
- What co-curricular offerings in this host country may offer networking possibilities which might lead to future career opportunities?

## FULL COURSE LOAD

Students should explore a full course of study for the semester of study abroad. Each program or university has a different expectation of the number of courses you will be expected to take in order to be full time. Students studying abroad must register for the equivalent a minimum of the equivalent of 12 U.S. semester credits to remain in full-time status while abroad. If you receive less than 15 credits during your semester abroad, you may need to take additional courses upon your return to campus in order to fulfill the necessary graduation requirement.

Students will find the information on full course load on their study abroad program's website. Students must take the number of courses that a typical full-time degree student studying at that particular institution. It is the student's responsibility to become familiar with this information. If you are unsure what constitutes a full semester of credit for your host program, you should discuss this with the Office of International Programs.

Courses that are worth less than the typical 3 U.S. credits will **not** fulfill a regular full course at Stonehill.

In addition, students must also be taking a full course load in order to meet the requirements of their student visa, to continue to receive financial aid from Stonehill College, and in order to continue to make progress towards completing requirements for graduation.

## COURSE APPROVAL PROCESS

Students must have all courses preapproved by their major(s) department chair, minor (s) department chair, as well as Academic Services prior to departing campus. The deadline for completing the *Course Approval Form* is April 30<sup>th</sup> for fall semester and November 30<sup>th</sup> for spring semester. Once all the signatures are obtained from the major department chair, minor department chair, and Kathleen Joint you must return the yellow copy of the *Study Abroad Course Approval Form* to the Office of International Programs. Retain the pink copy of the *Study Abroad Course Approval* form for your records and bring the form with you to when you go abroad.

## **COURSES IN MAJOR(S) AND MINOR(S)**

Students may select courses at their study abroad program and/or university to take towards both the major(s) and minor(s). In general students may take up to two courses in their major discipline and one in their minor area of study. Students should print course descriptions for about 8-10 courses for review by the chair of the academic department you are seeking credit. The chair must complete the *Course Approval Form* with the Stonehill equivalent course or elective course number for each course you plan to take during your study abroad semester. If further information is needed in order to approve a course, please have the faculty member contact the Office of International Programs.

## **GENERAL EDUCATION COURSES**

General Education requirements must be taken at Stonehill College and cannot be taken abroad.

## **ELECTIVES**

We encourage students to take a variety of courses that will provide an opportunity to learn about the culture, history, language of their new host country. Many of these courses may not fulfill major or minor courses, but may fulfill an elective at Stonehill College. Students should bring course descriptions and the *Course Approval Form* when they meet with Kathleen Joint.

## **COURSE CHANGES**

Upon arrival at your study abroad location you may need to finalize and/or revise your course schedule through a formal registration process at the study abroad college. During this process it is important that you refer to the pink copy of your Stonehill College Study Abroad Course Approval Form to see which courses you have already had pre-approved. You may find that you need to change some of your courses due to course cancellations at the study abroad college and/or time conflicts within your schedule. Any course changes **MUST** be approved by Ms. Joint at Stonehill College.

If you need to make changes to your course schedule please remember to seek approval from the appropriate Stonehill College personnel by e-mailing the new course descriptions for review. If the new course is in your *major and/or minor* please e-mail the title, number and description to both Kathleen Joint at [kjoint@stonehill.edu](mailto:kjoint@stonehill.edu) and the appropriate department chair. Ms. Joint needs the course description for your Academic Services file and also needs to be included in the e-mail approval by the chair(s) so that your approval form can be updated accordingly. If the new course is an *elective course* you need only e-mail the course description to Ms. Joint for review.

## **TRANSFER CREDIT**

Students will receive Stonehill College transfer credit if they earn the equivalent of a Stonehill College “C” grade or better in the courses taken abroad. Students that obtain grades below a “C” grade are unable to receive any transfer credit for those courses. Transfer credit is recorded on the student’s transcript, but is **not included** in the calculation of a student’s cumulative grade point average. Although students are awarded transfer credit on their Stonehill transcript, grades will be figured into your overall GPA during the application process for post-Stonehill opportunities such as graduate school, Fulbright fellowships, and for some employment positions.

## **GRADES**

Students typically find that the grading system used while abroad is a bit tougher than what is typically experienced at Stonehill College. Grade inflation is something commonly experience in the United States and students should be prepared for more stringent grading practices and standards while on a study abroad program.

Students should become familiar with the grading scale used at their particular study abroad location. Student grades will be translated from the host institutions grading scale into the US equivalencies in order to determine if the grade of a C or better was received in each course. Stonehill College does not change any grades awarded by a study abroad program.

## **GRADE PETITIONS**

In some instances, a student may not agree with a particular grade awarded by a faculty member from their study abroad program and/or Host University. Students are encouraged to monitor academic progress throughout the study abroad semester while in the host country. It is certainly important to meet with faculty regularly and to discuss questions about academic progress during the program, rather than waiting until your return to Stonehill.

The process for petitioning a grade will vary from program to program. Often the first step is to keep the contact information for all the faculty members that you had while on a study abroad program. We also recommend keeping copies of your academic work at least for the semester of your return as you may need this information or you may want to utilize some of the work towards projects or papers in your courses back at Stonehill College.

The next step is to meet with the Office of International Programs to discuss the grade in question and to work with the OIP to discuss your concerns about the grade and provide any coursework with grades and other information that support your position. The OIP then can work with you through the process of following-up on the particular grade or course with the study abroad program or Host University. The outcome may include the grade remaining the same or the grade changing. This outcome will vary on a case-by-case basis and the Office of International Programs cannot guarantee a grade change.

## **COURSE SELECTION**

Students on a study abroad program will be able to select courses for the semester following their study abroad term using the standard course selection procedures used on-campus. The students abroad will receive an email from the Office of International Programs that will specify the dates and times by class year for entering course selections using Hill Net. The times specified will be set by Eastern Standard Time zones, so students should plan accordingly.

Students concerned about access to the internet or who may be traveling during the dates specified may work with the Registrar's Office, The Office of International Programs, and Academic Services for assistance during the Course Selection process.

If a student plans to take a course upon return to Stonehill, and the course has a pre-requisite that is being fulfilled during the semester abroad, the students should contact the Associate Registrar, Veronica Dunn ([vdunn@stonehill.edu](mailto:vdunn@stonehill.edu)) with that information. This will enable the student to select the course for the following semester.

## **TRANSCRIPTS**

Upon successful completion of the study abroad program, students should receive an academic transcript from their study abroad program. In addition, the Office of Academic Services must receive an official transcript at the end of the semester in order to post your transfer credits to your official Stonehill transcript. Students that have not fulfilled any and all outstanding fees due (ex. outstanding library books, etc...) will not be sent a transcript until all fees are paid in full.

## **REQUESTING ADDITIONAL TRANSCRIPTS**

Students that are planning to apply for graduate school, competitive fellowships and scholarships, as well as some employers may need several additional copies of their official transcript from study abroad. Students should explore this process with their study abroad program provider and/or host university to ensure that transcripts are received in time to meet the various application deadlines. Additional transcripts may cost additional fees depending on the study abroad program and more information can be found on the Alumni section of their study abroad program provider websites.

## **ACADEMIC SUPPORT SERVICES**

Students on study abroad programs must realize that the support services available will vary considerably from program to program. Students should become familiar with the resources and services available by visiting website of the abroad program. Student should always look to their International Office staff and program directors abroad as a resource to assist with any and all matters of concern both academically and personally.

## **STUDENTS WITH LEARNING DISABILITIES**

Students that receive accommodations for learning disabilities should disclose this information to the Office of International Programs during the initial advising phase. Students with documented learning disabilities should meet with the Director of Academic Achievement to discuss plans for studying abroad. All documentation should be made available to the disability service office of study abroad program. Services are available on most programs, but may take time to coordinate.

## **LIBRARY SERVICES**

Students will have access to various types of libraries depending on the location of their study abroad program. Students will also be able to continue to access the on-line resources and tools on the Stonehill College's website, but should plan to bring their Stonehill College ID card in order to access any resources requiring a student ID, username, or password. For further information about the library view the website:

<http://www.stonehill.edu/x13187.xml>

**Tip:** Students should change their spell check on their laptop computers to the language of the host country. This will assist with avoiding simple mistakes the Americans typically make when writing papers when using British English or another language.

# FINANCIAL INFORMATION

## STUDY ABROAD COSTS

Students are charged current Stonehill College Tuition, Housing (Standard double room only), and Board (if included). If housing or board is not provided by the study abroad program, students will not be charged for these amounts. Full payment should be made to Stonehill according to the due dates established by the Student Aid & Finance office.

In addition, students may apply Federal, State, Need-, and Merit-aid to their study abroad semester. Stonehill Basketball Scholarships and Tuition Exchange Scholarships are not transferable. Students holding such funding will be responsible for paying the College the full negotiated external program fees.

Work-study funds are not available while abroad. Students are encouraged to discuss the financial situation with the Student Aid & Finance office.

## OTHER EXPENSES (VARIES PER PROGRAM)

Students are responsible for the fees not included in their study abroad program fees. These fees may be found on the particular websites of the program provider. The items NOT included are typically the following:

- ✓ Study Abroad Administrative Fee (Spring semester only)
- ✓ Roundtrip Airfare to host country
- ✓ Housing supplements (single rooms, meal plans, cleaning services)\*
- ✓ Damages to housing (if applicable)
- ✓ Meals (if not provided on the program)
- ✓ Passport, Visa, and Police Registration Fees (if applicable)
- ✓ Cell Phone Usage and Charges/Calling Cards/Skype, etc...
- ✓ Books
- ✓ Gym Memberships
- ✓ Laundry
- ✓ Commuting costs (in local city/country)
- ✓ Personal Travel
- ✓ Personal Items (shampoo, notebooks, etc...)
- ✓ Gifts (family, friends, home-stay families)

\*Students should review closely their housing selections and be familiar with any additional costs that may be associated with a particular housing selection. These amounts are outlined on the program websites. If a student is unsure about a particular fee, they should discuss these costs with the Office of International Programs.

## ADMINISTRATIVE FEE (spring semester only)

Students studying abroad during a spring semester are charged a **\$750.00 study abroad administrative fee**. The study abroad fee is waived for some Stonehill direct programs. Please ask an OIP staff member for a list of exempt programs.

## NON-REFUNDABLE PROGRAM DEPOSIT:

Upon acceptance into a program, the College will send the required deposit to your provider or host institution. Students should submit the completed Study Abroad non-refundable deposit Form and a copy of the provider's acceptance letter to the Office of International Programs. If you do not attend the abroad program after the deposit has been paid by the College on your behalf, the student will be responsible for the re-payment of the

deposit to Stonehill. You can download the Study Abroad non-refundable deposit Form:  
<http://www.stonehill.edu/Documents/>

### **HOUSING DEPOSITS**

The Office of International Programs does not pay any refundable housing deposits as these amounts are typically returned to the student minus any damages at the end of the semester. Students are responsible for any and all housing damages during a study abroad program. If damage costs are over and above the housing deposit amount, students may receive a bill directly from the study abroad program and a transcript will not be released until these amounts have been paid in full.

### **WITHDRAWAL POLICY**

Students who withdraw from study abroad prior to departure will need to inform the Office of International Programs and their specific study abroad program in writing. Students will be responsible for the Non-refundable program deposit (amount depends on the program) as well as any unrecoverable costs that the program has paid on your behalf. The amounts are based on the withdrawal and refund policies stated by their specific program provider and this information can be found on the provider's websites.

### **SUMMER PROGRAMS**

Students on summer or January study abroad programs pay all deposits (confirmation and housing) directly to the study abroad program. Students are responsible for paying any and all fees directly to the study abroad program and follow all stated policies and procedures of their study abroad program.

# TRAVEL INFORMATION

## PASSPORT

You must have a valid United States passport in order to leave or re-enter the U.S. Once you leave the country, your U.S. passport will be your most valuable possession. Whenever you travel anywhere, you should keep it with you at all times and in a safe place. Passports must be valid for 6 months after the end date of your study abroad program.

A passport is issued by the Department of State and is valid for ten years for people over 18 years of age. **Apply for a passport as soon as possible, preferably 6-8 months prior to departing the U.S.** You may need to apply for a visa three months prior to departure and this can only be done with a valid passport. Don't wait until the last minute! More information about applying for a new or renewal passport may be found at:

<http://studentsabroad.state.gov/>

As soon as you receive your passport, sign it in the place indicated and fill in the information on the inside cover. Make several copies of the title page and keep one copy separate from your original passport when you travel. This will enable you to replace it if lost or stolen. Leave one with your parents and give one to the Office of International Programs (OIP).

If your passport is lost or stolen while abroad, report this to the local police immediately, inform your on-site Program Directors and staff, and contact the Office of International Programs. US citizens will need to apply for an emergency replacement passport at the nearest US Embassy. This will entail completing a new application, submitting photos, and paying a passport fee.

**Tip:** Never pack your passport in a suitcase. Always keep your passport in a dry and safe location.

## VISAS

A visa is an official stamp or document, typically placed inside your passport that has been issued by a foreign government. The student visa grants permission to a student to enter, study, or live in a particular country for a specific duration of time (length of study abroad program). A student visa does not automatically permit a student to work while abroad, and some countries do not permit students to work at all during the semester abroad.

Not all countries require a student visa in order to study for a semester or year abroad. Some countries may only require certain documents, typically referred to as entry requirements, such as an official acceptance letter from Stonehill College, from your host university or program, as well as financial means of support (credit cards, traveler's checks, etc.). Information on necessary entry documents and student visas may be found on the following web site: <http://studentsabroad.state.gov/>

Students should begin to explore the requirements for their particular host country early in the process so that they will have sufficient time to compile the necessary documents and receive the visa prior to their study abroad departure. For further visa information, go to: [http://travel.state.gov/travel/cis\\_pa\\_tw/cis/cis\\_4965.html](http://travel.state.gov/travel/cis_pa_tw/cis/cis_4965.html)

## ISIC STUDENT IDENTITY CARD (ISIC)

An International Student Identity Card (ISIC) is beneficial to have while abroad. The ISIC card comes with a directory that includes discounts on accommodations, international calling, and international money transfers, and other activities such as museums and movies. Some study abroad providers will issue an ISIC card as part of their program. If your program does not include an ISIC card, it is suggested that you apply for the card

either on-line [www.myISIC.com](http://www.myISIC.com) or at one of the official locations. Students enrolled in a Stonehill-sponsored program will be issued an ISIC card as part of their program.

### **OVERSEAS SUPPLEMENTAL INSURANCE**

All students studying abroad are required to have overseas supplemental insurance to cover any accident or sickness that may occur. Most study abroad programs provide supplemental insurance through a number of insurance carriers for the duration of the study abroad program. Information about overseas insurance plans may be found on the specific study abroad program provider websites.

For those programs that do not provide insurance, Stonehill College will purchase insurance through Cultural Insurance Services International (CISI) on behalf of each student and provide an emergency card and information on the insurance plan. Students are not able to use the International Student Identity Card (ISIC) to fulfill the mandatory overseas insurance coverage requirement.

More information about the insurance coverage (including the Claim Form) may be found on the OIP website: <http://www.stonehill.edu/x12470.xml>

### **CISI CLAIMS PROCESS**

If an accident or emergency should occur abroad, students should seek treatment or care immediately, inform the on-site Directors and advisors, contact the Office of International Programs, and inform their parents/guardians. In addition, students must inform their overseas insurance carrier about any incident where medical treatment is provided. An emergency card will be provided by our study abroad program and will have a phone number that may be called 24/7 in the event of an accident or injury. The insurance company may be able to direct pay the expenses for medical care to the health provider or hospital, but in most cases students will need to complete a Claim Form and submit all receipts for medical treatment for reimbursement. Claim Forms will be made available to students through their study abroad program and/or insurance carrier. Students with questions about their particular coverage should contact their study abroad program provider directly for more information.

CISI insurance contacts:

#### **Cultural Insurance Services International (CISI) Policy #: GLB9125442**

River Plaza

9 West Broad Street

Stamford, CT 06902-3788

Phone: 1-800-303-8120

Fax: 203-399-5596

Website: [www.culturalinsurance.com](http://www.culturalinsurance.com)

#### **Emergency Contact Information:**

**TeamAssist:** 1-800-472-0906 or call collect worldwide to 713-267-2525

**Emergency Email:** [customerservice3@aig.com](mailto:customerservice3@aig.com)

#### **Insurance Claims: Contact Jeanette Torres**

River Plaza

9 West Broad Street

Stamford, CT 06902-3788

Email: [jtorres@culturalinsurance.com](mailto:jtorres@culturalinsurance.com)

Phone: 203-399-5134 or 1-800-303-8120

## PERSONAL PROPERTY INSURANCE

The Office of International Programs does not insure the personal property of students during a study abroad program. It is impossible to ensure the safety of personal items from damage, loss, or theft. We recommend that students investigate property insurance options for items such as laptops, jewelry, portable CD/DVD players, and purchased items prior to departure. Students may utilize insurance through a parent's homeowner's insurance or through an outside insurance provider found on <http://www.Insuremytrip.com>.

## MONEY

When traveling abroad, it makes sense to handle your finances carefully and wisely. Utilize the budget planning worksheet to plan for your financial needs while abroad.

Financial Planning Worksheet:

<http://www.stonehill.edu/Documents/International%20Programs/Budget%20worksheet.pdf>

It is recommended that you bring a small amount of **foreign currency** with you (approx. \$100) to cover any expenses on the day of your arrival. Most major airports do have currency exchange services, but fees tend to be higher. It is much easier to "buy before you go." Local banks in the United States do not have foreign currency on hand, so you will have to order it in advance. Main branches of large commercial banks do have supplies of most major foreign currencies. Be sure to check with any bank before going to purchase foreign currency.

There are **ATM** locations overseas at which you can use your ATM cards (Cirrus or Plus system as a rule). ATM cards are even more valuable if they also contain the VISA or MasterCard logo. This combination will allow you to withdraw cash at even more locations. Check with your bank for locations overseas where your card is accepted and if your Pin # will work in your host country. Many foreign ATMs will not recognize a 5 digit Pin # and as a general rule, 4 digit Pins are the most commonly recognized. You should, however, not use an ATM card as you would at home. Though you usually receive a good currency conversion rate, there may be higher fees when abroad. Your local bank should be able to give you all the details. You should be aware that you can only withdraw funds from your primary checking. You cannot access your account balance and you cannot transfer funds between accounts.

If possible, bring a credit card, such as **Visa** or **MasterCard**. A credit card used wisely or only for an emergency can be very reassuring. If you have an **American Express** card, you can cash checks from your U.S. bank account at American Express Travel offices. This money is converted into local currency. Check with American Express for more details. Students may also want to set-up pin # with their credit card company as this will permit students to withdraw cash from the credit card. This service does take some time to arrange, and student should be aware of the high credit card fees associated with withdrawing cash from a credit card. This should only be used in cases of emergency when abroad. Another secure and convenient method for carrying and accessing cash abroad is by purchasing a "**Visa TravelMoney**" or "**Cash Passport**" card through AAA. Cards are password protected, reloadable, and can be used to make purchases or withdraw money from ATMs. More information can be found at: <https://www.aaamyaccount.com>. You do not have to be an AAA member to purchase a travel card.

**Wire transfers** are another option. Banks, American Express offices, and commercial agencies will wire money to a bank account or agent abroad in 3-4 business days. There may be a transaction fee both to send and to receive the money. Ask about these fees both at home and abroad before wiring money

**Tip:** Students should contact their credit card companies and inform them of their travel plans. Notify the credit card companies of any countries that you may wish to visit during your semester abroad. Also, keep a copy of your credit card numbers in case they are lost or stolen.

Plan and spend wisely as you are likely to spend more money during the first month of your stay than at any other time.

## PHONES

It is strongly advised that you obtain a calling card, in order to place long-distance telephone calls with ease. Most U.S. long-distance companies have overseas calling plans that greatly reduce the cost of overseas calls. Sign up for these before you leave and get a list of local access numbers for each country you plan to visit. These numbers are toll-free or local call numbers that provide direct access to a U.S. operator. Also, once overseas, you may find that it is even less expensive to purchase pre-paid phone cards to use when calling home. These are similar to phone cards here in the U.S. Similar to U.S. phone cards, they are issued by a variety of phone companies, and available just about anywhere.

You may also wish to purchase a cellular phone when you arrive overseas. Consult with the Peer Advisor for your destination to learn about the use of cell phones. In addition, your study abroad program will be conducting an orientation program on-site and will share the most up-to-date information on the phone companies and calling plans that will assist the students with communicating in the most cost effective and efficient manner.

Students have also utilized a service called SKYPE (<http://www.skype.com/>) which permits students to talk to family and friends via the internet. You do need to register for this service in advance of your departure, and you will need to purchase a head-set and a camera (If you would like to see your family and friends).

## PACKING

**Don't over pack!** Many people have advised you to pack lightly and now is the time to take this advice seriously. Most airlines will allow you to check two pieces of luggage and one carry-on. Generally, there is a weight limit of 50 pounds per piece and a maximum dimension of 60" for check in and carry-on luggage should not be greater than 9"x 17" x 18". **Check with your airline** regarding specific regulations.

### **You should bring the following with you:**

- ✓ Battery-operated alarm clock
- ✓ Umbrella and warm waterproof jacket
- ✓ First-aid and sewing kit
- ✓ Flip-flops for showering (especially if you are planning to travel via youth hostels)
- ✓ Camera
- ✓ Photos of family and friends
- ✓ Any prescription medication (enough for the duration of your program)
- ✓ Backpack for weekend travel
- ✓ Maps and guidebooks
- ✓ Copy of the first page of passport
- ✓ Copy of plane tickets
- ✓ Gifts for host families (if living with a host family)
- ✓ Important phone numbers for Stonehill, your program/host family, insurance, and other important information for your arrival.
- ✓ Small quantity of personal hygiene items such as shampoo, conditioner, soap, deodorant, contact lens solution. **\*Remember that you can buy these necessities overseas too!**

- ✓ Electrical appliances do not work without an adapter and often do not work properly using an adapter. If necessary, purchase a hair dryer when you are settled in your new environment. A laptop is not necessary as students generally have access to computers at their university, or at an internet café. It is important to speak with a peer advisor about your particular host country for more information and details.

### **THINGS TO DO UPON ARRIVAL**

- **Call home** – your families will appreciate hearing from you to know that you arrived safe and sound.
- Register with the US Embassy or Consulate (sometimes done by your provider). This can be done online at <https://travelregistration.state.gov/ibrs/ui> through STEP (Smart Traveler Enrollment Program);
- Locate the nearest Police Station;
- If you purchase a cell phone, provide the Office of International Programs with the number as well as your on-site director;
- Provide your overseas address to the OIP staff;
- Inform the Office of International Programs if you change your e-mail;
- Read all emails from the Office of International Programs via your Stonehill College email account throughout the duration of your study abroad program to ensure you are getting all important Stonehill Information.

# CULTURAL PREPARATION

Becoming familiar with the culture of your new host country through coursework, informal interactions with international students, foreign movies, novels, etc. is an important part of the integration in your study abroad location. Familiarizing yourself with the culture of the host country means to understand the attitudes, values and beliefs of that culture and trying to approach the country where you will be living through the eyes of a native. One of the main reasons for being in a foreign country is to develop fluency in that language. Even if you are going to an English-speaking country, be aware that you will need to learn new vocabulary and get accustomed to a new accent.

It is important to read about current events not only in your host country but also in the United States. U.S. students report that foreign students are much more politically aware than American students are about world events. American students are often embarrassed when asked questions on United States foreign policy, which they cannot answer as easily as students from the host country.

## CULTURE SHOCK

Please be aware that most people who live abroad for an extended period of time encounter some form of culture shock. This occurs because most of the cultural cues and rules, which we are accustomed to at home, no longer apply. Even simple tasks become difficult because things are done differently in the host country and we are not yet familiar with this way of doing things (ex. mailing a post card home). The resulting disorientation, which can cause anxiety or severe stress, is what is known as culture shock. Fortunately, culture shock is predictable and manageable, and if you are prepared for it, you can do a great deal to control it. It is marked by five phases outlined below:

**Phase 1: Euphoria**--This is the tourist phase. You are excited about living in a new place, and at first glance, it strikes you that the people and the way of life are not that different from what you are used to. Students typically see the culture from a surface approach, which is very similar to when you travel for vacations.

**Phase 2: Irritation and Hostility**--After the initial excitement is over, you start noticing more and more dissimilarities between life in the foreign country and life in the U.S. Your initial curiosity and enthusiasm may turn into irritation, frustration, anger and depression. Symptoms experienced by people during this phase include homesickness, boredom, withdrawal (e.g., spending excessive amounts of time reading, only seeing other Americans, avoiding contact with local people), stereotyping of and hostility toward local people, loss of ability to work effectively, irritability, etc. Fortunately, most people only experience a few of these symptoms, but this second phase can be difficult. It is helpful to be aware of these symptoms, so that you can understand what is happening to you or your friends, and can take steps to counteract them.

**Phase 3: Gradual Adjustment**--Over time you gradually will learn to change your perspective and will be able to adapt to the new culture. Once you begin to orient yourself and are able to interpret some of the subtle cultural clues and cues, the culture will seem more familiar. You start feeling more comfortable and less isolated. Your self-confidence returns. Students often utilize contacts in the local culture to learn the “deeper” meaning of various behaviors/interactions/language that occur daily in your study abroad location.

**Phase 4: Adaptation or Biculturalism**--Full recovery has occurred when you are able to function in two cultures with confidence. At that time you will find that you enjoy some of the customs, ways of doing and saying things, and personal attitudes which bothered you so much in Phase 2. You may not realize how well you have adjusted to the new culture until you return to the U.S., at which point you may experience Reverse Culture Shock.

**Phase 5: Reentry Shock or Reverse Culture Shock**—This final phase is when a student has returned home and experiences both the elation of seeing old friends and family with the loss of experience overseas. Often students will need some adjustment as they have developed new skills (foreign language, cross-cultural communication), have established new friends and relationships abroad, and need to find ways to merge the newly established person from the study abroad experience with the life back in the United States. This takes some time and the Office of International Programs will offer several programs to assist with integrating you back into life at Stonehill College.

**Tip:** Secure names and addresses of any contacts of friends and family that reside overseas. The initial call may be a difficult one for you, but students report that it really produces results. People are usually pleased to be called and given the opportunity to show you their country.

There are some wonderful resources that you can utilize to assist you during the pre-departure, in-country, and reentry phases of your experience.

✓ ***What's Up with Culture:***

<http://www.pacific.edu/sis/culture/>

Dr. Janet M. Bennett, Dr. Milton J. Bennett, and Margaret (Peggy) Pusch of the Intercultural Communication Institute (ICI), Portland, Oregon; and Dr. R. Michael Paige, University of Minnesota, Minneapolis, Minnesota.

✓ **Global Scholar:**

[http://globalscholar.us/course\\_description.asp](http://globalscholar.us/course_description.asp)

- Students will need to register on-line first by visiting the following link:

<http://globalscholar.us/registration.asp>

# HEALTH & SAFETY

The following information on safety is provided by First-Educational Travel Information (SAFETI) Clearinghouse of the University of Southern California's Center for Global Education in the Rossier School of Education. This information is made possible through support from the Fund for the Improvement of Postsecondary Education (FIPSE) of the U.S. Department of Education and can be read in its entirety at the following website: [www.studentsabroad.com](http://www.studentsabroad.com)

## INTRODUCTION

When thinking about safety around the world, it is important to have a balanced perspective. Safety is a global, national, regional, and local phenomenon. As Americans have come to realize, the U.S. is no more immune to acts of crime or violence than other parts of the world. The resources provided assist you in understanding the particular safety challenges in the country where you will study. This resource gives a framework of information, checklists, questions, and resources that help you review the type of study abroad program you will choose/have chosen, the available support services, and ways for you to be prepared for the realities abroad.

While no international program can offer an absolute guarantee that students will be safe, there are many steps that can be taken to reduce the risk of becoming injured or a victim of crime abroad. We encourage all students, their parents to read through the following safety suggestions in order to better prepare themselves in the case of health or safety challenges abroad.

## BASIC HEALTH AND SAFETY

The process of wellness starts before you go abroad with a visit to your doctor. You may need to get inoculations to protect yourself from infectious diseases endemic in the countries you will visit. You will also learn some tips to ensure you drink clean water and eat uncontaminated food.

- **What to Know about Your Country:** Learn all you can about the health and safety issues of the countries you plan to visit. This includes reading about the cultural and political climate of those countries, as well as learning about how others view people from your country, race, ethnic group, religion, gender and sexual orientation.
- **Infectious Diseases and Inoculations:** Find out about the infectious diseases endemic in countries to which you will be traveling, and get the appropriate shots and pills, and take the appropriate medications with you if your doctor thinks it's necessary. Find out about any potential side effects of shots and pills that you may take.
- **Physicals and Check-ups:** Get a complete physical, eye exam and dental check-up before going abroad.
- **Can You Drink the Water?:** Find out if water is safe to drink in the countries to which you will be traveling. Purify unsafe water before you drink it. Make sure water bottles come sealed when you buy them. Remember that ice can also be unsafe, as well as the water you use to brush your teeth.
- **Food Safety:** Poor refrigeration, undercooked meat, and roadside/outdoor vendors could pose problems related to food contamination. If you get diarrhea or food poisoning, remember to drink plenty of fluids to stay hydrated. As with any illness, consider seeing a doctor if your condition worsens. Give your body time to adjust to new types of foods you will be eating.

- **Laws and Codes of Conduct:** Make yourself aware of both the rules and regulations of the study abroad program sponsor, and the local laws and customs of the countries which you will be visiting. Understand that you will not only have to conform to the legal system of the country you will be visiting, but also obey the codes of conduct required of program participants. Bear in mind, as well, that as matriculated Stonehill College students, you must still abide by the Stonehill Community Standards while on an overseas program.
- **Mental and Physical Health:** Consider your own mental and physical health issues when applying for a study abroad program, and make all your necessary health information available to the program's administrators so they can assist you with any special needs, or advise you on the risks you might face. Study abroad may include both physical and mental challenges for students.
- **Prescriptions:** Get a doctor's signed prescription for any medication you have to bring abroad. Some prescriptions may need to be translated if you wish to fill them abroad. Generally, it is easiest to bring a full supply of your prescription medication for the duration of your time abroad. Include your glasses or contact lens prescription. Bring an extra pair of glasses.
- **First-Aid Kit:** Consider a well-stocked first-aid kit as a first line of defense. Some items to include are: sunscreen, bandages, flashlight, sterile pads, insect repellent, adhesive tape, aspirin, antacid, anti-diarrhea tablets, anti-malarial medication, extra bottled water, feminine protection, condoms, rubber gloves, etc.
- **Fitness and Exercise:** Try to get fit in the time you have before departing overseas. A healthy body can help you to fight off illness and recover faster if you do get sick. Also, try to stay fit while abroad, even though it may be harder to follow a structured workout routine.
- **Walking:** Get a good pair of comfortable walking shoes. Without access to a car abroad, you may have to do quite a bit of walking. Break in your shoes before you go.
- **Emergency Contacts:** Keep the program staff and an emergency contact at home well informed of your whereabouts and activities and provide these people with copies of your important travel documents (i.e. passport, visa, plane tickets, traveler's checks, and prescriptions).
- **Air Travel:** When you travel by air, drink a lot of non-alcoholic fluids, stay away from caffeine, eat light, and stretch often to avoid jetlag. A direct flight is usually easier for most travelers, but flights broken up by stops can also lessen jet lag.
- **Transportation:** Accidents involving in-country travel, whether by air, bus, train, taxi, car, etc., are a major cause of injury to students abroad. It is important to understand what the safe modes of travel are abroad.
- **Alcohol and Drugs:** Use and abuse of alcohol and drugs abroad can increase the risk of accident and injury. Many study abroad accidents and injury are related to the use and abuse of alcohol and drugs abroad. Violating drug laws abroad may result in very serious consequences. In some countries, being found guilty of violating drug laws can result in serious consequences.

## RISK FACTORS AND STRATEGIES TO REDUCE RISK

In this section, you will find information on how to avoid being a target of crime. There are helpful tips on how non-verbal communication—like gestures or manner of dress—can help keep you safer. You will also learn how to become more aware of your surroundings. Based on anecdotal information, most of the incidents resulting in injury or death of students while participating in study abroad involve:

- travel/traffic accidents
- use and abuse of drugs or alcohol
- sexual harassment and assault
- crime/petty theft
- mental health issues/stress
- diseases and illnesses that exist in the host country
  
- **Precautions When Accepting Food and Drink:** Be cautious about accepting drinks from a stranger, alcoholic or non-alcoholic. Be cautious about accepting food from a stranger.
  
- **Risk Upon Arrival:** Travelers, especially those having just arrived abroad, are often targets of crime and at higher risk of harm, because they:
  1. Are unfamiliar with their surroundings
  2. Might not speak the local language well
  3. Are clearly recognizable as foreigners
  4. Have not yet learned the social norms or unwritten rules of conduct
  5. Are eager to get to know new people and the local culture
  6. Are naive to the intentions of people around them
  7. Are carrying all their valuables with them
  
- **Keeping in Control:** In addition to the circumstances involved with being new in a foreign country, which are often beyond one's immediate control, there are many situations that students can control. Some controllable factors that place students at greatest risk include:
  1. Being out after midnight
  2. Being alone at night in an isolated area
  3. Being in a known high crime area
  4. Sleeping in an unlocked place
  5. Being out after a local curfew
  6. Being under the influence of alcohol or drugs.
  
- **Non-verbal Communication:** Non-verbal communication (like body language and hand gestures) considered harmless in the U.S. may be offensive to people in other countries. The list of gestures considered rude in other countries can grow beyond the obvious.
  
- **Sexually Transmitted Diseases:** Keep yourself free from sexually transmitted diseases by using protection (like condoms or abstinence). Also, remember that “no” may not always be interpreted as “no” in other countries. Inform yourself about the types of diseases prevalent in the area in which you are traveling.

- **International Sources of Information:** Inform yourself as much as possible about your new environment, making use of as many different sources as possible - online, in the library, on television and radio news programs, and in the paper. Don't limit yourself to U.S. sources. Instead, contrast the U.S. information with that provided by other countries.
- **Understanding Locals:** Beyond tuning into yourself, make it a point to try to understand what locals are communicating to you, how they feel about you and about U.S. citizens in general, how you are fitting with their values, and how well you understand them. Obviously a stronger grasp of the native language will help you with these things, but even knowing a few essential phrases can be immensely beneficial.
- **How to Dress:** It is often best to dress conservatively – by local standards, so you can't be identified on sight as a tourist or a U.S. citizen. For example, avoiding insignia clothing, baseball caps, and other items that identify you as an American will not only allow you to fit in , but will assist in your safety by avoiding any unnecessary attention that you might bring to yourself by wearing these items in a foreign country.
- **Jewelry and Other Valuables:** Be cautious with how you display valuables (does it look like you're flaunting wealth?). Leave your good jewelry at home, and keep money in a safe place like a money belt or hidden pouch under your clothes.
- **Becoming Aware of Your Surroundings:** You should be aware of your surroundings, remembering to:
  1. Pay attention to what people around you are saying
  2. Find out which areas of the city are less safe than others
  3. Know which hours of night are considered more dangerous
  4. Stay and walk only in well lit areas
  5. Avoid being alone in unfamiliar neighborhoods
  6. Know where to get help (police station, fire station, phones, stores, etc.)
  7. Do not touch suspicious items like letters or packages
  8. Know what is "normal" and "not normal" to see on a daily basis in the areas
  9. Do not respond to explosions or gunfire by going to a window
- **Effects of U.S. Foreign Policy:** The foreign policy of the U.S. does not always sit well with citizens of foreign countries. In some cases, Americans living abroad can be targets of the frustrations of these individuals. Consider the nature of the political climate and relations between the U.S. and the countries you plan to visit.
- **Crimes against U.S. Citizens:** There are some steps you can take to avoid being targeted for politically motivated crime or anti-U.S. crime in general. Try to assimilate your style of dress and mannerisms as much as possible into the local norms. "Dressing like a U.S. citizen" (or any way conspicuously different from the native look) makes it easier to identify you as "the other" or an "outsider" and can make you a target.
- **Political Rallies:** Avoid political rallies, which can increase tensions and emotions or breed angry mobs for which a U.S. citizen may serve as a scapegoat.
- **Political Conversations:** Try not to engage in conversations about contentious political issues with host nationals and avoid retaliating against hostile or bigoted remarks about Americans.

## **EMERGENCY PROCEDURES**

The information provided below is not meant to make you nervous or afraid. It is to make sure that you are aware of all situations and how to react if an emergency should arise. If any of the information is unclear you should follow-up with the Office of International Programs prior to departure.

- ✓ **Injuries & Health Issues:** You should go to the nearest hospital emergency room. If you are not with a program staff member or another student, get to the nearest hospital and contact the program director or staff member as soon as possible. Contact your health insurance carrier as soon as possible to initiate a claim and to process any reimbursements for medical care. Be aware that medical care must be paid for at the time of service. This can cost you a substantial amount up front. You will then be reimbursed once the proper forms are filed with your health insurance carrier.
- ✓ **Lost or Stolen Items:** Report lost or stolen items of value to the local police. You should also inform your program directors if any items have been lost or stolen.
- ✓ **Passport/Visa Issues:** If your passport or visa is lost or stolen, you should report this to the nearest U.S. Consulate or Embassy. Students should provide passport copies to family, the Office of International Programs, and keep a copy separate from the originals. Your particular overseas supplemental insurance coverage may also be of assistance in the replacement process.
- ✓ **War/Political Unrest/Terrorism:** If war or civil unrest should occur in your study abroad location, the Office of International Programs, in collaboration with your program provider, hosts in country, and the U.S. Department of State will make the best decision for your personal safety regarding your particular study abroad program.

### **Office of International Programs**

**Emergency Line: 24/7 – 508-565-1000 – press “0” to reach Campus Police**

# RETURNING TO STONEHILL

The process of returning from an abroad experience can include a number of components including housing, courses, as well as your personal transition from an overseas environment back to Stonehill College. The Office of International Programs will be working with you to navigate these pieces along with various offices and departments throughout campus to ensure that your transition back to Stonehill is as seamless as possible.

## HOUSING

Students that have resided on-campus previously are guaranteed housing upon their return from abroad. Students that withdraw from study abroad after the completion of Stonehill College's non-refundable *Study Abroad Deposit Form* and after completing Residence Life's *Abroad Notification Form*, students will not be guaranteed on-campus housing for the following semester. Residence Life Office requires a completed housing preference form prior to departure from campus.

## MERIT POINTS

Students that participate in a study abroad semester will receive merit points for their participation. Students will receive 2 merit points for fall participation and 1 for spring participation. It will be important to monitor your merit points and to follow-up through regular procedures. Students who do not successfully complete a study abroad semester (ex. withdraw before or during) will surrender the points related to study abroad. You may check your merit point totals at the following website: <http://www.stonehill.edu/x11096.xml>

## FINANCIAL AID

Students who receive financial aid should continue to complete the necessary forms according to the deadline set by the Student Aid & Finance office: <http://www.stonehill.edu/x22510.xml>

## POWER OF ATTORNEY

In some instances, students may want to establish a power of attorney via legal counsel. This will enable a designated person to act on your behalf regarding any financial aid or other matters while you are abroad. This must be established in writing through official legal channels and Stonehill College should be informed of this arrangement in advance of your departure.

## LEADERSHIP

Students that have studied abroad return to the campus and make wonderful leaders at the college. They bring the skills, abilities, and newfound excitement for Stonehill and assist in such places as peer tutors, resident assistants, teaching assistants, peer advisors in the OIP, as well a variety of other options throughout campus. Students should explore these opportunities prior to study abroad, but also contact the various offices involved with selecting students for these leadership opportunities.

## OFFICE OF INTERNATIONAL PROGRAM ACTIVITIES

The Office of International Programs offers a variety of programs upon your return to campus to assist you with your transition back to campus. Each semester we organize a Welcome Back Dinner so that you can hear about a variety of opportunities to utilize your abroad experience back on campus.

- **MARKETING YOUR INTERNATIONAL EXPERIENCE**

Students are invited to attend a *Marketing your International Experience* workshop which will highlight how you talk about your experience in interviews, in classes, and in a variety of venues. It also assists you with making sure you highlight this experience on your resume for your job search process with potential internships and employers. This event is collaboration between the Office of International Programs and the Office of Career Services.

- **PHOTO CONTEST**

Each semester students are encouraged to submit photos from their study abroad semester to highlight some of the sights and cultural experiences from an abroad semester. Photos are judged by Fr. Kruse as well as faculty and staff. Students interested in submitting photographs will receive entry forms in a mailing upon their return to campus and the photos will be displayed on the Stonehill Photo Gallery

## **EVALUATION**

Students must complete an on-line study abroad program evaluation form upon their return to campus. Students will be notified by e-mail about access to the on-line evaluation. Students may also make an appointment with the Director of International Programs to discuss any particular highlights or issues from their particular program.

## **COMPETITIVE FELLOWSHIPS & SCHOLARSHIPS**

Study abroad students who had a transformative experience while overseas often find that they would like to continue to go overseas through furthering their studies, research, or teaching abroad. There are a variety of fellowships and scholarships available such as the Fulbright, Rhodes, Truman, Rotary, and many others. Students can explore these options with the Dean of Academic Achievement, Craig Almeida.

Craig Almeida, Dean of Academic Achievement  
Duffy Academic Center  
Email: [calmdia@stonehill.edu](mailto:calmdia@stonehill.edu)

Students may find out more about some of these competitive fellowships and scholarships through the OIP website: <http://www.stonehill.edu/x12472.xml>

## STONEHILL CONTACT INFORMATION

| NAME  | E-MAIL   | PHONE        | FAX          |
|---|--|--------------|--------------|
| <b>Stonehill College – 24/7 Contact</b>                           |  |              |              |
| (Main switchboard) – Press “0” to reach Campus Police immediately |  | 508-565-1000 | -----        |
| <b>Director of International Programs:</b>                        |  |              |              |
| Alice M. Cronin   | <a href="mailto:acronin@stonehill.edu">acronin@stonehill.edu</a>           | 508-565-1021 | 508-565-1686 |
| <b>Assistant Director</b>   |  |              |              |
| Jennifer McKernan   | <a href="mailto:jmckernan@stonehill.edu">jmckernan@stonehill.edu</a>       | 508-565-1581 | 508-565-1686 |
| <b>Advisor:</b>   |  |              |              |
| Aliki Karagiannis   | <a href="mailto:akaragiannis@stonehill.edu">akaragiannis@stonehill.edu</a> | 508-565-1537 | 508-565-1686 |
| <b>Registrar:</b>   |  |              |              |
| John Pestana  | <a href="mailto:jpestana@stonehill.edu">jpestana@stonehill.edu</a>         | 508-565-1104 | 508-565-1434 |
| <b>Academic Services:</b>   |  |              |              |
| Ms. Kathleen Joint  | <a href="mailto:kjoint@stonehill.edu">kjoint@stonehill.edu</a>             | 508-565-1306 | 508-565-1492 |
| <b>Campus Ministry:</b>   |  | 508-565-1487 | 508-565-1423 |
| <b>Counseling &amp; Testing:</b>                                  |  | 508-565-1331 | 508-565-1691 |
| <b>Associate Director of Residence Life:</b>                      |  |              |              |
| Peter Wiernicki   | <a href="mailto:pwiernicki@stonehill.edu">pwiernicki@stonehill.edu</a>     | 508-565-1290 |              |

**Enter the contact information for your Faculty Advisor and major Department Chair.**

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|                 |                |       |
|-----------------|----------------|-------|
| Faculty Advisor | e-mail address | phone |
|-----------------|----------------|-------|

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|                        |                |       |
|------------------------|----------------|-------|
| Major Department Chair | e-mail address | phone |
|------------------------|----------------|-------|

## HELPFUL LINKS

For country-specific on-line Study Abroad Student Handbooks, go to <http://www.studentsabroad.com> and click on your destination.

### U.S. STATE DEPARTMENT

[www.travel.state.gov/](http://www.travel.state.gov/)

#### Absentee Voting

Federal Voting Program - Provides links to state voting officials, state voting requirements and forms to register absentee and request ballots.

[www.fvap.gov](http://www.fvap.gov)

#### Air Travel

Customs Information - Official government website for U.S. Customs information, including links for air travelers.

<http://www.cbp.gov/>

<http://www.tsa.gov/>

#### Airports

Provides links to major international airports worldwide.

[www.hotelstravel.com/airports.html](http://www.hotelstravel.com/airports.html)

#### Alcohol and Drugs

A Discussion with SAFETI Project Director and SAFETI Newsletter Editor Gary Rhodes and Joel Epstein, Director of Special Projects, Higher Education Center for Alcohol and Other Drug Prevention.

[http://globaled.us/safeti/v1n22000ed\\_alcohol\\_and\\_student\\_exchange.asp](http://globaled.us/safeti/v1n22000ed_alcohol_and_student_exchange.asp)

#### Communication

This site provides dialing access numbers (country codes) for international calls to or from any country in the world.

[www.countrycallingcodes.com](http://www.countrycallingcodes.com)

#### Consulates and Embassies

Links to U.S. Embassies and Consulates worldwide.

<http://www.usembassy.gov>

#### Culture Shock

Culture Shock! Easing Adjustment - Suggestions and advice for dealing with culture shock

<http://www.pacific.edu/sis/culture/>

#### Currency

Tells what the current exchange rates are for nearly every nation's currency.

[www.oanda.com/convert/classic](http://www.oanda.com/convert/classic)

#### Disabilities

SAFETI On-line Newsletter article by Pamela Houston, Former Project Assistant to the National Clearinghouse on Disability and Exchange.

[http://globaled.us/safeti/v1n12000ed\\_national\\_clearinghouse\\_on\\_disability\\_and\\_exchange.asp](http://globaled.us/safeti/v1n12000ed_national_clearinghouse_on_disability_and_exchange.asp)

### **Drugs**

Details the penalties for drug possession and what the U.S. consular officers can and cannot do for you in the event you are arrested.

[http://www.travel.state.gov/travel/living/drugs/drugs\\_1237.html](http://www.travel.state.gov/travel/living/drugs/drugs_1237.html)

### **Financial Issues**

This site gives advice about budgeting, currency exchange, credit cards, and transferring money.

<http://globaled.us/rfsa/money.html>

### **Gay/Lesbian/Bisexual Travelers**

Site dedicated to lesbians, bisexuals, and gay students traveling abroad.

[www.indiana.edu/~overseas/lesbigay/](http://www.indiana.edu/~overseas/lesbigay/)

### **Health**

Advice on how to deal with environmental hazards ranging from hurricanes to air pollution.

[www.cdc.gov/travel/index.htm](http://www.cdc.gov/travel/index.htm)

### **Legal Assistance**

Advice on all legal issues, domestic and international.

[http://travel.state.gov/law/law\\_1734.html](http://travel.state.gov/law/law_1734.html)

### **Medical**

Offers information on what consulates or embassies can do if an American citizen becomes seriously ill or injured.

[http://travel.state.gov/travel/tips/brochures/brochures\\_1215.html](http://travel.state.gov/travel/tips/brochures/brochures_1215.html)

### **Minority Students**

This site gives minority students' perspectives on their experiences abroad.

[http://www.brown.edu/Administration/OIP/pdf\\_docs/diversity\\_st\\_abroad01.pdf#xml](http://www.brown.edu/Administration/OIP/pdf_docs/diversity_st_abroad01.pdf#xml)

### **Parents**

SAFETI Newsletter article by William Hoffa, which helps parents participate in their student's study abroad experience. [http://globaled.us/safeti/v2n12001ed\\_advice\\_for\\_parents\\_faqs.asp](http://globaled.us/safeti/v2n12001ed_advice_for_parents_faqs.asp)

### **Passports**

Extensive information on passports, passport services, restrictions, fees, where to apply for a passport, etc.

[http://www.travel.state.gov/passport/passport\\_1738.html](http://www.travel.state.gov/passport/passport_1738.html)

### **Subways**

A virtual tour of subway routes for all major cities throughout the world.

<http://www.urbanrail.net/index.html>

### **Telephone numbers**

List of important telephone numbers for overseas citizens: who to call in case of robbery, arrest, detention, abduction, crisis, or death abroad.

[http://travel.state.gov/travel/tips/emergencies/emergencies\\_1212.html](http://travel.state.gov/travel/tips/emergencies/emergencies_1212.html)

### **Time Zones**

Provides all time zones and running, up-to-date clocks for all capital cities.

[www.timeanddate.com/worldclock/](http://www.timeanddate.com/worldclock/)

### **Translations**

A helpful site for on-the-spot translations of words, phrases and paragraphs into a long list of world languages.

[www.babelfish.yahoo.com/](http://www.babelfish.yahoo.com/)

### **Travel Guides**

Site of the publisher of another one of the most popular student guidebooks on the market today, with links on where to buy.

[www.letsgo.com/](http://www.letsgo.com/)

### **Women Travelers**

Travel tips geared toward women, including everything from personal travel stories to what to wear.

[www.journeywoman.com/](http://www.journeywoman.com/)

**Note:** The above named resources are provided by First-Educational Travel Information (SAFETI) Clearinghouse of the University of Southern California's Center for Global Education in the Rossier School of Education. This information is a partial listing and is made possible through support from the Fund for the Improvement of Postsecondary Education (FIPSE) of the U.S. Department of Education. For a complete list of resources available go to:

[www.studentsabroad.com](http://www.studentsabroad.com)